



**Allied Health/Practical Nursing  
42353 Deluxe Plaza  
Hammond, LA 70403  
985-419-2050**

**School of Cosmetology  
42368 Deluxe Plaza  
Hammond, LA 70403  
985-277-5011  
(Extension Campus)**

**July 1, 2011 - June 30, 2012**

**SCHOOL CATALOG**

[www.compasscareercollege.net](http://www.compasscareercollege.net)



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Reviewed & Approved by: Director of Compass Career College

All efforts have been made to ensure the completeness and correctness of this handbook. Any significant changes to this handbook will be disseminated to students in writing. This Handbook is evaluated on an annual basis for continued accuracy.



**Dear Compass Career College Students:**

**Welcome to Compass Career College! This is the beginning of your educational journey at Compass, and we trust your time here will be a positive experience, one you will take as serious as we do.**

**Your success is of the utmost importance to the Administration, Faculty and Staff of Compass Career College. Compass Career College personnel make every effort to maintain an open door policy for all our students and graduates. If we can be of assistance to you during your enrollment and beyond, please feel free to contact us.**

**We strive to ensure you receive the technical and professional skills required to be successful in your chosen field. Remember your success also depends on you. Let's work together toward the common goal of graduating a knowledgeable professional capable of performing their job successfully. Student Services will assist you in every way possible in your search for employment.**

**Welcome to CCC and prepare to work toward your goal. Our hope is that together we will make this a great experience with a profession for your lifetime.**

**Sincerely,**

A handwritten signature in black ink, appearing to read "P. R. Moore", written in a cursive style.

**Phillip R. Moore  
Director**

### **Mission Statement**

The mission of Compass Career College is to meet the needs of the South Louisiana community and its citizens by providing a positive environment for students' growth and development in their vocational training. Compass Career College is dedicated to providing an atmosphere of encouragement and development of moral and ethical values to prepare each student for entry into the workforce.

### **Vision Statement**

The vision of Compass Career College is to set the standard of excellence in South Louisiana for occupational education.

### **Institutional Philosophy**

Compass Career College, founded in 1997, is an open-admission; state approved proprietary school of vocational learning. The mission of Compass Career College is to meet the needs of Southeast Louisiana citizens by providing vocational education/career training for the Florida Parishes. Compass Career College offers a positive environment for student growth, development, and provides an atmosphere that encourages moral and ethical values. Compass Career College is dedicated to providing the highest quality career training to all enrolled students, and to preparing each student for entry-level positions in the work force.

### **Licensing, Accreditation, and Membership**

Compass Career College (CCC) is licensed by the Louisiana State Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission. Compass Career College is Nationally Accredited by the Council on Occupational Education. Compass Career College reports to the Louisiana State Board of Practical Nurse Examiners, the Department of Health and Hospitals, and the Louisiana State Board of Cosmetology. CCC is a member of the Association of Private Schools, Colleges, and Universities and the National Association of Financial Aid Administrators.

### **Administration and Faculty of Instruction**

President .....	Phillip R. Moore, BA
Compliance Officer	Sarah Schillage, MA, MBA
Bookkeeper	Judy Thompson
Director	Sarah Moore, BA
Admissions	Leslie Moore, Director
Student Services	Ashley Chapman
Administrative Assistant	Marie Ragan
Financial Aid	Kristin Pfeifer, BA
Allied Health Program Coordinator	Sue Habenicht, LPN
Faculty of Instruction	
<i>Rehna Burge, CBCS</i>	<i>Coastal College, Hammond, LA</i>

<i>Shawn Burkhalter, CMA</i>	<i>Eastern College of Health Vocation, Metairie, LA</i>
<i>Sue Habenicht, LPN</i>	<i>Southeastern Louisiana College, Hammond LA</i>
<i>Tammy May, LPN</i>	<i>SW Mississippi Community College, Summitt MS</i>
<i>Roberta Siegreest, RN</i>	<i>Lee College, Baytown TX</i>
<i>George Terrebonne, RN</i>	<i>Charity School of Nursing, New Orleans, LA</i>
Cosmetology Program Coordinator	Shanna Forstall
Faculty of Instruction	
<i>Shanna Forstall,</i>	<i>Compass Career College, Hammond, LA</i>
<i>Becky Applegate</i>	<i>Aveda, Covington, LA</i>
<i>Maria Jacobs</i>	<i>Aveda, Covington, LA</i>
<i>Susan Woolley, Esthetician</i>	<i>Aveda, Covington, LA</i>
Practical Nursing Program Coordinator	Dianne Bretton, RN
Clinical Coordinator	Lynette Salmon, RN
Faculty of Instruction	
<i>Dianne Bretton, RN</i>	<i>Bucking Hampshire College, Bucko, England</i>
<i>Gayle Cotton, RN</i>	<i>SW Mississippi Community College, Summitt MS</i>
<i>Teresa Davis, RN</i>	<i>Baton Rouge General Nursing, Baton Rouge LA</i>
<i>Katherine Hubbard, BSN</i>	<i>Auburn University, Auburn, AL</i>
<i>Lynette Salmon, RN</i>	<i>SW Mississippi Community College, Summitt MS</i>
<i>Ashley Simmons, RN</i>	<i>SW Mississippi Community College, Summitt MS</i>
<i>Dionne Stein, APRN FNP</i>	<i>Univ. of Southern Mississippi, Hattisburg MS</i>

### **Medical Training Campus & Facilities**

Compass Career College is located at 42353 Deluxe Plaza, Hammond, Louisiana. Business hours are Monday through Thursday, 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 3:00pm. Compass Career College utilizes equipment comparable to that used in the student's chosen field of study. Compass Career College is a smoke-free educational facility.

Compass' Medical Training Campus is housed in a 9000 square foot building. The facility is comprised of seven classrooms. One is primarily used for phlebotomy, one is a computer lab, one classroom is practical nursing, and the remainder of the classrooms are used for lectures. There are seven large bathrooms. All are ADA equipped. There is a designated break room within the building equipped with two vending machines, a refrigerator, and five microwaves. The remaining area of the facility is dedicated to reception and administration.

### **Cosmetology Campus & Facilities**

Compass Career College School of Cosmetology is an extension campus located at 42368 Deluxe Plaza, Hammond, Louisiana. Business hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Compass Career College utilizes equipment comparable to that used in the student's chosen field of study. Compass Career College is a smoke-free educational facility.

Compass' Cosmetology Campus is housed in a 9000 square foot building. The Main Clinic Floor is 4500 square feet and houses 38 stations, a 4 seat manicure bar, 3 spa/pedicure chairs, a wax room, a 4 facial bed spa room, and reception area. Theory is taught in a classroom of 400 square feet with a separate classroom for practical work with 20 stations. Esthetics is taught in a 500 square foot classroom with an occupancy of no more than 10 students. A 300 square foot room with 6 stations is dedicated to State Board review. There are six bathrooms, five of which are ADA equipped. There is one designated break room for students and one designated break

room for faculty equipped with, a refrigerator, microwaves, and individual lockers. The remaining area of the facility is dedicated to reception, administration, and salon services.

### **Civil Rights Compliance**

It is the policy of Compass Career College not to discriminate on the basis of race, color, creed, sex, national origin, age or disability in its admission and recruitment of students, educational programs and activities, or in employment policies and practices. The College, in its relationship with students, faculty and staff, treats with absolute fairness all those who apply.

This policy reflects the requirements of Title VI of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Order 11246; Section 901 of Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Louisiana Executive Order 13; Age Discrimination Act of 1975; The Americans with Disabilities Act of 1990; and the Civil Rights Act of 1991.

### **Notification to All Students/Policy Disclaimers**

The provisions of this catalog do not constitute a contract between Compass Career College and the student, but rather reflects the general nature of and conditions concerning the educational services of the college in effect at this time.

Any fees, charges, or costs set forth in this catalog are subject to change at any time without notice. All courses and programs described in this catalog are subject to cancellation or termination by the college at any time. The academic regulations and curriculum requirements are subject to revision during the effective period of this catalog to reflect changes in policy, occupational and licensure requirements, and changes related to the quality of the program.

Compass Career College hereby expressly disclaims any warranty or representation that any course or program completed by a student will enable the student to successfully complete or pass any specific examination. The College reserves the right to make changes as deemed appropriate in course offerings, curricula, and academic policies affecting students without prior notification.

In order for the student to advance and complete any program of study he/she must plan for and reserve the correct amount of time to gain a practical amount of knowledge by, but not limited to, reading and studying class material to become skilled, proficient, competent and professional in their chosen field of study.

### **Financial Assistance**

Students interested in financial assistance should obtain applications from the Compass Career College Financial Aid Office. Students may apply online using the Department of Education's Free Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Eligibility requirements for Federal Programs consist of U.S. Citizenship or permanent residency, enrollment or accepted enrollment in the college, and satisfactory progress in one's course of study. Students must



maintain **satisfactory academic progress** (SAP) as defined in the College's SAP policy to remain eligible to receive federal financial aid.

### **Programs Available**

Compass Career College participates in various financial assistance programs. Some of these programs are:

1. Louisiana Workforce Investment Act
2. Motivational Education and Training
3. Vocational Rehabilitation
4. Department of Veterans Affairs
5. Federal Student Aid (Includes Pell and Direct Loans)
6. Louisiana National Guard Programs
7. TOPS Technical

To see if you qualify speak with an admissions representative. Compass Career College recognizes the student's right to seek private funding through a lender of their choice. Self-certification forms are available in the Financial Aid Office.

### **Entrance and Exit Counseling**

If the student is eligible to receive Title IV funding, they must complete Entrance counseling prior to the release of any funds. Exit counseling must be completed once a student is no longer enrolled in the College. Counseling may be completed online via the StudentLoans.gov website. Students must also complete Exit counseling prior to release of graduation documents.

### **Payment Period**

A payment period is defined as an increment equal to half of the academic year (900 hours) in clock hours. For programs less than an academic year, total clock hours will be divided into two equal parts, which then becomes that programs payment periods in clock hours. For programs greater than an academic year, the first 900 hours are divided into two equal parts and the remaining clock hours will be divided into two equal parts, together that becomes the programs payment periods in clock hours.

### **Maximum Timeframe**

Each program's normal completion time in weeks plus published holidays, as listed in the school's catalogue, is used to determine the maximum time frame allowed to complete the student's chosen program. The maximum time frame cannot exceed the federally-mandated 150 percent of the published length. To determine the 150 percent of the published length use the weeks published by program in the catalogue plus the published holidays times 1.5 which results in the maximum total number of weeks allowed.

All time is included when adding up the total time a student has been enrolled in a program. This includes, but is not limited to, Leave of Absence, repeating of classes due to attendance or not meeting minimum score requirements. The consequences of not meeting the maximum time frame allowed will be loss of future Title IV aid.

The Director of the College will review each student's future completion date at the end of each class when updating transcripts. The Director of the College will also calculate the percentage of work successfully completed in the payment period. To maintain SAP the student must have successfully completed 70% of scheduled hours (work attempted) in the payment period. For

example in a 400 hour payment period the student must successfully complete 280 hours. The Director of the College will notify the Financial Aid office of any student which has not met the 70% threshold and or will not complete their chosen program in the calculated 150 percent maximum time frame.

### **Scholarships**

At this time, there are no scholarships available. However, if a scholarship should become available, it will be posted on the student bulletin board with requirements and deadline for application.

### **Consumer Information**

The United States Department of Education requires that all colleges and universities that receive federal funds to collect and submit information regarding enrollment, diversity, completion and placement rates, student aid and loan default rates, campus crimes and safety procedures, etc. This information is reported annually and is available upon request in Student Services.

### **Student Housing**

There are no dormitory facilities at Compass Career College. Students from out of town must secure their own residence; however, the college will assist students in finding suitable accommodations. A list of local real estate agencies will be made available upon request.

Lockers are available to students in the Cosmetology program. While in use by a student, they remain the sole property of Compass Career College and are subject to search and seizure as defined in the College's Drug and Alcohol Policy.

### **Student Guidance**

Compass Career College instructors are available by appointment to meet with students "one on one" to discuss issues related to curriculum requirements, assignments, further explanations related to class/lab/clinical content, and concerns related to future employment after graduation. If a student requests personal/professional counseling, a list of local counselors will be provided. An instructor reserves the right to have another Compass Career College staff member present during a meeting with a student.

### **School Calendar**

**See Appropriate Handbook**

### **Program Start Dates 2010-2011**

Allied Health programs begin approximately every six weeks. Practical Nursing programs begin approximately every 18 months. Cosmetology begins approximately every 4 months. For specific start dates on all programs, please visit the website at [www.compasscareercollege.net](http://www.compasscareercollege.net).

Start dates for 2012 have not been determined as of this printing. Please ask student services for this information.

#### **Allied Health Step Program**

A student who has completed a portion of training and wishes to continue into another curriculum may do so by requesting it in writing. The student will then be responsible for the new course tuition and fees. Students who are currently enrolled will not have to pay the registration fee. However, if they are not actively enrolled, they must re-register and pay the required registration fee. Students will not be charged a uniform/ID fee if they have the required uniform and ID.

#### **Allied Health Early Exit**

Some courses may be exited from early with credits given toward a course of lesser hours. Students who wish to do this will need to meet with the Program Director to ascertain if they meet those requirements. This could severely impact financial aid.

### **Confidentiality**

The right to privacy of confidential and personal information is a protected right of all persons as described in the 1974 Family Educational Rights and Privacy Act. This right of privacy extends to the student-teacher, student-student and student-patient/student-client relationship. Because of the legal, ethical and moral obligation, the student understands that a violation of the confidentiality of teacher, student or patient information and records can result in disciplinary action. Examples may include, but are not limited to obtaining or communicating information obtained from teacher materials, questions, answers and/or notes without school consent; obtaining or communicating information obtained about a fellow student, i.e. grades, progress in curriculum without student consent. Students, faculty and staff are expected to review and abide by the Confidentiality Policy adopted by Compass Career College.

It is the policy of Compass Career College that any student desiring access to his education records shall make a request in writing to the Student Services area by submitting a Request for Information form. Parents, guardians, or designated individuals are permitted access to education records only with the prior written consent of the eligible student. However, the College reserves the right to contact parents, guardians, or other designated individuals of students who are under 21 years of age if the student has been involved in a violation of the College's alcohol or drug policies. Any party who believes that information contained in the education records of the student is inaccurate or misleading or violates the privacy or other rights of the student may request the amendment of the educational records in accordance with the published grievance/complaint/appeals policy.

Under the provisions of the Act, certain information designated as "Directory Information" concerning the student may be released by the College unless the student has informed the College that such information should not be released. Compass Career College may release the

following directory information: The student's name, address(es), telephone number(s), dates of enrollment, program of study, enrollment status, and the most recently attended educational agency or school.

Any person who wishes NOT to have any or all of the above listed information released must complete the appropriate form with the Student Services area. Once submitted, no information will be released regarding the student (including references for employment). One provided exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Supervisors; or a student or faculty/staff member serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The College may also release personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-5920

### **Student Request for Information**

Any student/graduate requesting information from his/her records must do so in writing and submit a \$10 fee. Forms are available in the Student Services area. If student is unable to do so in person, a signed fax must be sent to the school with the student's specific request. Students and graduates should allow five business days for their request to be completed.

### **Career Development**

Compass Career College believes that career development is an important part of an ongoing educational process. Our purpose is to provide students, graduates, and alumni career guidance, and employment opportunities. Compass Career College assists students and alumni to reach satisfying career goals by integrating their education and on-the-job experience and training in their professional pursuits.

Whereas Compass Career College does not guarantee a job to any student, special effort is made to assist all graduates in job placement. Placement services are available at no additional cost to Compass Career College graduates and include the following services:

- 1) Information on current job openings and any known potential employers.

- 2) Recommendations to potential employers for students who have demonstrated worthiness for such (attendance, professionalism, attitude, and grades).
- 3) All students participate in a course where each student prepares a resume.

### **Admission Criteria**

The prospective Compass Career College student must provide or meet the following requirements:

- 1) High school diploma or equivalent (GED).
- 2) Photo Identification or Driver's License
- 3) Students must be at least 18 years of age.
- 4) Receive a placement score that meets or exceeds entrance test requirements for their chosen program of study (if submitting ACT scores, students must provide an official copy).

**Note:**

1. The COMPASS, TABE-WF, WONDERLIC tests will be administered at the school by appointment on specific testing days. (Admission test scores are not released)
2. Any prospective student not meeting the required test scores can re-test the **two times only** (total of 3 attempts)
3. Cosmetology Master Educator program requires an active license with the Louisiana State Board of Cosmetology and three years practical experience.

Each student must submit written verification of immunization records or a signed immunization waiver prior to admission into the College. Some programs and/or clinical locations may require proof of immunization prior to participation. A background check is conducted on all candidates for admission. Students should be aware that some programs and/or clinical locations will require additional background checks. Any additional background checks are the student's responsibility. The Student Handbook for each program of study provides a detailed outline of the admission requirements and process for application/acceptance.

### **Students with Disabilities**

It is the general policy of Compass Career College to assure equal opportunity for all qualified persons. Reasonable accommodations for qualified persons with disabilities will be made provided the students have self-identified with the Director of the College and have provided required documentation. Individual instructors will modify the methods, requirements and procedures of courses and examinations to reasonably accommodate the special needs of the students with disabilities, provided the academic integrity of the course and/or examination is not violated and the health and welfare of all are safeguarded. See Core Performance Standards and/or Health Requirements section of the Student Handbook. More information is provided in the ADA/Non-Discrimination Policy.

### **Health Requirements**

The student is responsible for verifying he or she is physically fit to participate in training and is free of communicable disease. Evidence of a medical physical may be required for some programs of study.

