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SCHOOL CATALOG



NEVADA
CAREER
INSTITUTE

nevadacareerinstitute.com



2015 Campus Catalog

Campus Address

**3231 North Decatur Boulevard,
Suite 201, Las Vegas, Nevada 89130**

Phone: (702) 893-3300

Fax: (702) 893-3881

www.nevadacareerinstitute.com

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Welcome to Nevada Career Institute!

It is a pleasure to introduce you to Nevada Career Institute. The decision to continue your education here will be a rewarding experience. We offer curricula that address the occupational needs of the industry, utilize modern equipment, and employ a caring staff of professionals.

At Nevada Career Institute you will study only those career-related subjects necessary to complete your training in the shortest possible time. Our commitment to you continues throughout your training and beyond graduation with career placement assistance.

We at Nevada Career Institute wish you success as you pursue your career goals.

Mary Ann Jefferson, Campus Director

GENERAL INFORMATION

HISTORY OF NEVADA CAREER INSTITUTE

Nevada Career Institute was established as a branch campus of Glendale Career College in 1993 and was acquired by Southwest College of Medical/Dental Assistants and Practical Nurses, a.k.a. Success Education Colleges, on April 15, 2008. Since acquiring NCI, Success Education Colleges has applied its long history of educational excellence to this already established institution.

Success Education Colleges was founded in 1966 by Marsha Fuerst, who had been in the medical field since the early 1950's and had dedicated her energies to training men and women of all ages for professional vocational careers. The first College opened its doors in West Covina, CA on October 10, 1966 to 43 students in two classes, after which the Pomona campus was added in 1971. In 1980, the Pasadena Campus began serving the West San Gabriel Valley and in 1982 the Glendale Campus was added. In 2004, North-West College launched the Riverside Campus and then added two additional campuses in Long Beach and Santa Ana on January 9, 2014. The wide range of locations provides access to many students wishing to attend this well established educational institution. To date, the College boasts more than 45,000 graduates, many of whom have used this career training to work in the medical field, while others have gone onto other careers using the training and contacts they made at the College as the first rung on their career ladder. The College is now training second and third generations of graduates.

Nevada Career Institute offers the following diploma programs: Massage Therapy, Medical Assistant, Medical Insurance Biller and Coder, Surgical Technologist, and Practical Nurse. Nevada Career Institute reflects the dramatic growth and diversity of the community it serves.

STATEMENT OF OWNERSHIP

Southwest College of Medical/Dental Assistants and Practical Nurses owns and operates career colleges with a focus on allied health. The organization currently has locations in California and Nevada. The Colleges are nationally accredited.

Corporate Officers

Marsha Fuerst Founder
Mitchell Fuerst President

CAMPUS LOCATIONS

NEVADA CAREER INSTITUTE	GLENDALE CAREER COLLEGE
(Branch Campus)	(Main Campus)
3231 North Decatur Boulevard Suites 201	240 North Brand Boulevard (Lower Level)
Las Vegas, NV 89130	Glendale, CA 91201
(702) 893-3300	(818) 243-1131
Mary Ann Jefferson - Campus Director	Connie Bell - Campus Director

MISSION STATEMENT

Our Everyday Mission is to Train Students in Short Term programs for Gainful Employment.

Our commitment to this mission is reflected in our focus on providing career training opportunities through concentrated programs of study that prepare graduates for entry-level positions in high-growth fields.

Nevada Career Institute's objective is to empower students to improve their lives by enhancing their professional skills in order to obtain better jobs.

Our career schools offer specialized programs designed to train adults to work as medical professionals upon graduation. The school's focus on specialized education allows students to develop the skills needed to succeed in today's demanding marketplace.

Developing these skills has enabled our graduates to pursue careers in practical nursing, surgical technology, medical assistant, and medical insurance biller and coder.

ACCREDITATION and APPROVALS

Institutionally Accredited by:

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

Programmatically Accredited by:

Commission on Accreditation for Allied Health Educational Programs
(CAAHEP) (Surgical Technology)
1361 Park St. Clearwater, FL 33756
(727) 210-2350

Accrediting Bureau of Health Education Schools (ABHES) (Surgical
Technology)
7777 Leesburg Pike, Suite 314
N. Falls Church, VA 22043
(703) 917-9543

Nursing Accreditation:

The Practical Nursing program has been granted Candidate Status by the:
Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000

Provisionally Approved By:

Nevada State Board of Nursing
4220 S. Maryland Pkwy., Building B, Suite 300
Las Vegas, NV 89119-7533
(702) 486-5800
(888) 590-6726 (toll free)

Licensed by: Commission on Postsecondary Education (**CPE**)

Eligible for: Federal Title IV Student Financial Aid Programs
U.S. Department of Education (**USDOE**)

Eligible to: Train Veterans and Eligible Persons for Educational Benefits

Train Workforce Investment Act (WIA) & Other Eligible Persons Such as
Vocational Rehabilitation

Authorized: This school is authorized under Federal law to enroll nonimmigrant
alien students

FACILITIES

Our campuses are located in office buildings which are well lighted, ventilated, and free from distracting noise. Entrances and exits are located so that the buildings can be cleared quickly and safely in an emergency. Campuses are conveniently located near restaurants, shopping areas and banks. Our facilities are accessible to those with physical disabilities and parking is available for the convenience of all students.

Classrooms are air conditioned and carpeted where appropriate, and up-to-date, specialized equipment and laboratory supplies are utilized throughout all programs of study.

Nevada Career Institute maintains a non-smoking policy throughout our facilities. The institution does not provide housing or transportation for students.

EQUIPMENT FOR EACH PROGRAM OF STUDY

Nevada Career Institute endeavors to keep its equipment as up to date as practical to meet appropriate industry standards. Our classrooms and skill laboratories are equipped to simulate a specific workplace environment as described below:

MASSAGE THERAPY

The Massage Therapy department consists of lecture and laboratory classrooms. The lecture classrooms have a variety of teaching aids such as anatomical charts and posters as well as skeletal and anatomical models. A variety of resources are available, including but not limited to texts, articles, and magazines.

The laboratory skills area contains massage tables, equipment, and supplies normally found in a massage therapist's place of business.

MEDICAL ASSISTING

The Medical Assisting department consists of lecture classrooms, a skills laboratory and a computer laboratory. A variety of educational resources such as medical charts, posters, skeletons and anatomical models are available in each classroom. Reference materials include texts, articles and journals.

The skills laboratory area contains specialized equipment commonly found in medical facilities. The computer laboratory contains PCs with limited internet access and software normally found in medical offices.

MEDICAL INSURANCE BILLER AND CODER

The Medical Insurance Biller and Coder department consists of lecture classrooms and a computer laboratory. The lecture classrooms have a variety of teaching aids, such as medical charts, posters, and coding and billing reference materials.

The computer laboratory contains PCs with limited internet access and software normally found in medical offices.

SURGICAL TECHNOLOGY

The Surgical Technology department consists of lecture and mock operating classrooms. Lecture classrooms contain medical charts and posters as well as skeletal and anatomical models. A variety of resources are available, including but not limited to texts, articles and periodicals, and journals.

The mock operating room (i.e. laboratory) is equipped with furniture and equipment similar to that found in a standard hospital operating room. A simulated central supply is also included as part of the mock resource.

PRACTICAL NURSING

The Practical Nursing department consists of lecture classrooms, a large computer lab and a skills lab. The skills lab replicates a hospital environment and is equipped with modern mid-fidelity simulation equipment. A wide range of online resources are available, including but not limited to articles, periodicals and journals.

ACADEMIC CALENDAR

Programs of study begin and end on varying schedules according to program length. The projected start and *estimated* end dates for each program are noted on the Enrollment Agreement. The Medical Assisting, Massage Therapy, and Medical Insurance Biller and Coder programs begin every four (4) weeks, and the Surgical Technology program begins every 26 weeks. The Practical Nursing program starts three times each year based on course schedule, generally every 12-16 weeks.

Nevada Career Institute will observe the following holidays:

Christmas Day ~ New Year's Day ~ Martin Luther King's Birthday ~
President's Day ~ Good Friday ~ Memorial Day ~ Independence Day ~
Labor Day ~ Thanksgiving and the Friday following.

Other days may be approved by the administration. The Institute does not conduct most classes during the two weeks generally considered as the traditional "Christmas Vacation."

POLICY AND PROGRAM CHANGES/GENERAL RULES

The campus catalog is readily available online at the NCI public website. Students are responsible for the knowledge of all school regulations concerning student conduct, attendance, academic make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program.

Administration reserves the right to make changes to the rules, policies, procedures, curricular content, instructional staff, etc. when deemed necessary. Such changes will supersede previous policies and will apply to all parties involved.

STATEMENT OF NONDISCRIMINATION

Nevada Career Institute is firmly committed to providing educational programs to otherwise eligible students regardless of race, creed, ethnicity, religion, national origin, sex, age, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered. The Institute may review mental or physical disability issues on a case-by-case basis. Depending on the case, such students may be referred to professional organizations for further assistance.

The Director is the coordinator of Title IX Education Amendments Act of 1972 which prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance. All inquiries or complaints should be directed to the Campus Director.

The Director will act equitably and promptly to resolve complaints within ten (10) business days in accordance with the Nevada Career Institute's appeals procedure.

Inquiries concerning the application and implementation of Title IX regulations also may be directed to:

**Office of Civil Rights
U.S. Department of Education
P.O. Box 14620
Washington, D.C. 20044-4620**

ADMISSIONS

ADMISSIONS REQUIREMENTS

Nevada Career Institute admits students without distinction or discrimination for race, age, sex, disability, color, creed, religion, sexual orientation, or national and ethnic origin. Each student is entitled to all rights, privileges, programs, and activities generally accorded or made available to students at the school. However, Nevada Career Institute reserves the right to refuse admission to any applicant who does not meet the school's established criteria for admission as outlined below.

Prospective students must meet the following requirements for admission to Nevada Career Institute:

- Complete an interview and tour of the school;
- Complete an application for admission;
- Pay the \$100 non-refundable application fee;
- Have earned a high school diploma or have earned the recognized equivalent of a high school diploma and provide documentation of same.
- Pass a standardized basic skills assessment designed to measure aptitude for successful completion of program of study.
- Prospective students are required to take and pass a nationally standardized Wonderlic SLE test with a minimum score in order to gain admittance to a program. The programs and minimum scores are listed below.

Medical Assistant – 13

Medical Insurance Biller and Coder – 15

Massage Therapy – 14

Surgical Technology – 16

Practical Nursing – 21

The Surgical Technology program has additional admission requirements prior to acceptance, including but not limited to criminal background checks and/or drug screening. Such requirements will be discussed by an admissions representative and/or other appropriate staff.

The Practical Nursing program has additional admission requirements prior to acceptance, including but not limited to criminal background check, drug screening, additional standardized testing, and interview with Director of Nursing or designee. Such requirements will be discussed by an admissions representative and/or other appropriate staff.

To be enrolled as a massage student in the State of Nevada, individuals must be at least 18 years of age.

INTERNATIONAL APPLICANTS

All instruction at Nevada Career Institute is provided in the English language. International applicants must demonstrate proficiency in English prior to being considered for admission. Nevada Career Institute does not provide English as a second language instruction.

ADMISSIONS PROCEDURES

Nevada Career Institute seeks students who are interested in practical career training and who are motivated to succeed in their chosen career fields. Admissions representatives are available to discuss programs of study and career opportunities. To be considered for admission to Nevada Career Institute, all applicants must:

- Complete an interview with a representative of the Admissions Department;
- Pass the school's entrance evaluation(s) as required for the program of interest;
- Tour the campus;
- Receive a financial aid estimate;
- Submit an application for admission;
- Pay the \$100 application fee;
- Interview with a Financial Planning Department Representative prior to completing the enrollment process;
- Receive information about online access to the school catalog; and
- Complete all necessary paperwork for admission including completion of the enrollment agreement.

During the admissions process, certain disclosures such as completion and placement rates of graduates are available upon request. In addition, the applicant's professional and educational goals will be discussed, as well as tuition and payment plans. Once the student is provided the access information for the school catalog, it is the responsibility of the student to familiarize himself/herself with all the school's policies and comply with the catalog. Nevada Career Institute, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of training. The provisions of this publication do, however, supersede any previously stated provisions either written or oral.

RE-ENTRY

To be considered for re-entry, former students must complete a re-entry request form through the director's office and write a letter describing how the conditions which caused the original withdrawal or termination have been resolved. Re-entry considerations are as follows:

- Students may only re-enter into their original program of study;
- Eligibility for re-entry status is open for 24 months after the original last day of attendance;
- Only one re-entry request consideration is allowed;
- If re-entry request exceeds 12 months from the last date of attendance, the applicant must pass the basic skills assessment (SLE) test; and
- Pay a non-refundable fee of \$100.

NOTICE CONCERNING TRANSFERABILITY OF UNITS OF CREDIT AND CREDENTIALS EARNED AT NEVADA CAREER INSTITUTE

The transferability of credits you earn at Nevada Career Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in your program of study is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Nevada Career Institute to determine if your credits, diploma or certificate will transfer. Nevada Career Institute has not entered into any articulation or transfer agreement with any other college or university. The college does not accept transfer credits for advanced placement coursework or examinations.

