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### ON-START

<table>
<thead>
<tr>
<th>Term</th>
<th>Week 1 Begins</th>
<th>Week 10 Ends</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Week 6 Begins</th>
<th>Week 10 Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 3</td>
<td>June 27, 2011</td>
<td>July 30, 2011</td>
</tr>
<tr>
<td>Term 4</td>
<td>Sept. 6, 2011</td>
<td>Oct. 8, 2011</td>
</tr>
</tbody>
</table>


### 2012

| Term 2 | Mar. 12, 2012 | May 19, 2012 |
| Term 3 | May 21, 2012 | July 28, 2012 |
| Term 4 | July 30, 2012 | Oct. 6, 2012 |
| Term 5 | Oct. 8, 2012 | Dec. 15, 2012 |

### 2013

| Term 1 | Jan. 7, 2013 | Mar. 16, 2013 |
| Term 2 | Mar. 18, 2013 | May 25, 2013 |
| Term 3 | May 27, 2013 | Aug. 3, 2013 |
| Term 4 | Aug. 5, 2013 | Oct. 12, 2013 |

### 2014

| Term 1 | Jan. 6, 2014 | Mar. 15, 2014 |
| Term 2 | Mar. 17, 2014 | May 24, 2014 |
| Term 3 | May 26, 2014 | Aug. 2, 2014 |

* Students who begin their program on the “off start” will complete their program 5 weeks later than the stated program length.

### HOLIDAYS

ATA does not hold classes on the following national and public holidays:
- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Break
- Holiday Break
ABOUT ATA CAREER EDUCATION

HISTORY
ATA Career Education is owned and operated by ATA-CIF, LLC, a wholly owned subsidiary of ATA College, based in Louisville, Kentucky. ATA College established itself as an Information Technology school, in 1994. In Fall 2003, ATA shifted its focus to allied health training.

In 2010, ATA acquired The Career Institute of Florida, and now serves the Tampa Bay area as ATA Career Education. ATA Career Education offers training in the allied health field, and is accredited by the Accrediting Bureau of Health Education Schools.

MISSION
ATA Career Education is committed to providing quality instruction, hands-on training and effective career preparation in a comfortable environment that facilitates the learning experience.

OWNERSHIP
ATA Career Education is owned and operated by ATA-CIF, LLC, a wholly owned subsidiary of ATA College, based in Louisville, Kentucky. The ATA Board of Directors includes Donald Jones, Gerald Lanz, and Brian Wilson.

LICENSED
ATA is licensed by the Commission for Independent Education (CIE), Florida Department of Education. Additional information regarding this institution may be obtained by contacting the CIE at:

- 325 West Gaines Street, Suite 1414
- Tallahassee, Florida 32399-0400
- (850) 245 3200
- (888) 224 6684

ACCREDITATION – Institutional
Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043

NOTICE
The school, through appropriate action, reserves the right to change any provision or requirement at any time within the student’s term of attendance. ATA reserves the right to change fees, policies, regulations and calendar or to revise programs of study as deemed necessary and desirable. Any such changes would only occur provided they are within the terms and conditions of the enrollment agreement between ATA and the student. Additionally no undue hardship or disruption to the program of study would be placed upon the student. ATA will inform students of any administrative changes. ATA also reserves the right to delay and/or cancel a program start when the number of students scheduled to start is too small economically to start the class. A student may elect to accept the new start date or have all monies refunded, if applicable. ATA offers equal opportunity without distinction or discrimination on the basis of race, color, gender, religion, age, marital status, national origin, sexual orientation or disability in any of its activities or employment practices.
FACULTY AND STAFF
The staff of ATA is a small team of dedicated professionals who, together, have over two decades of professional and managerial experience in delivering education to adult learners. The principal staff members and faculty for all locations are:

STAFF
BOARD OF DIRECTORS
Don Jones
Gerald Lanz
Brian Wilson

CORPORATE DIRECTORS
Don Jones .................................................................President
Cindy Landry ..................................................Director of Accreditation and Compliance
Brett Weber ..................................................Chief Operations Officer / Director of Career Services
April Tretter ..................................................Director of Financial Aid
Jeremy Wright ..................................................Controller

Largo Administrative and Support Staff
Al Smith ..................................................Campus Manager
Amy Plunkett, LPN ...........................................Career Services Manager
Kyle Weber ..................................................Registrar
Brian Hamilton ..................................................IT Technician
Jenna Gravino ..................................................Administrative Assistant

Spring Hill Administrative and Support Staff
Joe Makki ..................................................Director of Florida Operations
Kyle Weber ..................................................Manager, Campus Administration
Al Smith ..................................................Student Success Manager
Megan Hancock ..................................................Admissions Manager
Amy Plunkett, LPN ..................................................Career Services Manager
Jennifer Armellini ..................................................Career Services Advisor
Marlo Staublitz-Hoaglan ..................................................Financial Aid Advisor
Patricia Bresson ..................................................Administrative Assistant
Rebecca Romancky ..................................................Financial Aid Advisor
Nachelle Johnson ..................................................Admissions Representative

FACULTY
A complete faculty listing is included in Addendum A.
LOCATIONS
Largo Non-Main (Lic. #2469)
12360 66th Street North
Largo, Florida 33773
727-576-9597

Spring Hill Non-Main (Lic. #3957)
7351 Spring Hill Drive
Suite 11
Spring Hill, Florida 34606
352-684-3007

FACILITY
ATA Career Education's Largo campus is comprised of 10,000 square feet that include four classrooms, a learning resource system, a conference room, a medical lab and a student lounge.

ATA's Spring Hill campus is approximately 13,900 square feet in size and is located in a retail center on Spring Hill Drive. There are 16 classrooms, a medical assisting/phlebotomy lab and a limited medical radiography lab.

At both campuses, students have regular access to student services through ATA's on-site personnel. The learning resource system facilities at each location hold a collection of books, journals, CD-ROMs, and computer workstations with Internet access. The learning resource facilities are fully accessible to students during regular business hours. All classrooms at all campuses are equipped with a white board, and LCD projector. Students use the computer lab to complete computer assignments, as required. In each location, students in the Medical Assistant and Phlebotomy programs are provided with a fully-equipped medical lab, adequate for up to 20 students at a time.

ATA instructs dental assisting laboratory courses at 10481 Spring Hill Drive, Spring Hill, FL 34608

Spring Hill Dental is a 3500 square foot private practice dental office. There are 6 treatment rooms with 6 x-ray units, one sterilization area, one laboratory, and a conference room that students will be using during their class lab time. The hours that ATA will utilize the separate classroom space will be evenings that will vary Monday through Friday from 5:30-9:30.

MAXIMUM NUMBER OF STUDENTS IN CLASS
The maximum number of students in a typical classroom or laboratory setting for an Allied Health class at ATA is normally 20.
ADMISSIONS POLICY
ADMISSION PHILOSOPHY
The Office of Admission supports the mission of ATA Career Education. Consistent with the school’s mission of providing quality instruction, hands-on training, and effective career preparation, the Office of Admission seeks to enroll and retain an academically talented student body who show promise of success in school and who enrich the learning community and represent the diverse society they serve.

GENERAL ADMISSION REQUIREMENTS
ATA Career Education’s minimum requirements for application in any program are to be either a high school graduate or have a Graduate Equivalency Diploma (GED) from an accredited institution.

All applicants to ATA Career Education must authorize ATA to perform a background check. Background checks include, but are not limited to: criminal record check, social security number validation, and sex offender registry check. All information collected in the background check is considered in the admission process. Applicants with felony convictions will not be accepted to ATA Career Education. Additionally, ATA may decline admission to applicants who, in ATA’s sole opinion, may have difficulty finding employment in their field of application as a result of issues disclosed on their background check.

NON-DISCRIMINATION POLICY
ATA is open to all applicants without discrimination on the basis of race, color, gender, religion, national origin, age, marital status, sexual orientation or disabilities in any of its programs, activities, or employment practices. ATA does not discriminate against individuals on the basis of physical and/or mental disability. ATA may provide reasonable accommodations, including auxiliary aids and services to qualified individuals unless providing such accommodations would result in an undue burden or alter the nature of the program or benefit from the program or service provided by ATA Career Education. ATA will refer individuals with disabilities to the appropriate agencies for assistance financially as well as for professional support beyond the scope of ATA. Any disagreements would be addressed through the ATA Career Education grievance procedures.

ATA Admissions Representatives cannot make any guarantees to the applicant with regard to acceptance to the school, transfer of credit to or from the school, or class schedules.

ATA Career Education admits students on a rolling basis. As students are determined to be properly qualified they are permitted to complete the admission process.

TRANSFER CREDIT/ADVANCED PLACEMENT
ATA Career Education will evaluate the student’s previous education, training, and experience to determine if any subjects or training activities in the student’s program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at an institution accredited by an agency recognized by the United States Department of Education or the Council on Higher Education may be accepted on the basis of a valid transcript provided by the student. Only grades of “C” or higher will be eligible for transfer. Credit will be awarded where appropriate. ATA Career Education will notify the student and appropriate agencies (i.e., Veterans Administration, Voc. Rehab, etc.) upon completion of evaluation and determination of outcome. Transfer credits must be earned in courses that are similar in nature to the course offered by ATA Career Education. Credits that were earned more than seven (7) years prior to the current year will not be considered for transfer. It is the responsibility of the student to request an official transcript be mailed to ATA Career Education in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training at ATA Career Education. Any credit, advanced placement or credit for experiential learning transferred in that reduces the length of
the program will reduce the cost of the program. The transferability of credit from this institution is at the discretion of the accepting institution, and it is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice. ATA programs are considered to be terminal and it is assumed that credit for any courses cannot be transferred to another institution.

**VETERAN’S CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately and the VA and the student notified.
KNOWLEDGE OF POLICIES
Each student is responsible for knowing the ATA rules, requirements, and policies. The catalog is the normal publication for policy statements; but corrections, changes, or interpretations can be published by other means, including electronic means, anytime throughout the student’s attendance. Students will be notified of any changes, and provided access to the revised catalog upon implementation of any changes. Undue hardship or disruption to the program of study would not be placed upon the student, as a result of any changes applied by ATA.

ATTENDANCE POLICY
Students are required to maintain a minimum attendance rate of 80% of the scheduled hours in each course to achieve satisfactory attendance. There will be no distinction made between excused and unexcused absences. Students who do not achieve satisfactory attendance may be withdrawn from a course and receive a grade of failure (“F”). Absent time will accrue for tardiness and early departure. Absence beyond 20% level will be reviewed by the retention board (Program Director, Student Services office, and the instructor) upon the student’s submission of documentation citing the mitigating circumstances. Mitigating circumstances include serious illness, death of immediate family member, jury duty, military duty, court proceedings. Final determination of mitigating circumstances is up to the retention board. Students who have been absent for 7 consecutive days not including scheduled school holidays will be withdrawn from a course and receive a grade of failure (“F”).

