

The Choice is yours

**Invest in Education.....
.....Profit for Life**

Plenum Institute

School Catalog



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Go anywhere



Plenum Institute

1. GENERAL INFORMATION:

MISSION STATEMENT:

Our mission is to provide each student a diverse education in Healthcare, Management and Technology fields and to prepare today's communities to meet tomorrow's challenges through education, employment and opportunity.

Our innovative and fast paced curriculum results in getting students started on a new career path sooner.

VISION STATEMENT:

In an ever-changing world, everything is taking different shape very often. It is our goal to keep abreast with new technologies and paradigm.

We will provide our students with knowledge and skills that is required to keep them at par with any change in their respective career, hence, they will always be able to cope with changes and deliver services according to the current needs.

GOAL:

It is our goal to be accomplished. We will do our best to hone the skills of our students to that end.

INTRODUCTION: Plenum Institute has successfully established an excellent track record of meeting the current and ever-growing healthcare support occupations, and business adult education and employment needs in the North America. The Institute keeps abreast of the national needs for workers with these skills that are expected to increase by nearly 50% in some healthcare support occupation areas by 2022. The Institute is uniquely devoted to advancing these educational programs and careers of minorities, disadvantaged, and students from a broad spectrum of backgrounds, working adults, and women, primarily in heavily congested, diverse urban areas where there is major need. The Institute remains vigilant in providing the highest quality post-secondary education to a large number of motivated candidates, even during challenging economic periods. Moreover, the Institute shows concern for providing the highest quality of advanced education to those working adults who have either previously missed, or could not afford the opportunity to finish their post-secondary education. Plenum Institute establishes an optimal faculty to student's ratio of at most 1:20. The Institute strongly believes in continuing education, continual learning that is a lifelong duty. For these reasons, Plenum Institute strategic planning executives foresee a dynamic evolution that adjusts to the educational and employment market demands and fluctuations.

The Institute for Health Education (IHE) which services allied healthcare education since 1987. This private institute was originated initially in response to the tri-state area workforce needs in the healthcare industries. Since 1987, IHE has remained the leading Institution for healthcare education. In 1994, IHE expanded with additional allied healthcare program, its transformation to IHE was adopted.

In 2014 IHE was taken over by other management and changed the name as Plenum Institute. It currently offers fully integrated, hands-on training in the fields of healthcare, management and language. With the state-of-the art newly relocated training facilities and its experienced faculties, Plenum Institute is uniquely positioned as a specialized training institution in healthcare industry. As a post-secondary diploma granting institution, Plenum Institute provides and confers healthcare skills certification to graduates who have completed Plenum programs and fulfilled the standards of professional excellence.

Accreditation and License:

It has been licensed by the State of New Jersey Department of Education & Department of Labor and Workforce Development/Health and Human Services.

Approvals:

Plenum Institute has been recognized for its career training and language programs at the local, state, national, and international levels. This approval allows us to provide education to students who qualify for training or tuition benefits through the State of New Jersey Department of Labor and Workforce Development in NJ, NY and PA, Workforce Investment Act (WIA), National Emergency Grants (NEG), New Jersey Division of Vocational Rehabilitation (NJ DVR), and the International Student Exchange Visitor Program (SEVP/SEVIS) for F-1 Visa holders, among others. Plenum Institute provides National Certification in these healthcare programs through the auspices of the National Association of Certified Technicians (NACT), accredited member of Institute for Credentialing Excellence (ICE).

ADMINISTRATION:

- Dr. GeeCee Pat, Ph.D., MBA, DCRA: Director
- Mr. Akash Rahman, MS (HR/Bursar)
- Ms. Jessamyn Torres, AAS (Admin/PDSO)
- Mr. Darshit Rao, BS (Admin/Librarian/Marketing)
- Mr. Amit Kanani, AAS (Admin/DSO)
- Ms. Mohini Pahal, BBA (Career Services/Placement)

FACULTY:

- Mr. Joselito Cruz, BA, ESL Instructor
- Mrs. Anne Marie Souzzi, Ph.D: Healthcare/ESL Instructor
- Dr. Rakesh Chanda, DDS: Healthcare Instructor/Assistant Internship Coordinator
- Dr. Kabir Humayun, MD: Healthcare Instructor
- Mr. Frank M. Giallombardo BA, (TESOL): ESL Instructor
- Dr. Ajay Salta, MD: Healthcare Instructor
- Dr. Angelo Sebastian, MD: Healthcare Instructor

2. INSTITUTIONAL POLICIES:

ENROLLMENT AND START DATE:

New Students may enroll at any time. Classes start on rollover bases. Contact your Admissions Representative for the next class start date OR refer to Appendix B.