#### **Pregnancy:**

Students who become pregnant in an Allied Health or Cosmetology program must notify the Director of the College, and the Practical Nursing students must notify the Director of the Practical Nursing Program or the Director of the College in writing. The student must obtain written consent from their physician before continuing in any program and before entering into clinical rotations that the student is able to perform all required functions of the program with no restrictions. Students who do not notify the Directors in writing they are pregnant will take full responsibility for any difficulty encountered while enrolled in the course. ***All costs related to health requirements will be the sole expense of the student.***

### **Student Insurance**

Compass Career College recommends that all students have adequate health and accident insurance. Should a student choose not to have personal health care coverage, they must sign a waiver to that effect. All students enrolled at Compass Career College are responsible for health care costs associated with any injury sustained while enrolled in their program of study.

**PROGRAM COSTS:****MEDICAL ASSISTANT**

Tuition	\$12,000
Background check	\$25
Uniforms (\$40 per set)	\$160
Stethoscope/BP kit	\$35
Identification Badge	\$15
Safety Glasses	\$10
USB Flash Drive	\$20
Pocket Mask Kit	\$20
Medical Dictionary	\$63
MA National Exam	\$75
Lab Fees	\$425

**Total Contract Price \$12,848**

## Additional Cost:

Registration Fee	\$100
Textbook Rentals	\$385
Additional Purchases	\$185

**MEDICAL BILLING & CODING**

Tuition	\$9,800
Background check	\$25
Uniforms (\$40 per set)	\$160
Identification Badge	\$15
USB Flash Drive	\$20
Pocket Mask Kit	\$20
Medical Dictionary	\$63
MBC National Exam	\$105

**Total Contract Price \$10,208**

## Additional Cost:

Registration Fee	\$100
Textbook Rentals	\$175
MBC course textbooks	\$482
Additional Purchases	\$95

**CERTIFIED NURSING ASSISTANT**

Registration Fee	\$100
Tuition	\$318
Books	\$50
Background check	\$25
Uniforms (\$40 per set)	\$80
Stethoscope/BP kit	\$35
Identification Badge	\$15
Safety Glasses	\$10
Pocket Mask Kit	\$20
Lab Fees	\$45

**Total Contract Price \$698****PHLEBOTOMY TECHNICIAN**

Tuition	\$3,400
Background check	\$25
Uniforms (\$40 per set)	\$160
Stethoscope/BP kit	\$35
Identification Badge	\$15
Safety Glasses	\$10
USB Flash Drive	\$20
Pocket Mask Kit	\$20
ASPT National Exam	\$85
Lab Fees	\$90

**Total Contract Price \$3,860**

## Additional Cost:

Registration Fee	\$100
Textbook Rentals	\$175
Additional Purchases	\$70

**PRACTICAL NURSING PROGRAM**

Tuition	\$18,610
Uniforms	\$318
Identification Badge	\$20
Equipment & Bag	\$111
Books	\$930
PN Fees	\$70

**Total Contract Price \$20,059**

## Additional Cost:

Registration Fee	\$100
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**COSMETOLOGY**

Tuition	\$18,000
Background check	\$25
Uniforms (\$40 per set)	\$160
Identification Badge	\$15
State Board Exams	\$100
Supply Fees	\$800

**Total Contract Price \$19,100**

## Additional Cost:

Registration Fee	\$100
Books	\$418
Kit	\$1,000

**COSMETOLOGY MASTER EDUCATOR**

Tuition	\$2,281
Books	\$215

**Total Contract Price \$2,500**

NOTE: Contract prices effective 9/12/2011. National exam fees are forfeited if exam not attempted within 12 months of program completion. Only one exam fee is covered under the contract price.

**Discount Policy:** The policy covers the following programs only:

- Practical Nursing
- Cosmetology
- Medical Assistant
- Medical Billing and Coding

Prior to approving any student for the cash discount the student must apply for financial aid and have the Financial Aid Officer explain the options. Once a student elects to pay cash and receive a discount the school will not offer financial aid to the student. The discount is for cash paying students only. The discount applies to tuition only. All other fees and charges for, but not limited to, books, uniforms, supplies, lab fees, goggles, stethoscope, USB are not discounted. The total cost of the program must be paid in full prior to the student starting class. The student is required to sign a credit balance waiver. If the student decides to revoke the waiver the discount will be void and the total tuition will be charged. The credit is held by the school until the student has completed the program, has officially withdrawn or has been dropped by the school. The school's refund policy will be applied to the student's balance if the student is dropped and or withdraws. The discount applied to tuition is ten percent (10%). Transfer credits can be accepted but are limited. The maximum transfer of credits in any program is 10% of total program hours. If the transfer credits exceed 10% of total program hours then no discount is given the student.

**The following applies to internal accounts/internal payments:**

**Payments:** Payments may be made in the form of cash, check, credit cards or money orders.

**NSF fee:** If a student's check is accepted and then returned, a \$25.00 NSF fee will be applied to the student's account.

**Financial Suspension:** If a student fails to meet financial requirements set forth in an internal pay contract established with Compass Career College he/she may be suspended from class, lab or clinical training until the payment is made. If a student remains suspended for **15** days due to nonpayment, he/she may be dropped from the College and the refund policy will then apply. If a student is allowed to return to the school, he/she must be in good standing with the school financially.

**Note (Nurse Aid Students Only):** No student will be allowed to take the Nurse Aide Certification exam if his/her internal/external account is not current. Nor will any certification exam application be signed for outside certification boards. All student records will be held and not released to student or designee if a student's account record balance is above zero.

### **Textbook Rental Policy**

Effective August 29, 2011, Compass Career College is adopting a textbook rental policy for all Allied Health programs. Textbooks for Allied Health courses will be provided to students for a \$35 textbook rental fee. The textbook rental fee must be paid by personal funds (cash, money order, debit/credit card) prior to issuing a textbook to a student. Textbooks must be returned to instructors on the last day of class. Textbooks may be returned on Thursday at end of session or on the next day (Friday following end of session). Any textbook not returned by the close of



business on Friday following end of session will be considered purchased at full price by the student. NOTE: if the Friday following end of session is a holiday, textbooks may be returned on the first day Compass Career College is open for business after the holiday.

If a student fails to return a textbook, he/she may not begin the next course until either missing textbook is returned or payment is made for the full purchase price.

Textbooks that are specific in nature and require writing inside or removal of sheets (i.e. work books, study guides, and Medical Billing & Coding course texts) must be purchased. Booklists are provided to students at orientation and/or are available for download from the institution's website.

Cosmetology and Practical Nursing students are not eligible for the textbook rental program. Booklists for these programs are provided at orientation and/or are available for download from the institution's website.

### **Fee Schedule**

**Background Check Fees:** Background checks are becoming more frequently required by medical facilities which allow Compass Career College to place students. Background checks are conducted on all students when entering the college and are included in the program costs. Some programs or clinical locations will require additional background checks during the course of study and/or before site visits. Any additional background checks required are the responsibility of the student.

**Tuition:** The tuition fee covers the cost of lecture presentation.

**Lab fee:** The Lab fee covers all supplies needed to perform skills required for the chosen program.

**School Identification Badge Fee:** This fee covers the cost of issuing student I.D. badges, which *MUST* be worn at all times when on the school campus or clinical rotation. Replacement fee is charged for all badges re-issued.

**Uniform:** This fee covers the cost of issuing four school uniforms; except the Nurse Aide Training program which only receives two.

**Stethoscope/BP:** This fee covers the cost of issuing one stethoscope and Blood Pressure cuff.

**Safety Glasses:** This fee covers the cost of one pair of glasses or side shields.

**Pocket Mask Kit:** Used in CPR certification.

**Equipment & Bag:** For PN students only. Includes pen light, safety goggles, stethoscope, blood pressure cuff and scissors.

**USB Flash Drive:** A flash memory data storage device integrated with a USB (Universal Serial Bus) interface.

### Additional costs

Each student is responsible for paying these costs with personal funds. The institution will accept payment in the form of cash, money order, check, or credit card.

**Registration fee:** The registration fee covers the enrollment application process and the administrative cost related to enrollment. Registration fee is due upon signing of enrollment agreement.

**Books:** This fee covers the cost of books for the complete program of your choice. A complete list of the books required (including ISBN numbers) and costs associated is posted on the institution website. Please refer to the Training Program section at [www.compasscareercollege.net](http://www.compasscareercollege.net).

**Reinstatement fee:** If a student withdraws or is dropped from classes for any reason, or is dropped for failure to meet financial arrangements, he/she will be charged a \$50.00 reinstatement fee upon re-enrolling.

**Transfer fee:** After start of chosen program students have 3 days to transfer or change from one program to another or change from day/night classes to the other. After 3 days, the student will be charged a \$50.00 fee, which must be paid upon approval of the transfer by the Director of College.

**Elective Course Fees:** Electives may be taken if approved by the Director of the College. If a student takes a course as an elective the student will incur additional charges. Contact Financial Aid for elective course charges. Students may be required to purchase additional supplies as necessary when taking an elective course.

**Repeat Course Fees:** If repeating a course is necessary it must be approved by the Director of the College. If a student must repeat a course a flat fee of \$100.00 plus a fee for additional supplies may be required to purchase when repeating a course. These fees must be paid prior to beginning the class.

**Required Purchases:** This fee covers the cost of workbooks, study guides, or software demo discs not available under the textbook rental program. A complete list of the materials required (including ISBN numbers) and costs associated is posted on the institution website. Please refer to the Training Program section at [www.compasscareercollege.net](http://www.compasscareercollege.net).

**Tutoring and Make-up Test Fees:** If a student requests tutoring this may be provided by the school. The fee for tutoring is \$20.00 per hour if provided after 2:30 p.m. during regular school days or during any hour if on a day outside of regular school days. If an instructor allows a student to take a make-up a test and this is to take place outside of normal class time the fee for the make-up test is \$25.00.

**Certification Exams:** Students are eligible to attempt the following certification exams upon successful completion of their respective programs. The following are estimates:

- CPC** – (Certified Professional Coder) \$300 - \$400
- CPCA** – (Certified Professional Coder Associate) \$300-\$400
- NCLEX-** (State Licensing Exam for Practical Nursing) \$200
- Nursing Board**-\$100
- Nursing Board Registration**-\$100

### **Cancellation and Refund Policy**

**Three-Business-Day Cancellation:** I understand that if for any reason I am unable to enter, all monies paid will be refunded when notified within three business days after signing an enrollment contract and making my initial down payment.

**Class Cancellation Refund Policy:** If Tuition and Fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 30 days of the planned start date.

**Refunds for Students Who Withdraw After the Three Business Day Cancellation Period or On or Before the First Day of Class:** I understand that if Tuition and Fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100.00 of the tuition and fees may be retained by the institution. The refund shall be made within 30 days of the planned start date.

**For Program Less Than 300 Clock Hours, the Withdrawal After Commencement of Classes Refund Policy Shall Be:**

- (1) After a student has completed less than 15% of the course, the institution shall refund at least 80% of the tuition, less the registration fee, thereafter:
  - (2) After a student has completed less than one fourth of the course, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter:
  - (3) After a student has completed one fourth, but less than one half of the course, the institution shall refund at least 45% of the tuition, less the registration fee, thereafter:
  - (4) After a student has completed one half or more of the course, the institution may retain 100% of the stated course price.
- Any unused portion of the book fee will be refunded.

**For Programs 300 Clock Hours or Longer, the Withdrawal After Commencement of Classes Refund Policy Shall Be:**

- (1) During the first two weeks of classes, the institution shall refund 100% of the tuition, less registration fee and all items issued not returned, thereafter;
- (2) During the third week of classes, the institution shall refund at least 90% of the tuition, less the registration fee and all items issued not returned, thereafter;
- (3) During the next three weeks of classes, the institution shall refund at least 75% of the tuition, less the registration fee and all items issued not returned, thereafter;
- (4) During the first 25% of the course, the institution shall refund at least 55% of the tuition, less the registration fee and all items issued not returned, thereafter;
- (5) During the second 25% of the course, the institution shall refund at least 30% of the tuition, less the registration fee and all items issued not returned, thereafter;

- (6) During the third and fourth 25% of the course, the institution shall retain 100% of the stated course price. Percentages of the course completion are to be computed on the basis of clock hour. For programs longer than one year (12 calendar months) in length, 100% of the stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.
- (7) If the calculation below results in an amount greater than zero owed to the institution, Compass Career College will write-off the amount due as an uncollectable receivable. This will not negatively affect the student's credit rating, and will allow the student to re-enroll at a later date. Any student wishing to re-enroll must complete the entire admissions process (including a new application, enrollment agreement and \$100 registration fee).
- (8) Extra expenses: Medical Dictionary, uniforms, equipment and supplies issued to the student and used during training are non-returnable and non-refundable in the event of early termination.

### **Change of Curriculum**

A student who desires to change curriculum while enrolled at Compass Career College will need to complete a Change of Curriculum form with Student Services and have the change approved by the Director of the College. Upon approval, the student may meet with the Director and receive a new class schedule.

### **Withdrawals**

#### **Process to Officially Withdraw from School**

If withdrawal from school becomes necessary, contact student services and request a Status Change Form. Complete the form and return it to student services. Contact Financial Aid and schedule an appointment to complete an exit interview and to review your financial aid, perform return to title four calculations, and examine and evaluate the schools internal refund policy. The school may be required to return money to the United States Department of Education. If you have received a private student loan the school may be required to return money to the financial institution. It is also possible you may be owed an overpayment

#### **Unofficial Withdrawal**

Students who stop attending courses without officially withdrawing from the College are considered absent and will receive the appropriate grade(s). These grades affect the student's academic standing and may jeopardize the student's eligibility to reenter the program and/or receive financial assistance. Students receiving federal financial aid may be subject to a return of Title IV funds calculation based on the last date of attendance.

### **Satisfactory Academic Progress**

A student's progress is reviewed regarding qualitative and quantitative progress to identify students who may be in jeopardy of failing to complete their program of study. To be eligible for Title IV aid, a student must maintain satisfactory academic progress. Federal regulations require the SAP of each student to be checked at intervals of one year or half the length of the program, whichever is less.

- ❖ If the student has made acceptable quantitative progress for the increment being measured, then review the student's qualitative progress
- ❖ If the student has made acceptable qualitative and quantitative progress for that particular increment, then review the 150 percent of the maximum allowable time frame criterion

- ❖ If the student has failed either quantitative or qualitative progress, then put the student on probation

Satisfactory Academic Progress is monitored by the Compliance Officer and/or the Director of the College. At the end of each class session the Compliance Officer will update the academic transcript of each student and review each for SAP. A probation slip will be issued to those students which have not met SAP.

a. Minimum Score/Academic Probation

The minimum score required for all students, including Title IV or any other funding source, combination of funding sources, financial institution loans or students who do not use financial assistance of any kind to complete any class in any program offered is a “C”. The grading scale for Allied Health programs is 75% to 84%=C. The required Grade Point Average to complete all Allied Health programs is “C” 75%. The grading scale for Practical Nursing is 80% to 85%=C. The required Grade Point Average to complete the Practical Nursing program is ‘C’ 80%. The grading scale for the Cosmetology program is 70% to 79%=C. The required Grade Point Average to complete the Cosmetology program is ‘C’ 70%.

Allied Health and Practical Nursing Programs

At the mid-point of each class the instructor will report to the Program Coordinator and/or Compliance Officer any student who is not maintaining the required minimum grade point average as per the program of study. An academic probation form will be issued and the student must meet with a faculty member for a planning session to discuss study habits and testing skills. If the student is unsuccessful in completing the class a new class schedule will be issued. The unsatisfactorily completed class will be repeated as schedule permits.

Upon admission to the college, the student is given a copy of their transcript showing their class schedule. After updating the student’s transcript with grades and class(es) completed, a copy is placed in the student’s file. Student’s grades are posted at the end of each class and a transcript is available to each student upon request.

Cosmetology Program

The Cosmetology program follows a continual schedule designed to provide skills that build upon each other to advance the student’s knowledge and expertise. The schedule is composed of five theory sessions (hair design, chemical, color, hair cut, and esthetics) and clinic floor practical experience. Students receive grades for activities performed both in theory courses and on the clinic floor. Grades are calculated on a cumulative basis. At the end of each session students are given a detailed grade report showing both the cumulative grade point average and the cumulative clock hours earned. If a student falls below a 70% gpa, they are immediately placed on academic probation. An academic probation form will be issued and the student must meet with a faculty member for a planning session to discuss study habits and testing skills. If a student fails to maintain a 70% grade point average at the end of two consecutive sessions, they will be placed on academic suspension. An academic appeal form must be submitted and an academic improvement plan implemented before the student will be allowed to return entry into the program.

### b. Full Academic Probation

If a student fails to complete *one class* because of academic reasons they will be put on immediate full academic probation for two months. A full academic probation form will be issued to the student. Full academic probation requires the student to meet with a faculty member one time per week to discuss study habits and class requirements. If the student fails any future class for academic reasons while on full academic probation they will be dropped from school. An R2T4 Form is then completed on the student. In five months the student may reapply for admission. An interview with school administration will be required prior to readmission (the student is subject to any new requirements for admission). If the student is accepted into a program before 180 days have passed, their financial aid is still valid.

### c. Attendance/Attendance Probation

If a student exceeds the maximum allowed percent absence for their program they are dropped from the class. If the student is dropped from class a new class schedule will be issued. The incomplete class will be repeated as schedule permits.