VETERAN’S ATTENDANCE POLICY
Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students’ files. Early departure, class cuts, tardies, etc. for any portion of a class period will be counted as time absent which accrues to the maximum allowable absence. Students exceeding 20% of the course meetings unexcused absences in a quarter (10 weeks) will be terminated from their VA benefits for unsatisfactory attendance. The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

TARDY POLICY
In order to foster student responsibility, minimize classroom interruptions, and avoid unnecessary embarrassment, it is important that students arrive to school on time. It is for these reasons that ATA administrative personnel have instituted a formal tardy policy. A student is considered tardy if he/she arrives more than 15 minutes after class begins, and that will count toward absent time. A student is also considered tardy if he/she leaves class before the scheduled class ending time. Each tardy will accumulate towards the 20% maximum absence policy. There will be no distinction made between excused and unexcused tardiness.

MAKE-UP WORK
Students will be required to make-up all assignments or other work missed as the result of any tardiness or absence. The student must make arrangements with the instructor to ensure that all work is made-up before the end of the course in which the work was missed. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam must be made with the instructor the first class sessions following an absence. It is the student’s responsibility to make arrangements with the instructor for time, place, and supervision. All arrangements are subject to approval by the Instructor.

LEAVE OF ABSENCE
ATA Career Education does not have a leave of absence policy (LOA). Any student requesting leave of absence is treated as a withdrawal and refund calculations are applied accordingly. A student who has withdrawn from school and wishes to re-enter must apply for re-entry by contacting ATA admissions personnel.
CREDIT HOUR DEFINITION

10 lecture hours = 1 credit hour
20 laboratory hours = 1 credit hour
30 externship hours = 1 credit hour

GRADING SCALE
All courses at ATA Career Education are graded on a 4.0 scale. Letter grades are issued and traditional Grade Point Averages (GPA) are calculated.

A 90% - 100% 4.0
B 80% - 89% 3.0
C 70% - 79% 2.0
D 60% - 69% 1.0
F 0% - 59% 0

A grade of F is considered failing.

Grade point average (GPA) is determined by dividing total quality points earned by total hours earned. GPA is calculated each quarter for all hours attempted at the school-cumulative credit and quality points earned at other schools are not counted toward GPA at ATA. Course completion percentages will be affected by failure to resolve “I” grades and “F” grades. Grades of W, will also affect course completion percentages. Grades of “T” and “P” are not calculated in the student’s grade point average, however they are counted toward the course completion percentages. All grades of A, B, C, D, F, W, P, T and I are included in the quantitative satisfactory progress measurement calculations. The grade of AU is not included in the quantitative satisfactory progress measurement calculations.

SATISFACTORY PROGRESS POLICY
Satisfactory Academic Progress (SAP) standards measure each student’s quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student’s program of study. These standards are applied uniformly to all students whether or not they are receiving any form of student aid. ATA’s academic progress standards measure a student’s progress at the end of each grading period. ATA will provide a report to each student stating the student’s credits completed and grade point average at the end of each grading period.

Maximum Time Frame
The maximum time frame in which a student may complete his/her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in the diploma or degree program.

Quantitative Requirement Credit Completion
Each student must complete a minimum number of credits at each SAP evaluation point. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a (W) or (F). All courses for which a student receives a grade, whether passing or failing, a withdrawal (W), a repeated course, transfer and bypass credit or an incomplete (I), are counted in determining credits attempted. A student’s SAP standing will be calculated based on the student’s entire history of enrollment in a specific program of study, except as noted below.

Qualitative Requirement-Cumulative Grade Point Average (GPA)
Qualitative progress is measured at each evaluation point. ATA measures qualitative progress on the basis of a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student’s GPA, except that of a withdrawal (W) or incomplete (I) or a grade of (P) passing grade for an externship or bypass or transfer
credit. If a student repeats a course, only the highest grade for that course will be included when calculating the student’s GPA.

**Probation**

Students who do not meet the minimum standards for credits completed or cumulative grade point average will receive a written notification stating that they are being placed on “Satisfactory Academic Progress Probation.” The student will have one additional evaluation period to correct the deficiency and meet the minimum requirements at the next evaluation point. The probationary period shall be no shorter than the time needed for the student to attempt a minimum of 12 quarter credits. The student will remain eligible for federal aid while on probation. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Probation Period, the student’s enrollment with ATA will be terminated and he/she will be ineligible to receive any further federal student assistance. The following chart provides the minimum quantitative and qualitative requirements for each evaluation point.

<table>
<thead>
<tr>
<th>Evaluation Period</th>
<th>Cumulative Quarter Credits Attempted (including transfer and bypass credit)</th>
<th>Minimum Percentage of Cumulative Credits Completed</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10 to 17</td>
<td>50%</td>
<td>1.5</td>
</tr>
<tr>
<td>2</td>
<td>17.1 to 26</td>
<td>50%</td>
<td>1.75</td>
</tr>
<tr>
<td>3</td>
<td>26.1 to 36</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>4</td>
<td>36.1 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Transfer and Readmitted Students/Students Changing Programs**

If a student transfers to ATA from another institution, the transfer credits that have been accepted by ATA will count as credits attempted for purposes of calculating the student’s quantitative progress. The corresponding grades will not count toward the student’s qualitative progress.

If a student is re-admitted into ATA, changes programs, or seeks to earn an additional diploma/degree, than those credits that are applicable to the student’s current program of enrollment will be included in determining the student’s satisfactory academic progress standing. Students on Satisfactory Academic Progress Probation will only be permitted to change programs one time.

**Repeated Courses**

Students receiving Title IV Federal Financial aid may repeat a course in accordance with ATA’s academic policy. Credits from both course attempts will be counted in Total Quarter Credits Attempted and in Minimum Cumulative Credits Completed at ATA but only the highest grade received will be included in the calculation of minimum CGPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion.

**Termination**

ATA reserves the right to terminate a student's enrollment if, during the program, the school determines that the student has failed to maintain satisfactory academic progress, comply with ATA rules and regulations as published in this Catalog, or has failed to meet his/her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy.
Reinstatement Following Interruption of Training  
Academic Appeal Procedure for Re-Admission  
Once unsatisfactory academic progress has been determined, and suspension/termination has occurred, the student may:

Appeal his/her status in writing to the Associate Director of Academic Affairs/Director of Education. Appeals must be made in writing and addressed to the appropriate person no later than five (5) days following notification of suspension/termination.

The student must indicate the reasons why they did not achieve the minimum academic requirements and the adjustments that have been made to assure that satisfactory academic progress will be achieved. The student must submit documentation to support the appeal.

Mitigating circumstances under which a student’s educational status may be revised or that might lead to a successful appeal may include: student injury/illness, death of students relative or other reasons resulting in undue hardship to the student.

The student will be notified in writing of the outcome of his/her appeal within 5 days of receipt of the letter of appeal. Documentation regarding the appeal will be maintained in the student’s academic file.

Cancellation of Aid
If a student’s financial assistance is cancelled for failure to meet satisfactory progress, the student will be notified in writing informing him/her of the cancellation of financial aid and termination from ATA as well as the requirements for appeal and reinstatement.

Re-Establishment of Academic Progress at ATA and Reinstatement of Financial Aid
Students who have been terminated from ATA for failure to achieve satisfactory academic progress may qualify for readmission to ATA for the purposes of reestablishing their satisfactory academic progress. However during this period they will be ineligible to receive any federal financial aid. (See academic appeal for readmission policy above)

Students may regain financial aid eligibility by correcting their qualitative and/or quantitative deficiencies. Students can accomplish this by raising their CGPA and/or completing an appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be done by successfully completing the necessary course(s) at ATA at the students’ own expense or through transferring credits into ATA.

Once students meet the required CGPA and/or the appropriate minimum percentage of cumulative credits completed, their financial aid eligibility may be reinstated.

Financial Aid: Appeal Procedure
Students who fail to meet academic progress requirements are permitted to appeal the termination of financial aid if mitigating circumstances were contributing factors to the student’s failure to achieve satisfactory academic progress. Mitigating circumstances would include the death or severe illness of a close relative of the student, injury, disability or illness of the student or other special circumstances. An appeal must be filed within 30 days of receiving notice of termination unless otherwise excused. All appeals must be submitted to the Administrative Manager or Academic Director in writing and must explain the extenuating circumstances. Letters of appeal should include any applicable documentation. All appeals are reviewed and determined by the Financial Aid Committee (Administrative Manager, Financial Aid Officer, Campus Director and Director of Education, or their designees). The student will remain on probation but will not receive any additional financial aid funds pending the outcome of the appeal so long as the student does not exceed the maximum time frame to complete the program. Decisions of the Financial Aid Committee are final and will be provided to the student in writing within 30 days of receipt.
Re-Establishment of Financial Aid after A Successful Appeal
If a student successfully appeals his/her loss of federal financial aid eligibility, the student’s financial aid eligibility will be re-established. In most cases, the Appeal Committee will return the student to a probationary status and establish a time frame for meeting the minimum requirements.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS
Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each quarter (term, quarter, semester, evaluation period, etc.)

A VA student whose CGPA falls below 2.0 at the end of any quarter (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student’s CGPA is still below 2.0 at the end of the second consecutive term of probation, the student’s VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

APPEAL POLICY FOLLOWING ACADEMIC SUSPENSION
Students who are suspended for failure to maintain satisfactory academic progress may apply for readmission after having been out of school for a minimum period of one academic quarter. Students who are readmitted under these circumstances will be placed on probation. Failure to make satisfactory academic progress during each successive quarter (achieve a quarterly GPA of 2.0 and progress at a rate that will permit completion within the 150% time-frame) will result in permanent termination from the school. Students may apply for readmission to the school only once. Students who are readmitted will be required to complete a new Student Enrollment Agreement and will be charged the current rate of tuition as well as being ineligible for financial aid until which point that satisfactory academic progress is regained.

Students who are re-admitted following suspension for failure to make Satisfactory Academic Progress are ineligible for Title IV financial aid until they are able to re-establish SAP.

GRADE APPEAL
If a student has the reason to believe that a grade he/she has received is incorrect, the student should first contact the instructor to resolve it. If satisfactory resolution is not reached, the student may consult Student Services or the Office of the Registrar and appeal his or her grade by obtaining a Petition for Appeal form. The completed petition for grade appeal form must be submitted by the student to the registrar’s office within the first week of the subsequent quarter. The program director reviews the grade appeal with the instructor and makes a determination.

If student is not satisfied with the decision, he/she may wish to appeal in writing a letter addressing his/her concerns and submitting it to the Office of the Registrar within 4 weeks of the date of initial submission of the petition for grade change. The Registrar will forward the appeal request to the Academics Review Committee (ARC) for further review.

ACADEMICS REVIEW COMMITTEE (ARC)
The Academics Review Committee (ARC) is comprised of program directors, faculty, and student services. The Student Services manager will request a student conference to discuss incidents of possible academic dishonesty, plagiarism or violation of the student code of conduct.
The Student Services manager reserves the right to administer disciplinary action when the student acknowledges violation of student code of conduct and when the violation of the student code of conduct is minor. In more serious violations of student code of conduct, incidents involving academic dishonesty or plagiarism the student’s violation will be reviewed by the committee who will determine the appropriate course of action(s) to be taken.