EVALUATION OF CREDIT

Students previously enrolled in an accredited college recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may submit their academic records to Nevada Career Institute for review and possible transfer of credit upon deciding to enroll and prior to the actual start date in the program of their choice.

The process for acceptance of transfer credit is as follows:

- Upon review, Nevada Career Institute may accept the transfer credit provided those courses are part of the College's approved curriculum for that program of study. The College will review transcripts and only accept a "B" grade or better. Students who wish to transfer credits must also submit a catalog or the respective course syllabi from the transferring institution to Nevada Career Institute for verification purposes; and/or
- Nevada Career Institute will administer a comprehensive exam for each course that measures and affirms the student's previous education and training experience. *This does not apply to PN program.

A score of 80% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for experiential learning, previous education, and work experience. If a satisfactory result is achieved, the student's training period may be reduced proportionately not to exceed 25% of the length of the program for which the student has applied. Students who are granted such credit may have their tuition reduced on a pro rata basis. * This does not apply to PN program.

Students must also understand that the financial aid award will be based upon the number of credits necessary to complete the program. Satisfactory academic progress will be evaluated based upon those courses only.

The student may appeal transfer of credit decisions by a written request within 10 days of the receipt of the decision made by Nevada Career Institute. The written request must contain compelling evidence to reverse the decision of Nevada Career Institute. Nevada Career Institute has the final decision in all appeals.

***The reduction will only apply towards credit/tuition of programs that are one academic year in length. For programs that are longer than one academic year, credit will only apply to the length/tuition of the first academic year.**

POLICY FOR VETERAN'S ADMINISTRATION (VA) STUDENTS

Nevada Career Institute maintains a written record of all previous education and training of the veteran or eligible individual which clearly indicates that appropriate credit has been given for previous education and training. The training period will be shortened proportionately, and the individual and the Department of Veteran's Affairs will be so notified. The record will be cumulative for all enrollment periods.

Eligibility for benefits is determined by the Veterans Administration. Detailed information concerning eligibility requirements and education benefits for veterans, eligible spouses or dependents, how to apply is available on the Department of Veterans Affairs website www.GIBILL.va.gov, by calling 888-GIBILL-1 (888-442-4551).

FINANCIAL AID

FINANCIAL AID PROGRAMS

The following financial aid programs are available to students at Nevada Career Institute, subject to individual qualifications and eligibility.

PELL	Federal Pell Grant
FSEOG	Federal Supplemental Educational Opportunity
FWS	Federal Work Study
DIRECT LOANS	Federal Subsidized Direct Loan
	Federal Unsubsidized Direct Loan
	Federal Direct Plus Loan – Parent’s Loan

The following programs are also available to eligible participants:

VA	Veterans Administration
	Retail Installment Contract
WIA	Workforce Investment Act
REHAB	Department of Rehabilitation Benefits

TUITION POLICY

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. Tuition is due and payable on the first day of class unless other arrangements have been made with the Financial Planning Department. Students are liable for all unpaid program costs and fees related to their enrollment whether or not they are eligible for student financial aid. Payments must be made consistently and on time, otherwise, late payment penalties may be assessed. It is the student’s responsibility to repay the full amount of any loans, plus interest, which were obtained for the course of instruction, less the amount of any refund, if applicable. Failure to meet the terms of a promissory note will result in default. Defaulting on a student loan will have serious consequences.

PAYMENT PLANS

Students who do not qualify for total financial aid assistance sufficient to cover the amount of tuition and fees may qualify for institutional or other personal loans.

Scheduled tuition payments are billed monthly and mailed directly to students. Nevada Career Institute coordinates arrangements for delinquent payments. Failure to meet financial obligations while enrolled may result in interruption of classes.

COLLECTION OF DELINQUENT TUITION AND/OR OTHER FEES OWED

Students “In” School

Payment of tuition, as listed on the Retail Installment Contract (RIC), is due and payable on the first day of every month, whether or not an invoice has been received. Payments not made within five (5) business days of the scheduled due date may be subject to a late charge. If no payment is received ninety (90) days after payment is due, the student may be removed from class and not be allowed to attend school until all payments are current. The student may subsequently be withdrawn.

Students “Out of” School

Payment is due on the first day of every month as listed in the student’s Retail Installment Contract (RIC), regardless of whether an invoice has been received. Payments not made within five (5) business days of the scheduled due date may be subject to a late charge. Failure to make payments as stated in the RIC may result in the account being turned over to a collection agency.

The Institute will discontinue services to current, withdrawn, or graduated students who have overdue account balances and will make every effort to collect monies owed.

Nevada Career Institute will not provide progress reports, attendance reports, or transcripts for the portion of that program for which the student has not made payments. Nevada Career Institute will not provide job placement assistance, subsequent enrollment, or any other student services until the student’s account balance is current. Financial aid transcripts will be provided upon request, regardless of a student’s account balance history. Nevada Career Institute reserves the right to withhold a graduate student’s diploma until that student’s account balance is current as per the terms of the agreement signed by the student.

FINANCIAL AID STUDENT RIGHTS

Students have the right to know:

- Types of Financial Aid available at Nevada Career Institute;
- The basis for eligibility and the process of fulfilling these needs;
- What Financial Aid has been awarded and the conditions to which they are agreeing;
- The refund policies of the school, including the Return of Title IV.

This information is available in the Financial Planning Department and contained within this catalog.

REFUND POLICIES

Cancellation

The student has the right to cancel the enrollment agreement for his/her program of instruction until midnight of the seventh (7th) business day after the first day of class. Cancellation will occur when the student gives written notice of cancellation to the school at the address specified in the notice of cancellation. The Institution will refund any consideration paid by the student less the \$100.00 application fee. Refunds will be made in 15 calendar days as required by the State of Nevada.

Withdrawal

For purposes of processing student withdrawals and calculating refunds or balances owed to the school, Nevada Career Institute uses the student's last day of attendance in school in the refund calculations described herein.

If a student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement, Nevada Career Institute will remit a refund, less the \$100.00 application fee, within 30 days following the student's withdrawal. The student is obligated to pay only for the educational services rendered.

If a student withdraws prior to completing the program he or she is enrolled in, a pro rata refund will be made for the unused portion of the tuition up to the 75th percentile of the program. The Institution will retain 100% of tuition and fees for any student who has completed more than 75% of the scheduled hours. The calculation is based on the length of the completed portion of the program relative to its total length.

Sample Refund Calculation:

The following sample refund calculation is for a student who withdraws after 216 clock hours have elapsed in a program of study that costs \$12,985.00.

*Tuition: \$12,985.00

Application Fee: \$100.00

Elapsed Hours: 216 hrs.

Total Program Length: 833 hrs.

Elapsed Hours ÷ Total Program Length: $216 \div 833 = 24.46\%$

Total Nevada Career Institute may retain: $\$12,985 \times 24.46\% = \$3176.13 + \$100 = \3276.13

*NOTE: Example may not reflect actual tuition costs

RETURN OF TITLE IV FUNDS

Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the payment period completed, the number of days “attended in the payment period is divided by the total days” in the payment period. “Days” are calendar days for purposes of this formula, and therefore includes weekends and holidays. Only scheduled breaks of 5 days or more and approved leave of absences are excluded.
2. The net amount of Title IV funds disbursed, and that could have been disbursed for the payment period, is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of, the student.
4. The institution will return the lesser of the total unearned aid or the unearned institutional charges for the payment period.
5. Unearned aid is allocated back to the Title IV programs in the following order as specified by law:
 1. Unsubsidized Direct Student Loan Program
 2. Subsidized Direct Student Loan Program
 3. Federal Direct PLUS Loan Program

If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:

1. Federal Pell Grant Program
2. Federal SEOG Program
3. Other assistance awarded under this title for which return of funds is required.

After the institution has allocated the unearned aid, any amount owed by the student to a grant program is reduced by 50%. Unearned loan funds received by the student are paid back as per the terms of the borrower’s promissory note.

Any dispute arising from enrollment at Nevada Career Institute, no matter how described, pleaded, or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association (“AAA”) at Las Vegas, Nevada, under its Commercial Rules. The award rendered by the arbitrator may be entered in any court having jurisdiction.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Nevada Career Institute does not have and has never had a pending petition in bankruptcy, is not operating as a debtor in possession, and has never filed a petition, nor had a petition filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

All institutions participating in the Student Financial Aid (SFA) Programs are required to use a statutory schedule to determine the amount of funds a student has earned when he or she ceases attendance based on the period the student was in attendance.

The Higher Education Amendments of 1998, in general, require that if a recipient of Student Financial Aid Program assistance withdraws from the Institution during a payment period or a period of enrollment in which the recipient began attendance, the Institution must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned a 100% of the SFA Program funds.

STUDENT INFORMATION AND SERVICES

ORIENTATION

Students are required to attend a scheduled new student orientation session, where they will be introduced to key staff. During the orientation, policies and procedures pertaining to the Institution and specific program areas as well as program content will be reviewed.

TUTORING

Nevada Career Institute offers a full range of tutoring services. Tutoring may be obtained for study skills, program subject matter and GED assistance. Specialized tutoring appointments may be made prior to students starting their regular program of study at the school.

STUDENT LOAN ASSISTANCE

Nevada Career Institute maintains a full-service student loan assistance department to assist students in keeping loans current. The student loan assistance department contacts students and keeps current addresses and telephone numbers. Students not able to make their loan payments, for a short time, may be offered opportunities for deferments or for reduced payments.

SEMINARS AVAILABLE THROUGH OUTSIDE GROUPS

Students are offered opportunities to attend seminars, conventions and meetings in connection with various professional associations, such as the American Association of Medical Assistants (AAMA) and the Association of Surgical Technologists California State Assembly. In addition to those mentioned, other organizations offering seminars that may be of value to the student are considered.

TEXTBOOKS AND MATERIALS

Textbooks are issued to students at the beginning of each module. Scrub uniforms are issued at the beginning of the program, which are to be used throughout the duration of the training. In the event of damage, loss, or theft, students are responsible for the cost of replacement. Students are also responsible for providing their own supply of paper, pens, pencils, etc. as needed.

CODE OF CONDUCT

Nevada Career Institute is a professional environment. It is expected that students will conduct themselves in a professional manner consistent with the standards of the Institution and the general workplace. Nevada Career Institute does not tolerate unprofessional behavior or the use of profane language towards fellow students or staff. Any student whose actions interfere with the right of others to gain an education or generally cause disruption will be disciplined, up to and including termination from the Institution. Nevada Career Institute has a zero tolerance policy with regards to any acts of abuse, violence, harassment, or retaliatory behavior. Those purposefully and willfully involved in such criminal acts are subject to immediate termination from enrollment. Students who are dismissed for conduct violations may not be eligible for re-admission.

All students are expected to adhere to the general rules pertaining to personal appearance and standards of conduct in addition to compliance with specific dress codes as required by each academic department. In the event there is a question as to what is appropriate regarding dress code, conduct, appearance, and behavior, the program director or other staff will clarify the policy and make the final determination. Should the student find this unsatisfactory, the appeals procedure as stated in the catalog will be followed.

Inappropriate conduct includes, but is not limited to:

- Academic dishonesty;
- Interfering with the right of others to an education;
- Being disruptive and disrespectful to fellow students, faculty, and staff;
- Malicious and intentional actions deemed unacceptable by the Institution or general workplace standards;
- Theft;
- Possession of firearms, explosives, weapons, dangerous devices or dangerous chemicals on school premises
- Violation of drug and alcohol policies;
- Violation of current Institution rules, policies and procedures;
- Disparagement of fellow students, staff or faculty;
- Violation of safety and security rules on campus or any affiliated or sponsoring entity; and
- Improper use of the internet.

GROUNDS FOR DISCIPLINARY ACTION

Grounds for disciplinary action include, but are not limited to:

- Unsatisfactory academic performance;
- Unsatisfactory attendance;
- Violation of Code of Conduct; and
- Non-compliance with policies and regulations.

DISCIPLINARY PROCEDURES AND TERMINATION

All disciplinary matters will be reviewed by the Campus Director/designee. Students will be notified in writing of any actions within ten business (10) days of the initial review. The review may result in one of the following actions:

- The dismissal of the charge;
- Suspension;
- Termination; or
- Other appropriate action.

APPEALS POLICY

Should a disciplinary action such as suspension or termination be taken, the student will be notified in writing via certified mail. The student may appeal the decision within ten business days of notification. All appeals must be submitted in writing, and students must be able to provide documentation in support of the appeal. Appeals will be reviewed within ten (10) business days by the Campus Director. The decision of the Campus Director is final.

APPEAL PROCEDURES

Many issues or concerns can be resolved by discussing the situation with an appropriate staff member. Students seeking to resolve problems or complaints should follow the steps below when seeking a resolution:

- 1) Contact the appropriate instructor or staff member;
- 2) If the issue remains unresolved, contact the Program Director or Campus Director; and
- 3) If the concern is still yet unresolved, the appeal must be submitted to the Campus Director in writing. The Director will consider all information presented and attempt to resolve the situation in the best interest of the student and school. The complaint or grievance, along with any necessary supporting documentation, must be presented in writing to the Director at the address listed below. A written response will be provided within ten (10) business days.