HOLIDAYS: New Year Day* MLK Day Presidents Day Memorial Day
 Independence Day Labor Day Thanksgiving Day Christmas Day*

** Last week of December for Christmas Holidays (Dates will be posted on the school notice board).*

Holy Days:

Holy Days of All religions are respected and allowed to instructors, staff & Students.

A holy day request from students will be considered on a case by case basis by the PDSO office and if authorized no makeup hours will be required to be completed by the student.

HOURS OF OPERATION:

Office: Monday – Friday - 9:00 am to 7:00 pm	Saturday – 9.00 am to 2.00 pm
Class: Monday - Friday – 9.00 am to 10:00 pm	Saturday - Sunday - 9:00 am to 6.00 pm

General Information:

Clock Hours: 60 minutes equal to 50 minutes of contact instruction.

Child Care: A list of day care centers available in this area. Please contact: Career Services Office.

Transportation: Journal Square Bus and Path Station is located across the street from The Plenum Institute. Bus and Path Line schedules for weekday and weekend runs can be obtained from the main office. If a student is interested in car-pooling, please submit your name to the director.

ADMISSIONS: Applicants must meet the following requirements to be admitted to Plenum Institute:

- Minimum 18 years of age
- High School Diploma or General Education Diploma (GED) or Higher College Degree. If a student does not have a H.S. Diploma, GED or Higher College Degree, the student is required to take the ABLE test and score a passing grade.
(A foreign country education must be in English or translated into English) OR if foreign graduate student's unable to produce their high school diploma may use sworn statement (PI form 1501).
- Valid Photo ID
- Social Security Card (SSN)
- **\$ 100 Non Refundable Registration Fee**

Admission Requirements for Intensive English Program (ESL): ESL is a standalone program that is limited to the person who has occupational competencies in their field of interest but because of their lack in proficiency in English is not able to perform work effectively. If they could demonstrate adequate English language skills then this same person can be employable.

The school admits the students who need instruction in English to be able to use the knowledge and skills that they already acquired in their home country language in order to obtain employment.

- Minimum 18 years of age
- Proof of education/certification.
- Student needs to take an entrance exam (BEST) offered at the school before enrolling in the program. Based on student's performance on the entrance exam, the student will be admitted to the level of English as a Second language program.

International Student Package:

INTERNATIONAL STUDENT: Please follow the steps below if you would like to be an international student at Plenum Institute and need a student visa (F-1):

1. Submit an Application Form
2. **Pay \$100 Non Refundable registration fee.**
3. Submit a copy of your passport (First/Last page and other stamped pages copy).

4. Submit Evidence that you or your sponsor has sufficient funds for all education & living expenses in the USA.
5. Submit Affidavit of Support from your sponsor (If bank statement is not in Student's name)
6. If you have a sponsor in the U.S. please fill Affidavit of Support form (I-134) and attach copy of Green Card/ Citizenship and Driving License copy.
7. Submit \$75 international express mailing fee. Your acceptance letter and I-20 will be mailed to your home country address.
8. Pay SEVIS I-901 fee: <https://www.fmjfee.com/> Fee is \$200. After you received your acceptance letter pay this fee before applying visa.

TRANSFER IN STUDENT: Please follow the steps below if you are already as an international student in the United States and would like to transfer to Plenum Institute:

1. Submit an Application Form.
2. **Pay \$100 Non-refundable registration fee.**
3. Submit a copy of your passport (First/Last page and other stamped pages copy).
4. Copy of Entry Visa from your passport (I 94 copy)
5. Copy of all your previous I-20s
6. Submit Evidence that you or your sponsor has sufficient funds for all education & living expenses in the USA.
7. Submit a Letter of Support from your sponsor (if bank statement is not in Student's name)
8. If you have a sponsor in the U.S. please fill Affidavit of Support form (I-134) and attach copy of Green Card/Citizenship/US Passport and Driving License copy.
9. Sign and submit **Transfer Verification Form** to your current school's International Student Advisor.
10. Pay \$25 express domestic mailing fee if you want your I-20 to be mailed to your address in the U.S.