Students will be informed via the student email address of the Academics Review Committee’s decision regarding disciplinary action.

**ACADEMICS REVIEW COMMITTEE APPEAL PANEL**

The Appeal Panel is comprised of the Program Director, Director of Education, and ATA President. Students have the right to appeal any ARC decision in writing to the Director of Education or President. The panel will make a final determination of any disciplinary action.

**MAXIMUM TIME TO COMPLETE**

ATA Career Education programs have varying lengths as specified elsewhere in this catalog and on the Student Enrollment Agreement. The maximum time frame in which a student may complete his/her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in the diploma or degree program. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

If the student cannot complete the program within this time, they will be terminated. Students in all degree and diploma programs are required to complete an externship component as outlined on the program description page. This externship is completed during the last quarter of enrollment. Students in externship may be permitted up to 5 additional weeks following the end of the externship period to complete the number of required hours in externship. Permission to extend the externship must be received from the Director of Education.

**EXTERNSHIP RETAKE POLICY**

ATA programs require a student to complete an externship in order to graduate. The externship course is offered on a pass/fail basis.

The externship is a capstone course which provides the opportunity for the student to gain hands-on experience in a real-life workplace. ATA has a number of affiliation agreements with our externship partners. On occasion an externship affiliate site will require ATA to remove a student from their site due to issues occurring at the site. Examples of such are: inability to perform assigned tasks, failure to show-up at the pre-determined time without calling, unprofessional behavior and/or appearance at the site.

If a student is removed from an externship site during their first enrolled externship, the student will have one week to work with Career Services personnel to find another location. Once a site is located Career Services personnel will initiate a signed externship agreement with the student and site personnel.

A signed externship contract with the site will be initiated by Career Services. This location has to be signed off by Career Services as an approved site and the office manager needs to agree that the student will be able to complete the required externship hours during the allotted time.

If a student is removed from their second location the student will not be allowed to complete the program and their enrollment with ATA will be terminated. Once this action occurs the student is also not allowed to bridge to another program.
Students who are removed/fail an externship will not be permitted to carry any unsuccessful hours that they completed forward to their next externship attempt.

In the event a student is removed from an externship location they have the right to appeal their removal by submitting a letter to the Director of Career Services within 5 days of removal. The letter should state the reasons the student feels they were wrongly dismissed from the site. The Director of Career Services will assemble the re-entry committee who will review the letter and make the determination if the appeal should be upheld or denied. Voluntary or involuntary removal results in the same process.

WITHDRAWALS
A student who does not complete a course will be withdrawn from the course and receive a failing grade. A student should not withdraw from a quarter without prior notification. Students who withdraw from ATA are dropped from class and must re-enroll, and sign a new Student Enrollment Agreement and will be charged the current rate of tuition if they decide to return. Refunds are calculated for all students according to the policies in our catalog and Student Enrollment Agreement.

DISMISSAL
A student may be dismissed from school for the following reasons: failure to maintain the established academic standards of the school (see academic policy), failure to be current in all financial obligations to ATA Career Education, excessive absences, violation of academic integrity policy, damage/destruction of school property and conduct disruptive to the classroom and/or school activities. Students who are dismissed/suspended due to failing to maintain established academic standards or for excessive absences are dismissed/suspended for at least 1 full academic quarter at which point they may request in writing to re-enter the school. Students convicted of a felony during the course of their schooling will be immediately dismissed.

APPEALS
A student who has been dismissed may appeal the decision if special or mitigating circumstances exist. Any appeal must be submitted in writing to the Student Services Manager/Director of Education prior to the start of a new course/term. The student must explain the circumstances precipitating to his/her dismissal. ATA defines extenuating circumstances to be serious illness, family emergency or extenuating circumstances which contributed to the academic problem and what plans the student has to eliminate those problems in the future. The review of the Student Services Manager/Director of Education is final and may not be further appealed. The Grievance Policy can be found on Page 59.

TRANSCRIPTS
A permanent record of academic progress for each student is kept on file with the school. A student may request a copy of this record by submitting a written request to the Office of the Registrar. There is no charge for the first official transcript; however, all subsequent requests must include a $5.00 fee. Transcripts will not be released for a student who owes ATA Career Education money.
REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION
The following requirements must be met by a student in order to qualify for graduation in ATA Career Education programs:
- Receive a grade of 70% / 2.0 Cumulative Grade Point Average.
- Maintain Satisfactory Academic Progress.
- Complete all designated requirements (tests, assignments, papers, etc.) of the program.
- Satisfy all financial obligations to the school.
- Complete the program within 150% of the normal program credit hours.

TYPE OF DOCUMENT AWARDED UPON GRADUATION
Upon successfully completing all requirements of the ATA Career Education program, the student will receive a diploma. Any additional third-party industry certifications are accomplished through third-party testing. The student, not ATA Career Education, is responsible for completion of third-party testing. ATA Career Education does not issue industry certifications. For certification preparation programs, the student should understand that ATA Career Education is offering preparation training only, and does not offer nor guarantee the certification itself.

SCHOOL CALENDAR
ATA Career Education previously operated on an open enrollment schedule and did not operate on regularly occurring terms like semesters or quarters. In November, 2011 ATA adjusted its calendar to operate on a 10 week quarter. Students enrolling from that point forward are on a quarter credit hour basis.

CLASS HOURS
Daytime classes maybe scheduled between 8:00 a.m. and 5:30 p.m. Monday through Friday. Evening classes are scheduled from 5:30 p.m. to 10:30 p.m. Monday-Friday. Saturday classes are scheduled to meet between 8:30 AM and 2:00 PM. Administrative Offices are open from 8:00 a.m. to 10:30 p.m. Monday through Friday. Classes will begin promptly at their assigned start times and remain in session until the established end-of-class time.

CONTACT HOURS
ATA Career Education measures course duration on the basis of clock hours. One clock hour is equal to a period of time consisting of a minimum of fifty minutes of instruction with appropriate breaks.

FERPA
ATA provides an annual publication in the school catalog and on the ATA website regarding Family Education Rights and Privacy Act (FERPA). Students and parents of dependent students have the right to review a student’s educational records, to request amendment to an educational records, to provide consent prior to disclosure of personally identifiable information and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA. Students and parents are also advised that a hearing can be requested to challenge the contents of a student’s record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement. Additional information regarding FERPA rights can be found at: http://www.atafl.edu/assets/pdf/ATAFL_RightToKnow.pdf

THE TELEPHONE CONSUMER PROTECTION ACT (TCPA)
Student gives ATA and its affiliated third parties the authorization to call the cell phone number listed on an automated dialer system for accounting and collection purposes.
CONDUCT POLICY

Students are expected to conduct themselves in a professional manner at all times. A student who conducts himself in a manner detrimental to ATA staff or other students will be terminated. The school’s conduct policy prohibits, but is not limited to prohibiting:

– Foul language, verbal harassment, or other disrespectful behavior.
– Use, distribution or possession of non-prescription drugs or alcoholic beverages.
– Theft or other inappropriate use of school property and/or resources.
– Cheating of any kind.
– Engaging in any illegal activity on school grounds or while representing ATA.
– Exhibiting violent behavior toward staff, students or while on school grounds.
– Sexual harassment or displays of a sexual nature.
– Food brought into the classrooms.
– Drinks brought into the classrooms unless in a spill proof mug or a bottle with a sealable top.
– Cell phones are to be turned off during class and should not be visible. All emergency calls should be directed to call the office at the campus you are attending.

Violations of the school’s conduct policy may be grounds for termination.

DRESS CODE

All students are required to wear scrubs embroidered with the ATA Career Education logo. Scrub colors are assigned to each program, students must wear the color assigned to their program. All clothes and appearances are to be clean and presentable at all times, and shall conform to the following:

– Students are not permitted to wear sunglasses, hats, or scarves, while in the building.
– Shoes must be clean, white close-toed sneakers.
– Fingernails should be kept short, color-free and neat in appearance. White tips, American or French, are acceptable.
– Jewelry must be minimal and professional. Acceptable jewelry is a watch, wedding/engagement ring, and small earrings (no hoops or dangling earrings). Necklaces must tuck into the student’s scrub top. Nose and any other facial piercings must be removed, or covered with a Band-Aid at all times.

For externship and lab days, the dress code is the same as above, but must include:
– Hair in a ponytail, if long enough, and must be kept up and away from the face.
– Watch with a second hand (for taking pulse).
– Stethoscope: Students are required to use their stethoscopes during labs and externships.
– Protective eyewear (glasses) during all invasive procedures.
STUDENT SERVICES
Student Services supports the mission of ATA Career Education. Consistent with the institution’s mission of providing quality instruction, hands-on training and effective career preparation, student services provides support and resources designed to promote successful graduates. The Student Services goal is to help students make the successful transition into student life, empower them to make decisions, and effectively move into the workplace. Students who request counseling relating to personal issues are referred to outside agencies.

RELEVANT COPING SKILLS
Relevant coping skills are reinforced throughout the student experience at ATA. Students begin their training with skills courses and proceed through to Professional Development.

HOUSING, HEALTH, TRANSPORTATION & CHILD CARE
ATA does not provide housing for students or assistance locating housing. ATA does not provide student healthcare or childcare for dependents of students.

STUDENT RECORDS
Student records are permanently retained by ATA in locked, tamper and fire resistant cabinets when not in use.

ACADEMIC ADVISING AND TUTORING
ATA provides academic advisement to students to ensure their success. Advisement is provided to students failing to meet academic standards at the mid-quarter point of each course. A formalized advisement plan takes place when a student is placed on academic probation for failure to make satisfactory academic progress. Special assistance and/or tutoring arrangements are provided to students who require additional assistance. At any time, a student may arrange an appointment with the Student Success Manager or their instructor.

CAREER SERVICES
Information on job requests from businesses and industries will be made available to students. ATA does not promise or guarantee placement/employment after graduation, but will assist in obtaining initial contact with employers. Placement statistics are available upon request from the Career Services office and are available at the following web address: http://www.atafl.edu/about/consumer.aspx
FINANCIAL POLICIES
TUITION AND PROGRAM EXPENSES
Each program at ATA has a designated tuition and expense schedule. Information regarding this is provided to the student prior to enrollment.

In November, 2011, ATA revised its academic calendar to begin functioning on a 10 week quarter basis. Potential students are advised of program pricing and financial aid availability in a meeting with a financial aid advisor. This meeting provides an estimate of the anticipated aid available to the student should they choose to complete enrollment.

ATA reserves the right to modify its pricing structure as business needs dictate, and all such changes will be published in revised editions of this catalog or addenda to it.

FINANCIAL ASSISTANCE
ATA can assist the student in making application for financial aid. Financial aid advisors are available to meet with students individually to answer questions and guide them through the aid process. Professional and courteous service guarantees that students understand financial options and are ready to complete their career goals.

A prospective student and his/her parents are encouraged to visit ATA’s Financial Aid Office for detailed information, forms, and assistance in completing application forms for the financial assistance programs available.

Students may seek additional funding sources to the direct loans offered through the school.