**Nevada Career Institute Campus Director
3231 North Decatur Blvd Suite 119
Las Vegas, NV 89130**

- 4) If the complaint or grievance remains unresolved, students may contact the Corporate Director of Education at the address listed below. The Corporate Director of Education will endeavor to reach a resolution acceptable to both the student and the school administration.

**Corporate Director of Education
2121 West Garvey Avenue North
West Covina, California 91790**

- 5) In the event that no satisfactory resolution can be found between the parties, then all materials may be sent to:

**Commission on Postsecondary Education (CPE)
8778 South Maryland Parkway, Suite 115
Las Vegas, NV 89123 (702) 486-7340**

or

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

INTERNET ACCESS POLICY

All internet usage is restricted to school use only. Access to or dissemination of sexually explicit graphics or otherwise offensive or discriminatory material and downloading software from the internet is strictly prohibited. Anyone found in violation of this policy may be subject to termination.

CAMPUS SECURITY

It is Nevada Career Institute's intent to provide a safe educational environment for both students and staff. Students should immediately report campus crimes or emergencies to a school employee. The school employee will take appropriate action to promptly and accurately report the crime to the institution's administrative staff. The administrative staff will report such incidents to the proper authorities.

Nevada Career Institute complies with the Campus Crime Statistics internet-reporting requirements set forth by the U.S. Department of Education. Campus Crime Statistics may be viewed at <http://www.nces.ed.gov/ipeds/cool>.

DRUG AND ALCOHOL ABUSE AWARENESS AND PREVENTION

Pursuant to the Drug-Free Schools and Communities Act (Public Law 101-226) and Nevada Career Institute policy, the possession, use, distribution, or solicitation for distribution of illegal drugs and alcohol by students and employees is prohibited. Anyone needing help with a drug or alcohol problem is encouraged to call the National Institute on Drug Abuse Hotline at 1-800-662-HELP for information and referral to treatment centers in the local community.

Students who are found in violation of this policy will be subject to disciplinary actions up to and including termination. In addition, if an individual is convicted of certain drug-related federal or state offenses, the court may suspend his/her eligibility for federal benefits, including federal student financial aid. If an individual receiving federal student financial aid is convicted three or more times for drug distribution, he or she may become permanently ineligible to receive Title IV Financial Aid funds.

STUDENT RECORDS AND TRANSCRIPTS

Nevada Career Institute secures, retains, and disposes student records information in accordance with local, state, and federal regulations.

The Family Educational Rights and Privacy Act (FERPA) protect the privacy of student educational records. Nevada Career Institute will not permit access to or release of information to any individual or agency without the consent of the student, except to the following parties or under the following conditions as permitted by law:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the Institution;
- Accrediting organizations; and to comply with a judicial order or lawfully issued subpoena.

STUDENT RIGHTS AND RESPONSIBILITIES

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing how student records and information are managed. Generally, FERPA prohibits educational institutions from disclosing private student information (such as grades and social security numbers) without prior consent from the student. It also gives students the right to review many student records and correct errors.

FERPA permits institutions to disclose some student records under specific conditions. For example, certain student information may be disclosed in emergencies involving threats to the health or safety of the student or the College community or when a student is injured or missing for a defined period of time without explanation (all students are required to furnish emergency contact information for this purpose). Institutions also are permitted to designate less private categories of "Directory Information" that may be disclosed without a student's consent, unless the student has specifically instructed the institution not to share such information. At Nevada Career Institute, "Directory Information" includes a student's name, address, telephone number, date and place of birth, major field of study, and most recent previous school attended.

Copyright Infringement Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. Nevada Career Institute responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and directs both our Information Technology and Compliance departments to investigate and respond. Nevada Career Institute will cooperate fully with any investigation by public authorities related to illegally download copyrighted information. Students found guilty will be subject to the full extent of fines and penalties imposed, as well as facing automatic loss of the College's network access, and possible suspension or termination from their program of study.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

CAREER SERVICES

Career Service assistance is available to all graduates whose accounts are in good standing and who have successfully completed a diploma program at Nevada Career Institute. Every effort is made to help graduates secure a position suitable to their individual interests and abilities in their chosen field. Career Services provides instruction in resume writing, interviewing techniques, personal appearance, and marketing newly acquired skills.

Nevada Career Institute makes no guarantees concerning job placement as an inducement to enroll, nor does the Institution promise or guarantee employment to any currently enrolled student or graduate.

Nevada Career Institute maintains a list of employers who have previously hired our graduates. In addition, the institution will make every effort to provide employment leads to all graduates. It is expected that graduates utilizing this service will fully cooperate with the Career Services Department in their job search, and will demonstrate a good faith effort to secure a position in their field of study. It is also expected that all graduates will provide the Career Services Department with information pertaining to their employment.

STUDENT GUIDANCE SERVICES

Guidance services are available on a continuing basis to all Nevada Career Institute students. Our goal is to assist all students in attaining their desired educational objectives. The faculty and staff welcome the opportunity to assist students in resolving problems that become obstructions to the educational process. Students requiring further professional assistance will be provided information about agencies that they may contact.

ACADEMIC ADVISING

Academic advising is available throughout the student's enrollment at the school. Individual advisement sessions are scheduled by appointment and outside of regular class time. In addition, faculty members are available throughout each module to meet with students as needed.

WITHDRAWAL FROM SCHOOL

All withdrawals should be done formally with the campus director/designee and financial planning representative. Any pending academic and financial planning matters should be resolved prior to leaving the school. Students who are contemplating withdrawing from a module should consider the following if re-entry is a future consideration:

- The student may have to wait for the appropriate module to be offered;
- The entire module from which the student withdrew may need to be repeated prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

ACADEMIC INFORMATION

ATTENDANCE

Students must attend classes according to their established schedules. Frequent absences and/or tardiness are cause for disciplinary action such as probation or termination.

THE 14-DAY RULE

Students with 14 consecutive calendar days of absence will be withdrawn.

85% MINIMUM ATTENDANCE RULE

Students are expected to attend all scheduled classes. Students whose attendance falls below 85% will be placed on attendance probation and will be notified by letter of the specific terms and conditions for continuation in the program. Students who are placed on attendance probation are given thirty (30) days to raise their attendance to meet the required percentage. If the student's attendance is still below the minimum required at the end of the thirty-day period, the student will be terminated.

The student may appeal to the Campus Director or designee for an extended probationary period if mitigating circumstances are presented in a documented form. The extended probationary period may not exceed 30 days. If a student is terminated due to unsatisfactory attendance, he/she may appeal to the Campus Director for re- entry.

*Please refer to the program handbook for specific information regarding the attendance policy for the Practical Nursing.

TARDINESS/EARLY DEPARTURE

Tardiness is a disruption of a good learning environment. In order to obtain the maximum benefit of their instructional program, students are expected to be in class on time and to remain the entire instructional period. Frequent tardiness and/or early departure will be cause for disciplinary action up to and including attendance probation. A tardy or early departure will be recorded as time out of class and deducted from the total scheduled instructional time. Deduction of time out of class will be rounded up to the nearest quarter-hour increment.

*Please refer to the program handbook for specific information regarding the attendance policy for the Practical Nursing.

EXTERNSHIP/CLINICAL EXPERIENCE

Some programs require participation in an externship/clinical setting. The externship/clinical experience provide students an opportunity to apply classroom knowledge and skills to real life on-the-job situations. Students must complete 100% of all scheduled externship/clinical hours.

It is extremely important that students take their externship experience seriously. Students who are terminated from their externship site will be evaluated by Nevada Career Institute and a determination will be made regarding the possibility of setting up a second externship with an alternative site. If Nevada Career Institute believes that a second externship opportunity is not warranted given the seriousness of circumstances surrounding the termination from the student's initial site, then the student will be terminated from the Institution. Students who are terminated from a second externship site opportunity will be subject to termination. In cases where the Campus Director determines the student was wrongfully terminated by an externship site or there were unique circumstances surrounding his/her dismissal, additional externship opportunities may be provided.

ACADEMIC MAKE-UP POLICY

There is no make-up given for missed quizzes. Those participation points are forfeited by the absent student.

Students are allowed one make-up exam per course or module. This exam may be used as the unscheduled make-up exam or to improve a failing grade.*

Scheduled make-up exams are given before the absence or immediately upon return to class. Scheduled make-ups must be approved by the instructor before the absence. No point deductions are taken from a scheduled make-up exam.

Unscheduled make-up exams are given immediately upon return to class. The maximum grade that a student can earn is a 70 (i.e., 85 = 70, 72 = 70, 65 = 65).

If additional absences occur on exam day, a "0" grade will be recorded for that student.

Surgical Technology and Practical Nursing students should refer to their program handbook regarding make-up exams.

LEAVE OF ABSENCE

Students must submit in writing a request for a leave of absence. The request must be signed, dated and include the reason for which the student is requesting the leave. Leaves of absence must be pre-approved unless unforeseen circumstance prevents the student from obtaining pre-approval. A leave of absence will be approved only if:

- The reason for the request is justified.
- There is reasonable expectation that the student will return to school.
- The initial leave of absence does not exceed 60 days.
- The cumulative number of days may not exceed more than 180 days per 12 month period.
- Prior arrangements have been made for the student to be able to continue the academic coursework upon return from the leave of absence.

Under extenuating circumstances, a student may be granted more than one leave of absence as required by law (e.g. FMLA, military deployment orders, etc.). Additional request(s) must have the appropriate documentation.

The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence. Failure to return to school on the scheduled return date will result in immediate withdrawal from the Institution per the withdrawal policy. Withdrawal affects government loan repayment terms, including the grace period, and any other education loans that may be held by the borrower.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

SAP applies to all students, not just those receiving financial aid. SAP requires that students be evaluated at regular intervals of time during their enrollment using qualitative and quantitative standards. SAP is calculated using the cumulative grade point average (qualitative assessment) and timely completion of required credits for completion of each student's program of study (quantitative assessment). Transfer credit does not have any effect on this calculation. Students who graduate and return to enroll in a new program area will be treated as a new student for the purpose of calculating SAP.

Satisfactory Academic Progress (SAP)

The student must be progressing toward completion of the program within a specified time frame. Students are required to complete the program within one and a half times the length of time normally scheduled for a program. Students' grades are measured at the end of each course.

At the end of the first 25% of the normal program length, students must maintain a grade point average of 1.0 and complete a minimum of 15% of the total program credits.

At the end of the midpoint (50%) of the normal program length, students must maintain a grade point average of 1.5 and complete a minimum of 25% of the total program credits.

At the end of 75% of the normal program length, students must maintain a grade point average of 1.75 and complete a minimum of 50% of the total program credits.

At the end of 100% of the normal program length, students must maintain a grade point average of 2.0 and complete a minimum of 75% of the total program credits.

At the end of 150% of the normal program length, students must maintain a grade point average of 2.0 and complete 100% of the total program credits.

Students not meeting SAP standards are placed on academic warning status. Students will receive a written letter indicating their academic warning status. Once students are placed on academic warning status, they have until the next SAP evaluation point to raise their cumulative GPA and credits earned to the minimum standards. At the next SAP evaluation point, if students successfully raise their cumulative GPA and credits earned to the minimum standards, they will be removed from academic warning status and considered to be making satisfactory academic progress. Students who do not meet the minimum academic progress standards will be notified of appeal procedures necessary to be considered for academic probation status.

Effect of Satisfactory Academic Progress on Federal and State Financial Aid

Eligibility

Students are considered to be making satisfactory academic progress when they begin their program. Students on academic warning status are also considered to be making satisfactory academic progress and, therefore, will continue to receive financial aid disbursements. Students will only be eligible for an additional disbursement of Federal financial aid for a term subsequent to warning if they are placed on academic probation after submitting a successful appeal. If a student's financial aid eligibility is not reinstated after the probation term, the student will lose Federal and State financial aid eligibility and will be subject to withdrawal. If a student reestablishes satisfactory academic progress, financial aid eligibility will be reinstated.

If at any time it is determined that a student cannot complete the academic program within the maximum timeframe or is incapable of reestablishing satisfactory academic progress, financial aid eligibility will be terminated.

Appeal Process

The student may appeal the decision within ten (10) business days of notification. All appeals must be submitted in writing, and students must be able to provide documentation in support of the appeal. In the written appeal letter, the student must explain the unusual circumstances that the student believes would have a bearing on reinstatement for financial aid, such as an emergency, illness, or an accident. The student should also describe what changed in the student's situation that will allow him to make SAP at the next evaluation. Supporting documentation must also be submitted.

The appeal procedure and a sample appeal letter may be obtained at the financial aid office.

Appeals will be reviewed within ten (10) business days by the Campus Director. The decision of the Campus Director is final.

Students granted an appeal will be notified in writing and placed on academic probation status for one term, and will regain eligibility for financial aid disbursements for that term. If the appeal is denied, the student will not be eligible for Federal financial aid disbursements and may be subject to withdrawal.

INDIVIDUALIZED EDUCATION PLAN

An Individualized Education Plan (IEP) is developed for students to assist them with achieving and maintaining Satisfactory Academic Progress. An IEP may be developed for a student who has an approved mitigating circumstance which has negatively impacted his/her academic performance. No more than one IEP may be developed throughout a student's program of study.