If a student incompletes *one class* for attendance reasons they will be put on immediate full attendance probation. A full attendance probation form will be issued to the student. While on full attendance probation, the student must not miss more than the allowed percentage for their program of study. The probationary period lasts for two full months. If the student incompletes any future class for attendance reasons while on full attendance probation they will be dropped from school. At the end of each class all student transcripts are updated and checked for incompletes. If a student incompletes two consecutive classes either for attendance, academic reasons, or a combination of these, the student is immediately dropped from the program. An R2T4 form is then completed on the student. In five months the student may reapply for admission. An interview with school administration will be required prior to readmission (the student is subject to any new requirements for admission). If the student is accepted into a program before 180 days have passed, their financial aid is still valid.

If a student incompletes three classes, non consecutive, either for attendance, academic or a combination of these the student is dropped. An R2T4 form is then completed on the student. The student may reapply for admission as defined above.

The maximum allowed percent absent for most programs is:

Allied Health – 15% (exception: Nurse Aid policy listed below)

Practical Nursing 10%

Cosmetology – policy listed below

### Additional requirements for Practical Nursing Program:

While the satisfactory academic progress policy allows for a maximum of 10% absence in any course, the LSBPNE mandates all hours must be completed for each area of study. Classroom/Theory time missed within these guidelines will have to be made up. The student is responsible for getting all missed notes, assignments or handouts. Classroom make-up time will include, but not limited to: essay assignments, special projects, computer lab, seminars, and/or educational in-services. Any fees for required make-up time will be incurred by the student. If administration deems a student's absence excused, the student will be allowed to make up scheduled exams. (See Test Taking Policy)

If the PN student misses clinical rotation hours, the student must make these up. Make-up hours will be scheduled at the discretion of the school. The make-up hours will not alter the computation of the total number of hours absent with consequences as stipulated in the attendance policy. The date and time of the make-up may include but is not limited to weekends, holidays, days or nights. Each clinical make-up hour will be charged to the student at \$12.50 per hour. The additional charges must be paid prior to scheduling makeup clinical hours. A student absent for the clinical (for whatever reason) will receive an automatic 7 point deduction off of the clinical make-up day grade.

### Cosmetology Policy

The Cosmetology Program length is one thousand five hundred hours (1500 hours). The theory (classroom lecture) is approximately 5.5 months long. The five theory sessions are hair design, chemical, color, hair cut, and esthetics. Each theory session is approximately 4-6 weeks long. Theory/classroom lecture length is approximately 21 weeks.

Cosmetology students are scheduled to attend 6 hours per day, Monday through Friday (30 hours per week). Students may not miss more than 15% of the scheduled hours in a calendar month. For example:

The month of May begins on the Sunday the 1<sup>st</sup> and ends on Tuesday the 31<sup>st</sup>. There is one holiday in the month on Monday, May 30<sup>th</sup>. Looking at a calendar and counting the scheduled days to work, you would count 21 days. Multiply 21 days x 6 hrs per day, equals 126 hours scheduled for the month. 15% of 126 is 18.9. That means that a student must NOT miss more than 18.9 hours for the month of May (i.e. earn at least 107.1 hours). Repeat for each calendar month.

*If a student misses more than 15% for two consecutive calendar months, the student will be dismissed from the program. If a student misses more than 15% in a calendar month for a total of three months throughout the course of their program, the student will be dismissed from the program.*

### Theory

The theory (classroom lecture) is approximately 5.5 months long. The five theory sessions are hair design, chemical, color, hair cut, and esthetics. Each session is approximately 4-6 weeks long. The information received during theory is vital to your success as a student as well as your continued success in the outside industry.

#### ***Retaking an entire theory session can occur if any of the following take place:***

1. Overall GPA below 70% (GPA calculations include tests, workbooks, quotas, and projects)
2. Missing / Failing test-outs at the end of a session
3. Absences of more than 15%.

A student cannot academically incomplete more than one session during the length of their program. If a student academically incompletes a second theory session, the student is immediately dropped from the program.

*If a student incompletes a session and misses more than 15% in the consecutive month (or vice versa), the student is dropped from the program. Students may not incomplete a session or miss more than 15% in a calendar month for a combined total of three sessions/months throughout the course of their program. If this occurs, the student is immediately dismissed from the program.*

## Clinic

The estimated length of the program is 13 months. An additional 15 school day grace period is added. If the additional 15 school days are exceeded the student will be charged \$15 per day. Every time a student is absent or leaves early it delays their graduation date.

Clinic sessions are divided into calendar months. An average of 120 clock hours may be earned each month. A student completes the program when the 1500 hour state requirement is met. However, the student must complete all 1500 program hours prior to the maximum time frame set by the USDOE (18 months).

Clinic sessions are graded based on a combination of grades, quotas, professional image and salon duties. For quotas, professional image and salon duties points awarded are contingent upon attendance and performance as follows:

1. Clinic floor Quotas
  - a. Quotas are required per month based on the number of days in the month (regardless of attendance)
  - b. Minimum 8 per day – daily required quota sheet
    - i. Cannot receive a quota for a freestyle until all required quotas are done
  - c. Some quotas may be done on each other, students must get permission first
    - i. Work may be stopped to service client
  - d. Bring all work to instructor on floor, then comb out
  - e. When you turn in a quota for credit, the quota must meet LA State Board standards or it will not be counted.
2. Monthly Points are given for Professional Image, Salon Duties, Daily Station Cleanup Sheet, Quotas, Workbooks, Chapter Tests, and State Board Inspection Checks.
  - a. The following start with 100 points and are deducted from there in the following ways
    - i. Salon Duty –not *completely* doing assigned duty, not signing sheet for duty
    - ii. Professional Image – failure to complete Daily Sign In Sheets (not signing in or out for break, from lunch, and before leaving), leaving before 4pm, and/or poor attitude
    - iii. Daily Station Cleanup – does not have Instructor signature each day

*If a student incompletes a session and misses more than 15% in the consecutive month (or vice versa), the student is dropped from the program. Students may not incomplete a session or miss more than 15% in a calendar month for a combined total of three sessions/months throughout the course of their program. If this occurs, the student is immediately dismissed from the program.*

The estimated length of the program is 13 months. An additional 15 school day grace period is added. **If the additional 15 school days are exceeded the student will be charged \$15 per day until the 1500 hour state requirement is met.** All additional charges incurred must be paid before sitting for state licensure exam. The school will hold all state required documentation until the account balance is zero. When the account is in good standing all documentation for the state licensing exam will be submitted to the Louisiana State Board of Cosmetology.

To insure students receive, comprehend and retain the information taught over the course of the program attendance is closely monitored. As stated above we have divided the curriculum into two parts, theory and clinic. The attendance policy applies to each part of the program. A student may not miss more than 15% in a calendar month throughout their 13 month program.

Clinic sessions are divided into calendar month sessions. Session grades are composed of points earned for tests, workbooks, professional image, salon duties, and quotas. Attendance is key to earning points for professional image, salon duties and quotas.

If a student requires a Leave of Absence they must complete a formal written request as defined in the general catalog.



#### d. Academic/Attendance Suspension

If a student fails to complete two consecutive courses, or a total of three courses in one program, they will be administratively dropped from their program. Students who have been administratively dropped may reapply for admission in five calendar months. Based on the entrance requirements for each program, an interview may be required.

Admission is not guaranteed. If accepted for re-entry, admission is granted on a space available basis. If a student re-enters in less than 180 days from dismissal date and a successful financial aid appeal is completed, financial aid may be reinstated.

#### e. Academic Appeals Process

The Academic Appeal Process is listed in the catalogue and student handbook. Academic Appeals must be submitted using the school's Academic Appeals Form to the Director of the College no later than 3 business days of courses completion. The last day of the class is not counted as part of the three days.

An Appeals Committee of three school personnel will be formed to review the student's appeal. The committee will be made up of two faculty and one administration personnel. The administration person will always be the committee chairperson. The faculty which taught the class under appeal cannot be on the Appeals Committee. A written response must be issued to the student or mailed to the student within 10 business days of receipt of the appeal. The findings of the committee are final.

A student may submit an appeal for a class in which the student has not made the required score for their specific program. If a student unsatisfactorily completes another class, submits an appeal, and the Appeals Committee determines the score issued stands for the second failed class, then the student is dropped and no further appeals are allowed. A student which has submitted an appeal for a class which would be the second class causing the student to be dropped from school may not attend any classes until the Appeals Committee has made a determination.

A student may submit an appeal for a class in which the student feels the score received was incorrect. Only one appeal per class is allowed but the student is not limited to the number of classes in which an appeal can be submitted. Each appeal must be reviewed.

Once an appeal determination is made all required documents are filed in the student's file. Financial aid receives notification of the student's academic standing upon receipt of the updated transcript at the end of the class session.

#### f. Maximum Timeframe

Each program's normal completion time in weeks, plus the published holidays, as listed in the school's catalogue, is used to determine the maximum time frame allowed to complete the student's chosen program. The maximum time frame cannot exceed the federally-required 150 percent of the published length (18 months).

To determine the 150 percent of the published length use the weeks published by program in the catalogue plus the published holidays times 1.5 which results in the maximum total number of weeks allowed.

The maximum time frame for all Title IV eligible programs is as follows:

Program	Estimated Length	Maximum Time Frame
Medical Assistant	48 weeks	72 weeks
Medical Billing&Coding	44 weeks	66 weeks
Practical Nursing	72 weeks	108 weeks
Cosmetology	57 weeks	85.5 weeks

All time is included when adding up the total time a student has been enrolled in a program. This includes, but is not limited to, repeating of classes due to attendance or not meeting minimum score requirements. The consequences of not meeting the maximum time frame allowed will be loss of future Title IV aid.

The Compliance Officer will review each student's future completion date at the end of each class when updating transcripts. The Compliance Officer will also calculate the percentage of work successfully completed in the increment (payment period). To maintain SAP the student must have successfully completed 70% of scheduled hours (work attempted) in the increment (payment period). For example in a 450 hour increment (payment period) the student must successfully complete 315 hours. The Financial Aid office will be notified of any student which has not met the 70% threshold and or will not complete their chosen program in the calculated 150 percent maximum time frame.

g. Evaluation Periods – Increments (payment period)

A payment period is defined as an increment equal to half of the academic year (900 hrs) in clock hours. For programs less than an academic year, total clock hours will be divided into two equal parts which then becomes that programs payment periods in clock hours. For programs greater than an academic year, the first 900 hours are divided into two equal parts and the remaining clock hours will be divided into two equal parts, together that becomes the programs payment periods in clock hours.

h. Financial Aid Notification

The students transcript identifies the total number of hours scheduled and the total number of hours completed. After each class is completed and each student's transcript is updated, a copy is given to the financial aid office. The transcript includes the student's start date, grade scored in each class, number of classes/hours scheduled and completed, the percentage of classes successfully completed and overall GPA. A copy of the transcript is filed in the student's file. Students are only notified of their individual SAP if they fall below requirements.

i. Transfer Credits

Transfer Credits are permitted. The student requesting transfer credits must meet with the Director of the College. Qualified proof of credits received at another institution must be received from that school. If a student has a current Louisiana Nurses Aid certification the student is given credit for Nursing I and Nursing II. The A draft schedule indicating course transfer credits allowed will be issued to the Financial Aid office.

j. Withdrawal Official and Unofficial

A withdrawal is considered official if a written request to withdraw is received by the school from the student. If a student requests to officially withdraw they should complete

the Status Change Form, which is available from student services, and submit to student services. If the student cannot submit a Status Change form a written statement mailed or faxed to the school is acceptable. The student is then directed to contact Financial Aid and schedule an appointment. The student should complete an exit interview. Financial aid then reviews the student's financial aid (perform a return to title four calculation then examines and evaluates the school's internal refund policy). The student may owe the school money or the student may be owed an overpayment. The school may be required to refund money to the United States Department of Education. If you have received a student loan the school may be required to refund money to the financial institution. An R2T4 calculation is always performed.

A withdrawal is considered unofficial if a written document is not received by the school from the student. At the end of each class all student transcripts are updated and checked for incompletes.

#### k. Completion

When a student has completed all required classes and is eligible to receive a certificate, a completed transcript is issued to Student Services. Student Services then prepares an Exit Route Sheet and attaches it to the student file. The package is then circulated. Each Department reviews the necessary area of the file to ensure accuracy and completeness. The Compliance Officer issues an Official Transcript and Certificate; Student Services reviews the file and prepares exit documents then notifies student their completion packet is ready for collection.

#### l. Drug Convictions/Sex Offenders

The US Department of Education established eligibility requirements for students with drug convictions and/or sex offenses. Compass Career College follows all guidelines outlined in the Federal Student Aid Handbook. Current information is found in Chapter 1, page 14 – 16, and Chapter 7 page 74.

#### m. Financial Aid Appeal

Students who fail to meet the minimum Satisfactory Academic Progress Requirements will be placed on financial aid suspension. Students placed on Academic or Attendance Suspension will automatically be placed on financial aid suspension. Students on financial aid suspension are **NOT** eligible to receive federal financial aid. The student may appeal the Financial Aid Suspension if unusual circumstances beyond their control prevented them from meeting satisfactory academic progress (see appeal process).

If placed on Academic suspension, an academic appeal must be successfully submitted before a student may submit a financial aid appeal. If re-entry is granted in less than 180 days from dismissal, and a financial aid appeal is successfully submitted, the student's financial aid is reinstated. If re-entry is granted after 180 days, and a financial aid appeal is successfully submitted, the student is treated as a new enrollee and repackaged for financial aid.

### **Academic Honesty**

It is the responsibility of the student to uphold the academic integrity of Compass Career College through the evaluation of written examinations, submitted work, or clinical performances. For such modes of assessment to operate fairly, it is essential that the instructor be assured that the work used to evaluate the student's performance is genuinely the student's own. The use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior is unacceptable and a violation of the Student Code of Conduct. Likewise, falsification of **any** document also defeats the academic integrity of the College and a Code of Conduct violation. Any such action will result in disciplinary sanctions up to and including dismissal from the program.

### **Violence in the Workplace**

Compass Career College has a **Violence in the Workplace Plan**. Compass recognizes that employees and students are the Schools most valuable resources and their safety and security are essential to carrying out their responsibilities in the workplace as well as the classroom. Every employee and student has a reasonable expectation to perform their assigned duties and to pursue their educational goals in a safe atmosphere free of threats and assaults.

At Compass, employees and students are required to report all threats or incidents of violent behavior to the Director of the College. The full policy may be obtained in from Student Services. Examples of inappropriate behavior which shall be reported include:

1. Unwelcome name-calling, obscene language, and other abusive behavior.
2. Intimidation and/or Bullying of any kind.
3. Physically touching another employee/student in an intimidating, malicious, or sexually harassing manner, including, but not limited to such acts as; hitting, slapping, poking, kicking, pinching, grabbing, and pushing or any other unwanted, unwelcome physical contact.
4. Physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking, throwing of any object, or intentionally blocking a pathway.

### **Student Code of Conduct**

Compass Career College seeks individuals who conduct themselves in a professional manner, as a high level of professionalism is required in the health care and cosmetology professions. Failure to comply with these standards may result in review by the Director of the College resulting in disciplinary action. Classroom/Clinical behavior that interferes with either the instructor's ability to conduct the instruction or the ability of students to benefit from the instruction is not acceptable. Examples may include, but not limited to, routinely entering class late or departing early; dress code violations; communicating information or rumors tending to cause embarrassment or harm to administration, instructors, staff, students and/or patients/families; use of beepers, cellular telephones or other electronic devices. Compass Career College reserves the right to suspend and/or dismiss any student whose conduct is unsatisfactory and/or detrimental to the best interest of the faculty, staff, and/or students as determined by the Director of the College.

The following behavior is considered unprofessional:

- Profanity
- Negative attitudes
- Arguing or fighting
- Intimidation of another student, faculty or Administration
- Disregard of school policy
- Insubordination to the instructor or other faculty members
- Coming to school under the influence of alcohol or drugs
- Personal uncleanness
- No sitting on top of desk and/or table
- No sunshades or sunglasses worn in classrooms
- No ipods, ear buds, or other personal electronic devices allowed in classrooms
- Chewing of gum or tobacco
- Fraudulent time and attendance reporting
- Conduct in class which is disruptive
- The use of incense, candles, or any other flammable item
- Negative statements about students, faculty or Administration
- Violations of the Drug and Alcohol Code of Conduct
- Violations of the Academic Integrity Policy

Compass Career College reserves the right to dismiss any student whose conduct is unsatisfactory and/or detrimental to the best interest of the faculty, staff, and/or students, as determined by the Director of the College.

### **Suspension**

Any conduct deemed inappropriate by faculty or staff may be brought to the attention of the Director of the College. The Director will determine if the behavior displayed warrants suspension. The Director of the College will determine the length of the suspension according to policy.

### **Dismissal**

Dismissal may result from, but not limited to, any of the following violations:

- Unprofessional behavior
- Behavior that reflects unfavorably on fellow students or the college
- Interfering with the progress of other students or the presentations of any member of the staff or faculty
- Possession of weapons of any kind while on school property. A weapon is considered anything with the potential to cause bodily harm and which serves no academic purpose
- Being under the influence or effects of alcohol, prohibited drugs or narcotics of any kind on school property
- Violations of school dress code as established by the college and not keeping themselves and or their work areas clean at all times
- Excessive absences and excessive tardiness
- Students must cooperate fully with the staff and faculty at all times
- Removal of supplies, books, equipment, or anything else from the college property without prior written permission from the Director
- Cheating or plagiarism of any kind is subject to immediate dismissal

- Students must maintain established academic standards
- Profane or abusive language
- Threats of physical violence or verbal abuse
- Intimidation of another student, faculty or Administration member
- Failure to complete coursework
- Falsification of admission information
- Falsification of any document
- Failure to meet financial obligations
- Negative statements about another student, faculty or Administration
- Violation of any published policy
- Behavior unfitting of a student as defined by the Program Director or the Director of the College

### **Re-Entrance Policy**

A student wishing to Re-Enter **any Compass Career College** program must re-apply through the Admissions Office. The student's application will be considered by the Review Committee and the student may be scheduled to appear before the Committee. The Review Committee will evaluate the student's request for Re-Entry and recommend acceptance or denial. Factors to be considered for Re-Entry may include but not limited to academic performance, attendance, attitude, discipline and other relevant information. If the recommendation is for denial, the student may appeal following the guidelines of the published grievance/complaint/appeal policy. If the recommendation is for acceptance, the student must make satisfactory financial arrangements prior to final approval for Re-Entry.