Note: It is advisable to register one week before your class starts date. Students are not permitted to enter existing classes after the first week of a session. If they register after the first week, they must wait until the next session to join. A new session starts every first Monday of the month to ensure availability of seats contact to student advisor.

TUITION AND METHOD OF PAYMENT:Details of the cost of tuition, materials/supplies and fees for each program of study are included in the school catalog. The School accepts all fees in terms of Cash, Certified Checks, Money Orders, Private/Government Vouchers, Private or Non Profit Grants, Approved Scholarships, and Debit/Credit Card(Master/Visa/Discover).

- **3% Convenience Fee will be charged on any payment made with Credit/ Debit Card OR PayPal.**
- **\$ 35 Bounce check/ Dishonored payment and \$ 50.00 late fee charge.**

Financial Assistance Department will provide complete information on available funding and monthly/weekly or other payment plan/schedule and options to the student.

TRANSFER OF CREDIT/ADVANCED STANDING: Plenum Institute are committed by extending school time and weekend schedule to helping the student reach educational goals as quickly as possible. However equipment and technology changes so rapidly that what was learned in an earlier program may not be applicable at this time. So Plenum Institute does not accept any transfer credit or advanced standing.

Transfer of credit within Institute: Transfer students from one program to another program are completely prohibited because of program content and duration. Students who have already commenced classes in a certain program of study will not be allowed to switch to a different program due to set time frame and differences between program curricula.

Note: *The use of the word "credit" does not apply to college credits, but rather to recognition for previous course work.*

College Credit – Disclaimer Statement: Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificate of Completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/ or completed a program at a licensed private careers school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

Attendance: Students are expected to be in the class for the proscribed number of hours for which they have enrolled. All students must be present for at least 80 % of scheduled hours in order to graduate. Absences for acceptable personal or medical reasons will not lead to termination although the student's projected date of graduation may have to be revised. Excessive lateness and leaving early will be counted as absences. Keeping good attendance in school will benefit you both in your training and in employment.

Make-Up Hours: Classroom hours missed because of an absence can be made up through an arrangement with the School Director. Make-up hours, however, does not remove an absence. Absences exceeding more than 20% of instructional hours must be made up in supervised work, documented by faculty, in order for the student to receive credit. Attendance at make-up sessions will be permanently recorded in an attendance register maintained by the instructor.

Probation: A student will be placed on probation if they do not maintain minimum grade requirements and/or has excessive absence as described under the attendance section. A student will be placed on probation if at the end of any term the student's cumulative G.P.A. has fallen below a 2.0 on a 4-point scale. The student will then have the following term to regain a 2.0 or higher cumulative G.P.A. If at the end of the second consecutive term the student's G.P.A. is still below a 2.0 Institute has the right to dismiss the student for unsatisfactory progress. The only exceptions will be made for special circumstances with approval from the School Director.

Leave of Absence: The following conditions may be considered for leave of absence:

- Medical (including pregnancy),
- Family care (including unexpected loss of childcare and medical care of family member),
- Military duty and Jury duty.

Any student who must take a leave of absence may do so by submitting a written application stating why the student needs to take a leave of absence, to the School Director. Also, when applicable, and as requested by the Director, the student willing to take the leave of absence must submit documented proof for said emergency with start and expected date of return in writing (If applicable). Upon meeting these requirements, the school director will then decide whether the student may or may not take a leave of absence. Both the director and student will document and sign all approvals, disapprovals or solutions. The student will receive a copy for their records as well. A Student will not be allowed to take a leave of absence for more than two consecutive or non-consecutive courses per curriculum length. A student who takes a leave of absence during any program/course where the grade of the program/course will be affected will receive an incomplete grade of "I" for such program/courses. Once a student retakes the program/ course, the new program/ course grade will replace the incomplete "I" grade. The total time requested off must not

exceed 180 days (cumulative) in a calendar period. Leave of Absences will be honored within current calendar year. Should a request take the student beyond this contracted calendar they may be subject to enter a new agreement.

If the student does not reenter within the calendar year and has not notified the school, the student's agreement will be terminated and he/she will be granted a refund according to the Refund Policy of the catalog.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. Because tuition costs and course syllabi may change with each new term, it will be necessary to meet with the Director / Counselor before returning to class.