FINANCIAL AID PROGRAMS
Financial Assistance is available to those who qualify. Financial aid programs include student loans and grants. Convenient payment plans are also available. Students should apply early for admission in order to ensure that their financial aid can be completed by registration day.

Students attending ATA may have access to federal and state financial aid programs. In order to apply, students must complete the Free Application For Federal Student Aid (FAFSA.) You can apply for funding through the Student Financial Aid Office.

Approved financial aid programs (available to those who qualify) include:

SCHOLARSHIPS
Florida Bright Futures Scholarship - The Florida Legislature created the Florida Bright Futures Scholarship Program to reward students for their academic achievements during high school by providing funding for them to pursue postsecondary educational and career goals in Florida. Questions about student eligibility for this program should be directed to the Bright Futures hotline, toll-free at 1-888-827-2004.

Scholarships for Children of Deceased or Disabled Veterans or Children of Servicemen Classified as Prisoners of War or Missing in Action - The State of Florida provides scholarships for dependent children of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or have been verified by the Florida Department of Veterans’ Affairs as having service-connected 100% total and permanent disabilities. For more information on this program contact the Florida Office of Student Financial Assistance toll-free at 1-888-827-2004.
GRANTS
Federal Pell Grants
- This is a grant - no repayment required
- For undergraduates only

Pell Grants are awarded to help undergraduates pay for their education after high school. For many students, these grants provide a “foundation” of financial aid, to which aid from other Federal and non-Federal sources may be added. Unlike loans, grants do not have to be repaid.

Pell Grant awards for the academic year will depend on program funding. How much you are actually eligible for will depend on your Expected Family Contribution (EFC), the cost of education at the school, whether you are a full time, half-time or less than half time student and the length of your enrollment during the academic year.

Workforce Investment Act (WIA) - The Workforce Investment Boards (WIBs) provide grants to those eligible students who have been displaced or who are unemployed. Other minimum requirements and funds availability also apply. Additional information and applications to determine eligibility are available through local WIBs.

LOANS: UNSUBSIDIZED AND SUBSIDIZED
Federal Direct Student Loans - It is the goal of ATA Career Education to educate students regarding their rights and responsibilities so as to assure students will understand the seriousness of borrowing and be capable of repaying these loans. The Health Care and Education Reconciliation Act of 2010 (HR 4872) eliminates the Federal Family Education Loan Program (FFELP) that has been utilized since 1965 to provide federal loan funds to students. As a result, ATA Career Education now participates in the William D. Ford Direct Loan Program (DL.)

Federal Plus Loans - The Federal Parent Loan for Undergraduate Students (PLUS) program enables parents with good credit histories to borrow to pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half-time. To be eligible to receive a Federal PLUS Loan, parents generally will be required to pass a credit check. Parents might also qualify for a loan if someone who is able to pass a credit check agrees to co-sign the loan. You or your parents must also meet other general eligibility requirements for federal student financial aid.

LOAN REPAYMENT
If you accept a student loan to pay for your education, you are agreeing to repay your loans, including accrued interest and fees.

VETERAN’S EDUCATIONAL BENEFITS
Veterans or their families who think they may be eligible for benefits should contact their local Veteran Affairs Counselor or go to www.gibill.va.gov to register and receive a certificate of eligibility for additional information. VA benefits are currently only available at the Largo Campus.

GENERAL INFORMATION FOR FINANCIAL AID
The regulations governing all financial assistance programs are subject to change. ATA’s Financial Aid Office will have the latest information.

FINANCIAL AID PROBATION OR SUSPENSION
Financial aid probation or suspension occurs when a student passes fewer than the minimum number of courses or falls below the grade point average minimum as defined in the section regarding Satisfactory Academic Progress. Students on probation are eligible to receive financial aid; however students who are suspended are ineligible for Title IV Financial Aid until they can re-establish satisfactory academic progress. Students who appeal their suspension and are permitted re-entry are re-admitted on probation following suspension and are thus ineligible for Title IV Financial Aid until they re-establish satisfactory academic progress.
FINANCIAL AID REINSTATEMENT
Once placed on financial aid suspension, a student will be considered for additional financial aid at ATA only when one of the following conditions has been met:

1. Sufficient credits have been completed and/or the minimum cumulative grade point average requirements have been satisfied.
2. It is established through the financial aid appeals process that the student encountered extenuating circumstances that hindered academic performance (for example, a documented serious medical problem) during the quarter(s) in question. A student wishing to appeal the suspension must do so in writing with any appropriate documentation to the Financial Aid Office.
3. If the appeal is denied and the student believes his/her situation merits additional consideration, the student may then utilize the “Satisfactory Academic Progress Appeal Procedure” to seek resolution.

TERMS AND METHODS OF PAYMENT
Payment by Individual
Payment of tuition is due no later than the first day of class. If payment in full is not received by this date, financial aid and/or an installment payment plan must be approved by student accounts and be in place by the first day of class, or the student will not be allowed to start class. Students who are placed on a payment plan will be required to pay a specified amount each month and will be required to pay the entire amount due, in equal monthly installments. Transcripts will not be issued until the student’s financial obligations to the school have been met. The student’s payment schedule and amounts will be determined after all financial aid packaging has been completed. Credit card, cash, or disbursements from a qualified lending program are accepted.

CANCELLATION AND REFUND POLICIES
Cancellation by School
Any student who violates the school’s rules and regulations as set forth in the school catalog, including attendance policies; or who fails to meet all financial obligations to the school may be terminated by the Director. Should the student be terminated, a refund will be made according to the Refund Policy.

Cancellation by the Student
Any student wishing to terminate their training should notify the school in writing. Such written notice is suggested but not required in order to obtain a refund. However, the student must clearly communicate their wish to terminate to the Director in some manner.

Refunds
If a student terminates or cancels for any reason, refunds will be made as follows.

1. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days following either the regularly scheduled orientation or following a tour of the school facilities and inspection of equipment where training and services are provided.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days of signing the enrollment agreement and making initial payment.
3. Withdrawals after the third (3rd) business day, but before the first class, will result in a refund of all monies paid. Subsequent to this three-day withdrawal period, an applicant requesting withdrawal prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or $100, whichever is less.
4. Withdrawal after attendance has begun, but prior to 40% completion of the program, will result in a Pro-Rata refund. This refund is computed by subtracting the registration/processing fee and the cost of any books/lab from the total paid. The remaining balance is then prorated based on the number of hours scheduled to attend in relation to the total program hours, and the difference is refunded to the student.
5. Withdrawal after completing 40% of the program will result in no refund.
6. Termination Date. The termination date, for refund computation purposes, is the last date of actual attendance by the student unless earlier written notice is received.

7. Refunds for students receiving federal financial assistance will be made within 45 days of termination or notification of cancellation. All other refunds will be made within 30 days.

INSTITUTIONAL REFUND POLICY

ATA shall refund both tuition and fees, based on the percentage of the quarter remaining after the last day of attendance, up until the time the student has attended 60% of the quarter. This percentage will be calculated based on the number of calendar days remaining in the quarter divided by the total number of calendar days in the quarter. Scheduled breaks of 5 or more consecutive days will be excluded in determining the calendar days used in the calculation. After 60% of the quarter has passed, there will be no refund.

WITHDRAWAL AND REFUND POLICY FOR STUDENTS RECEIVING TITLE IV FEDERAL STUDENT AID FUNDS

The refund policy for students receiving Title IV is same for those who are not receiving Title IV, except R2T4 must first be applied. R2T4 regulations follow.

Federal regulations regarding refunds of Title IV Federal Student Aid (FSA) refer specifically to funds that are required to be returned to the U.S. Department of Education or appropriate lenders of the Federal Family Educational Loan Programs (Federal Stafford Loans and Parent Loans), and in limited situations returned to the student/parent(s). These regulations do not dictate an institutional refund policy, which may differ from the Title IV refund policy. The calculation of Title IV funds earned by the student has no relationship to the student’s incurred institutional charges.

Up through the 60% point in each payment period, a Pro-Rata schedule is used to determine the amount of FSA funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Federal regulations define attendance for purposes of this calculation as hours scheduled to be completed by the student.

Returning Funds to Title IV programs when students are selected for verification

If a student provides all documents required for verification after withdrawing but before the verification submission deadline and in time for the institution to meet the 45-day return deadlines, the institution performs the return calculation including all Title IV aid for which the student has established eligibility as a result of verification and for which the conditions of a late disbursement had been met prior to the student’s loss of eligibility due to withdrawal.

If a student who has withdrawn does not provide the required documents in time for the school to complete the verification process and meet the 45-day return deadlines noted above, the institution includes in the return calculation only the Title IV aid that was not subject to the verification process (Federal Unsubsidized Stafford Loans and PLUS).

Returning Title IV Aid for students who withdraw with a Title IV credit balance

Title IV credit balances created during the period in which a student withdraws are not released to the student and are not returned to the Title IV programs prior to performing the federal return calculation. Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. After the return calculation has been completed, the credit balance will be distributed first to pay all authorized charges at ATA, and any remaining balance will be paid to the student/parent(s), unless the student authorizes ATA to reduce their Title IV loan debt. If the institution cannot locate the student to whom a Title IV credit balance must be paid, it must return the credit balance to the Title IV programs. Refunds of credit balances are completed within 14 days.
**VETERANS REFUND POLICY/WORKFORCE PINELLAS/TAMPA/HERNANDO/PASCO**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-rata will be determined based on the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The Regulation on withdrawal calculations can be found in the Handbook for Student Financial Aid, Volume 5, chapter 2, which refers to the HEA section 484B, 34CFR 669.22.
PROGRAMS
ATA offers programs leading to a Certificate, Diploma and/or Degree. All programs offered by ATA are taught on campus; ATA currently does not offer any courses via distance education.

Certificate Program Level
This level generally requires completion of twenty-four (24) credits and is designed to be completed in two academic quarters. This level develops skills that may enhance employment possibilities at the entry level.

Diploma Level
This level generally requires completion of thirty-six (36) but less than ninety (90) quarter credits and is designed to be completed in three to six academic quarters. This level develops skills that may enhance employment possibilities at the entry level.

Degree Level
This level requires completion of at least ninety (90) quarter credits with appropriate general education courses designed to be completed in 6 or more quarters.

All students entering ATA will enroll in the program of their choice. Students will benefit most from their selected program by uninterrupted progress toward completion of the full program; however, there may be some valid reason for a student to complete something less than the full program of study. Should the student later complete the full program, the regular academic credential will be awarded to the student.

* As of the date of printing all ATA classes are offered in a residential format.

ACADEMIC PROGRAMS

Occupational Associate Degree
Medical Professional ................................................................. 70 Weeks
    Concentration in Hospital Coding
    Concentration in Medical Assisting

Diploma Programs
Medical Office Assistant ......................................................... 40 weeks
Phlebotomy .............................................................................. 40 weeks
Dental Assisting ................................................................. 40 weeks
Limited Medical Radiography ................................................ 40 weeks
Professional Coding ............................................................. 40 weeks
Medical Coding/Billing ......................................................... 32 weeks
Medical Assistant .............................................................. 52 weeks
Definition of Course Numbering System
Description of the course numbering system is as follows: The course prefix indicates an area of study for the course. The last 3 digits of the course number indicate the usual sequence in which the course will be scheduled. For example 100-110 courses are typically taken at the beginning of the program, courses 120-150 will be scheduled for the middle sequence of the program. An asterisk * next to a course number indicates it qualifies as a general education course. A letter following the 3 digit course number indicates that the course is specific to a particular area of training, for example MED175 is the course number for the Medical Assisting Certification Review Course, however MED175P is the Phlebotomy Certification Review Course.