GRADING CRITERIA

COURSE AUDIT

A student or a graduate who is attending a module or course for no credit must receive prior approval from the Campus Director or Program Director before being scheduled for audit. The student is expected to participate in course discussions, projects, but will not be required to take examinations. Audited courses do not apply toward credit and do not count as part of a student's full or part-time schedule for purposes of financial aid. Students may be charged tuition at the prevailing tuition rate. An audit (AU) will be recorded on the student's transcript, but will not be considered as an attempted credit, and will not be included in the calculation of GPA.

INCOMPLETE

Incomplete (I) is an interim grade given to a student who is not able to complete a module or course for reasons that are beyond his or her control. In most cases, students who receive an Incomplete (I) are also on a leave of absence from the school. An Incomplete (I) will be recorded on the student's transcript, but will not be considered as an attempted credit, and will not be included in the calculation of GPA.

COURSE WITHDRAWAL

A student who is either terminated by the Institution or voluntarily withdraws will receive a WD. The status of Withdrawal (WD) will be recorded on the student's transcript as an attempted credit, but will not be included in the calculation of GPA.

COURSE REPEAT

Students who fail a course must repeat that course. The failing grade and the course repeat grade will be recorded on the student's transcript and will be included in calculation of GPA. All credit hours attempted will be counted toward maximum program length.

COURSE RETAKE

At the recommendation of an instructor and with permission from the Campus Director, a student may be scheduled to retake a module or course for review purposes. Students will be expected to complete all assignments, tests, and examinations but will not receive credit or a grade for their work. Course Retake does not count toward satisfactory progress and tuition may be waived. A course retake (RT) will be recorded on the student's transcript but will not be included in calculation of GPA.

CURRICULUM CHANGE

Students who desire to change their curriculum must meet with the Campus Director or designee for approval and complete a new enrollment agreement. When a student changes his/her program of study, the school cannot guarantee the date of graduation due to scheduling. The school will calculate any relevant transfer courses from the previous curriculum, count them toward completion, and calculate the revised MPL.

UNITS OF CREDIT

A credit hour is defined by the number of hours per week in class, the number of hours per week in a laboratory, or the number of hours per week devoted to externship.

CREDIT/CLOCK HOUR CONVERSIONS

For all programs of study, the following conversion formula for lecture, lab, and externship/clinical hours is applied for accreditation and state oversight agencies (rounded down where appropriate):

15 Lecture Clock Hours	=	1 Semester Credit Hour
30 Lab Clock Hours	=	1 Semester Credit Hour
45 Externship Hours	=	1 Semester Credit Hour

A Clock Hour (60 minutes) is defined as a 50-minute class period with a 10-minute break.

GRADING SCALE

Unless otherwise noted, the general grading scale used to determine satisfactory progress is as follows:

Numeric Grade	Letter Grade	GPA Quality Points
90 +	A	4.0
80-89	B	3.0
70-79	C	2.0
69 and below	F	0.0
	I	Incomplete
	WD	Withdrawal/Drop

Successful completion of each module requires a minimum cumulative passing grade of 70%. Also, a student must achieve a minimum cumulative score on unit exams/tests of 70% or better in order to earn a passing grade in a module.

The grading scale used to determine satisfactory progress in the **Practical** Nursing program is as follows:

Numeric Grade	Letter Grade	GPA Quality Points
90-100	A	4.0
80-89	B	3.0
79 and below	F	2.0
	I	Incomplete
	WD	Withdrawal/Drop
	AU	Audit, Refresher
	RT	Re-take

MAXIMUM STUDENTS IN CLASSROOM AND LAB

Classes do not generally exceed a ratio of one (1) instructor to thirty (30) students for lecture classes and one (1) instructor to twenty (20) students for laboratory classes. Some classroom ratios may vary to meet program requirements.

CLASS CANCELLATIONS

Administration reserves the right to cancel any class if the number of students falls below the minimum accepted. Class cancellations may occur during the first five scheduled class days, in which case Nevada Career Institute will refund all monies due, if applicable.

GRADUATION REQUIREMENTS

Graduation for all programs of study is accomplished by completing all program requirements, maintaining Satisfactory Academic Progress (SAP) and arranging for payment of all financial obligations. Specific requirements for students include:

- A minimum cumulative Grade Point Average (GPA) of 2.0;
- Must have earned a minimum of 67% of total program credits attempted;
- A cumulative attendance percentage of 85% unless otherwise specified in the program student handbook;
- Completion of all scheduled externship/clinical hours;
- Satisfactory completion of all module requirements within program of study;
- Massage Therapy students will sit for the national certification examination prior to graduating.

Students who meet the requirements stipulated above will receive a diploma in their field of study. Students must verify satisfactory completion of all program criteria for graduation with the Campus Director, Financial Planning, and Career Services staff.

CERTIFICATION REQUIREMENTS

Included in the tuition for students enrolled in the massage therapy and surgical technology program is the cost of the certification examination for students who meet the requirements. Costs for any additional certification tests are the responsibility of the student.

NATIONAL CERTIFICATION BOARD FOR THERAPEUTIC MASSAGE & BODYWORK (NCBTMB)

NCBTMB Certification	Certification Acronym	Academic Program
National Certification Board for Therapeutic Massage and Bodywork	CMT	Massage Therapy
Web Address: www.ncbtmb.com		

Massage Therapy students are required to sit for the NESL.
NCBTMB is a professional organization that evaluates applicants for the NESL examination*.

NATIONAL BOARD OF SURGICAL TECHNOLOGY AND SURGICAL ASSISTING (NBSTSA)

Surgical Technician Certification	Certification Acronym	Academic Program
Certified Surgical Technologist	CST	Surgical Technologist
Web Address: www.nbstsa.org		

Surgical Technology students are required to sit for the CST examination.
The NBSTSA is a professional organization that evaluates applicants for surgical technology certification*.

***APPLICANTS WITH PAST CRIMINAL HISTORY WILL BE EVALUATED ON A CASE-BY-CASE BASIS, AND ELIGIBILITY FOR CERTIFICATION RESTS SOLELY WITH THE TWO ORGANIZATIONS LISTED ABOVE.**

NATIONAL CENTER FOR COMPETENCY TESTING (NCCT) Certifications for MA & MOS Students

NCCT Certification	Certification Credential	Academic Program
Nationally Certified Medical Assistant	NCMA	Medical Assisting
Nationally Certified Insurance & Coding Specialist	NCICS	Medical Insurance Biller and Coder
Web Address for NCCT: www.ncctinc.com		

NCCT certification provides an important compass to guide students and entry level professionals to the career of their choice. It is an important bridge to allow candidates to cross into the professional world with confidence and credibility.

NEVADA STATE BOARD OF NURSING

Nursing Certification	Certification Credential	Academic Program
NCLEX-PN	LPN	Practical Nursing
Web Address: www.ncsbn.org		

Nursing graduates are required to sit for the National Council Licensure Examination (NCLEX-PN). Licensure examinations are administered by the State Board of Nursing*.

- **A CRIMINAL BACKGROUND CHECK FOR NURSING PROGRAM APPLICANTS MUST BE CLEAR OF MISDEMEANOR AND FELONIES.**

ADVISORY BOARDS

Nevada Career Institute utilizes the expertise of advisory boards for each program. Board members are industry representatives who share unique knowledge and skills that complement and enhance Nevada Career Institute programs of study. Advisory boards meet annually.

PROGRAMS OF STUDY

MASSAGE THERAPY PROGRAM CURRICULUM

D.O.T. Code 334.374-010

C.I.P Code 51.3501

Objective

This program is designed to prepare the graduate for employment as a massage therapist. Graduates will be able to give therapeutic massage and bodywork treatments. The techniques are based in anatomy and physiology and, due to the extensive training; graduates will be able to perform massage therapy safely and with the most beneficial results. A graduate of this program will have met the required amount of training necessary to sit for the NESL or National Certification Examination for Therapeutic Massage and Bodywork.

Instructional delivery Method: Residential.

Length of program: Day Classes 36 Weeks

Course Number	Course Title	Credit Hours	Clock Hours
Term I			
MT101A	Anatomy, Physiology, Kinesiology and Fundamentals of Massage	4.50	80
MT101B	Anatomy, Physiology, Kinesiology and Fundamentals of Massage	4.50	80
MT101C	Anatomy, Physiology, Kinesiology and Fundamentals of Massage	4.50	80
MT101D	Anatomy, Physiology, Kinesiology and Fundamentals of Massage	4.00	80
Term II			
MT101E	Anatomy, Physiology, Kinesiology Review and Specialty Massage Techniques	4.00	80
MT201A	Advanced and Specialty Massage Techniques	3.50	80
MT201B	Advanced and Specialty Massage Techniques	3.00	80
MT201C	Advanced and Specialty Massage Techniques	4.00	80
Term III			
MT301	National Review Preparation and Clinic Management	2.00	80
TOTAL		34.00	720

Nevada Career Institute requires all Massage Therapy graduates to sit for the NESL examination offered by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) prior to graduation. The exam fee is included in tuition. Students are not required to pass the exam, only to take the exam. According to the NCBTMB website (www.ncbtmb.com), as of January 2004, national certification is a prerequisite for employment in most states. Additionally, in many of the states that do not regulate massage and bodywork locally imposed ordinances may require verification of national certification.

Career Opportunities

A graduate of the Massage Therapy Program may be an entrepreneur in his/her own business; employed as a massage therapist in a hospital, chiropractic office, public or private health club/resort, or commercial or private industry; or employed in the educational field as an instructor.

COURSE DESCRIPTIONS

Term I

MT101A – MT101 D

MT101A

Anatomy, Physiology, Kinesiology and Fundamental Massage

Prerequisites: None

Total clock hours: 80 Total credit hours: 4.5

This module uses the systems approach to provide a basic overview of the organization and the introduction to the different systems of the human body. Students will learn word structures related to medical terminology, fundamental information regarding the structures and functions identified with the regions of the body.

Students will also study movements of the body, the axial skeleton and the muscles, muscle origin, insertion, action, and nerve innervations and provides students with the foundation of information and skill needed to determine where and when massage is most beneficial.

MT101B

Anatomy, Physiology, Kinesiology and Fundamental Massage

Prerequisites: None

Total clock hours: 80 Total credit hours: 4.5

This module uses the systems approach to provide a basic overview of the organization and the introduction to the different systems of the human body. Students will learn word structures related to medical terminology, fundamental information regarding the structures and functions identified with the regions of the body.

The student will be prepared to recognize and identify certain medical conditions and pathologies, with instructional emphasis placed on ascertaining the appropriateness of massage therapy in these cases. This module provides instruction in the anatomical and histological changes associated with disease and injury for the musculoskeletal system.

MT101C

Anatomy, Physiology, Kinesiology and Fundamental Massage

Prerequisites: None

Total clock hours: 80 Total credit hours: 4.5

This module uses the systems approach to provide a basic overview of the organization and the introduction to the different systems of the human body. Students will learn word structures related to medical terminology, fundamental information regarding the structures and functions identified with the regions of the body.

This module introduces the student to the fundamentals of massage as a therapeutic practice, emphasizing the various Swedish massage strokes and their proper applications. The use of basic human anatomy and physiology for specific therapeutic bodywork is also included.

MT101D

Anatomy, Physiology, Kinesiology and Fundamental Massage

Prerequisites: None

Total clock hours: 80 Total credit hours: 4.5

This module uses the systems approach to provide a basic overview of the organization and the introduction to the different systems of the human body. Students will learn word structures related to medical terminology, fundamental information regarding the structures and functions identified with the regions of the body.

This module features safety and hygienic practice, body mechanics, and basic Swedish techniques including a course in CPR. Benefits of massage are highlighted and touch awareness is emphasized.

The student is introduced to the Student Success program and the topics of transitioning, goal setting, positive affirmations and Time Management.

Term II

MT101E – MT201C

Anatomy & Physiology Review Specialty Massage Techniques

MT101E

Anatomy, Physiology, Kinesiology Review and Specialty Massage Techniques

Prerequisites: None

Total clock hours: 80 Total credit hours: 4.5

This module expands the scope of the students' knowledge in advanced and specialty massage techniques. The specific components taught will provide an overview of the possible directions in which students will be able to expand their knowledge independently. In this module, students will study deep tissue massage, trigger point therapy, aromatherapy and hydrotherapy. Students will participate in a clinic experience in order to expand their knowledge of clinic operations and management techniques.

MT201A

Advanced and Specialty Massage Techniques

Prerequisites: None

Total clock hours: 80 Total credit hours: 4.5

This module expands the scope of the students' knowledge in advanced and specialty massage techniques. The specific components taught will provide an overview of the massage industry providing direction for the students to be able to expand their knowledge independently. In these modules, students will study deep tissue massage, trigger point therapy, aromatherapy and hydrotherapy. Students will participate in a clinic experience in order to expand their knowledge of clinic operations and management techniques.

MT201B**Advanced and Specialty Massage Techniques**

Prerequisites: None

Total clock hours: 80 Total credit hours: 4.5

This module expands the scope of the students' knowledge in advanced and specialty massage techniques. The specific components taught will provide an overview of the possible directions in which students will be able to expand their knowledge independently. In this module, students will study deep tissue massage, Energy Based Bodywork, reflexology and an introduction to alternative therapies.