Absence Policy:

- School records the daily attendance of each student in accordance with **NJDOE guidelines**. Records of student attendance will be kept on file and are available for student review. Unexcused absenteeism for more than 20 percent of the total course time can result in dismissal of student.
- A student will be placed on probation if at the end of any term he or she has completed less than 80 % of their scheduled hours within their academic program. Once on probation, a student will have the following term to improve their attendance above 80 % of the scheduled hours. If at the end of the second consecutive term a student is still below the 80 % threshold, Institute has the right to dismiss the student for unsatisfactory progress.
- The student will be responsible for all fees, unless the Director has noted justifying circumstances and approves a waiver of program/ course fees. Reasons for absences, methods of correction, and extenuating circumstances will be documented and signed by both the student and the Director. When applicable, documented proof may be requested. The school reserves the right to authenticate such documents when necessary.
- Excused absences are permitted for illness or any unavoidable circumstance. Please notify the School Administrator in writing or by phone call in case of emergency by 9:00 a.m. or call 24/7 at (551) 222 - 4461 and leave a message if you will be absent from class. Unexcused absences are absences where the student has neglected to notify the school and/or extend beyond the 20 percent allowance without arranging for an official leave of absence.
- Students are required to complete 100% of their clinical hours. Students will not be considered to have completed their clinical externships until the site supervisor has certified all required attendance hours. It is the student's responsibility to provide the school with a timesheet signed by the clinical site supervisor documenting clinical hours completed for a week no later than Monday of the following week.

The Student is required to be present for a minimum of 80 % in the classroom and maintain 2.0 GPA in order to graduate.

Class Cut: Each instructional day is about 4.0 - 8.0 hours in length. Hours lost due to cutting class will be recorded as unexcused absences. Therefore, the student is responsible for making up time lost, class work and assignments; Time and lessons missed must be made up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the Director/Program Director before returning to class.

Withdrawal and Dismissal: The school reserves the right to terminate a student for any of the following reasons beyond control:

- Unsatisfactory progress and attendance

- Noncompliance with rules & regulations of the school and Tuition Delinquency
- Missing more than 20 percent of instruction time that is recorded as unexcused absence.
- Not maintaining the minimum Grade Point Average (GPA)

In such an event, Plenum Institute will inform the student in writing of the effective date of expulsion. Tuition that results in an overpayment will be refunded within 45 days. If a student withdraws before a module ends without appropriate documentation, then all work done during that module is lost. Course credit and grades are given for completed modules only. The failure of a student to notify the director in writing of a withdrawal may delay refund of tuition due pursuant to NJDOE regulations.

Tardiness: Lateness to class disrupts the learning process, is unfair to the instructor and those students who arrive on time, and will not be tolerated. Students demonstrating a pattern of lateness will be asked to discuss this situation with the School Director in an effort to solve this problem. Continued lateness may result in the student’s probation or suspension.

School requires all students to be on time for their classes. Students will be considered LATE if they arrive 15 minutes after the class start time unless there is a severe weather condition or the student has a personal emergency. If a student arrives 30 minutes after the class starts, the student will be considered absent for the day and will not be allowed into class until after the break to avoid distraction. Four times late equals one absence.

Early Dismissal: Any student desiring early dismissal from class must have a valid reason and make his or her request in writing to the School Director. Early dismissal from class is granted at the sole discretion of the school’s management.

3. STUDENT RESPONSIBILITIES:

Dress Code: All students are expected to observe acceptable standards of conduct and to behave in a mature manner. Behavior, dress, attitude and attendance must be consistent with the student’s career objectives. Students are not permitted to wear shorts, torn, dirty or inappropriate clothing. Students who violate the dress or behavior code will not be permitted to attend or remain in the class, laboratory or clinical area and an absence will be recorded for the day.

- For healthcare programs: All students are required to wear seal blue scrubs.
- For other programs: All students are required to wear dress in proper attire.

Library: Students have access to the library at all times during normal office hours when class is not in session. The library collection includes books, magazines, catalogs, periodicals, videos; computer based training (CBTs) Microsoft application, CDs/DVDs and theater environment.

Orientation: On the first day of the class an orientation will be given to all new students by department heads. The purpose of the orientation is to acquaint the student with the goals of the school, its rules, regulations and the objectives of their program/course of study.

Break Room: The school has break rooms for students with hot/cold water, microwave and refrigerator.

Tutorial Services: Tutorial services are available on an individual basis. Any student interested in attending a tutoring session should contact the School Director to make the necessary arrangements.

Student Services: School does not provide housing to the students and other personal counselling services provided by Career Services Department.