ANA .........................................................................................Anatomy
BUS ..........................................................................................Business
COD .........................................................................................Coding
COM ........................................................................................Communication
DEN ..........................................................................................Dental
ENG ..........................................................................................English
EXT ..........................................................................................Externship
LAS ...........................................................................................Life Skills
LMR ..........................................................................................Limited Medical Radiography
MED .........................................................................................Medical/Allied Health
PHL ..........................................................................................Phlebotomy
PTH .........................................................................................Pathology
Objective: This degree program offers two different career tracks. The core portion of the program is designed to train for entry-level medical assisting/administrative positions. Graduates of this program receive not only specialized courses relating to the medical field, but also a solid background in the basic skills necessary for most medical office positions. The student realizes the importance of the computer and data processing in the medical field through computer curricula. Depending on the career track chosen, graduates will be prepared for positions such as medical assistant, medical secretary, insurance office worker, medical claims processor, medical coders or records clerk. During the final quarter of study, students participate in an externship which will provide them with an opportunity to work in the field under the supervision and evaluation of a cooperating medical facility and the school. Estimated program completion is 7 quarters (70 weeks)*.

* All laboratory and clinical classes require a C or higher for completion.
* Only one absence per clinical or laboratory class is permitted.
* Students are required to show proof of immunization against Hepatitis B. In addition, proof of a negative TB Skin test must be submitted.

### Basic Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COM151*</td>
<td>Interpersonal Communication</td>
<td>4</td>
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<tr>
<td>LAS120*</td>
<td>Success Skills</td>
<td>4</td>
</tr>
<tr>
<td>LAS130*</td>
<td>Professional Development</td>
<td>2</td>
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<td>PSY101*</td>
<td>Introduction to Psychology</td>
<td>4</td>
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<td>ENG101</td>
<td>English 1</td>
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<td>MED110*</td>
<td>Medical Math</td>
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<td>MED120*</td>
<td>Medical Law and Ethics</td>
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### Program Core Requirements

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<tr>
<td>ANA101</td>
<td>Anatomy &amp; Physiology</td>
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<tr>
<td>BUS110</td>
<td>Keyboarding</td>
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<td>MED100</td>
<td>Medical Terminology</td>
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<td>PTH 100</td>
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<td>MED135</td>
<td>Medical Administrative Procedures</td>
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<td>COD128</td>
<td>Medical Insurance &amp; Billing</td>
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<td>MED115</td>
<td>Pharmacology</td>
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<td>MED126</td>
<td>Computers in Healthcare</td>
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<td>BUS113</td>
<td>Records Management</td>
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<td>MED170</td>
<td>Transition to Practice</td>
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<td>EXT200</td>
<td>Externship</td>
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**Total degree core credits** 66
### Concentration in Hospital Coding

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<th>Credit Hours</th>
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<tbody>
<tr>
<td>COD140</td>
<td>Basic ICD-9-CM Coding</td>
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<tr>
<td>COD141</td>
<td>Advanced ICD-9-CM Coding</td>
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<td>COD145</td>
<td>Medical Record Auditing</td>
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<td>COD155</td>
<td>AAPC Professional Coding</td>
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<td>COD160</td>
<td>Professional Hospital Coding</td>
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Concentration credit hours required for graduation: 28

Total credit hours this concentration: 94

### Concentration in Medical Assisting

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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>MED150</td>
<td>Clinical Procedures I</td>
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<td>MED155</td>
<td>Clinical Procedures II</td>
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<td>MED250</td>
<td>Clinical Procedures III</td>
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<td>MED160</td>
<td>Laboratory Procedures I</td>
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<td>MED165</td>
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<td>COD141</td>
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Concentration credit hours required for graduation: 26

Total credit hours this concentration: 92

**NOTE**

* Denotes a general education course
Diploma In
MEDICAL OFFICE ASSISTANT

Objective: This diploma program is designed to train individuals for entry-level medical office positions. Graduates of this program receive not only specialized courses relating to the medical office field, but also skills necessary for any office environment. The student will understand the importance of computer and data processing in the medical field through extensive computer curricula. Graduates will be prepared to seek positions such as receptionist, medical secretary, insurance office worker, medical claims processor or records clerk. Estimated program completion is 4 quarters (40 weeks).

* Students are required to show proof of immunization against Hepatitis B. In addition, proof of a negative TB Skin test must be submitted.

<table>
<thead>
<tr>
<th>Basic Requirements</th>
<th>Credit Hours</th>
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<td>MED126 Computers in Healthcare</td>
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<td>MED120 Medical Law and Ethics</td>
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<td>MED110 Medical Math</td>
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<td>EXT100 Externship</td>
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Total Credits Required for Graduation - Diploma 54 680
Diploma In PHLEBOTOMY

Objective: This program is designed to prepare students for entry level employment as a phlebotomist. The objective of this program is to prepare the graduate to provide high quality, direct patient care while performing venipuncture and other phlebotomy techniques. The phlebotomist is a vital member of the clinical laboratory team whose main function is to obtain patients’ blood specimens by venipuncture and micro-collection and transportation of other clinical specimens. Phlebotomists are employed throughout the health care system in hospitals, neighborhood health centers, medical group practices, HMOs, public health facilities, and veterans’ hospitals. Estimated program completion is 4 quarters (40 weeks).

To be eligible to enter this program the student must be able to provide:

a. TB skin test - within the last 12 months

b. MMR - or proof of two (2) Vaccines, or positive titer

c. Varicella-history of disease, or two (2) Vaccines, or proof of positive titer

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<th>Contact Hours</th>
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<td>Medical Law and Ethics</td>
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Total Credits Required for Graduation - Diploma 57 720
Objective: This diploma program is designed to train individuals for positions as dental assistants in the dental office setting. The dental assistant program has a clinical emphasis. The dental assistant will be trained to function as a member of the dental health care delivery team. Graduates of this program receive classroom training as well as lab experience and clinical experience to fully prepare them for employment in the dental office. Graduates will be prepared to seek positions such as dental assistant or in the front office of a dental practice (40 weeks).

The laboratory component of this program is completed at 10481 Spring Hill Drive, Spring Hill, Florida

NOTE

* Students are required to show proof of immunization against Hepatitis B. In addition, proof of a negative TB skin test must be submitted.

<table>
<thead>
<tr>
<th>Basic Requirements</th>
<th>Credit Hours</th>
<th>Contact Hours</th>
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<tbody>
<tr>
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<td>ENG101 English 1</td>
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<td>MED120 Medical Law and Ethics</td>
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<td>DEN101 Introduction to Dental Assisting</td>
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<td>DEN115 Dental Materials</td>
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<td>DEN115L Dental Materials Lab 1</td>
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<td>DEN110 Dental Radiography</td>
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<td>DEN110L Dental Radiography Lab</td>
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<td>DEN120 Specialty Principles &amp; Techniques</td>
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<td>DEN125 Practice Management</td>
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<td>DEN140 Advanced Operative Procedures</td>
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<td>DEN145 Clinical Practice</td>
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Total Credits Required for Graduation 56 800
Diploma In
LIMITED MEDICAL RADIOGRAPHY

Objective: This diploma program is designed to train individuals for licensing as a Limited Medical Radiographer through the Florida Department of Health Services. The Licensed Limited Medical Radiographer plays an important role in the medical team by providing quality radiographs for a physician or radiologist. Responsibilities include adjusting radiographic equipment for specific examinations and placing the patient in the correct position and processing the radiograph. Graduates will be prepared to seek positions in a physicians office as a Limited Medical Radiographer. Estimated program completion is generally 4 quarters.

Applicants to this program are required to have an official ACT composite score of 18 or higher, or a passing score on the Admission Exam A2; students who have earned an AA, BA or MA are exempt from the entrance exam. All applicants will be required to submit a clear criminal background check prior to entering classes. Students in this program will be required to submit a clear TB Skin Test, Hepatitis B immunization and tetanus show received less than 9 years ago.

<table>
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<tr>
<th>Basic Requirements</th>
<th>Credit Hours</th>
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<tr>
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<td>LAS120 Success Skills</td>
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<td>LAS130 Professional Development</td>
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<th>Program Requirements</th>
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<tr>
<td>ANA101 Anatomy &amp; Physiology</td>
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<td>MED100 Medical Terminology</td>
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<tr>
<td>LMR100 Introduction to Radiography</td>
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<td>LMR102 Radiographic Anatomy</td>
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<td>LMR301 Limited Radiography Clinical</td>
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Total Credits Required for Graduation - Diploma 54 770
Diploma In
PROFESSIONAL CODING

Objective: This diploma program provides students with the appropriate didactic theory and hands-on skills required and necessary for starting, maintaining and growing in a chosen health information coding career. Students are prepared to function in a variety of medical facilities within the chosen fields of medical coding and billing. The objective for this program is to prepare students to analyze medical records and assign codes to medical conditions, diagnoses and procedures using a complex health care coding classification system. Students will be encouraged to achieve CPC Certification upon successful completion. Graduates will be prepared to seek positions such as medical secretary, insurance office worker, medical claims processor or records clerk in physicians’ offices, hospitals, clinics, insurance companies, medical billing companies and medical financial consulting companies. Estimated program completion is 4 quarters (40 weeks).

NOTE

* All courses in this curriculum transfer into the Medical Professional: Hospital Coding

<table>
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<th>Basic Requirements</th>
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<td>MED120 Medical Law and Ethics</td>
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<td>PTH100 Pathology</td>
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<td>COD155 AAPC Professional Medical Coding Curricular</td>
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Total Credits Required for Graduation - Diploma 48 520
MEDICAL CODING / BILLING

This program no longer offered for new enrollments.

Objective
This program provides students with knowledge of medical terminology and anatomy upon which to build the basic skills needed to become entry-level medical coders, medical billers, and medical billing clerks.

This is an accelerated program which includes, but is not limited to, medical terminology, anatomy & physiology, disease processes, healthcare delivery systems, coding systems, ethical and legal responsibilities, safety/security procedures, basic data processing and employability skills.

Number of Clock Hours for Program ......................... 604 hours
Time to Complete Program Attending Full Time ........ 8 months
Time to Complete Program Attending Part Time ....... 12 months

*Tuition for the Medical Coding / Billing program includes courseware and 2 pairs of scrubs.

TYPICAL SEQUENCE OF COURSES

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<td>AH-171</td>
<td>Medical Abbreviations</td>
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<td>Diagnostic Coding of Diseases &amp; Lab</td>
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<td>AH-472 &amp; AH-472L</td>
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MEDICAL ASSISTANT

This program no longer offered for new enrollments.