MT201C**Advanced and Specialty Massage Techniques**

Prerequisites: None

Total clock hours: 80 Total credit hours: 4.5

This module expands the scope of the students' knowledge in advanced and specialty massage techniques. The specific components taught will provide an overview of the possible directions in which students will be able to expand their knowledge independently. In this module, students will study deep tissue massage, Energy Based Bodywork, reflexology and an introduction to alternative therapies.

The modules will also cover topics associated with the ethical considerations of the massage profession. General information regarding national and state certification and/or licensing requirements will be provided and their importance will be discussed as it pertains to the desired outcomes of the program. A brief review of the history of massage will also be included.

Term III**MT301 National Review Preparation and Clinic Management**

Prerequisites: MT 101A – MT 201C

Total clock hours: 80 Total credit hours: 2.00

This module prepares the student to take the national exam through review and testing. The student will put into practice the skills required to operate their own business by being responsible for the day to day operations of the student clinic. Duties will include managing the appointment book, and greeting clients. Students will manage the clinic facility doing tasks such as restocking supplies and cleaning. Clinic duties including client information intake, basic massage and client debriefing all associated with the massage appointment.

MEDICAL ASSISTANT PROGRAM CURRICULUM

D.O.T. Code 079.362-010

C.I.P. Code 51.0801

Objective

The Medical Assistant Program will offer students the opportunity to obtain the knowledge, skills, and techniques needed to function in the medical office or outpatient clinic. The student will receive cognitive laboratory and clinical instruction in administrative and clinical office procedures, medical laboratory tests and procedures, human anatomy, medical terminology, patient psychology, medical ethics, medical law, and pharmacology.

Instructional delivery Method: Residential.

Length of program: 36 Weeks

Course Number	Course Title	Lecture Hours	Lab Hours	Extern Hours	Add'l Outside Clock Hours	Total Clock Hours	Semester Credit Hours
SOS	Seminar for Success	32	32	0	15.0	79.0	3.0
AHA101	Medical History and Fundamentals	40	40	0	12	92	3.5
AHA102	Medical Office Administration	40	40	0	12	92	3.5
MA103	Anatomy & Physiology -A	40	40	0	12	92	3.5
MA104	Anatomy & Physiology – B	40	40	0	12	92	3.5
MA105	Anatomy & Physiology – C	40	40	0	12	92	3.5
MA106	Medical Assisting Skills	40	40	0	12	92	3.5
MA107	Medical Career Skills and Response Training	40	40	0	12	92	3.5
MA108	Externship	0	0	160	0	160	3.5
	TOTAL	312	312	160	99.0	883.0	31

Career Opportunities

A graduate of the Medical Assistant Program may be employed by a physician, hospital, medical and diagnostic laboratories, nursing care facilities, or outpatient facility. Employment opportunities can be found in the front office environment such as word processing, medical transcribing, admitting clerk, intake personnel, receptionist, medical records clerk, and other medical administrative procedures. Opportunities in the back office environment may include laboratory procedures such as venipuncture and other laboratory testing, preparing patients for examination, conducting diagnostic tests, and assisting with minor surgeries.

COURSE DESCRIPTIONS

SOS Seminar for Success

Prerequisite: None

Orientation and success building course for Career Students. Review of basic math, language, vocabulary, and writing skills. Introduction to core career classes, availability of community resources, outlining, summarizing, managing credit and other life skills.

AHA101 Medical History and Fundamentals

Prerequisite: SOS

This module provides an overview of the roles and responsibilities of the medical paraprofessional and an introduction to medical specialties and subspecialties. This module introduces the student to the structures and functions of the human body. Topics include the history of medicine, the health care team and office environment, interpersonal communications, medical law and ethics, basic keyboarding, and medical terminology.

AHA102 Medical Office Administration

Prerequisite: SOS

This module will introduce students to the basic procedures of the daily management of a medical office. Activities and simulation exercises related to practice management are provided throughout the module. Topics covered include telephone techniques, appointment scheduling, word processing projects to include resumes and cover letters, insurance claims processing, constructing and managing patient records, medical office management software, and basic keyboarding.

MA103 Anatomy & Physiology – A

Prerequisites: SOS

This module will focus on the respiratory and circulatory systems. Students will learn a variety of patient-care skills such as Venipuncture, ECG testing, and specialty exams. Students will practice skills introduced in this module through laboratory exercises.

MA104 Anatomy & Physiology – B

Prerequisites: SOS

This module will focus on the lymphatic, immune, digestive, urinary and nervous systems. Students will learn related laboratory skills such as urinalysis and microscope use. Students will practice skills introduced in this module through laboratory exercises.

MA105 Anatomy & Physiology – C

Prerequisites: SOS

This module introduces the student to the male and female reproductive systems, and the endocrine, integumentary, sensory, and muscular and skeletal systems. Students will practice skills introduced in this module through laboratory exercises.

MA106 Medical Assisting Skills

Prerequisites: SOS

This module introduces students to basic pharmacology and dosage calculation. Students will assist with medications, injections, and minor surgical procedures. The introduction of related practical skills such as surgical instruments and tray sets, medical asepsis, and sterile gloving are included in the module. This module covers behaviors influencing health, stress reduction, time management skills, and introduces alternative related therapies. Students will practice skills introduced in this module through laboratory exercises.

MA107 Medical Career Skills and Response Training

Prerequisites: SOS

This module introduces the students to office emergencies and first aid techniques. Basic Life Support training for the health care provider provides students with the opportunity to become CPR certified. Students will practice skills introduced in this module through laboratory exercises. Students will discuss beginning their job search.

MA108 Externship

Prerequisites: SOS, AHA101 & 102, MA103 – 107

Upon successful completion of classroom training, medical assisting students will participate in a supervised 160-hour externship experience in medical setting. This module is a requirement for graduation.

MEDICAL INSURANCE BILLER AND CODER PROGRAM CURRICULUM

D.O.T. Code 214.482-010

C.I.P. Code 51.0707

Objective

The Medical Insurance Biller and Coder program prepares graduates for entry-level employment as a medical office billing specialist by providing training in the knowledge, skills, and techniques needed to function in the medical front office, hospital, or medical clinic. Students will learn to set up patient records, computerized practice management, and other functions essential to the medical office environment. Students will also learn the basics of medical coding using CPT and ICD-9-CM codes, and preparation and processing of various insurance claims.

Instructional delivery Method: Residential.

Length of program: 32 Weeks

Course Number	Course Title	Lecture Hours	Lab Hours	Extern Hours	Add'l Outside Clock Hours	Clock Hours	Semester Credit Hours
SOS	Seminar for Success	32	32	0	22.5	86.50	3.0
AHA101	Medical History and Fundamentals	40	40	0	26.25	106.25	3.5
AHA102	Medical Office Administration	40	40	0	26.25	106.25	3.5
MIBC 103	Medical Terminology: Anatomy & Physiology	40	40	0	26.25	106.25	3.5
MIBC 104	Medical Health Insurance	40	40	0	26.25	106.25	3.5
MIBC105	ICD-9-CM, HCPCS, & Evaluation Management	40	40	0	26.25	106.25	3.5
MIBC 106	CPT Coding	40	40	0	26.25	106.25	3.5
MIBC107	Medical Career Fundamentals	40	40	0	26.25	106.25	3.5
MIBC 108	Externship	0	0	160	0	160	3.5
TOTAL		312	312	160	206.25	999.25	31

Career Opportunities

A graduate of the Medical Insurance Biller and Coder program may be employed as a medical administrative assistant, billing specialist, billing secretary, medical fee clerk, medical record administrator, or a medical record technician. Employment may be found in a variety of places, including corporate offices, medical offices, school administration offices, insurance offices, hospital billing offices, and private employment.

MODULE DESCRIPTIONS

SOS Seminar for Success

Prerequisite: None

Orientation and success building course for Career Students. Review of basic math, language, vocabulary, and writing skills. Introduction to core career classes, availability of community resources, outlining, summarizing, managing credit and other life skills.

AHA101 Medical History and Fundamentals

Prerequisite: SOS

This module provides an overview of the roles and responsibilities of the medical paraprofessional and an introduction to medical specialties and subspecialties. This module introduces the student to the structures and functions of the human body. Topics include the history of medicine, the health care team and office environment, interpersonal communications, medical law and ethics, basic keyboarding and computer skills, and medical terminology.

AHA102 Medical Office Administration

Prerequisite: SOS

This module will introduce students to the basic procedures of the daily management of a medical office. Activities and simulation exercises related to practice management are provided throughout the module. Topics covered include telephone techniques, appointment scheduling, word processing projects to include resumes and cover letters, insurance claims processing, constructing and managing patient records, medical office management software, and basic keyboarding.

MOS103 Medical Terminology: Anatomy & Physiology

Prerequisites: SOS

This module provides instruction in medical terminology with emphasis on word structure including word roots, suffixes, and prefixes. The module covers word meaning and pronunciation in addition to common medical abbreviations. Students will be introduced to basic anatomy and physiology, critical to the understanding of medical coding. A study of common disorders and basic diagnostic procedures related to the body systems will be presented.

MOS104 Medical Health Insurance

Prerequisites: SOS

This module provides instruction in all aspects of insurance billing, including but not limited to completing, submitting, tracing, and appealing claims. Guidelines for submitting claims to Medicare, Medicaid, TriCare, CHAMPVA, Worker's Compensation, and disability programs are covered. Students are also introduced to HIPAA compliance issues as they relate to patient privacy.

MOS105 ICD-9-CM, HCPCS, & Evaluation Management

Prerequisites: SOS

This module provides detailed instruction in the history, characteristics, and purpose of the coding and classification systems used in the medical claims industry. Students receive an in depth review of CPT, ICD-9-CM, and HCPCS medical coding systems, using the industry standard codebooks and source documents.

MOS106 CPT Coding

Prerequisites: SOS

This module provides detailed instruction in the characteristics of the procedural coding and classification system used in the medical claims industry. Students will learn the principles of procedural coding using the Current Procedural Terminology (CPT) medical coding system and manual. Students will also be exposed to various source documents ranging from simple to complex.

MOS107 Medical Career Fundamentals

Prerequisites: SOS

This module introduces students to the various roles and responsibilities of the insurance billing specialist. Instruction is provided in office and insurance claim processing procedures, including completing, transmitting, tracing, and appealing claims. Medical records documentation practices and computerized practice management software and techniques are taught. This module also introduces students to office emergencies and first aid techniques. Basic Life Support training for the health care provider provides students with the opportunity to become CPR certified.

MOS108 Externship

Prerequisites: SOS, AHA101 & 102, MOS103 – 107

Upon successful completion of classroom training, medical insurance biller and coder students will participate in a supervised 160-hour externship experience in a medical setting. This module is a requirement for graduation.

SURGICAL TECHNOLOGY PROGRAM CURRICULUM

D.O.T. Code 079.374-022

C.I.P. Code 51.0909

Objective

The Surgical Technology program is designed to instruct in all areas of Surgical Technology, and to prepare competent, entry-level surgical technologists in the **cognitive** (knowledge), **psychomotor** (skills), and **affective** (behavior) learning domains. Upon completion, the graduate can effectively work with and under the supervision of surgeons or registered nurses and become an integral part of the team providing care to patients during the crucial periods of surgery. Much of the training is focused on the clinical aspect of the program where the students gain skills in helping to set up the operating room, prepare patients for surgery, scrub, gown and glove self and other team members, pass instruments and other sterile supplies to surgeons, help care for and dispose of specimens, and assist nurses in cleaning and stocking the operating room for the next operation. The curriculum reflects the latest development in biomedical science. A graduate of the Surgical Technology program may be employed as a member of an operating room team, which includes surgeons, anesthesiologists, and circulating nurses. In addition to hospital operating rooms, our graduates will be qualified to work in surgical centers, delivery rooms and medical clinics.

Instructional delivery Method: Residential.

Length of program: 57 weeks

Course Number	Course Name	Lecture Hours	Lab Hours	Clinical Hours	Clock Hours	Semester Credit Hours
SOS	Seminar of Success	32	16	0	48	2.50
Term I						
ST-101	Introduction to the Human Body	30	0	0	30	2.00
ST-102	Muscular/Skeletal Systems	30	0	0	30	2.00
ST-103	Circulatory/Cardiovascular/Respiratory / Lymphatic	30	0	0	30	2.00
ST-104	Neuro-Sensory/Endocrine Systems	30	0	0	30	2.00
ST-105	Gastro-Intestinal/Genitourinary/ Reproductive Systems	30	0	0	30	2.00
ST-106	Microbiology/Immunology	20	5	0	25	1.50
ST-107	The Surgical Environment	20	5	0	25	1.50
ST-108	Asepsis, Sterilization and Disinfection	20	5	0	25	1.50
ST-109	Basic Instrumentation, Equipment & Supplies	20	10	0	30	1.50
Term II						
ST-201	Scrubbing, Gowning, and Gloving	5	20	0	25	1.00
ST-202	Preoperative Patient Care	15	10	0	25	1.00
ST-203	Patient Positioning and Draping	10	15	0	25	1.00
ST-204	Creation and Maintenance of the Sterile Field	10	40	0	50	2.00
ST-205	Postoperative Patient Care / Assistant Circulator Duties	10	30	0	40	1.50

ST-206	Factors Influencing Wound Healing and Infection	10	0	0	10	0.50
ST-207	CPR/ All Hazards Preparation	5	8	0	13	0.50
ST-208	Computers and Employability Skills	5	5	0	10	0.50
ST-209	Pharmacology and Anesthesia	15	15	0	30	1.50
ST-210	General Surgery, OB/GYN, GU Surgery	45	5	0	50	3.00
ST-211	Otorhinolaryngology / Oral &	25	5	0	30	1.50
Term III						
ST-301	Ophthalmic, Plastic and Reconstructive Surgery	30	5	0	35	2.00
ST-302	Cardiovascular, Thoracic and Peripheral Vascular Surgery	35	5	0	40	2.00
ST-303	Orthopedic Surgery	15	5	0	20	1.00
ST-304	Neurological Procedures	15	5	0	20	1.00
ST-401	Mock Surgery	0	180	0	180	6.00
Term IV						
ST-402	Clinical I	0	0	64	64	1.00
ST-501	Clinical II	0	0	264	264	5.50
ST-502	Clinical III	14	0	256	270	6.50
TOTAL		526	394	584	1504	58

Career Opportunities

A graduate of the Surgical Technology program may be employed as a member of an operating room team, which includes surgeons, anesthesiologists, and circulating nurses. In addition to hospital operating rooms, our graduates will be qualified to work in surgical centers, delivery rooms, and medical clinics.