Placement Assistance: The school maintains a full time Career Services Department for its graduates. Our placement assistance service provides assistance such as resume preparation, mock Interview preparation with entry-level positions available in local job market.

However, while placement assistance services may be provided, it is understood that the school NEITHER promise NOR guarantee employment to any of its students or its graduates.

Transcript and Diploma: The student is entitled to get their FIRST Transcript and Diploma FREE of Cost. Any duplicate documents requested by student will be charged \$ 25/- fee for transcript and \$25 for Diploma/Certificate. The school reserves the right to withhold a transcript if the student's financial account is in the arrears.

Marking Periods: Plenum Institute offers classes on an ongoing basis, with the exception of the holidays listed in the catalog. The course description section of the catalog gives the length of the program and distinguishes whether a course is a short-term program or is on a longer term basis. Final grades are given and permanently recorded at the end of a program or at the end of a term of a program. Every student will be given a Grade Report Card showing the final grades for each subject taken.

Device Policy: Personal, on-campus use of audio and image recording equipment must have the written authorization of the School Director. In addition, it is required that any authorized person secure the approval of the person they are recording prior to use of the device(s). The equipment/device(s) include, but are not limited to: cell phone cameras/audio recorder, digital and still cameras, motion picture cameras, video cameras, analog and digital tape recorders, solid state digital recording devices or any device capable of recording sound and/or image. Use of audio and image recording devices for personal use without authorization are considered intrusions to academic, management, and students. Violation of this policy may be cause for disciplinary action up to and including dismissal from school and/or criminal record.

Student Ethics: Students must observe ethical standards both academically and professionally. Cheating, plagiarism or promoting another's work as your own is strictly forbidden. Observation of all copyright laws is required. Unauthorized access to computer information or to private/school computer systems is unacceptable. Generally accepted rules of Internet etiquette are part of the professional demeanor expected of students at Plenum Institute. Failure to observe these standards will result in disciplinary action up to and including dismissal from school.

Students are expected to conduct themselves with due regard for the rights of others and in particular, that their behavior will not interfere with the ability of Plenum Institute to carry out its academic functions. Breaches of discipline may result in disciplinary action, including suspension or dismissal.

Regulations: Unlawful possession, use, or distribution of firearms, drugs, or alcohol on school property is strictly prohibited and will subject the student to sanctions under local, state, and federal law.

Dismissal from School: The school reserves the right to dismiss a student for any of the following reasons:

- Verbal or physical abuse of faculty, staff, or another student.
- Attendance does not meet school requirements.
- Academic Progress does not meet school standards.
- Financial obligations are not maintained.
- Verbal or physical actions contrary to the objectives of the school including insubordination toward staff, intimidation of students, staff, or others who may be in or near the school, retribution for real or imagined injury, the use of intoxicating liquor or,

illegal drugs, malicious destruction of school or student property, stealing, or any other act of this nature.

- School standards of ethics or dress are not observed.
- Any student who involves a third party in an act of intimidation or retribution will be immediately terminated.

Dismissed students who request re-admittance will be considered on a case-by-case basis. Previous attendance, academic performance, financial history, and general attitude will be considered. Please see the director for the appeals process.

Clinical Policies: Students must always use personal protective equipment in all clinical sessions. Compliance is strictly mandatory. Students must follow policies concerning pertinent uniforms for each program.

Policy on Communicable diseases: Plenum Institute strongly recommends that student inform the school about any communicable disease as soon as possible. Student enrolling in any program must inform their admissions representative of any such disease in advance.

The school does not recommend students with communicable disease to enroll in any clinical programs. If an individual chooses to enroll in the clinical program, he/she might not be able to finish the program due to clinical restrictions in the program.

Campus Security: To comply with New Jersey State regulations, Plenum Institute provides students, faculty and staff with information regarding sexual assault prevention, the legal consequences of sex offenses, the availability of counseling and support services, and the school's security procedures.

Students are asked not to stay in the building except during the hours of the school's operation.

Plenum Institute has 24/7 recorded video surveillance camera system in operation and can be viewed at any time/ anywhere by management and security officer/police department for crime related activity.

Access to all facilities including offices, classrooms, lounges, restrooms, and libraries is by key only when classes are not in session. Students are asked to remain in their classrooms or in the lounge areas during class breaks. A member of the administrative staff must accompany prospective students when they tour the school. Strangers are not permitted to loiter in any area of the school. Students, faculty and staff are asked to notify administration immediately if they see a suspicious person or activity at any time.