Objective
The objective of this program is to prepare students for employment in a variety of healthcare settings as an entry-level clerical or clinical Medical Assistant.

This is an accelerated program which includes, but is not limited to, medical terminology, anatomy & physiology, disease processes, medical office management, medical records, medical coding systems, ethical and legal responsibilities, safety/security procedures, basic data processing, infection control, HIV & blood-borne pathogens, assisting with minor surgical procedures, laboratory procedures, assisting with medical examinations, medical specialties, medical emergencies, pharmacology, X-rays and diagnostic radiology, EKGs, and employability skills.

Number of Clock Hours for Program ....................... 1080 hours
Time to Complete Program Attending Full Time ... 12 months
Time to Complete Program Attending Part Time ... 14 months

*Tuition for the Medical Assistant program includes courseware, 2 pairs of scrubs, a stethoscope, and one pair of protective glasses.

TYPICAL SEQUENCE OF COURSES

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Lecture Hours</th>
<th>Lab Hours</th>
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<td>AH-571 &amp; AH-571L</td>
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<td>AH-572 &amp; AH-572L</td>
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<td>Externship for Medical Assistant</td>
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</table>

Program Hours: 585 Lecture Hours, 335 Lab Hours, 160 Externship Hours, Total Hours: 1080
COURSE DESCRIPTIONS

ANA101 Anatomy & Physiology
4 Credit Hours
40 Lecture Hours
This course covers the study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. The course includes the discussion of pathological conditions and diseases through the course. Prerequisite: None

ANA105 Basic Orafocal Anatomy
4 Credit Hours
40 Lecture Hours
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. Prerequisite: None

BUS110 Keyboarding
2 Credit Hours
40 Lab Hours
This course covers the development of basic keyboarding skills to improve speed and accuracy. Prerequisite: None

BUS113 Records Management
2 Credit Hours
20 Lecture Hours
This course is designed to introduce the student to a variety of records and record keeping systems and the principles underlying effective management of records. It also combines technical aspects of records procedures with the systems typically used in business today. Instruction in HIV/AIDS training is included in this course. Prerequisite: None

COD128 Medical Insurance & Billing
4 Credit Hours
30 Lecture Hours
20 Lab Hours
This course has been designed to introduce the student to the fundamentals of Insurance Billing and Coding. The basics of health insurance are discussed, including the claim form, coding classifications, collection strategies and various health care payers. Prerequisites: None

COD140 Basic ICD-9-CM Coding
4 Credit Hours
30 Lecture Hours
20 Lab Hours
This course develops skills in the use of ICD: International Classification of Diseases coding principles. The text will assist the student to reference course workbook, and associated manuals, while matching procedures, evaluations, and assessment to numeric codes. Additionally, students will be introduced to ‘E’ and ‘V’ codes,
and their appropriate use. Also, coding laws and ethics will be discussed. Instructional Goals: The primary goal of this course is to expand the student's coding knowledge, specifically in ICD-9-CM coding challenges. Prerequisites: ANA 101

COD141 Advanced ICD-9-CM Coding
4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to advance the student to a more heightened awareness of ICD-9 medical coding and to provide an advanced approach to diagnostic coding. This course is a continuation of prior exposure to coding and how the classification system is maintained. Instructional Goals: The primary goal of this course is to expand the student's coding knowledge, specifically in troubleshooting coding errors. Prerequisites: COD 140

COD145 Medical Record Auditing
4 Credit Hours
40 Lecture Hours

This course is designed to introduce the student to the structure of the inpatient & outpatient medical record and the fundamentals of E/M auditing used to determine the correct code for the level of service provided. Documentation, coding and E/M guidelines, required by third party payers, will be reviewed. The student will receive training on how to abstract necessary information from the medical record and the use of appropriate resources (audit tools) to perform E/M chart audits. Students will analyze medical case studies and perform E/M chart audits using an audit form. Students will be exposed on how to analyze and report results of the audit. Prerequisites: COD 155

COD155 AAPC Professional Medical Coding Curricular
10 Credit Hours
100 Lecture Hours

This course is primarily centered on the use of the CPT: Current Procedural Terminology coding system. Principles of ICD-9-CM are covered briefly. The HCPCS (Healthcare Common Procedural Coding System) is explained and practice examples are given. The texts used cover all sections of CPT and the coding guidelines applicable to each section are discussed. End of chapter questions are assigned and reviewed. In addition, Medicare rules and regulations governing CPT coding procedures will be discussed. Prerequisites: COD 141, COD 128, MED 135

COD160 Professional Hospital Coding
6 Credit Hours
60 Lecture Hours

This course instructs students on outpatient/inpatient hospital coding, billing and reimbursement procedures, guidelines and regulations. Material will be presented through lecture and practical application exercises. Students will be instructed in how to correctly complete a UB-04 (CMS1450) claim form. Accurate utilization of ICD-9-CM Volume 3 (procedural coding) is taught. Payment methodologies, DRG’s, APC’s, Charge Description Master (CDM) and revenue codes are explained. A review of POA indicators for inpatient coding is included. Students will be presented with real world scenarios from inpatient/outpatient charts and taught how to abstract data and assign correct codes. Scenarios are reviewed with instructor and rationale provided for correct coding. Mock practice exams, tailored in similar format of the national exams, are given for additional preparation. Prerequisite: COD 140, COD 141, COD 155
**8 COURSE DESCRIPTIONS**

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

**COM151 Interpersonal Communication**
4 Credit Hours  
40 Lecture Hours

This course examines perspectives and recent research on verbal and non-verbal elements affecting communication between individuals in a variety of contexts. Prerequisite: None

**DEN101 Introduction to Dental Assisting**
4 Credit Hours  
40 Lecture Hours

Preview of dental practice, including specialties, history, professional and legal responsibilities and the role of the dental assistant. Dental and medical terminology; dental forms, records and charts, patient communication, telephone communications and office personnel relations. Prerequisite: None

**DEN110 Dental Radiology**
2 Credit Hours  
20 Lecture Hours

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. Prerequisite: None

**DEN110L Dental Radiography Lab**
1 Credit Hour  
20 Lab Hours

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

**DEN115 Dental Materials**
2 Credit Hours  
20 Lecture Hours

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. Prerequisite: None

**DEN115L Dental Materials Lab**
1 Credit Hour  
20 Lab Hours

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials.
DEN120 Specialty Principles & Techniques  
4 Credit Hours  
40 Lecture Hours  
This course is a study of endodontics, periodontics, pediatric dentistry, prosthetics and other specialty dental practices and the dental assistant's role in a specialty practice. Prerequisite: None

DEN125 Practice Management  
4 Credit Hours  
40 Lecture Hours  
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. Prerequisite: None

DEN140 Advanced Operative Procedures  
4 Credit Hours  
40 Lecture Hours  
This course instructs students in the art of restorative dentistry. Prerequisite: None

DEN140L Advanced Operative Lab  
2 Credit Hours  
40 Lab Hours  
This course instructs students in the art of restorative dentistry.

DEN145 Clinical Practice  
10 Credit Hours  
300 Clinical Hours  
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills.

ENG101 English I  
4 Credit Hours  
40 Lecture Hours  
The course covers the development of composition skills through purposeful reading, logical thinking, and the application of principles of rhetoric. Includes practice in the selection, restriction, organization and development of topics. It also reinforces the student's facility with sentence structure, diction and mechanics. Prerequisite: None

EXT100 Externship  
4 Credit Hours  
120 Lab Hours  
Externship provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day to day operations of the medical office that may include management functions,
personnel administration, record keeping and medical office equipment. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. Prerequisite: Final Quarter Medical Office Professional Program

**EXT200 Externship**  
6 Credit Hours  
180 Lab Hours  
Externship provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day to day operations of the medical office that may include management functions, personnel administration, record keeping and medical office equipment. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. Prerequisite: Final Quarter Medical Professional Degree Program

**LAS120 Success Skills**  
4 Credit Hours  
40 Lecture Hours  
This course covers the development of self-reliance through understanding and utilizing the concepts of self-esteem, goalsetting, and accountability. Topics include study skills, test taking, note taking, time management, goal setting, listening, communication and customer service skills. Prerequisite: None

**LAS130 Professional Development**  
2 Credit Hours  
20 Lecture Hours  
This course is designed to assist the student in developing skills necessary to gain employment. It also covers a wide range of job-seeking skills, including the development of an effective resume. Interviewing skills, referral letters, cover letters and other professional areas will be discussed. Prerequisite: None

**LMR102 Radiographic Anatomy**  
4 Credit Hours  
40 Lecture Hours  
This course for Limited Radiography students builds upon the basic understanding of the human anatomy and provides the student with in-depth identification of specific bone landmarks and bone markings that are to be identifiable on the x-ray film by the student. Co-requisite: LMR100

**LMR110 Principles of Radiation**  
4 Credit Hours  
40 Lecture Hours  
This course gives the student an understanding of the importance of radiation protection and radiation’s effects on the human body. The student will also be familiarized with the regulatory agencies and the agency's guidelines as they govern and pertain to radiation. Co-requisite: LMR100

**LMR120 Radiographic Imaging**  
4 Credit Hours  
40 Lecture Hours  
This course presents additional concepts of x-ray physics and their relationship to the quality of the resultant radiograph. The properties of density, contrast, detail and distortion are analyzed extensively with emphasis on
the factors that control and influence them. This includes such topics as screen/film combinations, grid usage, effects of collimation, processing, etc. The role these factors play in radiation exposure and protection is also emphasized. Prerequisites: LMR110

**LMR 200L Radiographic Positioning 1 Lab**

2 Credit Hours  
40 Lab Hours

This course for Limited Radiography students offers laboratory experience to develop competency in performing x-ray examinations of the upper and lower extremities, shoulder girdle, pelvic girdle, chest, and abdomen. Attention is also directed toward the organization of the radiology department examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations.

**LMR300L Radiographic Positioning 2 Lab**

2 Credit Hours  
40 Lab Hours

This course for Limited Radiography students offers additional laboratory experience to develop competency in performing x-ray examinations of the thorax, spine, skull, sinuses, and the facial bones. Attention is also directed toward the organization of the radiology department examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations.