If a student is dismissed based on academic performance or behavioral issues, he or she is not eligible to re-apply for admission for six (6) months from the date of departure. If a student is dismissed for a violation of the Drug and Alcohol policy, he or she is not eligible to re-apply for admission for two (2) years from the date of departure. Dismissed students will have a chance to appeal his/her dismissal. Permission to re-enter shall be granted on an individual basis. Students must re-apply for admission and meet all current admissions criteria for their chosen program of study. The decision of the College Director shall be final. If the student is approved for Re-Entry, he/she will be placed into the appropriate class on a space available basis. If the space is not available, the student will be placed on a waiting list. Position on the waiting list is at the discretion of the Program Coordinator and will be determined from several factors; including but not limited, to academic performance, attendance, attitude, discipline and other relevant information.

While on the waiting list, the student must audit courses being taught in the class for which they are seeking Re-Entry in order to be eligible for Re-Entry when space becomes available. Please note: even though auditing, space may never become available. Clinical classes may not be audited.

**Important:** A student will only be allowed TWO (2) Re-Entries into Compass Career College programs of study.

### **Incident Report**

If a student is involved or witnesses an incident on the campus of the college you will be required to sign a statement detailing the incident.

### **Student Parking**

Student parking is located in the gravel area at the rear of the building. You will need to enter the building through the rear door labeled STUDENT ENTRANCE. Compass Career College is not responsible for valuables left in your vehicle while attending class. Furthermore, Compass Career College is not responsible for damage caused to your vehicle while parked in the parking area. If you find damage that may have been caused to your vehicle while parked at Compass Career College you should call your insurance company to report the problem.

### **Student Break Areas**

Breaks are given throughout the day at which time the students are allowed to go outside or utilize the break area. During lunch students are allowed to leave the premises but should return prior to the end of the lunch period. A designated break area is available for those students who wish to remain on the premises for lunch. No student is allowed to remain in the classrooms during the lunch period. Smoking is allowed only in the rear of the building.

### **Smoking**

To maintain a safe and comfortable environment and to ensure compliance with applicable laws, Compass Career College enforces a smoking policy. Smoking is prohibited on the campus in public areas such as classrooms, laboratories, lounges, hallways, restrooms, and in areas where "No Smoking" signs are posted. Compass Career College staff, faculty, and students must follow clinical agency policies related to smoking. Compass Career College insists on strict adherence to this policy because the College may be subject to criminal or civil penalties for violations of applicable smoking laws. As guests of clinical agencies and ambassadors of the Compass Career College programs, faculty and students must follow any external policies related to smoking. The faculty and/or students are required to determine cite of visitation smoking policy and designated smoking areas. Failure to follow internal or external policy may result in disciplinary action.

### **Photograph/Audio Recoding**

The taking of photographs or recording of any kind is strictly prohibited. Photography and audio recording by any device capable of taking a picture or recording sound is prohibited on the campus, at clinical sites, in any Compass Career College building.

### Cell Phone Policy

Cell phones and blue tooth devices are not allowed in the Allied Health or Practical Nursing buildings, or in the Cosmetology classrooms or clinical floor, at any time for any reason. Cell phones or blue tooth devices are not allowed in the clinical setting. Cell phones are not allowed to be on the student's person (pocket, phone holder) during clinical. Cell phone use is permitted at lunch and/or break out of the buildings or off of the clinical floor. Continued infractions of the cell phone policy may result in dismissal from the college.

Students are not allowed to keep cell phones on by stating the phone is on for emergencies. Compass Career College has multiple phone lines. Students are to provide the school phone number for use in case of emergency. When the caller states the call is an emergency the student will be immediately summoned to take the call. The phone number is (985) 419-2050 or (800)-711-5390.

### Computer Policy

Compass Career College computing systems, networks, and servers provide flexible facilities and services for teaching, learning, research, and administration. The use of those systems imposes certain responsibilities and obligations on the users (the faculty, staff and students). Acceptable use is courteous, ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It also demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment.

The College grants access to its computing systems based on internal computer use policies, codes of conduct, and local, state, and federal laws. **Computer users must use computing resources for authorized purposes only.** The College's complete computer use policy is included in the Policies and Procedures manual (available upon request in the Student Services area) and applies to all computer users accessing computing resources, whether affiliated with the College or not, and to all uses of those resources, whether from on campus or from remote locations.

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## Drug and Alcohol Policy

As required by the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101.226. Sec. 22, Drug-Free Schools and Campuses, this policy has been prepared and is published and distributed to all students and employees in compliance with title 34 of the code of Federal Regulations Part 86.

Compass Career College strives to provide a safe, productive, healthy and supportive environment for students, faculty, staff, and guests. Recognizing that the abuse of alcohol and illegal drug use is a major societal concern and health problem, Compass sets forth this policy to guide community members in making knowledgeable choices, which foster ethical, healthy, and responsible behaviors. It is the purpose of this policy to establish a comprehensive program to address these issues.

Compass Career College is committed to maintaining a campus free of illegal drugs and alcohol. Students should be aware the Student Code of Conduct prohibits the unauthorized manufacture, sale, possession, use or distribution of illicit drugs and alcohol on campus. For this reason, Compass Career College reserves the right to conduct random drug and alcohol testing on all students, staff and faculty. CCC also reserves the right to periodically conduct unannounced canine drug searches in on-campus spaces, including lockers and motor vehicles parked on campus property, to identify the presence of illicit drugs. As requested by the Director of the College, testing may occur as immediate on-site or at a designated off-site lab within 24 hours. All costs/expenses related to this testing will be the sole responsibility of the student, staff or faculty member. \*Refusal to submit to a drug test within the required time frame is considered automatic admission of drug use and is grounds for expulsion or dismissal immediately. Positive results on a drug test are grounds for immediate expulsion or dismissal, where the student will not be allowed to re-enter the school for two full years.\*

The following Student Code of Conduct shall be enforced with respect to both on-campus conduct and conduct at all campus related activities or contracted clinical agencies and are applicable regardless of the status of violation in any courts. Violations of the Code of Conduct are grounds for disciplinary action up to and including permanent dismissal from Compass Career College. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment. Compass Career College is bound to take all appropriate actions against violators.

### **Drug and Alcohol Code of Conduct**

- A. This policy will apply to all Compass students, employees, and guests.
- B. All students, employees, and guests are strictly prohibited from the unlawful possession, manufacture, use, or distribution of illicit drugs and alcohol
- C. The following conduct is prohibited:
  1. The use, consumption, possession, manufacture, furnishing, sale and/or distribution of illicit drugs, narcotics, or other controlled substances, including marijuana.
  2. The use, possession, manufacture, purchase, sale, furnishing, and/or distribution of drug paraphernalia.

3. The use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages (any beverage containing 1% or more alcohol by volume) on Compass property.
4. The use, consumption, possession and/or purchase of alcoholic beverages by persons under 21 years of age.
5. Operating or attempting to operate a motor vehicle while intoxicated.
6. Public intoxication on Compass property.
7. Furnishing, serving, and/or otherwise providing alcoholic beverages to persons under 21 years of age.
8. Reporting to class or clinical sites while under the influence of and impaired by illegal drugs or alcohol.

D. Students and employees who violate the provisions of this policy will be subject to sanctions which could include, but are not limited to, criminal prosecution, suspension, termination and/or expulsion.

E. Louisiana Uniform Controlled Dangerous Substance Law LA RS 40:966 Manufacture; Distribution:

**Schedule I LA.RS 40:966**

1. For narcotic drugs; life imprisonment at hard labor. Maximum fine of \$15,000.
2. For other drugs in Schedule I: 5 to 30 years at hard labor. Maximum fine of \$15,000.

**Schedule II LA.RS 40:967**

1. For narcotic drugs, amphetamines or methamphetamines: 5 to 30 years at hard labor. Maximum fine of \$15,000.
2. For pentazocine: 7 to 10 years at hard labor. Maximum fine of \$15,000.
3. For production of amphetamines, methamphetamines, or cocaine: 20 to 50 years at hard labor. Maximum fine of \$500,000.
4. Other Schedule II drugs: Maximum of 10 years at hard labor. Maximum fine of \$15,000.

**Schedules III & IV LA. RS 40:968-969**

Maximum of 10 years at hard labor. Maximum fine of \$15,000.

NOTE: For second or subsequent offenses, the penalties are twice those applicable for first offenses.

**Distribution to person under age of 18 (LA. RS 40:980)**

1. Persons over 25 to person under 18: For distribution of narcotic drugs in Schedule I and II the sentence is life at hard labor.
2. Persons at least 18 to persons under 18 and at least 3 years their junior: For distribution of narcotic drugs in Schedules I and II the penalty is imprisonment for up to twice that authorized in RS 40:966-967 or not more than twice the fine, or both.
3. Person at least 18 to persons under 18 and at least 3 years their junior. For

distribution of any other controlled substance in Schedule 1-IV, the penalty is imprisonment for up to twice that authorized in RS 40:966-967, or not more than twice the fine, or both.

**Distribution to a student (LA.RS 40:981.1)**

Distributing any drug in Schedules I-V will be punished by a term of imprisonment of not more than twice that authorized in RS 40:966-970, or by payment of not more than twice the fine, or both.

**Violation of Controlled Dangerous Substance Law on or near school property (LA. RS 40:981.3)**

Any person who violates a felony provision of RS 40:966-970 on or within 1,000 feet of school property, or on a school bus shall be punished as follows:

First conviction – Maximum fine and not less than half nor more than the maximum term of punishment in RS 40:966-970.

Second conviction – Maximum fine and maximum term of imprisonment in RS 40:966-970.

**Possession LA. RS 40:966**

1. For narcotic drugs: four to 10 years at hard labor. Maximum fine of \$5,000.
2. For phencyclidine: for to 20 years with or without hard labor. Maximum fine of \$5,000.
3. Other drugs in Schedule I except marijuana: Maximum of five years at hard labor. Maximum fine of \$5,000.
4. Possession of Marijuana Under 60 pounds:
  - a. First conviction: Fine of not more than \$500, imprisonment of not more than six months, or both.
  - b. Second conviction: Fine of not more than \$2,000, imprisonment with or without hard labor of not more than five years, or both.
  - c. Third or subsequent conviction: Imprisonment with or without hard labor for not over 20 years.
5. Possession of Marijuana over 60 pounds:
  - a. For 60 pounds or more but less than 2,000 pounds: Imprisonment at hard labor for not less than five years, nor more than 15 years and a fine of not less than \$25,000 nor more than \$50,000.
  - b. For 2,000 pounds or more but less than 10,000 pounds: Imprisonment at hard labor for not less than 10 years, nor more than 40 years and a fine of not less than \$50,000 nor more than \$200,000.
  - c. For 10,000 pounds or more: Imprisonment at hard labor for not less than 25 years, nor more than 40 years and a fine of not less than \$200,000 nor more than \$500,000.

**Schedule II LA. RS 40-967**

1. For pentazocine: two to five years with or without hard labor. Maximum fine of \$5,000.
2. For cocaine, amphetamines and methamphetamines:

- a. 28-199 grams: 5 to 30 years at hard labor. Fine of \$50,000-\$150,000.
  - b. 200-399 grams: 10 to 30 years at hard labor. Fine of \$100,000 - \$250,000.
  - c. 400 or more grams: 15 to 30 years at hard labor. Fine of \$250,000-\$600,000.
3. For other drugs in Schedule II: Maximum of five years with or without hard labor. Maximum fine of \$5,000.

**Schedule III, IV, V LA. RS 968-970**

Maximum fine of five years with or without hard labor. Maximum fine of \$5,000.

Note: Except as otherwise stated, penalties for second or subsequent convictions are twice those for a first conviction.

**F. Prevention, Intervention, Education, and Rehabilitation**

**Health Risks Associated with Alcohol and Substance Abuse**

The use of alcohol and substance abuse has been proven to be destructive to higher mental function, especially to education and learning. Long term use of alcohol can cause permanent damage to vital body organs. Mothers who drink during pregnancy can give birth to infants with fetal alcohol syndrome. These infants have irreversibly physical and mental disabilities. Use of controlled substances also has the potential to cause psychological and physical dependence.

**Controlled Substances – Uses and Effects**

**Narcotics**

Possible effects: euphoria, drowsiness, depression of respiratory system, GI upset, constricted pupils

Effects of overdose: Slow shallow respirations, clammy skin, convulsions, coma, and possible death.

Drugs: Opium, Morphine, Codeine, Heroin, Methadone, Meperidine, Hydromorphone

**Depressants**

Possible effects: slurred speech, disorientation, drunken behavior with or without alcohol odor.

Overdose: Depressed respiratory system, clammy skin, pupils dilated, rapid weak pulse, coma, and possible death

Drugs: Chloral hydrate, Barbiturates, Benzodiazepines, Quaaludes.

**Stimulants**

Possible effects: Increased alertness, inability to sleep, decreased appetite, euphoria, rapid pulse rate and increased blood pressure

Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death

Drugs: Cocaine, Amphetamines, Phenmetrazine, Methylphenidate

**Hallucinogens**

Possible Effects: Poor perception to time and distance, illusions and hallucinations

Overdose: Longer more intense episodes of euphoria, psychosis, possible death

Drugs: LSD, Mescaline, Peyote, PCP, Amphetamine variants

**Cannabis**

Possible effects: Euphoria, disorientation, increased appetite, relaxed inhibitions

Overdose: Fatigue, paranoia, possible psychosis

Drugs: Marijuana, Hashish, Hashish oil

### **Prevention**

Compass Career College, its students, faculty, and staff, have adopted the follow Drug Free School Policy (DFSP) in an effort to decrease school liabilities and provide a safer learning and working environment:

1. No distribution, possession, or use of illegal drugs is allowed while attending school.
2. Intoxication from alcohol or alcohol use is not allowed on the College premises and/or any campus affiliated sites.
3. Students are not to report intoxicated or possess alcohol while on campus, clinical, or externship sites.
4. No alcohol consumption within 8 hours of reporting to campus, clinical or externship site.
5. No drug paraphernalia or possession of any illegal drugs is allowed.
6. Use of a prescription drug that is not specifically prescribed to you is prohibited.
7. Prescription drug use is allowed only after informing administration and by presenting the Rx. bottle with the student's name on it to administration.
8. Student, faculty and staff are subject to drug and alcohol testing at any time.
9. New students may be required to have a pre-enrollment drug screen prior to acceptance into the College.
10. Students that are habitually tardy and/or have frequent absences may be subject to drug and alcohol testing at any time.
11. Students that exhibit aggressive behavior may be subject to drug and alcohol testing at any time.
12. Students that exhibit extreme behavioral changes may be subject to drug and alcohol testing at any time.
13. Students will be tested by an independent drug-screening agency.
14. Drug testing may be conducted at any time for any reason deemed necessary by Faculty and/or Administration.
15. Drug testing will be conducted immediately preceding any accident or injury.
16. Failure to comply with any of the above, refusal to submit to a requested drug and alcohol screening, or failure of a drug and alcohol screening will be grounds for immediate termination.
17. If testing positive on a drug and alcohol screening (i.e. failure) students, faculty, and staff may be subjected to the loss of campus benefits, workman's comp. insurance or other benefits.

### **Intervention**

Compass Career College will take the following actions to ensure its students, faculty, staff, and facilities are in compliance with the Drug and Alcohol Code of Conduct:

1. Conduct drug and alcohol testing on students, faculty and/or staff on a random basis.
  - a. Students may be required to submit to drug and alcohol screenings as part of the admissions process.
  - b. All drug and alcohol screenings will be conducted by an independent agency.

- c. Drug and Alcohol screenings may consist of breath alcohol test, urine analysis, hair follicle sample, saliva sample, or any other method chosen by the administrating agency.
2. Conduct random canine searches on campus property, including (but not limited to) all buildings, parking areas, break rooms, and lockers.

## **Education**

### **Health Risks Associated with Alcohol and Substance Abuse**

The use of alcohol and substance abuse has been proven to be destructive to higher mental function, especially to education and learning. Long term use of alcohol can cause permanent damage to vital body organs. Mothers who drink during pregnancy can give birth to infants with fetal alcohol syndrome. These infants have irreversibly physical and mental disabilities. Use of controlled substances also has the potential to cause psychological and physical dependence.

### **Controlled Substances – Uses and Effects**

#### **Narcotics**

Possible effects: euphoria, drowsiness, depression of respiratory system, GI upset, constricted pupils

Effects of overdose: Slow shallow respirations, clammy skin, convulsions, coma, and possible death.

Drugs: Opium, Morphine, Codeine, Heroin, Methadone, Meperidine, Hydromorphone

#### **Depressants**

Possible effects: slurred speech, disorientation, drunken behavior with or without alcohol odor.

Overdose: Depressed respiratory system, clammy skin, pupils dilated, rapid weak pulse, coma, and possible death

Drugs: Chloral hydrate, Barbiturates, Benzodiazepines, Quaaludes.