Academic Conduct: A student must conduct themselves in a professional manner at all times. There is absolutely no profanity allowed at any time or any place on or near the school premises. A student may not verbally or physically threaten, or commit violent act(s) or crime(s) against any person, be they instructor, student, employee, or visitor. Based on the circumstances of the situation of misconduct, a student will either;

- Be asked to leave the school for a day,
- Be placed on probation for a term, or
- Be dismissed permanently by the school.

The following are unacceptable and will not be tolerated:

- All forms of bias including race, religion, ethnicity, gender, disability, national origin and creed as demonstrated through verbal, written communication and physical acts.
- Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
- All types of dishonesty, including cheating, plagiarism, copyrights infringement, knowingly furnishing false information to the institution, and forgery, or alteration or use of institution documents of identification with intent to defraud.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other than school activities.
- Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to the use of alcoholic beverages and/or controlled dangerous substances on school premises.
- No Smoking / No Drugs / Drinking alcoholic beverages on premises.

In cases of violent acts or crimes committed, Plenum Institute has the right to pursue and prosecute the student(s) and or person(s) involved, to the fullest extent of the law. A student/person, who is asked to leave the premises of the school and refuses to do so voluntarily, will be escorted off the premises by Police. Plenum Institute will apply these methods to ensure safety for everyone and to create an atmosphere where education is the primary goal. Academic dismissal will be based on student's academic progress and attendance as described under attendance, conduct, and probation policies.

A student who has been dismissed has the right to appeal to the School Director, if they feel that their situation merits individual attention due to unusual circumstances that contributed to their failure of a program/ course. The student must write to the School Director stating the reason for the appeal. The letter must state;

- The unusual circumstances the student feels caused the failure, and
- What they have done or plan to do to alleviate the problems they have had in academic performance.

The School Director may request additional information or documentation in support of the student's request. The performance of a student appealing an academic dismissal must be reviewed by Director and Instructor (Academic Board). Every area of the student's performance will be explored, and a decision concerning the request is made at the end of the review. The Academic Board has the final decision on student performance issues and may implement conditions for the student's continuation in the program/course.

4. GRADING SYSTEM:

Timeframe: All students must satisfactorily complete their program within 150% of the normal timeframe.

Grading Chart:

Numerical Scale	Letter Grade	Points	Description
95 – 100	A	4.00	Excellent
90 – 94	A-	3.67	
87 – 89	B+	3.33	
84 – 86	B	3.00	Above Average
80 – 83	B-	2.67	
77 – 79	C+	2.33	
75 – 76	C	2.00	Below Average, But Passing
70 – 74	C-	1.67	Failures
60 – 69	D	1.33	Failure
Below 59	F	1.00	Failure
---	I	0.00	Incomplete

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

Course Withdrawals: A student who withdraws from a course and receives a “W” in the course will have that course counted in the Pace component of Academic Progress.

Course Incompletes: A student who receives an incomplete in a course must complete the course within 90 days or the “I” grade automatically changes to an “F”.

Course Repeat: If a student repeats a course only the highest grade will be counted and previous grades will be deleted. If a student receives an “F” grade in a course and retakes the course so he/she may obtain credit for the course, the course is counted for the enrollment period.

Reinstatement: A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within 5 days following the decision of School Director.

Graduation: A student must have passed all required courses with 2.0 GPA and higher in the program, attended at least eighty (80 %) percent of the class hours offered and satisfied all financial obligations before he or she is eligible to graduate. The school awards a Diploma/Certificate of completion for the program.

CANCELLATION and REFUND POLICY: The institution’s refund policy is equivalent to the NJDOE regulations (N.J.A.C. 12:41-2.4 J/k). Refund policy is published in the school catalog and is uniformly administered throughout the school system.

- School reserves the right to request the withdrawal of any student if his or her academic performance or conduct does not conform to the standards of the school.
- Student’s attendance of 1 day or more in any given week represents 1 full week.
- All refunds to students will be made without the need for the students to request for refund.
- Refunds will be made within 45 days from the Last Day of Attendance (LDA) or the date of cancellation or no show or Last Date of Determination (DOD) by the school/Withdrawal/Termination.

- Placement assistance will be available to all graduates/completers but school DOES NOT guarantee a job to any student or its graduate.