**LMR301 Limited Radiography Clinical**

2 Credit Hours  
80 Clinical Hours

This competency based course for Limited Radiography students covers the radiographic evaluation in a clinical setting, of the chest, extremities, shoulder girdle, pelvic girdle, spine, skull, and thorax, under the direct supervision of a state certified radiation operator. The student will be assigned to a clinical site to complete a total of 80 hours of clinical experience. Prerequisites: LMR100, LMR102, LMR110, LMR200, MED100, MED101

**LMR400 Advanced Limited Radiography Clinical**

6 Credit Hours  
180 Clinical Hours

This competency based course for Limited Radiography students covers the radiographic evaluation in a clinical setting, of the chest, extremities, shoulder girdle, pelvic girdle, spine, skull, and thorax, under the direct supervision of a state certified radiation operator. The student will be assigned to a clinical site to complete a total of 180 hours of clinical experience. Prerequisites: LMR120, LMR102, LMR 110, LMR 200, MED 100, MED 101

**MED100 Medical Terminology**

4 Credit Hours  
40 Lecture Hours

This course provides the student with an understanding of the medial language in the healthcare fields while incorporating body structures and function in health and disease. The student will have an effective understanding of the major body sytems, including the musculoskelitcal, cardiovascular, respiratory, digestive and Integumentary system. Prerequisite: None
8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

MED101 Health and Safety Techniques
4 Credit Hours
30 Lecture Hours
20 Lab Hours

In this course students become CPR certified health care provider American Heart Association. Basic patient care skills, OSHA standards, medical asepsis and standard precautions are discussed. Competency in vital signs, first aid procedures, and patient transport/transfer complete the course. Prerequisites: ANA101

MED110 Medical Math
4 Credit Hours
40 Lecture Hours

This course includes instruction in essentials of mathematics for a health care provider. Drug dosages, intake and output, weights and measures, temperatures, IV drip rate and conversions are a focus, and illustrations of syringes, prescriptions, medication labels, IV bags, and I and O charts allow the students to practice real-life health care skills requiring mathematics and algebraic skills. Skills necessary to problem solve and apply appropriate mathematical concepts to daily life are developed: Prerequisite. None

MED115 Pharmacology
4 Credit Hours
40 Lecture Hours

This course provides the student with the knowledge and skills required to prepare and administer oral and parenteral drugs. The student is introduced to principles of pharmacology, including major drug classifications, actions, side effects, immunology and implications for care. Prerequisite: None

MED120 Medical Law & Ethics
4 Credit Hours
40 Lecture Hours

An overview of the role of the allied health professional in the legal and ethical concerns faced in the medical office; confidentiality of medical records and physicians’ licensure requirements are covered. Prerequisite: None

MED126 Computers in Healthcare
4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed for students in medical assisting, nursing and allied health programs, this course trains introductory Microsoft Word 2003 skills. As a participant, you will become more prepared for your career as a Medical Professional, in learning how to successfully support the front or back office of a clinic or hospital. Prerequisites: None

MED135 Medical Administrative Procedures
4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to develop competencies in front office procedures, including scheduling and time management, telephone technique, procedure codes. This course also familiarizes students with business procedures performed in a medical facility. Students are introduced to various electronic claims, professional fees, credit arrangements, submission, collection and data entry. Emphasis is placed on the practical application of collection procedures, patient billing and data entry and becoming proficient in the use of a billing software program. Prerequisite: MED100
MED150 Clinical Procedures I
3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to introduce the student to the medical assistant program and to his/her role as a medical assistant. The student will be introduced to the components of the medical record, how to identify the different types of documents within the medical record and how to prepare charts. The important concepts relating to the measurement of vital signs will also be introduced and the student will have the opportunity to learn several methods of taking temperature, pulse, blood pressure and respiration. Prerequisite: ANA101, MED100

MED155 Clinical Procedures II
3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to provide the student with an opportunity to learn the principles and methods used to promote tissue healing, and how to assist the physician and patient during a gynecological examination and prenatal care. The student will also be provided with an opportunity to learn how to assist the physician during a flexible sigmoidoscopic examination. Additionally, the student will be provided with an opportunity to learn how to provide care and treatment to children and infants. Prerequisite: MED150

MED160 Laboratory Procedures I
3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to develop student skills in a simulated laboratory and will provide the student with an opportunity to learn about laboratory testing as a diagnostic tool as well as the steps that are taken when specimens are tested at an outside laboratory. Specifically, the student will be provided with an opportunity to learn about urinalysis, including the physical, chemical and microscopic analysis of urine. The student will also be provided with the opportunity to learn the proper procedures for collection of various urine specimens. Instruction in HIV/AIDS training is included. Prerequisite: ANA101, MED100

MED165 Laboratory Procedures II
3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to assist the student in developing skills in a simulated laboratory setting and will provide the student with an opportunity to learn and develop skills in preparing for and performing venipuncture, as well as learning about the various components of the blood. The student will also be provided with an opportunity to learn the purpose and functions of various blood chemistry tests, including specimen requirements, normal values and those conditions resulting in abnormal values. Prerequisite: MED160

MED170 Transition to Practice
2 Credit Hours
20 Lecture Hours

This course is designed to guide the student in transitioning school based competencies and philosophies into the real working environment and to track their progress throughout the externship. Prerequisite: Final Quarter Medical Professional Program.
# COURSE DESCRIPTIONS

*ALL COURSES OFFERED IN A RESIDENTIAL FORMAT*

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<th>Lab Hours</th>
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<td>Medical Assistant Certification Review</td>
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<td>MED175P</td>
<td>Phlebotomist Certification Review</td>
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<td>MED250</td>
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<td>Phlebotomy Lab I</td>
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<td>Phlebotomy Lab II</td>
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<td>PHL103</td>
<td>Phlebotomy Lab III</td>
<td>4</td>
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**MED175 Medical Assistant Certification Review**
4 Credit Hours
40 Lecture Hours
This course is designed to help prepare the student to perform well on the Medical Assistant Certifying Examination (CMA) test. The principal guidelines for this course are based on the American Association of Medical Assistants (AAMA) Certification Examination Content Outline. There are four major areas of comprehensive review: General information, administrative procedures, clinical procedures, & a practice exam. Prerequisite: MED155, MED165

**MED175P Phlebotomist Certification Review**
4 Credit Hours
40 Lecture Hours
This course is designed to help prepare the student to perform well on the Phlebotomy Certification Exam. The principal guidelines for this course are based on the American Association of Medical Assistants (AAMA) and the American Medical Technologist (AMT) content outline. Prerequisite: PHL101, PHL102

**MED250 Clinical Procedures III**
2 Credit Hours
40 Lab Hours
This course is designed to further the student’s skills in a simulated clinical setting and will prepare the student to assist the physician in minor surgical procedures and how to handle medical emergencies. Basic CPR certification will also be provided. Prerequisite: MED150, MED160

**PHL101 Phlebotomy Lab I**
3 Credit Hours
10 Lecture Hours
40 Lab Hours
This course was designed to provide, through lecture and lab instruction, the theoretical basis for phlebotomy and venipuncture techniques. Didactic lectures cover the history of the phlebotomist’s role, as well as roles of various clinical laboratory personnel. Lab instruction provides hands-on training in interpersonal communication, safety and infection control, as well as an introduction into venipuncture technique.

**PHL102 Phlebotomy Lab II**
4 Credit Hours
20 Lecture Hours
40 Lab Hours
This course was designed to provide, through lecture and lab instruction, training in venipuncture. Lab instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system. Prerequisites: PHL 101

**PHL103 Phlebotomy Lab III**
4 Credit Hours
30 Lecture Hours
20 Lab Hours
This course was designed to provide, through lecture and lab instruction, training in venipuncture and capillary puncture technique, as well as the collection of special blood tests. Prerequisites: PHL 102
PHL104 Phlebotomy Clinical
4 Credit Hours
120 Clinical Hours

Clinical observation experience provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day-to-day operations of the medical office as it relates to phlebotomy. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. This class will provide an opportunity for the student to observe a phlebotomist in an actual work setting. Prerequisites: Class must be taken in the last quarter of the phlebotomy program.

PSY101 Introduction to Psychology
4 Credit Hours
40 Lecture Hours

This course is designed to show students how psychology helps them understand themselves and the world, and uses psychological principles to illuminate the variety of opportunities they have in their lives and their careers. Prerequisite: None

PTH100 Pathology
4 Credit Hours
40 Lecture Hours

This course will provide the student with the basic concepts underlying various pathological processes. The student will study the pathogenesis of diseases, learn their mechanism and understand how they develop. The student will also learn the etiology of pathologic changes and understand the causes of many diseases. Prerequisite: ANA 101

COURSE DESCRIPTIONS – CONTACT HOUR PROGRAMS

GE-170 Learning to Learn
6 Hours
This course provides the skills necessary for the student to be successful in the learning environment. Learning skills included in this course are information retention, note-taking, study skills, and test-taking techniques.

GE-171 Study for Success
6 Hours
This course prepares the adult learner with the skills necessary to retain the information provided in the program to ensure success in the career path they have chosen. Skills to enhance learning, note-taking and preparing for exams are covered in this course.

GE-270 Resume and Interview Workshop
20 Hours
This practical course gives the student examples of effective resume composition and presentation as well as tips for job searching and interviewing. This course allows for maximum practice and skill transfer.

COURSE DESCRIPTIONS – MEDICAL ASSISTANT DIPLOMA AND MEDICAL CODER/BILLER PROGRAM

AH-170 Introduction to Medical Terminology
60 Hours
This challenging course focuses on building a medical vocabulary by studying prefixes, suffixes, root words, combining the forms, Latin and Greek forms, spelling and pronunciation.

AH-171 Medical Abbreviations
36 Hours
This course provides a comprehensive look at the abbreviations and acronyms used in the medical field.
8 COURSE DESCRIPTIONS

* ALL COURSES OFFERED IN A RESIDENTIAL FORMAT

AH-175 HealthCare Ethics, Privacy, and Safety 18 Hours
This course covers medical ethics and legal issues in medical office environment, with emphasis on HIPAA compliance. This course provides an in-depth look at preventing breach of confidentiality.

AH-178 Medical Professionalism 6 Hours
This course provides the student with the ability to perform required tasks in the medical field at a level of professionalism necessary to function in the medical environment.

AH-270 Insurance Basics 24 Hours
This course provides the understanding of the different types of insurance programs available for patients. It emphasizes HMOs, PPOs, POS and PFFS. The student will also be introduced to coding basics and the billing cycle, as it relates to reimbursement.

AH-370 Technology in Healthcare 24 Hours
This course provides the student with the necessary skills to adapt to the technology used in the medical setting. Students will learn about hardware such as PDAs, tablets, laptops and medical software—including electronic medical records and coding and billing systems.

AH-470 Insurance, Billing and Reimbursement 15 hours
AH-470L Insurance, Billing and Reimbursement Lab 15 hours
This course provides a comprehensive look into the concept of claims processing as it relates to different types of insurance carriers, review the reimbursement fee schedules from different payer types and how to appeal payment denials.

AH-471 Diagnostic Coding of Diseases 45 hours
AH-471L Diagnostic Coding of Diseases Lab 45 hours
This course is a comprehensive review of International Classifications of Disease to the 9th Revision Clinical Modifications (ICD-9-CM) Volumes I, II, III. This encompasses the diagnostic coding conventions and guidelines used to properly assign codes as they relate to specific diseases. The student will read medical documentation, abstract diagnosis and code accurately.

AH-472 Procedural Coding by Body System 45 hours
AH-472L Procedural Coding by Body System Lab 45 hours
This course is a complete review of the Healthcare Common Procedural Coding System (HCPCS) and Current Procedural Terminology (CPT). AMA coding modifiers and guidelines are defined and used to code for proper payment. Medical terminology is reviewed to enhance skills in reading medical documentation, abstract procedures and accurate coding.