#### **Stimulants**

Possible effects: Increased alertness, inability to sleep, decreased appetite, euphoria, rapid pulse rate and increased blood pressure

Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death

Drugs: Cocaine, Amphetamines, Phenmetrazine, Methylphenidate

#### **Hallucinogens**

Possible Effects: Poor perception to time and distance, illusions and hallucinations

Overdose: Longer more intense episodes of euphoria, psychosis, possible death

Drugs: LSD, Mescaline , Peyote, PCP, Amphetamine variants

#### **Cannabis**

Possible effects: Euphoria, disorientation, increased appetite, relaxed inhibitions

Overdose: Fatigue, paranoia, possible psychosis

Drugs: Marijuana, Hashish, Hashish oil

## **Rehabilitation**

Compass Career College will make the appropriate referrals to community agencies to students or employees with drug and/or alcohol related problems. Students and employees may also contact the Center for Substance Abuse Treatment and Referral Hotline for information and referrals to local treatment centers at 1-800-662-HELP. The

College encourages students to adopt and maintain healthy lifestyles. The following is a list of area agencies:

1. SAMSHA Drug and Alcohol Rehab Programs, Albany, LA (225) 567-6886
2. Amite Substance Abuse Clinic, (985)748-5406
3. Children Youth and Family Services, Amite, LA(985) 748-2001
4. Hammond Addictive Disorders Clinic, Hammond, LA(985)543-4070
5. Catholic Community Services, Hammond, LA (985)542-5455
6. Journey Home, Denham Springs, LA, (225)667-3933
7. Addiction Recovery Resources Baton Rouge, LA (225)267-4209
8. Baton Rouge Area Alcohol and Drug Center, (225)389-3325
9. Pride of St. Tammany, (985)893-5247
10. Alcoholics Anonymous, Mandeville, LA, (985)626-8311
11. Alcohol and Drug Treatment Unit, Mandeville, LA (985)624-4495

Students and employees should refer to the following for additional information:

1. Student Handbook
2. Drug-Free Schools and Community Act Amendment of 1989.
3. State and Federal Drug-Free Workplace Policies.

J. This policy will be reviewed to:

1. Determine effectiveness and implement changes to the program if they are needed; and
2. Ensure that the sanctions described are consistently enforced.

### **ADA/Non-Discrimination Policy**

Compass Career College recognizes and accepts its obligations under the Americans with Disabilities Act of 1990, The Rehabilitation Act of 1973, and the ADA Amendments Act of 2008, prohibiting discrimination on the basis of disability and requiring the school to provide reasonable accommodations to qualified disabled employees and students in all employment and school programs and activities.

To provide any reasonable accommodation(s) for your disability, we recommend that you follow and complete the Compass Career College accommodation process at least five to six weeks in advance of your course start date. You must self-disclose, request accommodation, and request a meeting with the Director of College. You will need to acquire the necessary documentation in order to receive disability accommodations. Accommodations are provided only after the process has been completed. Courses completed with Compass Career College prior to a request for accommodation will not be considered for re-evaluation of grades.

#### **Process for Accommodation:**

**Step One: Self Disclosure.** Self-disclosure and requesting accommodations are the first steps in advising Compass Career College of a student or employee disability and assuring reasonable accommodations will be made while pursuing employment or academic endeavors with Compass Career College. Submitting a signed *Employee/Student Self-Disclosure Statement* begins the process. As many

accommodations may require time and resources to arrange, students are encouraged to self-identify as soon as possible. Retroactive accommodations are not provided.

**Step Two: Documentation.** Compass Career College requires documentation from a certified diagnosing professional dated no more than three years prior to the student's start date, or employee's date of hire. Students and employees should obtain the *Employee/Student Release of Information* form, which allows the diagnosing professional to send Compass Career College documentation supporting the student or employee's disability and complete the *Employee/Student Disability Information/Verification* form. If documentation exists but is more than three years old, the student or employee must meet with the Director of College.

**Documentation Guidelines:**

Students/Employees with Disabilities who are seeking accommodations from Compass Career College are required to submit documentation to the Director of College to verify his/her eligibility for services under Section 504 of the Rehabilitation Act and/or the ADA. Documentation must address the specific diagnosis, tests used in making the diagnosis, and test scores, where appropriate. The documentation must indicate that the disability substantially limits at least one major life activity.

The College generally requires documentation from a certified diagnosing professional dated no more than three years prior to the employee/student hire or class start date. The *Employee/Student Release of Information/Verification* form allows the diagnosing professional to send student/employee information supporting his/her disability to the Director of College. In addition, the *Employee/Student Release of Information* and *Disability Information/Verification* forms detail the required information to be included within the documentation. If the student/employee does not have original documentation, or if documentation is older than three years, a meeting with the Director of College is to be scheduled immediately to discuss the student/employee options.

Documentation received on post-it notes and/or prescription pads are not considered appropriate forms of documentation. Students/employees should refer to the *Employee/Student Release of Information* and the *Disability Information/Verification* form to review the details and areas of information needed to meet the documentation requirements.

If there is a change in the student/employee's condition, or in the original accommodation request, additional documentation may be required to support this request. The student/employee should contact the Director of College immediately to discuss any changes with the condition or to re-negotiate the existing *Employee/Student Accommodation Agreement*. Any amendments to an *Employee/Student Accommodation Agreement* may require the appropriate time to coordinate and may not be implemented immediately.

**Step Three: Accommodation Negotiation.** Compass Career College is committed to providing equal access to educational programs and employment opportunities for all students and employees in an effort to promote the ability to achieve required program/employment outcomes. Once documentation has been received, the campus Compliance Officer (CO) will act as the disability services advisor. The CO will review the documentation, any recommended accommodation(s) from the diagnosing



professional, and the students or employees requested accommodation(s). Reasonable accommodations are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. The student/employee, the DOE, and the Director of College will discuss the requested accommodation(s). The student/employee and the Director of College will discuss the requested accommodation(s) and sign an *Employee/Student Accommodation Agreement*. Each Employee/Student Accommodation Agreement is specific to the individual and may be modified by the negotiation process if additional documentation is submitted. Compass Career College is required to provide reasonable accommodations in a prompt and effective manner. Different accommodations may require different amounts of time to coordinate, ranging from an hour or less to six weeks, depending on the accommodation(s) to be made.

**Definition, Determination, and Negotiation of Reasonable Accommodations:**

Reasonable accommodations are modifications or adjustments that assure equal access to opportunity and/or access to campus facilities, programs, and activities for persons with disabilities.

Reasonable accommodations are determined on a case-by-case basis. There is not one standard set of accommodations per disability type. Students will engage in an interactive process to identify the precise limitations resulting from the disability and come to an agreement with the Director of College.

Reasonable accommodations are determined based on the disability documentation and the *Employee/Student Self-Disclosure Statement*. The disability documentation should include recommended accommodations from the diagnosing professional. The *Employee/Student Self-Disclosure Statement* will indicate any previously received accommodations, and/or current accommodation(s) requests. The student/employee and Director of College will review these requested accommodation(s). Upon agreement, the student/employee will complete and sign the *Employee/Student Accommodation Agreement*.

**Unreasonable accommodation requests include the following:**

Any request for accommodation that requires a substantial change in an essential element of Compass Career College's core academic curriculum.

Any request for accommodation that poses an unreasonable financial or administrative burden on the College.

Any request for accommodation that favors the disabled student over a non-disabled student, and otherwise is not provided to **ALL** Compass Career College students.

**Additional Time Accommodations and Incomplete Grades:**

If determined as a necessary accommodation eligible students will be allowed additional time to complete individual assignments and exams. Accommodated students will not be penalized academically for taking the additional time accommodation to complete these course requirements.

If determined as a necessary accommodation, students may contact the faculty member at the beginning of each class to discuss extended due dates. Course participation and or

completion deadlines cannot be changed. If students feel they may need additional time beyond this standard, he/she should contact the Director of College.

**Individual Assignments:**

As a general guideline, students will be permitted a minimum of time and a half (1.5x) to complete individual assignments. For example, if all students are required to submit an assignment within two weeks, accommodated students with the additional time accommodation will be granted three weeks to submit the assignment. Individual assignments refer only to individual projects or papers due during class. The additional time accommodation does not apply toward bellringers, participation points, group assignments or lab assignments.

**Exams:**

As a general guideline, students will be permitted a minimum of time and a half (1.5x) to complete class exams. For example, if all students are required to complete an exam in one hour, accommodated students with the additional time accommodation will be granted one and one-half hours to complete the exam.

**Step Four: Communication.** The faculty member(s) for student course(s) will be notified of the agreed upon accommodation(s) and ensure the accommodation(s) is provided. The Director of College will ensure accommodation(s) are provided for employee(s). If a change in schedule is warranted, the student/employee must notify the Director of College immediately to advise of the change. If the Director of College is not notified of the schedule or faculty member change, formal accommodations may not be made. If a student withdraws from Compass Career College and returns at a later date, the student must notify the Director of College upon return to advise of the new start date in order to re-activate his/her formally agreed upon accommodations. Individuals who require assistance during an emergency situation must self-disclose this need to the Director of College. The Director of College will develop a personal emergency plan for the student/employee including specific notification and evacuation procedures which would be utilized in the event of an emergency, even if no formal *Accommodation Agreement* is filed.

**Communication Expectations:**

Communication is critical in order to provide reasonable accommodation(s) and address concerns in a timely fashion.

Students/employees should immediately contact the Director of College when:

- A change occurs in the course schedule or faculty member
- A change occurs in program (i.e.: Allied Health to Practical Nursing)
- Returning after a withdrawal, leave of absence, or any other non-scheduled break in his/her program. Accommodation(s) will not be automatically re-activated upon return without proper notification to the Director of College.
- A problem occurs with classroom/employment accommodations
- Student/employee has questions regarding the agreed upon accommodation(s)

**Step Five: Complaints/Grievances.**

Compass Career College recognizes and accepts its obligations under the Americans with Disabilities Act of 1990, The Rehabilitation Act of 1973, the ADA Amendments Act of 2008, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of

1975 to prohibit discrimination of any kind against its students and employees to provide a reasonable procedure to submit complaints of discrimination to the appropriate parties.

It is the policy of Compass Career College that all employees and students be able to enjoy a campus environment free of all forms of discrimination. No employee or student should be subjected to any form of discrimination. It is also the policy of Compass Career College to comply with all federal and state laws regarding discrimination

Please consult the grievance procedure set forth for all grievances at Compass Career College.

No student shall be retaliated against for participating in any complaint procedure brought against Compass Career College concerning alleged non-compliance with the Americans with Disabilities Act. Information regarding your disability and resulting accommodation(s) is confidential and released strictly on a need to know basis to those providing your accommodation(s).

### **Grievance/Complaint/Appeals Policy**

Any student or his/her legal guardian may file a grievance or complaint concerning his/her admission, education, behavior of other students/staff, theft of property, etc. without fear of threat or reprisal in any form.

It is the policy of Compass Career College that all employees and students be able to enjoy a campus environment free of all forms of discrimination. No employee or student should be subjected to any form of discrimination. It is also the policy of Compass Career College to comply with all federal and state laws regarding discrimination. It is the policy of Compass Career College to provide employees/students, legal guardians or advocates the right to express a grievance or complaint with the college and/or its staff/faculty. This allows for grievances, complaints, or appeals to be investigated and corrective action to be taken as deemed necessary according to investigation findings.

Any Compass employee, student, or other member of the Compass community who believes he or she has been a victim of discrimination while working at Compass or in class or in any other setting (whether by subordinates, peers, superiors, or other persons), should bring this matter to the immediate attention of the following:

- The instructor of the class – in cases in which a student is the complainant.
- The program coordinator – in cases in which an employee is complainant, or in cases in which a student is the complainant and the complaint involves an instructor.
- The Director – in all cases in which the grievance is against the program coordinator or other persons who report directly to the director, and in all other cases.

If any Compass employee, student, or other member of the Compass community believes that he/she has been discriminated against he/she has the right to use this Grievance Procedure without fear of reprisal because of his/her action. It is incumbent upon each instructor and/or program coordinator to provide the complainant with an opportunity to be heard in accordance with the following procedure:

**STEP ONE:** The complainant may present the grievance in writing to the instructor of the class or program coordinator of the program in which the complaint originates within five business days after the incident caused him/her to be aggrieved. The instructor or program coordinator will give the employee or student an answer within five business days thereafter. Any student utilizing this grievance procedure will not disrupt his/her class schedule or that of the program to present a grievance.

**STEP TWO:** If the complainant is not satisfied with the decision of the instructor or program coordinator, he/she may, within five business days of receipt of such a decision, request an investigation from the program coordinator. The program coordinator will discuss the grievance with the students within five business days and an investigation, as may be appropriate, shall follow. The investigation shall be conducted by the program coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. A written determination and a description of the resolution, if any, shall be issued by the program coordinator and a copy forwarded to the complainant no later than thirty days after complainant's request.

**STEP THREE:** If the complainant is not satisfied with the decision of the program coordinator, he/she may, within five business days of such written decision, submit the grievance in writing to the Director. The Director shall conduct a hearing within ten business days, which shall include the right to present witnesses and other evidence if the parties so desire. The director will render a final decision in writing within ten business days of the hearing.

#### **PENALTIES AND REMEDIES:**

All Compass employees, students, or other members of the Compass community will be held accountable for compliance with this policy. While each case of discrimination and its resulting effect on the mission of the Compass must be considered on its own, violations of this policy may lead to disciplinary action to include suspension or removal. Compass will take all necessary steps to prevent the occurrence of any discriminatory conduct and will remedy any discriminatory effects that may occur.

Please note that all employee/student complaints will be handled with highest consideration; however, all school policies will be followed in the final decision rendered. Should a student have a grievance relative to actions of school officials, he or she shall address a formal letter to either of the following, **only** after unsuccessfully attempting to resolve the matter with the school following the proper grievance and complaint procedure:

1. Louisiana State Board of Regents, Proprietary Schools Section  
P.O. Box 3677  
Baton Rouge, LA 70821-3677  
Phone (225) 342-4253
2. Council on Occupational Education  
7840 Roswell Road, Building 300  
Suite 325  
Atlanta, GA 30350  
Phone (800) 917-2081

## Definitions and Terminology

### **Beginning Student**

Any individual applying for, or accepted for, admission into Compass Career College.

### **Continuing Student**

Students previously enrolled in a program of study and maintaining progression toward program completion.

### **Re-Entry Student**

Students previously enrolled in a program of study and re-establishing active enrollment.

### **Transfer Credits**

Credits earned for coursework at an institution other than Compass Career College; credits earned in one program of study at Compass Career College applicable to, or integrated into, another program of study.

### **Program of Study**

Academic curricula designed to award a diploma or certificate of completion in a specific discipline and prepare students for licensure in their chosen field.

### **Clock Hour**

Unit of academic instruction based upon a standard measurement of time.

### **Academic Year**

Compass Career College defines its academic year as 900 clock hours.

### **Admission Procedure**

Steps by which students are accepted for enrollment into a program of study at Compass Career College. Process may vary based on the guidelines of the specific program.

### **Compass Test**

COMPASS is a computer-based test designed to assess an individual's knowledge of subject areas in reading, writing, and mathematics. The Compass exam is an approved ability to benefit test by the US Department of Education and used to meet admission requirements of certain programs of study at Compass Career College (specific score requirements are identified in the Student Handbooks). If a student does not meet the minimum specified score requirement established for their chosen program of study, they may re-attempt the exam two times (total of 3 attempts). There is a \$20 fee for each Compass test administration.

### **TABE-WF**

Test of Adult Basic Education Work-Related Foundation Skills (TABE-WF) assess foundation skills in reading, mathematics and language. The TABE-WF exam is an approved ability to benefit test by the US Department of Education and used to meet admission requirements of certain programs of study at Compass Career College (specific score requirements are identified in the Student Handbooks). If a student does not meet the minimum specified score requirement established for their chosen program of study, they may re-attempt the exam two times (total of 3 attempts). There is a \$10 fee for each TABE-WF test administration.

### **Wonderlic**

The Wonderlic Personnel Test assesses aptitude for learning and problem solving and is used for admission into the Cosmetology Program at Compass Career College (specific score requirements are identified in the Student Handbook). If a student does not meet the minimum specified score requirement established for their chosen program of study, they may re-attempt the exam two times (total of 3 attempts). There is a \$15 fee for each Wonderlic test administration.

**Financial Aid**

Funding from external sources that may assist students in paying tuition, fees, and other educational expenses related to their program of study

**Financial Obligation**

Program costs the student agrees to pay Compass Career College for tuition, fees and other educational expenses related to their program of study.

**Enrollment Status**

A student is considered active if they are currently enrolled in classes. A student is considered inactive if they have withdrawn or been dismissed from the College.

**First day of Class**

The date on which a program of study begins.

**Attendance Policy**

Perfect attendance is expected of each student, just as an employer expects attendance from an employee. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying Student Services by telephoning the school if they are going to be absent or tardy. School holidays, breaks and class cancellations (i.e., weather) are not included in calculations for class attendance; therefore, are not considered as hours of absence.

The attendance policy is designed to assure adequate training time is provided to all students enabling them to successfully pass all courses. Attendance is kept on a per class basis. See student handbook for specific attendance requirements per program. The Director of the College will withdraw any student for absences over established maximums for each program of study. The student will automatically be placed on attendance probation and subject to dismissal from the program if absenteeism continues to be a problem.

The Director of the College reserves the right to determine if an absence is excused or unexcused. Excused absences will include, but not limited to: death of immediate family (spouse, child, parent and/or sibling) illness of student, childbirth by student or spouse, and accidents to the student. Elective surgeries, doctor's appointments and/or treatments **DO NOT** constitute as an emergency. Students **must** submit appropriate documentation to the Director upon return to classes or clinical. Students dropped due to poor attendance will be given an opportunity to join the next class on a space available basis.