COURSE DESCRIPTIONS

Seminar for Success

Prerequisite: None

Total Clock Hours: 48 Total Credit Hours: 2.5

Orientation and success building course for Career Students. Review of math including pharmacological calculations, language, vocabulary, writing and communication skills. Introduction to nutrition, growth and development, availability of community resources, outlining, summarizing, critical thinking and other life skills.

Term I

ST-101 Introduction to the Human Body

Prerequisite: Seminar of Success (SOS)

Total Clock Hours: 30 Total Credit Hours: 2.00

This module provides a general overview of the basic organizational structure of the body, including cells, tissues, glands, membranes, and integumentary system. Students will also spend time learning how to build medical terminology based on prefixes, suffixes, and root word parts. Concepts of chemistry and biochemistry that are relevant to the study of the human body are presented as well as the types of tissues that act together to perform specific functions. The characteristics of the integumentary system will be reviewed as well as the disorders and abnormalities associated with the skin. Related medical terminology will be taught.

ST-102 Muscular/Skeletal System

Prerequisite: ST-101

Total Clock Hours: 30 Total Credit Hours: 2.00

This module discusses the types of joints, classification, function and location of muscular tissues and related medical terminology. Students will be introduced to how bones form the framework of the body to help protect and support internal organs and how it functions along with the muscular system to produce movement at the joints. This module also discusses the three kinds of muscle tissues and their primary functions.

ST-103 Circulatory / Cardiovascular/ Respiratory / Lymphatic

Prerequisite: ST-101 &102

Total Clock Hours: 30 Total Credit Hours: 2.00

In this module, students will be given an introduction to the functions of the circulatory, peripheral vascular and respiratory systems. Students will continue to study the associated medical terminologies. Students will review the composition and functions of the blood, and understand the fundamental importance of maintaining homeostasis. The physiology and pathophysiological concepts associated with the heart are introduced. The structure and functions of arteries, veins, and capillaries will be reviewed along with the importance of how the lymphatic system supports the activities of the circulatory system.

ST-104 Neuro-Sensory & Endocrine Systems

Prerequisite: ST-101 –103

Total Clock Hours: 30 Total Credit Hours: 2.00

This module is focused on the study of the relevant anatomy and physiology of the neurological and endocrine systems. Students will continue to study the associated medical terminology. The module provides instruction on the structure and function of the nervous system, including the divisions of the brain, general sensory receptors and the special sense organs, and how the nervous and endocrine systems work together to coordinate and control the body.

ST-105 Gastrointestinal, Genitourinary, and Reproductive Systems

Prerequisite: ST-101 –104

Total Clock Hours: 30 Total Credit Hours: 2.00

In this module, students will study the relevant anatomy and physiology associated with these systems. Students will continue to study terminology associated with the digestive, urinary, and reproductive systems. Students will understand the mechanical and chemical activities that take place in the digestive tract, the importance of the genitourinary system in eliminating metabolic waste from the body and how it regulates the volume, composition, and pH of the body fluids, and the body's ability to reproduce.

ST-106 Microbiology and Immunology

Prerequisite: ST-101 –105

Total Clock Hours: 25 Total Credit Hours: 1.50

In this module, students will study the causes and diagnosis of diseases, classifications of microorganisms, characteristics of protozoa, fungi, bacteria, and viruses. This module introduces microbiology, beginning with the brief history of significant events and scientists who have contributed to the progress of microbiology techniques and the impact on human health and safety. This module also discusses how microbiology is studied, including how microbes are named and how the microscope is used in studying microbiology. An overview of the immune system and body defenses will prepare the student to understand the concepts of immunization, autoimmunity, and hypersensitivity reactions.

ST-107 The Surgical Environment

Prerequisite: ST-101 – 106

Total Clock Hours: 25 Total Credit Hours: 1.50

Healthcare facilities, ancillary departments such as PACU, Radiology, Medical records, Pathology and Imaging, as well as the physical environment of the operating room (OR) will be covered during this module. An overview of Maslow's Hierarchy of basic patient needs will be presented. Students will be introduced to the standard and specialized equipment found in a typical OR environment, and will review their necessity to maintaining a safe and efficient operation when providing care for the surgical patient. Guidelines and standards will be examined to provide measures to promote a safe environment and students will continue discussion on the relationship between the principles of asepsis and the practice of sterile techniques.

The basic principles of electricity, laser, and endoscopic use and safety precautions will be discussed. Students will apply basic principles of physics as they relate to the complex computer systems and robotics found in the operating room.

ST-108 Asepsis, Sterilization, and Disinfection

Prerequisite: ST-101 – 107

Total Clock Hours: 25 Total Credit Hours: 1.50

This module discusses the relationship between asepsis and the practice of sterile technique. Students will learn different principles and procedures utilized in the proper cleaning, disinfection and sterilization of instruments, supplies, and equipment needed in the OR, which are conducive to the ability to follow the principles of asepsis and the practice of sterile technique. Aseptic technique is reinforced throughout this module.

ST-109 Basic Instrumentation, Equipment, Supplies

Prerequisite: ST-101- 108

Total Clock Hours: 30 Total Credit Hours: 1.50

This module will introduce basic instruments by type, function, and name. The proper care, handling, and assembly of instruments are stressed throughout this module. This module discusses the different types of catheters, drains, and tubes used during surgery and help the student differentiate between active and passive drainage. The use of catheters, drains and tubes in assisting with diagnosing, restoring function, promoting healing, and preventing complications are discussed. Suturing techniques, as they relate to wound care and closure, are presented to the student. Also introduced are the names, classifications and available gauges of suture materials. The relationship between aseptic technique, instrumentation, supplies, and quality of patient care is stressed throughout this module.

Term II

ST-201 Scrubbing, Gowning, and Gloving

Prerequisite: ST-101 – 109

Total Clock Hours: 25 Credit Hours: 1.00

The proper technique of performing the surgical scrub and donning sterile attire in preparation for entry into the sterile field is demonstrated, practiced, and mastered in this module. The students will learn the use of personal protective equipment (PPE), self- drying, -gowning, and -gloving, and assisting other sterile team members who are ready to enter the sterile field. Aseptic technique is reinforced throughout this module.

ST-202 Preoperative Patient Care

Prerequisite: ST-101 – 201

Total Clock Hours: 25 Total Credit Hours: 1.00

Procedures for preoperative patient routines, including surgical consent, preoperative education, patient possessions, and transfer and positioning, are discussed in this module. Emphasis is placed on the preoperative physiological and psychological care and safety of the patient. Students will discuss how patient care and safety directly correlates to the patient's hospital stay and overall health. Students will practice urinary catheterization, surgical positioning, skin preparation, and draping the surgical patient. Aseptic technique is reinforced throughout this module. Affective and professional behaviors and critical thinking application are integrated throughout this course and the remaining of the program.

ST-203 Patient Positioning and Draping

Prerequisite: ST-101 – 202

Total Clock Hours: 25 Total Credit Hours: 1.00

This module covers the supplies and equipment necessary to safely transport, transfer, position, and drape the surgical patient. The module covers positioning and draping specific to the surgical specialties. Students will learn how to properly interpret the surgeon preference cards for special positioning and draping requirements, and review their responsibility to anticipate supplies and equipment needed for the various surgical procedures. Aseptic technique is reinforced throughout this module.

ST-204 Creation and Maintenance of the Sterile Field

Prerequisite: ST-101 - 203

Total Clock Hours: 50 Total Credit Hours: 2.00

In this module, students will discuss how the safety of the patient depends on strict adherences to the practice of sterile techniques by the surgical technologists. Students will review the principles of asepsis and their application for sterile technique. During laboratory skills, students will practice draping OR furniture, opening and adding sterile supplies and instruments, and dressing and organizing the Mayo stand and the back table. Students will also be required to demonstrate knowledge of duties in the pre-, intra-, and post-operative routines of patient care.

ST-205 Postoperative Patient Care / Assistant Circulator Duties

Prerequisite: ST-101 – 204

Total Clock Hours: 40 Total Credit Hours: 1.50

In this module, students will review the proper steps in preparing the patient for transfer to the Post Anesthesia Care Unit, and the potential postoperative discomforts and complications. The student will learn equipment unique to PACU along with standards, policies and criteria for patient discharge. The student will learn specific documentation that is required by the assistant circulator as well as pre-, intra-, peri-, and postoperative case management.

ST-206 Factors Influencing Wound Healing and Infection

Prerequisite: ST-101 – 205

Total Clock Hours: 10 Total Credit Hours: 0.50

In this module, students will be introduced to how microbial control, aseptic methods and universal precautions affect healing and infection. This module also presents basic knowledge of wound healing, including types of wounds, the inflammatory process, wound classifications, and types of wound healing. The process of body healing from a wound and the elements that aid in a successful outcome are presented.

ST-207 CPR / All Hazards Preparation

Prerequisite: ST-101 – 206

Total Clock Hours: 13 Total Credit Hours: 0.50

In this module, students will learn basic life support (BLS) and cardiopulmonary resuscitation (CPR) according to guidelines set forth by the American heart Association (AHA). All Hazards Preparation will address the preparation, planning, detection, communication, incident management and support systems, safety and security, clinical / public health assessment and intervention, contingency, continuity, recovery, and public health law and ethics.

ST-208 Computers and Employability Skills

Prerequisite: ST-101-207

Total Clock Hours: 10 Total Credit Hours: 0.50

In this module, students will learn the basic concepts of computer science and applications in the operating room and employment search. Students will develop a plan of action to secure employment in the healthcare field and discuss employability skills and professionalism. Professional management, teamwork, communication, personal characteristics, problem solving skills, education and certification will be discussed in relation to employability as a surgical technologist. The Clinical Ladder, career development as well as roles and competencies will be addressed.

ST-209 Pharmacology and Anesthesia

Prerequisite: ST-101 -208

Total Clock Hours: 30 Total Credit Hours: 1.50

In this module, students will be introduced to basic knowledge of pharmacology, including medication types, sources, and classifications. Medications commonly used in surgery and proper handling techniques, including the specific roles of each surgical team member are discussed. The different types of anesthesia and the equipment and supplies needed for surgical procedures are presented. Postoperative patient recovery and PACU services are discussed in detail with an emphasis on patient safety.

ST-210 General Surgery, OB/GYN, GU Surgery

Prerequisite: ST-101 - 209

Total Clock Hours: 50 Total Credit Hours: 3.00

In this module the student will be introduced to the organ systems in the body on which general, obstetrics and gynecology, and genitourinary surgery are performed. This module discusses the various pathologies and corrective procedures performed in general surgery, OB/GYN, and GU, including the basic, intermediate, and advanced interventions. This module reinforces the pre-, intra-, peri-, and postoperative considerations, diagnostic procedures, and pharmacology associated with the specialties.

ST-211 Otorhinolaryngology / Oral & Maxillofacial

Prerequisite: ST-101 -210

Total Clock Hours: 30 Total Credit Hours: 1.50

This module discussed the anatomy and physiology of the head and neck along with the associated pathology and surgical interventions related to each specialty. It provides an overview of the special instrumentation, equipment, and supplies used in ENT, Oral and Maxillofacial surgery as well as common drugs used. Surgical procedures in the basic, intermediate, and advanced interventions will be presented. This module reinforces the pre-, intra-, peri-, and postoperative considerations, diagnostic procedures and pharmacology associated with the above specialty.

Term III

ST-301 Ophthalmic, Plastic and Reconstructive Surgery

Prerequisite: ST-101 - 211

Total Clock Hours: 35 Total Credit Hours: 2.00

In this module, students will be given an introduction to ophthalmic, plastic and reconstructive surgery, and the anatomy, physiology and pathology as related to specific anomalies and injuries requiring surgical intervention. Preoperative, intra- operative, peri-operative, and postoperative patient care, and diagnostic study consideration being given to the instruments, equipment, and supplies necessary to perform a variety of procedures in the basic, intermediate, and advanced interventions are discussed.