AH-473 CPT Coding by Body System 45 hours
AH-473L CPT Coding by Body System Lab 45 hours
This course reviews Current Procedural Terminology (CPT) as it relates to the type of surgical procedures performed and surgical coding guidelines. The student will read medical documentation to abstract procedures and code accurately.

AH-474 Coding of Specialty Practices 21 hours
AH-474L Coding of Specialty Practices Lab 21 hours
This course identifies the physician’s medical record documentation for accurate coding, evaluation and management services provided by specialty and CPT coding for special services and supplies.
AH-475  HCPCS Coding  9 hours
AH-475L  HCPCS Coding Lab  9 hours
This course covers HCPCS Level II coding of durable medical equipment, prosthetics, orthotics, supplies, and other services. HCPCS provides healthcare professionals a standardized language for reporting professional and non-physician services, procedures, supplies and equipment.

AH-479  Externship for Medical Coding / Billing  44 hours
Externships are practical, work-experience-type training programs wherein students perform job tasks for and receive training from a corporate partner of ATA who has agreed to take on the practical training portion of a program. Externships are planned and scheduled by the student, instructor and extern supervisor, as needed.

AH-570  Medical Office Environment  60 Hours
AH-570L  Medical Office Environment Lab  30 Hours
This course gives the student foundational knowledge of the modern professional medical office and its common physical and procedural characteristics. Topics covered include interpersonal and communication skills for success with co-workers, doctors and patients. Integrated lab exercises give the student hands-on experience filing, answering phones and appointment scheduling.

AH-571  Principles of Asepsis and Infection Control  21 Hours
AH-571L  Principles of Asepsis and Infection Control Lab  21 Hours
This course covers the Medical Assistant’s role in infection control, the three levels of infection control, an overview of common infectious diseases and drug-resistant microorganisms, and reporting and isolation protocols. This course also includes medical terminology and anatomy and physiology.

AH-572  General Physical Exams  45 Hours
AH-572L  General Physical Exams Lab  45 Hours
This course provides both theory and practical experience in the basic physical exam. Topics include preparing examination and treatment areas, safety in the examination room, interviewing the patient (taking a medical history), obtaining vital signs and measurements and assisting the doctor with the general physical examination. This course also includes medical terminology and anatomy and physiology.

AH-573  Assisting with Minor Procedures  24 Hours
AH-573L  Assisting with Minor Procedures Lab  24 Hours
This course provides both theory and practical experience with the medical assistant’s role in minor procedures. Topics include assisting with minor surgery, laceration repair, incision and drainage. This course also includes medical terminology and anatomy and physiology.

AH-574  Physician’s Office Lab Procedures  45 Hours
AH-574L  Physician’s Office Lab Procedures Lab  45 Hours
This course provides both theory and practical experience in common laboratory procedures. Topics include the role of laboratory testing in patient care, use of laboratory equipment, safety in the laboratory, quality assurance programs and record keeping. Lab procedures covered include collecting, processing and testing blood and urine specimens. This course also includes medical terminology and anatomy and physiology.

AH-575  ECG & Pulmonary Function Testing  50 Hours
AH-575L  ECG & Pulmonary Function Testing Lab  40 Hours
This course provides both theory and practical experience with electrocardiography and pulmonary function testing. Topics include the anatomy and physiology of the heart; preparing, administering and interpreting electrocardiograms; stress testing; holter monitoring; pulmonary function testing and spirometry.
## COURSE DESCRIPTIONS

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<th>Course Code</th>
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<td>AH-576</td>
<td>Specialty Practices and Medical Emergencies</td>
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<td>AH-576L</td>
<td>Specialty Practices and Medical Emergencies Lab</td>
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<td>This course provides both theory and practical</td>
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<td>experience in performing procedures of medical</td>
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<td>specialties. Topics covered include assisting</td>
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<td>internal medicine, pediatrics, obstetrics and</td>
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<td>aid. Students will become certified in CPR</td>
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<td>during this course. This course also includes</td>
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</tr>
<tr>
<td></td>
<td>medical terminology and anatomy and physiology.</td>
<td></td>
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<tr>
<td>AH-577</td>
<td>Introduction to Microbiology and Human Diseases</td>
<td>50</td>
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<tr>
<td>AH-577L</td>
<td>Introduction to Microbiology and Human Diseases</td>
<td>40</td>
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<tr>
<td></td>
<td>Lab</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course gives the student a foundation in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>how microorganisms cause disease, classification</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and naming of microorganisms, specimen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>collection and transporting samples, direct</td>
<td></td>
</tr>
<tr>
<td></td>
<td>examination of specimens, preparation and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>examinations of stained specimens, culturing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>specimens, and determining antimicrobial</td>
<td></td>
</tr>
<tr>
<td></td>
<td>sensitivity. Includes an introduction to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>human diseases as well as medical terminology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and anatomy &amp; physiology.</td>
<td></td>
</tr>
<tr>
<td>AH-578</td>
<td>Nutrition and Pharmacology</td>
<td>45</td>
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<tr>
<td>AH-578L</td>
<td>Nutrition and Pharmacology Lab</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>This course gives the student an overview of</td>
<td></td>
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<tr>
<td></td>
<td>nutrition and special diets, the role of diet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>in health, assessing nutritional levels, eating</td>
<td></td>
</tr>
<tr>
<td></td>
<td>disorders, the principles of pharmacology and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>drug administration. This course also includes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>medical terminology and anatomy and physiology.</td>
<td></td>
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<tr>
<td>AH-579</td>
<td>Externship for Medical Assistant</td>
<td>160</td>
</tr>
<tr>
<td></td>
<td>Externships are practical, work-experience-type</td>
<td></td>
</tr>
<tr>
<td></td>
<td>training programs wherein students perform job</td>
<td></td>
</tr>
<tr>
<td></td>
<td>tasks for and receive training from a corporate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>partner of ATA who has agreed to take on the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>practical training portion of a program.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Externships are planned and scheduled by the</td>
<td></td>
</tr>
<tr>
<td></td>
<td>student, instructor and extern supervisor, as</td>
<td></td>
</tr>
<tr>
<td></td>
<td>needed.</td>
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</tr>
</tbody>
</table>
FOR ALL STUDENTS AT ALL CAMPUSES

A student may not always agree with a decision or policy. Students have the right to air their concerns or complaints through the following procedures.

Concerns should first be brought to the attention of an instructor, then the Director of Education in an attempt to resolve the situation. Any discussions must be documented. Complaints that are not satisfactorily resolved in this manner should be submitted in writing to the Campus Director. Written responses to such complaints shall be given within five working days.

Any complaint still not satisfactorily resolved in this manner must be forwarded in writing to the President and CEO. A written response to such a complaint will be given within 10 working days. Any decision of the President and CEO is final.

If a student does not feel that the school has adequately addressed a compliant or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools, (ABHES). Inquiries may be directed to the following:

The Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike Suite 314N
Falls Church, VA 22043
(703) 917-9503
FACULTY

Core Course Instructors

**Evelyn Dufner**
MA - Mental Health Counseling, Rollins College
BS - Education, State University of New York
Spring Hill Campus

**Jennifer Bunker**
AS - Business, Lansing College
AA - St. Petersburg, FL
BS - Exceptional Student Education and ESOL Endorsement, St. Petersburg College, FL
Spring Hill and Largo Campus

Medical Assisting Instructors

**Michelle Craft – Chanthachoumpha**
AAS - Medical Assisting, Bradford College
Spring Hill Campus

**Amy Knight** – NCMA
EMT Certificate, St. Petersburg Junior College
Largo Campus

**Ruth Heywood**
MA Diploma - Bryman Institute
Medical Coding, Pasco-Hernando Community College
Spring Hill Campus

**Delene Cole**
MS - Marriage Family Therapy
Nova Southeastern University
Largo Campus

**Robert Follis**
JD - Law, New York Law School
BS - Finance, Fairfield University
Largo Campus

**Christina Davison**
LPN Diploma
Western Dakota Technical Institute
Largo Campus

Medical Coding / Billing Instructors

**Michelle Biggs** – CBCS, CPC
Medical Insurance Coding Diploma, Remington College
Largo Campus

**Chris Carreiro** – CPC
Medical Coding/Billing Diploma, Career Institute of Florida
Spring Hill Campus

**Danielle Price** – CPC
Associate Degree- Medical Administrative Assistant, Ultimate Medical Academy
Diploma - Medical Coding and Billing, Career Institute of Florida
Spring Hill Campus

**Lori Scribner** – CDA
AS - Dental Assisting, Manor Junior College
BAS - Health Services Administration, St. Petersburg College
Spring Hill Campus

**Jennifer Morris**
BA - History, University of South Florida, FL

**Paul Navarette**
Doctor of Education- Education Leadership, Nova Southeastern University, FL,
MS-TESOL (Teaching English for Speakers of Other Languages), Nova Southeastern University, FL,
BA-English, Florida Atlantic University, FL,
BS-Early Childhood Education, Institute of Higher Education, Portugal

**Gerness Swan** – AMT
MA Diploma - The Cittone Institute, NJ

**Ramona Medina** – PHD, RN
PHD Holistic Nursing, AIM Westbrook University,
MPH - Tulane University,
BA Nursing- University of South Carolina
ATA Tuition and Fee Schedule

Addendum to ATA Career Education Enrollment Agreement

Effective February 13, 2012

Application Fee - $25.00 for all applicants, refunded if not accepted.
Non-program student  $360/credit hour

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
<th>Tuition Per Credit Hour</th>
<th>Credential</th>
<th>Program Code</th>
<th># of Qtrs</th>
<th>Application Fee</th>
<th>Total Books</th>
<th>Total Tuition</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Dental Assistant</td>
<td>56</td>
<td>$250</td>
<td>Diploma</td>
<td>DA</td>
<td>4</td>
<td>$25</td>
<td>$1,024</td>
<td>$14,000</td>
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<tr>
<td>Phlebotomy</td>
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<td>$250</td>
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<td>PHL</td>
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<td>$2,056</td>
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<tr>
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<td>$250</td>
<td>Diploma</td>
<td>MOA</td>
<td>4</td>
<td>$25</td>
<td>$2,431</td>
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<td>Professional Coder</td>
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<td>Diploma</td>
<td>DPC</td>
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<td>$2,072</td>
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<tr>
<td>Limited Medical Radiography</td>
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<td>$250</td>
<td>Diploma</td>
<td>LMR</td>
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<tr>
<td>Hospital Coding</td>
<td>94</td>
<td>$250</td>
<td>AOS Degree</td>
<td>MP-H</td>
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<td>$25</td>
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<td>$27,442</td>
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<tr>
<td>Medical Assisting</td>
<td>92</td>
<td>$250</td>
<td>AOS Degree</td>
<td>MP-MA</td>
<td>7</td>
<td>$25</td>
<td>$3,528</td>
<td>$23,000</td>
<td>$26,553</td>
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</table>

Notice: Any credit transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of the transfer. Student charges for tuition are accessed at the beginning of the academic quarter once transfer credit has been determined. My signature below indicates my understanding that this document is an official addendum to my enrollment agreement. This reference is made to the ATA enrollment agreement marked 11/14/11 and ATA Catalog volume 18, November 2011.