**Leave Of Absence**

If a student requires a Leave of Absence (LOA) they must complete the required LOA form and turn it into the Director of College. The Financial Aid Officer or the Director of the College will review the request and determine if it meets the criteria of an approved LOA. A LOA is defined, but not limited to the following criteria: Maternity Leave, Personal Medical Leave, Family Medical Leave, Personal Reasons (non-medical), and Unforeseen Circumstances. The student must include appropriate documentation with his/her request form to support a LOA. It is the student's responsibility to inform the school of any changes that need to be made to the initial Leave of Absence. *If the student does not resume attendance at or before the end of an approved Leave of Absence, the school will treat this student as a withdrawal and the student will be removed from the roster.*

### **Transfer Credit**

Compass Career College may accept credit from courses successfully completed at another institution based on the accreditation of the institution and the course description for the credit earned. Students wishing to obtain transfer credit must submit an official transcript in a sealed envelope to the Admissions area for evaluation. Submission of an official transcript does not guarantee an award of transfer credit. NOTE: Students may not receive more than 50% of total hours from transfer credit.

Students currently licensed as CNA's by the Louisiana State Board of Nursing will receive credit for Nursing 1 and Nursing 2. Students must submit verification of licensure to the Admissions area.

Students holding an active CPR certification will receive credit for Emergency Preparedness (EP). Students must submit verification of certification to the Admissions area.

### **Class Schedule**

See student handbook for specific class/break times.

### **Remedial Classes**

*Compass Career College does not offer remedial classes.*

### **Test Taking Policy**

All scheduled tests and quizzes are to be taken on the day given by the instructor. Missed pop quizzes cannot be made up and will not be integrated into the final course grade. If the student is absent on a scheduled test day, the make-up test is to be given on the next scheduled theory class day. The student is responsible for making arrangements with the instructor. If re-testing is to take place outside of normal class time the fee for the makeup test is \$25.00.

Instructors may automatically deduct points, percentage points, or a letter grade from the test score of a make-up test and/or refrain from offering bonus point options allowed on the original test administration. If the make-up test is not taken on the next scheduled theory class day, the student may receive a **zero** (0) for the test score. Make up tests may be given in any format deemed appropriate by the instructor.

During test administration, all books, bags, materials, water, etc. will be removed from the desk and stored in a designated area. The student may not leave the classroom after testing has begun. There is no talking during the test. If a student has a question, he/she is to raise their hand for the instructor. Upon completing the test, the student is to remain in their seat and sit quietly until the test is complete. No student will be permitted to leave the room until all test materials are turned in and accounted for. Cheating of any kind is NOT allowed. If cheating is suspected, the student will receive a zero and will report to the Director of the College. Cheating is a violation of the Academic Honesty policy adopted by Compass Career College and is subject to disciplinary action.

### **Records Retention**

Copies of student tests taken during coursework will be maintained on file until three weeks following the completion of class. Students have three weeks to appeal a grade in accordance with the published grievance/complaint/appeal policy. Appeals will not be accepted beyond the three week period. At the end of the three week period, all tests and quizzes and coursework will be destroyed.

All Administrative records will be maintained according to state and federal guidelines.

### **Certification of Completion**

Certificates will be issued within 30 days of completion to student candidates who have successfully completed ALL requirements in their program of study. Students must be in good standing with the school academically and financially. The school will withhold issuing of transcript and certificate if student's account is not paid in full ("0" balance). Graduation information is provided in the Student Handbook for appropriate programs of study.



## Allied Health Programs Nurse Aide Training Curriculum

Length of Course    150 Clock Hours    6-Weeks – Fulltime					
Course Number	Course Title	Lecture Hours	Lab Hours	Clinical (c) or Externship (e)	Total Hours
ORT 110	Orientation 110	19	6	0	25
NSG 110	Nursing I	40	10	0	50
NSG-210	Nursing II	10	18.75	46.25 (c)	75
		<b>69</b>	<b>34.75</b>	<b>46.25</b>	<b>150</b>

### Educational Objectives

This program is designed to prepare students for certification as a Nurse Aide in the State of Louisiana. Students will learn theory and develop clinical skills during this program. Once a student graduates, he/she will be prepared for entry level positions as a Nurse Aide in long term care (nursing home), home health, rehabilitation units, skilled nursing units and hospitals.

### Course Sequence

Refer to course descriptions to determine prerequisites required to begin a course.

### Course Objectives

Students have the ability to:

- Assist patients in adjusting to altered levels of well-being.
- Demonstrate respect for the patient.
- Continue self-development as a member of the health care team.
- Provide basic nursing care skills to a diverse population with emphasis on the elderly and those who are dependent for personal care.
- Utilize education learned in basic anatomy and physiology, restorative services, residents/patient rights, cognitive impairment, mental health and social service needs.
- Develop communication and interpersonal skills.
- Employ infection control practices.
- Provide personal care skills according to individual patient needs.
- Knowledge of safety practices.
- Recognize abnormal changes in body functioning and the importance of reporting such changes.
- Recognize members of the health care team and know the importance of each role.
- Understand the differences of working in a controlled environment (facility) versus working in a patient's home.

## Phlebotomy Technician Curriculum

Length of Course 425 Clock Hours      23 Weeks – Fulltime

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical (c) or Externship (e)</b>	<b>Total Hours</b>
ORT 110	Orientation 110	19	6	0	25
MT 110	Medical Terminology	50	0	0	50
PATHO 110	Pathophysiology	50	0	0	50
PATHO-210	Pathophysiology	50	0	0	50
PD-410	Professional Development	50	0	0	50
PHLEB-110	Phlebotomy I	30	20	0	50
PHLEB-210	Phlebotomy II	20	30	0	50
PHLEB-310	Phlebotomy Externship	0	0	100 (e)	100
		<b>269</b>	<b>56</b>	<b>100</b>	<b>425</b>

### Educational Objectives

This program is designed to prepare students for entry-level positions in the field of Phlebotomy. Upon completion of this course, students will have gained the necessary skills to function in the health care setting. Graduates can work in hospital labs, independent labs, blood banking centers and insurance companies for pre-insurance screening.

### Course Sequence

Refer to course descriptions to determine prerequisites required to begin a course.

### Course Objectives

Student has the ability to:

- Know and understand basic laboratory terminology and abbreviations.
- Perform venipuncture procedures using the butterfly, Vacutainer and syringe method.
- Operate safely in a lab and safely use laboratory equipment.
- Know basic Human Anatomy and Physiology with emphasis on the circulatory system.
- Demonstrate infection control practices in the lab and in all other patient care areas.
- Understand blood borne pathogen risks and preventive procedures to be utilized.
- Utilize appropriate Vacutainer tubes according to the physician's orders.

## Medical Assistant Curriculum

Length of Course 900 Clock Hours

46 Weeks – Fulltime

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical (c) or Externship (e)</b>	<b>Total Hours</b>
ORT 110	Orientation 110	19	6	0	25
PATHO - 110	Pathophysiology	50	0	0	50
PATHO- 210	Pathophysiology	50	0	0	50
MT 110	Medical Terminology	50	0	0	50
PD - 410	Professional Development	50	0	0	50
Comp - 210	Intro. to Computers	25	25	0	50
NSG-110	Nursing I	40	10	0	50
NSG-210	Nursing II	10	18.75	46.25 (c)	75
NSG-310	Nursing III	25	25	0	50
PHLEB-110	Phlebotomy I	30	20	0	50
PHLEB-210	Phlebotomy II	20	30	0	50
OM-210	Office Management I	30	20	0	50
PHARM-310	Pharmacology	50	0	0	50
NSG-410	Nursing IV	25	25	0	50
NSG – 510	Nursing V	50	0	0	50
MA-410	Clinical Externship	0	0	150 (e)	150
		<b>524</b>	<b>179.75</b>	<b>196.25</b>	<b>900</b>

### Educational Objectives

This program is designed to prepare students for a number of entry-level positions in the health care field. A student will complete the Nurse Aide Training curriculum, which accomplishes two goals. First, it gives the student a good base in which to enter the Medical Assistant job market. Second, if a student must drop out of school before completing the Medical Assistant course, they become employable as a Certified Nurse Aide, as long as they have completed all CNA requirements. A student who completes the Medical Assistant course will qualify for various positions in the medical field. Positions a Medical Assistant is qualified to perform are: Receptionist, Physician's Office Medical Assistant, Phlebotomist, Nurse Aide, Home Health Aide.

## Course Sequence

Refer to course descriptions to determine prerequisites required to begin a course.

## Course Objectives

Student has the ability to:

- Meet all stated objectives for the Nurse Aide Training.
- Meet all stated objectives for the Phlebotomy Technician.
- Perform basic procedures under the order/supervision of a physician.
- Perform duties/tasks of day-to-day operations in a physician's office.
- Schedule patient appointments.
- Demonstrate professional behavior and work ethics.
- Document in the patient's record appropriately.
- Organize and file in a patient's record.
- Demonstrate introductory knowledge with use of the computer.
- Demonstrate a basic understanding of drugs and usage. Give medications only under the supervision of a physician and as legally appropriate.
- Utilize Office Equipment.

## Medical Billing & Coding Curriculum

Length of Course 775 Clock Hours

46 Weeks – Fulltime

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Clinical (c) or Externship (e)</b>	<b>Total Hours</b>
ORT 110	Orientation 110	19	6	0	25
PATHO 110	Pathophysiology	50	0	0	50
PATHO 210	Pathophysiology	50	0	0	50
MT 110	Medical Terminology	50	0	0	50
PD 410	Professional Development	50	0	0	50
COMP 210	Intro. to Computers	25	25	0	50
OM 210	Office Management I	30	20	0	50
MBC 110	Medical Coding & Billing I	50	50	0	100
MBC 210	Medical Coding & Billing II	50	50	0	100
MBC 310	Medical Coding & Billing III	50	50	0	100
MBC 410	Externship	0	0	150 (e)	150
		<b>424</b>	<b>201</b>	<b>150</b>	<b>775</b>

## Educational Objectives

This program is designed to serve the students who are interested in gaining employment in the healthcare field. Special focus is given to reimbursement procedures including Current Procedural Terminology (CPT), Internal classification of Diseases (ICD) and Health Care Finance Administration Procedural Coding System (HCPCS). Students will be taught the billing and coding process from the working prospective.

## Course Sequence

Refer to course descriptions to determine prerequisites required to begin a course.

## Course Objectives

Student has the ability to:

- Identify crucial roles of the Physician Documentation in the coding process.
- Identify codeable services.
- Accurately utilize ICD Codes.
- Accurately utilize CPT codes.
- Perform hospital outpatient/inpatient coding.
- Understand coding from a reimbursement perspective.
- Utilize appropriate coding in anesthesia, surgery, radiology, pathology, and medical services.

## Allied Health Course Descriptions

COMP-Computer

MA-Medical Assistant

MBC- Medical Billing & Coding

MT-Medical Terminology

NSG-Nursing

OM-Office Management

ORT - Orientation

PATHO- Pathophysiology

PD-Professional Development

PHARM-Pharmacology

PHLEB-Phlebotomy

### **COMP-210 Introduction to Computers:**

50 clock hours

Prerequisites: None.

The student will receive instruction in basic identification of the external components of the computer; use of the computer, commonly used software, and typing skills.

### **MA-410 Medical Assistant Clinical Externship:**

150 clock hours

Prerequisites: All courses in the curriculum should be completed; Externship may begin earlier on a case-by-case basis at the discretion of and with approval of the Director of the College.

All aspects of the student's training are used in this practical application of learned skills. The student spends 150 hours in a medical clinic or physician's office. Students must complete 25 successful venipunctures and 10 skin punctures. If a student plans to sit for the Phlebotomy certification exam, 100 successful venipunctures and 5 skin punctures are required prior to testing by the American Society of Phlebotomy Technicians. Students will be required to meet specific and detailed requirements in attendance for progression to be maintained.

**MBC-110 -Medical Billing and Coding I:**

100 clock hours

Prerequisites: Pathophysiology I & II

Introduce student to the Current Procedural Terminology (CPT) and Medical Insurance Procedures (MIP). The CPT Coding System release by AMA, is a systematic listing and coding of procedures and services performed by physicians with emphasis on coding accuracy and specificity using this system. The MIP course enables the student to actually define insurance terms and abbreviations plus introduces simulation exercises with filing and billing procedures. Procedures also focus on rules, regulations and law regarding various insurance programs

**MBC-210 Medical Billing and Coding II:**

100 clock hours

Prerequisites: Pathophysiology I & II

Introduce student to the international classification of disease (ICD) and Healthcare Common Procedural Coding System (HCPCS). The ICD is a set of guidelines for reporting and coding diseases and or diagnostic terms for illness, injuries and encounters with healthcare professionals. Emphasis is placed on accuracy when using this system. The HCPCS is a uniform coding method for healthcare providers and medical suppliers to report professional services, procedures and supplies. Emphasis is placed on level II HCPCS National codes and accurate usage.

**MBC-310 Medical Billing and Coding III:**

100 clock hours

Prerequisites: Pathophysiology I & II; Medical Billing and Coding I and II.

This course advances the student into the process of billing and collections, as well as reimbursement and auditing/appeals. Emphasis is placed on proper billing and techniques, filing of claim forms, claim rejection, Medicare and Medicaid billing, adjustments that can be made and the overall reimbursement concept.

**MBC-410 Medical Billing and Coding Externship:**

150 clock hours

Prerequisites: All courses in the curriculum should be completed; Externship may begin earlier on a case-by-case basis at the discretion of and with approval of the Director of the College.

During this course the student will receive hands on experience in a physician office setting. Students will be required to complete 150 hours of externship. Students will be required to maintain a daily log of each day's participation in externship. Students will be required to meet specific and detailed requirements in attendance for progression to be maintained.

**MT 110 Medical Terminology**

50 clock hours

Prerequisites: None

Medical Terminology is a course designed to introduce students to the basic components of medical language used in a professional setting. This course will focus on prefix, suffix and root word of many common word parts. The Dean Vaughn methods using video tapes and a workbook to simplify the learning process. On completion of this course student will have been introduced to over 350 word parts.

**NSG-110 Nursing I:**

50 clock hours

Prerequisites: None

The Nurse Aide student is introduced to the purpose and process of personal care skills of the patient. These skills include bathing, grooming, oral care, dressing, toileting, feeding, hydration, skin care, transfers, positioning, turning, taking and recording of vital signs. Students will learn principles of infection control including: Isolation, Hand washing and Universal precautions.

**NSG-210 Nursing II:**

75 clock hours

Prerequisites: Nursing I

The student will demonstrate skills learned in Nursing I in the laboratory setting, and then at the health care facility. Students will take and record vital signs, cover issues related to cognitive impairment, catheter care and safety. Students will cover topics related to caring for the dying patient and appropriate responses when dealing with the cognitively impaired. During this course students will be introduced to the field of Home Health. There are 10 hours of lecture, 18.75 hours of lab and 46.25 hours of clinical. All students, with satisfactory performance in this course and have completed the required number of lecture hours are recommended to take the exam for certification as a Nurse Aide in the State of Louisiana.

**NSG-310 Nursing III:**

50 clock hours

Prerequisites: None

The student will be instructed assisting with sterile procedures, minor office surgical procedures, infection control standards of CDC, OSHA, HIPPA, obtaining sterile urine specimens through in and out catheterization, and on the proper handling of medical records.

**NSG-410 Nursing IV:**

50 clock hours

Prerequisites: Pathophysiology I & II; Nursing I; Nursing II

This course instructs students on routine patient assessment, care of non-critically ill patients and assisting the physician. Students are instructed in documentation, health history and assisting in diagnostic tests and procedures, significance of abnormal vital signs and fluid balance.

Additional areas of instruction during this course are the profession of Medical Assisting, medical ethics law, assisting with minor surgery, radiology, physical therapy, and rehabilitation, patient education and nutrition, medical emergencies, patient history and head to toe assessment. Emphasis is placed on review for the Medical Assistant Certification Exam.

**NSG-510 Nursing V:**

50 clock hours

Prerequisites: Pathophysiology I & II; Nursing I, II, III, & IV; Phlebotomy I & II; Pharmacology

This course is designed to instruct students on advanced nursing skills, communication with special needs clients, review of ethics and law associated with the MA profession. It is also a review and preparation for CMA exam and externship.

**OM-210 Office Management:**

50 clock hours

Prerequisites: None

Students are taught the science and history of medicine, health care delivery systems, reception duties, appointment scheduling, and office safety. Students also cover the importance of business communications, telephone etiquette, file management, message taking, organization and scheduling, record keeping, use of fax machine, office copier, supervision of employees, employee scheduling, human resources, payroll, office recruitment, employee interviewing and labor laws.

**ORT 110 Orientation**

25 Clock hours

Prerequisites: None.

Orientation is a course designed to introduce students to the rules and regulations outlined in the college catalog and student handbooks. Students will be instructed on blood borne pathogens and universal precautions, proper body mechanics, study skills and learning strategies. Students will cover CPR at the Healthcare Provider level outlined by the American Heart Association. This course includes instruction on the Heimlich maneuver as well as an introduction to AED's.

**PATHO –110 Pathophysiology:**

50 clock hours

Prerequisites: None

Introduction to human anatomy and physiology in health and disease. Students will be taught basic human cell structure and function. Body systems covered are: Skeletal, Muscular, Integumentary, Nervous, and Endocrine. Students will be introduced to medical terminology through Dean Vaughn method and Introduction to health care.