ST-302 Cardiovascular, Thoracic and Peripheral Vascular Surgery

Prerequisite: ST-101 –301

Total Clock Hours: 40 Credit Hours: 2.50

This module discusses the anatomy and physiology of the thorax, lungs, heart, and related structure, including the trachea and bronchial tree, the major vessels of the heart and blood vessels. An overview of common pathologies associated with the peripheral vascular, cardiovascular and thoracic systems will be discussed along with the diagnostic procedures used in understanding these pathologies. A review of the instrumentation, supplies, drugs, and the equipment commonly used in surgical procedures used to intervene in cardiothoracic and vascular pathologies is included.

ST-303 Orthopedic Procedures

Prerequisite: ST-101 –302

Total Clock Hours: 20 Total Credit Hours: 1.00

In this module, students will be given an introduction to orthopedic surgery and the musculoskeletal anatomy and pathophysiology as related to specific anomalies and injuries requiring surgical intervention. Pre-, intra-, peri-, and postoperative patient care considerations are addressed. The O.R. environment with special consideration being given to the instruments, equipment, and supplies necessary to perform a variety of orthopedic procedures in the basic, intermediate, and advanced interventions are discussed. Adjunct hospital specialties such as radiology, diagnostic imaging, and laboratory analysis that are utilized during orthopedic surgical procedures are discussed.

ST-304 Neurological Procedures

Prerequisite: ST-101 – 303

Total Clock Hours: 20 Total Credit Hours: 1.00

This module presents the foundation for understanding neurosurgery and prepares the student to assist in neurosurgical procedures. The anatomy involved in neurosurgery including bones that support the nervous system, distinct features of the central nervous system and the peripheral nervous system, the blood supply and the protective structures of the brain and spinal column are studied. This module reviews the pathological conditions that require neurosurgical intervention covering basic, intermediate, and advanced procedures. The equipment, instruments, diagnostic studies, pharmacology, pre-, intra-, peri-, and postoperative preparation of the patient is discussed and reviewed.

ST-401 Mock Surgery

Prerequisite: ST-101 - 303

Total Clock Hours: 180 Total Credit Hours: 6.00

This module provides a laboratory environment in which students concentrate on developing laboratory skills and practical performances by participating in a variety of mock surgical procedures. Emphasis will be placed on learning and understanding the different roles in the operating room and how to build teamwork by providing mock situations in which students will have the opportunity to assume sterile and non-sterile member roles. During this course, students are taught the importance of cost containment in order to minimize charges to patients, healthcare organizations, and insurance companies. Patient education including discharge planning, prognosis and expected outcomes are discussed throughout the course to promote safe discharge from the healthcare facility.

Prior to releasing the students to clinical experience, HIPAA awareness and the importance of maintaining patient's PHI confidentiality are reinforced. Students participate in an exercise called "Instrumental Synergy Communication Styles Profile" to help them understand and maximize personality strengths by providing tips needed to minimize stress related to the rigorous environment and personalities encountered in the operating room.

Clinical requirements orientation is mandatory at the end of this course. Clinical requirements for attendance, case experience and certification preparation classes are once more reviewed. Complete information on clinical requirements can be accessed via intranet at <http://www.nevadacareerinstitute.com>

Term IV

ST-402 Clinical I

Prerequisite: ST-101 - 401

Total Clock Hours: 64 Total Credit Hours: 1.00

Students will begin receiving training in sterile processing, ancillary services, and operating room environments. The student may be expected to perform duties in both sterile processing and the operating room. Students may be allowed to participate in a variety of surgical procedures in different specialties at the discretion of the clinical instructor.

ST-501 Clinical II

Prerequisite: ST-101- 402

Total Clock Hours: 264 Total Credit Hours: 5.50

During this module, students will continue to participate in a variety of surgical procedures in different specialties in order to refine the knowledge and skills learned in their previous module work.

Students will be required to complete a case summary report of their most challenging procedure at the end of both their 4th and 8th weeks.

ST-502 Clinical III

Prerequisite: ST101-501

Total Clock Hours: 270 Total Credit Hours: 6.50

During this module, students will be expected to participate in a variety of surgical procedures in the scrub role in different specialties, with emphasis on developing entry-level experience and competency in five surgical areas: General, Orthopedic, OB/GYN, Genito-Urinary (GU), and Otorhinolaryngology (ENT). Students will be required to complete a case summary report of their most challenging procedure at the end of both their 4th and 8^h weeks. Cases performed during this module should be consistent with the AST 6th edition of the Core Curriculum outline. At the conclusion of ST-502, students will be required to have completed surgical case requirements as outlined via intranet at <http://www.nevadacareerinstitute.com>, demonstrate proficiency in the operating room, and complete all academic requirements including the Program Final Exam (PFE), and the National Board of Surgical Technology and Surgical Assisting Alternative Exam.

Clinical Case Requirements – Surgical Technology

1. The total number of cases the student must complete is **120**
2. Students are required to complete thirty (**30**) cases in General Surgery. Twenty (**20**) of these cases must be in the First Scrub Role.
3. Students are required to complete ninety (**90**) cases in various surgical specialties excluding General Surgery; sixty (**60**) which must be performed in the First Scrub Role. The additional (**30**) cases may be performed in either their First or Second Scrub Role. A minimum of (**60**) surgical case must be performed in the First Scrub Role and distributed amongst a minimum of four (**4**) surgical specialties. A minimum of (10) case in the First Scrub Role must be completed in each of the required minimum of (**4**) surgical specialties (**40** cases total required). The additional (20) cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties. The remaining (**30**) surgical specialties cases may be performed in any surgical specialty either in the First or Second Scrub Role.

4. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to ten **(10)** diagnostic cases and five **(5)** vaginal delivery cases can be counted towards the maximum number of Second Scrub Role cases.

Note: Observation cases must be documented, but do not count toward the **120** required total cases.

PRACTICAL NURSING PROGRAM CURRICULUM

D.O.T. CODE: 079.374.014

C.I.P. 51.3901

Objectives

The Practical Nursing program provides students with the opportunity to develop the knowledge and skills necessary to function as a Practical Nurse in a variety of settings.

After successful completion of the program, the student is required to take the NCLEX- PN examination for licensure as a Practical nurse. Graduates of the Practical nursing program may be employed as a licensed Practical nurse upon application to the State Board of Nursing and successfully passing the NCLEX-PN examination.

Instructional delivery Method: Residential.

Length of program: 56 Weeks

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Clock Hours	Semester Credit Hours	Additional Outside Clock Hours
SOS	Seminar for Success	80	0	0	117.5	5.0	37.5
NURS 110	Concepts of Nursing Across the Lifespan; Health/Health Promotion	90	120	135	442.5	13.0	97.5
NURS 130	Concepts of Nursing Across the Lifespan; Acute Illness	90	120	180	495.0	14.0	105.0
NURS 150	Concepts of Nursing Across the Lifespan; Chronic Illness/End of Life Care	105	30	225	457.5	13.0	97.5
	TOTAL	365	270	540	1175	45.0	337.5

COURSE DESCRIPTIONS

SOS – Seminar for Success

Prerequisites: None

Total Clock Hours: 117.50 Total credit hours: 5.0

Students will gain knowledge and orientation to success building course. Review of math including pharmacological calculations, language, vocabulary, and writing and communication skills. The course also covers introduction to outlining, summarizing, critical thinking and other life skills.

NURS 110 – Concepts of Nursing Across The Lifespan; Health/Health Promotion

Prerequisites: SOS

Total clock hours: 442.5 Total credit hours: 13.0

This course focuses on acquisition of basic nursing knowledge and skills. Focus is on providing care to healthy individuals across the lifespan. The course also explores historical issues impacting nursing. Emphasis is placed on providing safe, competent, effective healthcare based on individual needs for health promotion. Clinical emphasis may include senior centers, day care centers, schools, health promotion classes and clinics. Safety, patient-centered care, pharmacology, adult nursing, gerontology, pediatrics, maternal-child, and mental health concepts are integrated throughout this course.

NURS 130 – Concepts of Nursing Across The Lifespan; Acute Illness

Prerequisites: SOS, NURS 110

Total Clock Hours: 495.0 Total credit hours: 14.0

This course continues to develop students' knowledge of pathophysiology over the lifespan of individuals and families. Emphasis is placed on responsibility and accountability for nursing care. Concepts of the nursing process related to pathophysiology, caring, diversity, ethics, integrity, safety, patient-centered care and evidence-based practice are discussed. Clinical emphasis may include support groups, long term care, rehabilitation centers, hospitals, and home health care. Safety, patient-centered care, pharmacology, adult nursing, gerontology, pediatrics, maternal-child, and mental health concepts are integrated throughout this course.

NURS 150 – Concepts of Nursing Across The Lifespan; Chronic Illness/End of Life Care

Prerequisites: SOS, NURS 110, NURS 130

Total clock hours: 457.5 Total credit hours: 13.0

This course is designed to focus on multidisciplinary complex care of diverse individuals, families and groups throughout the lifespan. Students will utilize the nursing process in the care and management of patients with complex health care needs and disorders. Initial exposure in nursing management and delegation techniques for the new LPN is provided. The clinical experience continues the development of nursing knowledge and skills in the care of individuals, families, and groups culminating in a team leading experience. Clinical emphasis may include hospice, home health care, long term care, hospitals, and rehabilitation centers. Safety, patient-centered care, pharmacology, adult nursing, gerontology, pediatrics, maternal-child, and mental health concepts are integrated throughout this course.

Objectives

The Practical Nursing program provides students with the opportunity to develop the knowledge and skills necessary to function as a Practical Nurse in a variety of settings.

After successful completion of the program, the student is required to take the NCLEX- PN examination for licensure as a Practical nurse. Graduates of the Practical nursing program may be employed as a licensed Practical nurse upon application to the State Board of Nursing and successfully passing the NCLEX-PN examination.

Instructional delivery Method: Residential.

Length of program: 52 Weeks

*** PENDING ABHES APPROVAL**

Course	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Clock Hours	Semester Credit Hours	Additional Outside Clock Hours
NURS 110	Concepts of Nursing Across the Lifespan; Health/Health Promotion	90	120	135	345	13.0	97.5
NURS 130	Concepts of Nursing Across the Lifespan; Acute Illness	90	120	180	390	14.0	105.0
NURS 150	Concepts of Nursing Across the Lifespan; Chronic Illness/End of Life Care	105	30	225	360	13.0	97.5
	TOTAL	285	270	540	1095	40.0	300.0

Career Opportunities

A graduate of the Practical Nursing Program may be employed as a Licensed Practical Nurse upon successfully passing the NCLEX-PN exam. This person may serve patients and clients in many settings: hospitals, clinics, doctor’s offices, extended-care facilities and other medical facilities.

COURSE DESCRIPTIONS

NURS 110 – Concepts of Nursing Across The Lifespan; Health/Health Promotion

Prerequisites: None

Total clock hours: 345 Total credit hours: 13.0

This course focuses on acquisition of basic nursing knowledge and skills. Focus is on providing care to healthy individuals across the lifespan. The course also explores historical issues impacting nursing. Emphasis is placed on providing safe, competent, effective healthcare based on individual needs for health promotion. Clinical emphasis may include senior centers, day care centers, schools, health promotion classes and clinics. Safety, patient-centered care, pharmacology, adult nursing, gerontology, pediatrics, maternal-child, and mental health concepts are integrated throughout this course.

NURS 130 – Concepts of Nursing Across The Lifespan; Acute Illness

Prerequisites: NURS 110

Total Clock Hours: 390 Total credit hours: 14.0

This course continues to develop students' knowledge of pathophysiology over the lifespan of individuals and families. Emphasis is placed on responsibility and accountability for nursing care. Concepts of the nursing process related to pathophysiology, caring, diversity, ethics, integrity, safety, patient-centered care and evidence-based practice are discussed. Clinical emphasis may include support groups, long term care, rehabilitation centers, hospitals, and home health care. Safety, patient-centered care, pharmacology, adult nursing, gerontology, pediatrics, maternal-child, and mental health concepts are integrated throughout this course.

NURS 150 – Concepts of Nursing Across The Lifespan; Chronic Illness/End of Life Care

Prerequisites: NURS 110, NURS 130

Total clock hours: 360 Total credit hours: 13.0

This course is designed to focus on multidisciplinary complex care of diverse individuals, families and groups throughout the lifespan. Students will utilize the nursing process in the care and management of patients with complex health care needs and disorders. Initial exposure in nursing management and delegation techniques for the new LPN is provided. The clinical experience continues the development of nursing knowledge and skills in the care of individuals, families, and groups culminating in a team leading experience. Clinical emphasis may include hospice, home health care, long term care, hospitals, and rehabilitation centers. Safety, patient-centered care, pharmacology, adult nursing, gerontology, pediatrics, maternal-child, and mental health concepts are integrated throughout this course.