**PATHO – 210 Pathophysiology:**

50 clock hours

Prerequisites: Pathophysiology 110

This course is a continuation of Patho 110. The student will be introduced to the Cardiovascular, Respiratory, Digestive, Urinary, Reproductive, and Immune Systems. Students will be instructed on normal and abnormal functioning of each system. Medical Terminology will continue to be taught using the Dean Vaughn Method.

**PD-110 Professional Development:**

50 clock hours

Prerequisites: None

This course introduces a student to prioritization in the work place, interviewing strategies, dress code, and professional conduct in the medical setting. Oral and written communication skills will be taught. Students will also be instructed on conflict resolution, business/social etiquette, and financial literacy.

**PHARM-310 Pharmacology:**

50 clock hours

Prerequisites: None

This course provides basic concepts in drug therapy including drug names, routes of administration, side effects, dosage calculations, and a study of selected drug categories, therapeutic effects, implications, and responsibilities/documentation in the administration of medications. Students will be instructed on the five rights of medication administration. Students also cover medication preparation and approaching the patient.

**PHLEB-110 Phlebotomy I:**

50 clock hours

Prerequisites: NONE

This course is an introduction to Phlebotomy. This includes a brief history of phlebotomy, why collecting blood is necessary. The role of a phlebotomist in Health Care, hospital/laboratory department and the requirement for professionalism, ethics in the medical field are studied. Also, legal issues and standards used in the laboratory will be explored. Students receive an in-depth look at the anatomy and physiology of the circulatory and lymph systems as well as blood composition. Students are introduced to commonly used equipment in the field of Phlebotomy and are taught medical terms and abbreviations related to Phlebotomy. Students will be instructed on approaching the patient, patient identification, physician's orders, positioning the patient, selecting the appropriate venipuncture site and venipuncture procedures using the Vacutainer, syringe, and butterfly method.

**PHLEB-210 Phlebotomy II:**

50 clock hours

Prerequisites: Phlebotomy I

Students will cover topics related to infection control, order of draw, matching tubes with ordered tests, quality control, processing laboratory specimens, significance of laboratory tests and venipuncture procedures including the Vacutainer, syringe and butterfly methods. This course also covers skin punctures including finger sticks, blood cultures, blood smears, infection control, timed lab procedures and vital signs. Students will learn additional medical terminology and abbreviations. A study of skin punctures, the challenging patient, fasting and non-fasting



procedures, transport of specimens, infection control, isolation procedures, timed laboratory procedures, processing laboratory specimens, significance of laboratory tests, blood culture collection and blood smears.

**PHLEB-310 Phlebotomy Externship:**

100 clock hours

Prerequisites: All courses in the curriculum should be completed; Externship may begin earlier on a case-by-case basis at the discretion of and with approval of the Director of the College.

During this course the student will receive hands on experience in a medical facility or laboratory setting. Students will be required to complete 100 hours of externship. Students must complete 25 successful venipunctures and 10 skin punctures during this course. Students will be required to maintain a daily log of each day's participation in externship. Students are required to meet specific requirements in attendance.

Students planning to take the certification examination must complete a total of 100 successful venipunctures and 5 successful skin punctures as a requirement set by the American Society of Phlebotomy Technicians.

## Practical Nursing Curriculum

Length of Course    1680 Clock Hours    17 Months – Fulltime

Theory Classes are Monday – Thursday from 8:30 – 3:30

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Hours
BIOL 101	Anatomy & Physiology	90			90
PNUR 101	Nursing Concepts: Voc. & Prof	30			30
PHARM101	Pharmacology I	30	30		60
NDT 101	Nutrition & Diet Therapy	30			30
PNUR 201	Foundation of Nursing I	40	20		60
PNUR 202	Nursing I Clinical			48	48
PNURL 203	Foundation of Nursing II	40	20		60
PNURL 204	Nursing II Clinical			48	48
PHARM102	Pharmacology II	48			48
PNUR 300	IV Therapy	18	18		36
PNUR 301	Medical-Surgical Nursing I	80			80
PNURL 302	Med/Surg Nursing I Clinical			200	200
PNUR 303	Medical-Surgical Nursing II	80			80
PNURL 304	Med/Surg Nursing II Clinical			200	200
PNUR 403	Mental Health Nursing	30			30
PNURL 404	Mental Health Nursing Clinical			40	40
PNUR 405	Maternal-Infant Nursing (MIN)	40			40
PNURL 406	M-I N Clinical			40	40
PNUR 407	Pediatric Nursing	40			40
PNURL 408	Pediatric Nursing Clinical			40	40
PNUR 501	Medical-Surgical Nursing III	80			80
PNURL 502	Med-Surg Nursing III Clinical			200	200
PNUR 503	Transitional Adjustment (TA)	30			30
PNUR 504	TA Clinical			40	40
PNUR 505	Nursing Compendium	30			30
<b>Total</b>		<b>736</b>	<b>88</b>	<b>856</b>	<b>1,680</b>

## Practical Nurse Program Objectives

The graduate practical nurse upon completion will be able to:

- 1) Provide nursing care by meeting physical, social, emotional, and spiritual needs of clients throughout the life span in all nursing settings in which the LPN/LVN practices.
- 2) Utilize effective communication skills with clients, their families, and other health care personnel.
- 3) Identify the scope and limitations of the law, which governs practical nursing practice and function accordingly.
- 4) Utilize critical thinking skills and the nursing process in providing safe and efficient nursing care to all clients.
- 5) Implement the role of the practical nurse in health education, prevention, and rehabilitation measures with selected clients and their families.
- 6) Demonstrate accountability for continued personal and professional growth.
- 7) Meet licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE).

## Practical Nurse Program Course Descriptions

**BIOL 101 Anatomy & Physiology:** 90 clock hours

*Prerequisites: None*

This course is the study of workings and interrelatedness of all the body systems and its functions. Focus is on basic cell development and function, musculoskeletal, cardiovascular, circulatory, respiratory, immune, gastrointestinal, renal, fluid and electrolyte, endocrine, reproductive, neurosensory, and integumentary systems. Medical terminology and medical/nursing abbreviations related to each body system will be addressed in this course.

**NDT 101 Nutrition & Diet Therapy:** 30 clock hours

*Prerequisites: None*

This course focuses on the role of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals, and water in the maintenance of good health and wellness throughout the lifespan. Basic principles of nutritional assessment and dietary modification in managing medical disorders are studied.

**PNUR 101 Nursing Concepts: Vocational & Professional:** 30 clock hours

*Prerequisites: None*

This course focuses on the art and science of nursing, nursing history, roles of nursing as well as the levels of nursing. Discusses personal and professional qualities needed by the practical nursing student to function as a member of the health care team. Health care delivery, ethical, legal, moral responsibilities and vocational adjustments of the practical nurse are included. Discussion include the Law Relating the Practical Nurse as defined by the Louisiana State Board of practical Nurse Examiners- Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46: XLVII Nursing, Subpart I - Practical Nurses are included in this course.

**PHARM 101 Pharmacology I:** 60 clock hours

*Prerequisites: PNUR 101, NDT 101, Concurrent enrollment or successful completion of BIOL 101.*

Medical math is an important component to the course. This course focuses performing accurate drug computations, discussion on safe and accurate drug administration, identifying common abbreviations used in prescribing and documenting prescriptions, explanation of the fundamental units of the measurement and principles of medication administration. Instruction and procedures for administering oral, parental, topical, irrigation and instillation routes/methods will be discussed. **This course includes a 30-hour supervised lab.**

**PNUR 201 Foundation of Nursing I:** 60 clock hours

*Prerequisites:* BIOL 101, PNUR 101, NDT 101, and concurrent enrollment in BIOL 102 and PNURL 202

This course will provide basic nursing instruction utilizing the nursing process and critical thinking skills in the care and management of client's with health alterations. This instruction includes experiences that focus on safety, infection control/asepsis, communication skills, client teaching, basic physiologic needs, growth and family development across the lifespan, family systems, health promotion, hygiene, body mechanics, loss, grief and death. **This course includes a 20-hour supervised lab and 48-hour clinical component.**

**PNURL 202 Foundation of Nursing I Clinical:** 48 clock hours

*Prerequisites:* BIOL 101, PNUR 101, NDT 103, and concurrent enrollment in BIOL 102 and PNUR 201

The student, in both a supervised lab and clinical setting, will perform basic nursing skills to meet the physiological, psychosocial, socio-cultural and spiritual needs of the client in various health environments. Basic nursing skills includes: safety, infection control/asepsis, communication skills, client teaching, health promotion, hygiene, body mechanics, ambulation and transfer.

**PNUR 203 Foundation of Nursing II:** 60 clock hours

*Prerequisites:* BIOL 101, PNUR 101, NDT 101, PNUR 201, PNURL 202, PHARM 101 and concurrent enrollment in PHARM 102, PNURL 204

This course will provide advanced nursing instruction utilizing the nursing process and critical thinking skills in the care and management of all aged client's with health alterations. This instruction focuses on practical nursing skills including system-based health assessments, basic first aid, circulatory/ventilator support, nutrition, elimination, wound and injury care. **This course includes a 20-hour supervised lab and 48-hour clinical component.**

**PNURL204 Foundation of Nursing II Clinical:** 48 clock hours

*Prerequisites:* BIOL 101, PNUR 101, NDT 101, PNUR 201, PNURL 202, PHARM 101 and concurrent enrollment in PHARM 102, PNUR 203

The student, in both a supervised lab and clinical setting, will perform advanced nursing skills to meet the physiological, psychosocial, socio-cultural and spiritual needs of the all aged client in various health environments. Advanced nursing skills include: system-based health assessments, basic first aid, circulatory/ventilator support, nutrition, elimination, wound and injury care.

**PHARM 102 Pharmacology II:** 48 clock hours

*BIOL 101, PNUR 101, NDT 101, PNUR 201, PNURL 202, PHARM 101 PNUR 203, PNURL 204 and concurrent enrollment in PNUR 301 and PNURL 302.*

This course focuses on specific classifications of drugs, the mechanism of action, primary action and important adverse effects. The student will be able to utilize the nursing process to assess the effects of all pharmacological interventions and the learning needs of each client. Other areas of focus include, proper terminology related to medication administration and documentation, routes of drug administration and variables that influence drug action, safety precautions, measures to reduce medication errors, advanced medication calculations and client education.

**PNUR 301 Medical-Surgical Nursing I:** 80 clock hours

*Prerequisites:* BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, and concurrent enrollment in PHARM 102 and PNURL 302.

This course, utilizing the nursing process and critical thinking skills, focuses on essential concepts of nursing care and interventions related to fluid/electrolytes and acid/base balance, care of the adult and geriatric client having surgery and the adult and geriatric client experiencing alterations in cardiovascular, hematologic, lymphatic and immune systems. Included is a review of the anatomy and physiology, therapeutic diets and pharmacologic interventions used for each body system addressed in this course. **This course includes a 200-hour clinical component.**

**PNURL302 Medical-Surgical Nursing I Clinical:** 200 clock

hours *Prerequisites:* BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, and concurrent enrollment in PHARM 102 and PNUR 301.

The student, utilizing the nursing process and critical thinking skills, will perform applicable nursing skills to assigned client/clients in approved health care settings under the supervision and direction of the practical nursing clinical instructors.

**PNUR 300 IV Therapy** 36  
clock hours

*Prerequisites:* BIOL 101, PNUR 101, NDT 101, PHARM 101, PHARM 102, PNUR 201, PNURL 202, Concurrent enrollment or successful completion of PNUR 301, and PNURL 302

This course focuses on the role of the practical nurse in intravenous therapy. Focus includes basic principles in administering and managing intravenous therapy, legal implications, equipment, supplies, infection control measures, complications and other vital information relating to intravenous therapy. **A supervised lab component of 18 hours is part of this course.**

**PNUR 303 Medical-Surgical Nursing II:** 80  
clock hours

*Prerequisites:* BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, and successful completion or concurrent enrollment in PNURL 304 and PNUR 300.

This course, utilizing the nursing process and critical thinking skills, focuses on essential concepts of nursing care and interventions related to the adult and geriatric client experiencing alterations in integumentary, respiratory, gastrointestinal, endocrine, urinary and reproductive systems. Included is a review of the anatomy and physiology, therapeutic diets and pharmacologic interventions used for each body system addressed in this course. Community health nursing care will be addressed in this course. **This course includes a 200-hour clinical component.**

**PNURL304 Medical-Surgical Nursing II Clinical:** 200 clock

hours *Prerequisites:* BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202,

*PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, and successful completion or concurrent enrollment in PNUR 303 and PNUR 300.*

The student, utilizing the nursing process and critical thinking skills, will perform applicable nursing skills to multiple clients in approved health care settings under the supervision and direction of the practical nursing clinical instructors. The student will be encouraged to make interdependent practical nursing decisions.

**PNUR403 Mental Health Nursing:** 30 clock hours

*Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PHARM 102, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PNUR 301, PNURL 302, PNUR 300, PNUR 303, PNURL 304, and concurrent enrollment in PNURL 404*

This course, utilizing the nursing process and critical thinking skills, focuses on nursing care of the client with emotional, mental and social alterations across the life span including geriatrics and the pharmacologic interventions. **This course includes a 40-hour clinical component.**

**PNURL 404 Mental Health Nursing Clinical:** 40 clock hours

*Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PHARM 102, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PNUR 301, PNURL 302, PNUR 300, PNUR 303, PNURL 304, and concurrent enrollment in PNURL 403*

This course focuses on the clinical application of the nursing process to promote, maintain, and restore the mental health of individuals across the life span. Clinical experiences are provided to assist students in developing communication skills with clients who have mental health disorders

**PNUR 405 Maternal-Infant Nursing:** 40clock hours

*Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PHARM 102, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PNUR 301, PNURL 302, PNUR 300, PNUR 303, PNURL 304, and concurrent enrollment in PNURL 406.*

This course, utilizing the nursing process and critical thinking skills, focuses on nursing care the maternal client before, during and after labor as well as care of the newborn including pharmacologic interventions.

**PNURL 406 Maternal-Infant Nursing Clinical:** 40 clock hours

*Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PHARM 102, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PNUR 301, PNURL 302, PNUR 300, PNUR 303, PNURL 304, and concurrent enrollment in PNUR 405.*

This course, utilizing the nursing process, will perform applicable nursing skills to the maternal client before, during and after labor as well as provide care to the newborn in appropriate clinical sites.

**PNUR 407 Pediatric Nursing:** 40 clock hours

*Prerequisites: BIOL 101, PNUR 101, NDT 101, PHARM 101, PHARM 102, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PNUR 301, PNURL 302, PNUR 300, PNUR 303, PNURL 304, and concurrent enrollment in PNURL 408*

This course focuses on essential information related to normal growth and development, health and disease, and family dynamics from birth through adolescence. Included is a review of anatomy and physiology, nutrition and pharmacologic interventions that affect nursing care of children and adolescents. **This course includes a 40-hour clinical component.**

**PNURL 408 Pediatric Nursing Clinical:** 40 clock hours

*Prerequisites: BIOL 101, BIOL 102, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL*

202, PNUR 203, PNURL 204, PNUR 301, PNURL 302, PNUR 300, PNUR 303, PNURL 304, and concurrent enrollment in PNUR 407

The student in this clinical course will utilize the nursing process in performing applicable practical nursing skills to promote, maintain and restore the health to the pediatric client in the appropriate clinical settings.

### **PNUR 501 Medical-Surgical Nursing III:**

80 clock hours

*Prerequisites:* BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, PNUR 303 and PNUR 300, PNUR 403, PNUR 404, PNUR 405, PNURL 406 PNUR 407, PNUR 408, and concurrent enrollment in PNURL 502 and PNUR 503.

This course, utilizing the nursing process and critical thinking skills, focuses on essential concepts of nursing care and interventions related to the adult and geriatric client experiencing alterations in musculoskeletal, neurosensory and neoplastic systems. Included is a review of the anatomy and physiology, therapeutic diets and pharmacologic interventions used for each body system addressed in this course. Specialized nursing care for the chronically and terminally ill will be addressed as well as urgent and emergency nursing care. **This course includes a 200-hour clinical component.**

### **PNURL 502 Medical-Surgical Nursing III Clinical:**

200 clock hours

*Prerequisites:* BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, PNUR 303 and PNUR 300, PNUR 403, PNUR 404, PNUR 405, PNURL 406 PNUR 407, PNUR 408, and concurrent enrollment in PNUR 501 and PNUR 503.

The student, utilizing the nursing process and critical thinking skills, will perform applicable nursing skills to multiple clients in approved health care settings under the supervision and direction of the practical nursing clinical instructors. Emphasis is placed on the decision-making process required for complex clinical situations and collaboration between disciplines. The student will be encouraged to make interdependent practical nursing decisions and will be expected to perform clinical skills with in-direct supervision of the practical nursing clinical instructors.

### **PNUR 503 Transitional Adjustment**

30 clock hours

*Prerequisites:* BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, PNUR 303 and PNUR 300, PNUR 403, PNUR 404, PNUR 405, PNURL 406 PNUR 407, PNUR 408, and successful completion and/or concurrent enrollment in PNUR 501, PNURL 502 and PNURL 504.

The focus is on the transition of the student practical nurse to a licensed practical nurse. This course discusses the laws, rules and regulations which govern licensure to practice as practical nursing in the state of Louisiana, including the review of the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46: XLVII Nursing, Subpart I - Practical Nurses. Included in the course are career opportunities, functions of the Louisiana State Board of Practical Nurse Examiners, leadership styles, and liability/accountability. The role of the practical nurse in long term setting focusing on common health problems, safe medication administration, documentation, health protection, health promotion and appropriate teaching for the elderly are discussed. Leadership, management, delegation, quality improvement, ethical and legal issues encountered in long-term care facilities are discussed as they relate to the practical nurse. **This course includes a 40-hour clinical component.**

**PNURL 504 Transitional Adjustment Clinical**

40 clock hours

*Prerequisites:* BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, PNUR 303 and PNUR 300, PNUR 403, PNUR 404, PNUR 405, PNURL 406 PNUR 407, PNUR 408, and successful completion and/or concurrent enrollment in PNUR 501, PNURL 502 and PNUR 503.

The student, utilizing the nursing process and critical thinking skills, will perform applicable nursing skills to multiple clients in geriatric, long term, out-patient, and community care settings under the supervision and direction of the practical nursing clinical instructors. The student will be encouraged to make interdependent practical nursing decisions, perform in management/leadership roles and administer medications to groups of residents comparable to entry-level expectations of a new practical nurse.

**PNUR 505 Nursing Compendium**

30 clock hours

*Prerequisites:* BIOL 101, PNUR 101, NDT 101, PHARM 101, PNUR 201, PNURL 202, PNUR 203, PNURL 204, PHARM 102, PNUR 301 PNURL 302, PNUR 303 and PNUR 300, PNUR 403, PNUR 404, PNUR 405, PNURL 406 PNUR 407, PNUR 408, PNUR 501, PNURL 502, PNUR 503 and PNUR 504. The Hurst Review and/or equivalent are part of this course and are used to prepare the student for the NCLEX-PN examination.



## Cosmetology Programs Cosmetology Curriculum

Length of Course    1500 Clock Hours    12 Months – Full Time

<b>Course Number</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Activity Hours</b>	<b>Practical Hours</b>	<b>Clinic Hours</b>	<b>Total Hours</b>
Or-100	Intro To School Policies	6				6
Or-101	History & Career Opportunities	6				6
Or-102	Life Skills	6				6
Or-103	Your Professional Image	6				6
Or-104	Communicating For Success	6				6
GenSci-205	Infection Control	3	3			6
GenSci-206	Anatomy & Physiology	8				8
GenSci-207	Skin Structure & Growth	3				3
GenSci-208	Nail Structure & Growth	4				4
GenSci-209	Properties of the Hair & Scalp	4				4
GenSci-210	Basics of Chemistry	3				3
GenSci-211	Basics of Electricity	3				3
HrCr-312	Principles Of Hair Design	4	6			10
HrCr-313	Shampooing, Rinsing, & Conditioning	4	5			9
HrCr-314	Haircutting	12		54		66
HrCr-315	Hairstyling	4		20		24
HrCr-316	Braiding & Braid Extensions	4		1		5
HrCr-317	Wigs & Hair Enhancements	4		1		5
HrCr-318	Chemical & Texture Services	12		59		71
HrCr-319	Hair coloring	12		62		74
Skncr-420	Skin Disease & Disorders	4				4
Skncr-421	Hair Removal	4		2		6
Skncr-422	Facials	4		2		6
Skncr-423	Facial Make-up	3		3		6
NlCr-524	Nail Disease & Disorders	3				3
NlCr-525	Manicuring	3		5		8
NlCr-526	Pedicuring	3		5		8
BusSk-630	Seeking Employment	4	1			5
BusSk-631	On The Job	4	1			5
BusSk-632	Salon Business in Closing	4	2			6
Clnc-701	Clinic Floor				1118	1118
		<b>159</b>	<b>18</b>	<b>223</b>	<b>1118</b>	<b>1500</b>

## Cosmetology Educational Objectives

This program is designed to train and produce students who will be sufficiently knowledgeable and able to seek and find employment in the beauty industry. The students should be able to function effectively in one of the many specialty areas such as: hair Stylist, Hair Colorist, Manicurist, and make-up Artist or as a Beauty Salon Owner, Cosmetology instructor, Supervisor, Director, or School Owner. Opportunities for employment occur in independently owned or large chain beauty salons, resort hotels, cruise ships, motion picture or television studios, and cosmetic firms. This program is designed to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the Louisiana State Board Exam. Also maximize the development and personal growth of each student as a total person, to help each student discover his or her own potential and hopefully function as cosmetology entrepreneur and teach of the future.

## Course Objectives

Students have the ability to:

- Meet all objectives for the cosmetology program
- Have the knowledge and skills necessary to pass the Louisiana State Board Exam
- Perform services under the supervision of an instructor
- Perform duties or day-to-day operations in a salon
- Schedule clients appointments
- Demonstrate professional behavior and work ethics

## Cosmetology Programs Master Educator Curriculum

Length of Course    500 Clock Hours    17-Weeks – Fulltime

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical (c) or Externship (e)	Total Hours
CME-801	Master Educator	250	250	0	500
		<b>250</b>	<b>250</b>	<b>0</b>	<b>500</b>

## Educational Objectives

The primary focus of the Master Educator program is to foster and provide education and training in cosmetology. This program is designed to prepare students to become a licensed Cosmetology Instructor. This program provides the knowledge and experience needed to pass the Louisiana State Board Instructor's Exam.

## Course Sequence

Prerequisite: Active cosmetology license and three years practical experience.

## Course Objectives

Students have the ability to:

- Meet all objectives for the Master Educator program
- Have the knowledge and skills necessary to pass the Louisiana State Board Exam
- Provide theoretical and practical instructor
- Perform the basic skills necessary for teaching including: writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, measuring student achievement, supervising clinic operations, and maintaining required student records
- Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures
- Project a positive attitude and a sense of personal integrity and self-confidence
- Practice proper grooming and effective communication skills and visual poise
- Understand employer-employee relationships
- Demonstrate professional behavior and work ethics

## Cosmetology Course Descriptions

### **Or-100      Intro To School Policies      6 clock hours**

Upon completion of the lesson, the student will be able to understand the general objectives of the course of study. Recognize needed lifestyle changes as a full-time student. Clock in and out correctly. Understand the various rules and policies implemented by the school. Know the completion, licensure, and placements rates of the school. Understand the importance of consumer safety and general safety procedures.

### **Or-101      History & Career Opportunities      6 clock hours**

Upon completion of the lesson the student will be able to describe the origins of appearance enhancement. Describe the advancements made in cosmetology during the 19th, 20th, and 21st centuries. List the career opportunities available to a licensed beauty practitioner.

### **Or-102      Life Skills      6 clock hours**

Upon completion of the lesson, the student will be able to list the principles that contribute to personal and professional success. Explain the concept of self-management and learn how to create a mission statement. Explain how to set long- and short-term goals. Discuss the most effective ways to manage time. Describe good study habits, define ethics, and list the characteristics of a healthy, positive attitude.

**Or-103      Your Professional Image** 6 clock hours

Upon completion of the lesson, the student will be able to understand professional hygiene. Explain the concept of dressing for success. Use appropriate methods to ensure personal health and well-being. Demonstrate an understanding of ergonomic principles and ergonomically correct postures and movement.

**Or-104      Communicating For Success** 6 clock hours

Upon completion of the lesson, the student will be able to list the Golden Rules of Human Relations. Explain the importance of effective communication. Conduct a successful client consultation. Handle delicate communication with your clients. Build open lines of communication with coworkers and salon managers.

**GenSci-205    Infection Control** 6 clock hours

Upon completion of the lesson, the student will be able to understand state laws and rules. List the types and classifications of bacteria. List types of disinfection and how they are used. Define hepatitis and HIV and explain how they are transmitted. Describe how to safely sanitize and disinfect various salon tools and surfaces. Explain the differences between sanitation, disinfection, and sterilization. Discuss Universal Precautions and your responsibilities as a salon professional.

**GenSci-206    Anatomy & Physiology** 8 clock hours

Upon completion of the lesson, the student will be able to explain the importance of anatomy and physiology to the cosmetology profession. Describe cells, their structure, and their reproduction. Define tissue and identify the types of tissues found in the body. Name the 10 main body systems and explain their basic functions.

**GenSci-207    Skin Structure & Growth** 3 clock hours

Upon completion of the lesson, the student will be able to describe the structure and composition of the skin. List the functions of the skin.

**GenSci-208    Nail Structure & Growth** 4 clock hours

Upon completion of the lesson, the student will be able to describe the structure and composition of nails and discuss how nails grow.

**GenSci-209    Properties of the Hair & Scalp** 4 clock hours

Upon completion of the lesson, the student will be able to name and describe the structures of the hair root. List and describe the three layers of the hair shaft. Describe the three types of side bonds in the cortex. List the factors that should be considered in a hair analysis. Describe the process of growth. Discuss the different types of hair loss and their causes. Describe the various options for hair loss treatment. Recognize hair and scalp disorders commonly seen in the salon and school and know which can be treated by cosmetologists.

**GenSci-210 Basics of Chemistry**

3 clock hours

Upon completion of the lesson, the student will be able to explain the difference between organic and inorganic chemistry. Discuss the different forms of matter: elements, compounds, and mixtures. Explain the difference between solutions, suspensions, and emulsions. Explain pH and the pH scale. Describe oxidation and reduction (redox) reactions.

**GenSci-211 Basics of Electricity**

3 clock hours

Upon completion of the lesson, the student will be able to define the nature of electricity and the two types of electric current. Define electrical measurements. Understand the principles of electrical equipment safety. Define electric modalities used in cosmetology. Explain electromagnetic radiation and the visible spectrum of light. Describe the types of light therapy and their benefits.

**HrCr-312 Principles Of Hair Design**

10 clock hours

Upon completion of the lesson, the student will be able to list the five elements of hair design. List the five principles of hair design. Identify different facial shapes. Demonstrate how to design hairstyles to enhance or camouflage facial features. Explain design considerations for men.

**HrCr-313 Shampooing, Rinsing, & Conditioning**

9 clock hours

Upon completion of the lesson, the student will be able to explain pH and its importance in shampoo selection. Explain the role of surfactants in shampoo. Discuss the uses and benefits of various types of shampoos and conditioners. Perform proper scalp manipulations as part of a shampoo service. Demonstrate proper shampoo and conditioning procedures.

**HrCr-314 Haircutting**

66 clock hours

Upon completion of the lesson, the student will be able to identify reference points on the head form and understand their role in haircutting. Define angles, elevations, and guidelines. List the factors involved in a successful client consultation. Demonstrate the safe and proper use of the various tools of haircutting. Demonstrate mastery of the blunt haircut. Demonstrate mastery of the graduated, 45-degree elevation haircut. Demonstrate mastery of the uniform layered (90-degree) haircut. Demonstrate mastery of the long-layered (180-degree) haircut. Demonstrate mastery of a men's basic clipper cut.

**HrCr-315 Hairstyling**

24 clock hours

Upon completion of the lesson, the student will be able to explain the importance of learning the various wet hairstyling techniques. Demonstrate the techniques of finger waving, pin curls, roller setting, and hair wrapping. Demonstrate two basic techniques of styling long hair. Demonstrate mastery of various blow-dry styling techniques. Demonstrate the proper use of thermal irons. Demonstrate various thermal iron manipulations and explain how they are used. Describe the three types of hair presses. Demonstrate the procedures involved in soft pressing and hard pressing. List the safety precautions that must be observed in thermal styling and hair pressing.

**HrCr-316 Braiding & Braid Extensions**

5 clock hours

Upon completion of the lesson, the student will be able to perform a client consultation with respect to hair braiding. Explain how to prepare the hair for braiding. Demonstrate the procedures for the invisible braid, rope braid, and fishtail braid. Demonstrate the procedures for single braids, with and without extensions. Demonstrate the procedures for cornrowing, with and without extensions.

**HrCr-317 Wigs & Hair Enhancements**

5 clock hours

Upon completion of the lesson, the student will be able to list the elements of a client consultation for wig services. Explain the differences between human hair and synthetic wigs. Describe the two basic categories of wigs. Demonstrate the procedure for taking wig measurements. Demonstrate the procedure for putting on a wig. Describe the various types of hairpieces and their uses. Explain the various methods of attaching extensions.

**HrCr-318 Chemical & Texture Services**

71 clock hours

Upon completion of the lesson, the student will be able to list the factors of a hair analysis for chemical texture services. Explain the physical and chemical actions that take place during permanent waving. List and describe the various types of permanent waving solutions. Demonstrate basic wrapping procedures: straight set, curvature wrap, bricklay wrap, weave wrap, double rod wrap, and spiral wrap. Describe the procedure for chemical hair relaxing. Understand the difference between hydroxide and thio relaxers. Understand the difference between hydroxide and thio neutralizers. Explain the basic procedure for a soft curl permanent.

**HrCr-319 Haircoloring**

74 clock hours

Upon completion of the lesson, the student will be able to identify the principles of color theory and relate them to haircolor. Explain level and tone and their role in formulating haircolor. List the four basic categories of haircolor, explain their chemical effect on the hair, and give examples of their use. Explain the action of hair lighteners. Demonstrate the application techniques for temporary colors. Demonstrate the application techniques for traditional semipermanent colors. Demonstrate the application techniques for demipermanent colors. Demonstrate the application techniques for permanent colors. Demonstrate the application techniques for lighteners. Demonstrate special effects haircoloring techniques: the cap technique; foil technique; balayage technique. Understand special problems encountered in haircoloring. List safety precautions in haircoloring.

**SknCr-420 Skin Disease & Disorders**

4 clock hours

Upon completion of the lesson, the student will be able to describe the aging process and the factors that influence aging of the skin. Define important terms relating to skin disorders. Discuss which skin disorders may be handled in the salon and which should be referred to a physician.

**SknCr-421 Hair Removal**

6 clock hours

Upon completion of the lesson, the student will be able to describe the elements of a client consultation for hair removal. Name the conditions that contraindicate hair removal in the salon. List the two main classifications of hair removal and give examples of each. Identify and describe three methods of permanent hair removal. Demonstrate the techniques involved in temporary hair removal. List the safety and sanitation precautions for hair removal.

**SknCr-422 Facials**

6 clock hours

Upon completion of the lesson, the student will be able to list and describe different skin types and skin conditions. Understand contraindications and the use of health-screening forms to safely perform facial treatments. Identify the various types of massage movements and their physiological effects. Describe different types of products used in facial treatments. Understand the basic types of electrical equipment used in facial treatments. Demonstrate the procedure for a basic facial.

**SknCr-423 Facial Make-up**

6 clock hours

Upon completion of the lesson, the student will be able to describe the different types of cosmetics and their uses. Demonstrate an understanding of cosmetic color theory. Demonstrate a basic makeup procedure for any occasion. Identify different facial types and demonstrate procedures for basic corrective makeup. Demonstrate the application and removal of artificial lashes. List safety measures to be followed during makeup application.

**NICr-524 Nail Disease & Disorders**

3 clock hours

Upon completion of the lesson, the student will be able to list and describe the various disorders and irregularities of nails. Recognize diseases of the nails that should not be treated in the salon.

**NICr-525 Manicuring**

8 clock hours

Upon completion of the lesson, the student will be able to identify the four types of nail implements and/or tools required to perform a manicure. Demonstrate the safe and correct handling of nail implements and tools. Exhibit the proper set up of a manicuring table. Demonstrate the necessary three-part procedure requirements for nail services. Identify the five basic nail shapes. Perform a basic and conditioning hot oil manicure incorporating all safety, sanitation, and disinfection requirements. Demonstrate the correct technique for the application of nail polish. Perform the five basic nail polish applications. Perform the hand and arm massage movements associated with manicuring. Perform a paraffin wax hand treatment. Display all sanitation, disinfection, and safety requirements essential to nail and hand care services.

Define and understand aromatherapy. Identify carrier oils and understand their use.

Understand how aromatherapy can be incorporated into a service.

**NICr-526 Pedicuring**

8 clock hours

Upon completion of the lesson, the student will be able to identify the equipment and materials needed for a pedicure and explain. List the steps in the pedicure pre-service procedure. Demonstrate the proper procedures and precautions for a pedicure. Describe the proper

technique to use in filing toenails. Describe the proper technique for trimming the nails. Demonstrate the ability to perform foot massage properly. Understand proper cleaning and disinfecting of pedicure equipment.

**BusSkl-630 Seeking Employment**

5 clock hours

Upon completion of the lesson, the student will be able to discuss the essentials of becoming test-wise. Explain the steps involved in preparing for employment. List and describe the different types of salon businesses. Write an achievement-oriented resume and prepare an employment portfolio. Explain how to explore the job market and research potential employers. Be prepared to complete an effective employment interview.

**BusSkl-631 On The Job**

5 clock hours

Upon completion of the lesson, the student will be able to describe the qualities that help a new employee succeed in a service profession. List the habits of a good salon team player. Explain the function of a job description. Describe three different ways in which salon professionals are compensated. Create a personal budget. List the principles of selling products and services in the salon. List the most effective ways to build a client base.

**BusSkl-632 Salon Business in Closing**

6 clock hours

Upon completion of the lesson, the student will be able to describe the two ways in which you may go into business for yourself. List the factors to consider when opening a salon. Name and describe the types of ownership under which a salon may operate. Explain the importance of keeping accurate business records. Discuss the importance of the reception area to a salon's success. Demonstrate good salon telephone techniques. List the most effective forms of salon advertising.

**Clnc-701 Clinic Floor**

1118 clock hours

The students will be reviewing the chapters for an hour on a daily basis in order to prepare for the Theory State Board exam when they reach 1000 hours. After the theory review is complete the students will be working on the clinic floor to perfect their practical skills. If the students are not working on a client then they are required to work on their mannequins in order to prepare for the State Board Practical exam which will be given once they complete the 1500 hours.

**CME – 801 Master Educator**

500 clock hours

This is an instructor training course designed to provide students with the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and competency in entry-level employment as an instructor or a related position.