NEVADA CAREER INSTITUTE STAFF AND FACULTY INFORMATION

Staff			
Name	Title	Status	
Mary Ann Jefferson	Campus Director	Full-Time	
Gloria Viel	Nursing Administrative Assistant	Full-Time	
Jennifer Nilsen	Admissions Representative	Part-Time	
Debbie Kuchta	Admissions Representative	Part-Time	
Sandy Hayder	Admissions Representative	Full-Time	
Luisa Gonzalez	Admissions Representative	Part-Time	
Susana Gallegos	Financial Aid Advisor	Full-Time	
Anabel Baez	Registrar / Financial Aid	Part-Time	
Patricia Hinkamp	Receptionist	Part-Time	
Desiree Atimalala	Receptionist	Part-Time	
Erin Morse - Wright	Career Service Coordinator	Part-Time	
Lisa Marie Almaraz	Career Services Coordinator	Part-Time	
Ricky Johnson	Career Services Coordinator	Full-Time	
Amber Bennett	Career Services Coordinator	Part-Time	
Faculty			
Name	Title	Status	Degree/Education Institution
Meyra Melgarejo, MA	Medical Assistant	Part-Time	MA - UEI College
Ricky Johnson	Medical Assistant	Full- Time	MA - Bryman College
Dawn Decelles, MA	Medical Assistant Clinical Admin	Part-Time	MA - Watterson College
Lisa Marie Almaraz	Medical Insurance Biller & Coder Instructor	Part-Time	MIB - North West College, West Covina
Michelle Viesselman, LMT	Massage Therapy Instructor	Part-Time	MT - Nevada School of Massage Therapy
Brian Mejia	Massage Therapy Instructor	Part-Time	MT - Everest College
Michelle DeVolder, CST	Surgical Technology	Part-Time	ST - Independence Missouri Public Schools
Silviana Vina	Surgical Technology Program Director	Full -Time	CST Glendale Career College
LoTrisha LaRue	Surgical Technology	Substitute	CST - Nevada Career Institute
Antonio DelRosario, CST	Surgical Technology	Full-Time	CST - Glendale Career College
Flora Veloso, MD	Surgical Technology	Full-Time	MD - University of Philippines
Dr. Katherine Cylke DNP, RN	Director of Nursing	Full-Time	BSN - University of Manitoba MS - University of California DNP - Rutgers University
Candace Wong, MSN, RN	Assistant Director of Nursing & Nursing Instructor	Full-Time	ADN - Allegany College of Maryland BSN - University of Pittsburg MSN - Dusquesne University
Sherri Gonzales MSN, RN, CRRN	Clinical Coordinator & Nursing Instructor	Full-Time	ADN - Iowa Central Community College BSN - Grand Canyon University
Cynthia Gorham BSN, MSA, RN	Nursing Instructor	Full-Time	ADN – Sumter Area Community College BSN – Nevada State College MHA – St. Francis University

Terry Basuel, MPH, BSN, RN	Nursing Instructor	Full-Time	ADN – University of Hawaii BSN – Hawaii Loa College MPH – University of Hawaii
Dail Jordan, MSN, RN	Nursing Instructor	Part-Time	ASN – Weber State College MSN – Touro University N
Flora Sayson, MSN, RN	Nursing Instructor	Part-Time	BSN - Bicol University MSN - Long Island University
James Otero, BSN, RN	Nursing Instructor	Part-Time	BSN – Nevada State College MSN – Enrolled Wilmington University New Castle
Jacque Wiese, MSN Ed, RN	Nursing Instructor	Part-Time	BSN - Duquesne University MSN - Grand Canyon University
Evelyn Lundell, MSN, RN	Nursing Instructor	Full-Time	ADN - Iowa Central Community College BSN - Briar Cliff University

Campus Leadership Team			
Name	Title	Status	
Mary Ann Jefferson	Campus Director	Full-Time	
Susana Gallegos	Financial Aid Advisor	Full-Time	
Silviana Vina, CST	Surgical Technology Program Director	Full-Time	
Dr. Katherine Cylke DNP, RN	Director of Practical Nursing Program	Full-Time	
Corporate Leadership Team			
Mitchell Fuerst, BS	President	Full-Time	
Lisa Fuerst	Vice President	Full-Time	
Jason Li	Chief Financial Officer	Full-Time	
Beylor Meza	Chief Operating Officer	Full-Time	
Adnan Almouazzen MPH, BSN, RN	Chief Nursing Education Officer	Full-Time	
Melissa Reyes, MBA	Corporate Director of Education and Compliance	Full-Time	
Aldwin Daus	Corporate Director of Career Services	Full-Time	
Serjik Kesachekian	Chief Strategy Officer	Full-Time	
Michele MacIntyre	Corporate Director of Admissions	Full-Time	
Marlene Melgar	Corporate Director of Financial Aid	Full-Time	
Shirley Powell	Corporate Director Facilities & Internal Compliance	Full-Time	

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

North-West College, Glendale Career College, and Nevada Career Institute (NWC/GCC/NCI) are committed to equal opportunity and creating and maintaining an educational and working environment free from discrimination and harassment as described in this policy.

This policy prohibits such discrimination and harassment and applies to all students and employees.

When the College/Institute becomes aware that a member of the College/Institute community may have been subjected to or affected by discriminatory and/or harassing behavior, the College/Institute will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate action to stop the discrimination and/or harassment. The course of action taken by the College/Institute, including any disciplinary penalty, will depend on the particular facts and circumstances involved.

This policy does not address sexual assault, domestic or dating violence, or stalking. Those categories of prohibited conduct are governed by the College/Institute's *Title IX/Sexual Misconduct Policy*, which also establishes separate procedures that outline reporting options and explain how the College/Institute assesses, investigates, and resolves reports of such prohibited conduct against students and employees. The *Title IX* policy and related procedures supersede any conflicting information contained in this Policy.

I. Definitions

Protected characteristics are those personal traits, characteristics and/or beliefs that are defined by applicable law as protected from discrimination and/or harassment. They include race, creed, color, sex, gender identity or expression, age, national origin, ancestry, religion, physical or mental disability, military and veteran status, marital or domestic partnership status, affectional or sexual orientation, and/or other characteristics protected by applicable law.

Discrimination is adverse treatment of an individual based on a protected characteristic, rather than individual merit. Examples of conduct that can constitute discrimination, if based on an individual's protected characteristic, include but are not limited to:

- Singling out or targeting an individual for different or less favorable treatment (e.g., more severe discipline, lower salary increase) because of their protected characteristic
- Failing or refusing to hire or admit an individual because of their protected characteristic
- Terminating an individual from employment or an educational program based on their protected characteristic.

Harassment is unwelcome verbal or physical behavior which is directed at a person based on a protected characteristic and which are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment. Examples of conduct that can

constitute harassment, if based on an individual's protected characteristic, include but are not limited to:

- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);
- Disparaging remarks to a person about a legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);
- Displaying negative or offensive posters or pictures about a legally protected characteristic;
- Electronic communications, such as e-mail, text messaging, and internet use, that violate this Policy.

Retaliation is any attempt to seek retribution against an individual or group of individuals involved in filing a

complaint or report under this Policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this Policy. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this Policy are considered retaliatory if they have a materially adverse effect on the working, academic, or College/Institute-controlled environment of an individual; or if they hinder or prevent the individual from effectively carrying out their College/Institute responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this Policy.

II. Options for Addressing Discrimination and/or Harassment

The College/Institute encourages everyone to report all incidents of discrimination and/or harassment, regardless of the offender's identity or position. When individuals feel that they have been subjected to discrimination and/or harassment or have observed discrimination or harassment of others, they have multiple options, including discussing their concern with their immediate supervisor, or their Campus Director.

The Campus Director oversees the College's/Institute's response to concerns of discrimination and/or harassment, and is made aware of all such concerns. Please contact the Campus Director at your campus to discuss any concerns or complaints.

In addition, the College/Institute encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. NWC/GCC/NCI recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures.

III. Complaint Reporting, Investigation, and Resolution Involving Complaints Against Faculty or Staff Members

1. Complaint Reporting

When individuals feel that they have been subjected to discrimination and/or harassment, or have observed discrimination or harassment of others, they have multiple options, including discussing their concern with their immediate supervisor or their Campus Director.

The written complaint should identify the parties involved, describe the harassing or discriminatory behavior, including when and where it occurred, and identify by name or description any witnesses and/or evidence. Written complaints should be treated as confidential, should only be provided to appropriate designated individual listed above, and should be provided directly to that individual.

2. Interim Steps

When appropriate, prior to or during the investigation, the College/Institute may take reasonable and appropriate interim steps to protect the safety and well-being of members of the College/Institute community, maintain the integrity of the investigative and/or resolution process, and deter retaliation.

3. Investigation Process

The purpose of the investigation is to gather facts relating to the incident(s) outlined in the written complaint and to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes discrimination and/or harassment. The investigator (or co-investigators, as necessary) will conduct a fact-finding inquiry that may include written statements, interviews, and any other sources of evidence the investigator deems appropriate. During the course of the investigation, the investigator may receive counsel

from other parties as needed.

While the length of an investigation will depend on a variety of factors, including the nature and scope of the allegations, the number of parties and witnesses, and the availability of parties and witnesses, the investigator will seek to conclude the investigation within forty-five (45) business days of receipt of the complaint.

Note: NWC/GCC/NCI expect faculty, staff, and other members of the College/Institute community to cooperate fully in the investigation process. Any faculty or staff member who is the subject of or potential witness regarding a discrimination or harassment complaint and refuses to cooperate in an investigation is subject to discipline, up to and including termination of employment.

Note: Adversarial hearings, including confrontation, cross-examination by the parties, and active advocacy by attorneys or other outside advocates, are neither appropriate nor permitted during the investigation process.

4. Complaint Resolution

At the conclusion of the investigation, the investigator will prepare a report. The report will explain the scope of the investigation and whether any allegations in the complaint were substantiated. The report will be submitted to the appropriate parties as deemed necessary.

Finding of "No Violation" of the College/Institute's Policy on Discrimination and/or Harassment

If there is a determination that the behavior investigated did not violate this Policy, both parties will be so informed. Neither party may appeal such a finding. If retaliatory behavior occurs after the issuance of this determination, either party may bring a complaint under this Policy.

Finding of "Inappropriate Behavior Not Rising to the Level of a Violation" of the College/Institute's Policy on Discrimination and/or Harassment

There may be a determination that the behavior was inappropriate and unprofessional but did not rise to the level of violating this Policy. Such inappropriate behavior may merit discipline, ongoing monitoring, coaching, or other appropriate action. Neither party may appeal such a finding. If retaliatory behavior occurs after the issuance of this determination, either party may bring a complaint under this Policy.

Finding of "Violation" of the College/Institute's Policy on Discrimination and/or Harassment

If there is a determination that the behavior did violate this Policy, the Campus Director, in consultation with the appropriate Corporate Director, and /or Executive Committee member, the Human Resource Consultant, and/or legal counsel will determine the appropriate corrective actions to be taken, up to and including academic expulsion or employment termination. In addition, where appropriate, the Campus Director may implement measures to ensure that the person who filed the complaint is not subjected to further discrimination or harassment, and to remedy the effects of any discrimination or harassment that may have occurred. Remedial steps, where appropriate, are at the discretion of the College/Institute, may include, but are not limited to, counseling or training and separation of the parties. Sanctions against the perpetrator may include a written warning, probation with or without conditions, suspension, academic dismissal or expulsion, and demotion or termination of employment in accordance with College's/Institute's policy. The process for appealing such a finding is set forth in Section VII below.

The College/Institute's ability to discipline an individual who is not an employee or student (such as a vendor or contractor) is limited by the degree of control, if any, that the College/Institute may have over such individual. Nonetheless, the College/Institute will seek to take appropriate action in response to violations of this Policy.

IV. Confidentiality

Any allegation of discrimination or harassment brought to the attention of the College/Institute will be discreetly addressed. Investigations will be conducted in a confidential manner to the extent possible. However, the investigation of complaints may also require disclosure to the accused individual and to other witnesses for the purpose of gathering pertinent information. In such case, disclosures will be limited to the extent possible.

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, complainants and respondents are not restricted from discussing and sharing information with others who may support or assist them in presenting their case.

Medical and counseling records are privileged and confidential documents that parties will not be required to disclose.

V. Protection from Retaliation

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, or educationally hinder or prevent the individual from effectively carrying out their College/Institute responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

Prior to the conclusion of an investigation and findings, a complaint of discrimination or harassment does not constitute proof of prohibited conduct. As such, the complaint shall not be taken into account during promotion, merit or other evaluation or review until a determination has been made that the College/Institute's Policy has been violated.

Complaints of retaliation should be reported as violations of this Policy. Retaliatory conduct may result in serious disciplinary sanctions, up to and including termination/expulsion from the student's program of study or employment.

VI. Protection from Bad Faith Complaints

It is the responsibility of the College/Institute to balance the rights of all parties. Therefore, if the College/Institute's investigation reveals that the complaint is malicious or knowingly false, such charges will be dismissed and the person who filed the complaint may be subject to discipline, up to and including termination/expulsion from the student's program of study or employment.

TUITION AND FEES
Effective March, 2015

Programs of Study (Acronym)	Tuition	Books/Supplies	Application Fee	Course Cost
Massage Therapy (MT)	\$13,395	Included	\$100	\$13,495
Medical Assistant (MA)	\$15,395	Included	\$100	\$15,495
Medical Insurance Biller and Coder (MIBC)	\$15,395	Included	\$100	\$15,495
Surgical Technology (ST)	\$28,395	Included	\$100	\$28,495
Practical Nursing (PN)	\$31,800	Included	\$100	\$31,900

To Whom It May Concern:
This Catalog is true and correct in content and policy.

Mary Ann Jefferson, Campus Director