Full Refund for all programs: A full refund of all fees paid to the school will be made if:

- The applicant is not accepted by the school.
- The refund is requested within three (3) business day after the enrollment agreement was signed even if instruction has begun.
- The school cancels the course or program that the student is enrolled. Student's has not visited the school prior to instruction begun must cancel within 3 days after the start of the program.

1. **Programs UNDER 300 hours:** If a student has withdrawn from a program, the school may RETAIN \$ 100 non-refundable registration fee plus a pro-rata portion of the tuition calculated on a weekly basis.

2. **Programs OVER 300 hours:** If a student has withdrawn from a program, the refund policy is as follows:

For full-time attendance in course over 300 hours in length, the school may RETAIN \$ 100 non-refundable registration fee plus:

- I. Ten percent of the total tuition if withdrawal occurs in the first week;
- II. Twenty percent of the total tuition if withdrawal occurs in the second or third week;
- III. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of 25 percent of the course;
- IV. Seventy percent of the total tuition if withdrawal occurs after 25 percent but not more than 50 percent of the course has been completed; OR
- V. One hundred percent of the total tuition fee if withdrawal occurs after completion of more than 50 percent of the course.

(Other charges such as student ID, books, book rental, tool supplies, laboratory, and scrub are non-refundable due to healthcare and other regulations).

Refund for a prospective F-1 student: If a visa application is denied at the consulate, any payments made towards tuition will be refunded. Refunds will be issued upon presentation of the following within 45 days: Institute may retain the non-refundable registration fee (\$ 100) plus administrative cost for visa processing fee (\$ 500).

1. Proof of tuition payment receipt/number and Letter of Rejection from the American Consulate abroad/USCIS.

Non-payment policy: In the event it should be necessary to enter into a collection process as a result of non-payment of any money due the school there will be a 15 % collection fee added to the outstanding balance. Additionally, interest will accrue at a rate of 12% annually on any outstanding balance and you will be responsible for reasonable legal costs incurred in the collection of any outstanding fees.

Statement: "The failure of a student to notify the director in writing of withdrawal may delay the refund of tuition due pursuant to NJDOE regulations".

5. FINANCIAL ASSISTANCE:

Employer/Union Tuition Reimbursement: Some students may be eligible for tuition reimbursement through an employer or a labor union. Contact your work supervisor, human resources department, or your union representative for details.

Workforce Investment Act Funding: Plenum Institute qualifies for the Department of Labor Workforce Investment Act training grant program. Please contact admin office at Plenum Institute.

NJ DVR: Students who have vocational or educational disabilities may qualify for training-related funding from the Office of NJDOL. Please contact admin office at Plenum Institute.

6. COMPLAINT PROCEDURES:

Student Appeal Procedures

We believe that students are the most important people at our Institute. As a student, you are encouraged to bring any suggestions, comments and concerns to your Teachers, Staff, Program Director and/or Management. If the problem is not resolved in a reasonable time, submit a written statement about it to the School Director/President.

- Who can file a complaint?
If you are or were a student or an employee of a Licensed Career School in the State of New Jersey and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New Jersey Department of Education.
- What can a student or employee complain about?
You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agent.
- How can a student or employee file a complaint?

The steps you must take to file a complaint are:

(Please submit all relevant documents with your written complaint and keep copy with you).

You must file a complaint within two years after the alleged illegal conduct took place. The NJDOE cannot investigate any complaint made more than two years after the date of the occurrence.

1. You may try to resolve your complaint directly with the School Director/Management. Use the school's internal grievance procedure OR discuss your problems with teachers, the school director or the management. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the NJDOE & DOL and WD and Accrediting Agency ACCET.

2. Contact/Write to;

New Jersey State Department of Education

John Fitch Way, 6th Floor
Trenton, NJ 08625OR
Phone: (609) 984-2242

And

Accrediting Agency:

ACCET

1722 N St NW, Washington DC, 20036, USA

Phone: (202) 955-1113

Fax: (202) 955-1118

E mail: info@accet.org

3. If you cannot present for an interview, send a written complaint or call the office to request a complaint form. You must complete and sign this form and mail it to the above addresses.
4. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up. You should provide all information requested as quickly as possible; delay may affect the investigation of our complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that the violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

Non Discriminatory Policy: Plenum Institutes an equal opportunity education institution. It does not discriminate on the basis of race; color, religion, age, sex, physical handicap, marital status, sexual preference (LGBTQ) or national origin in administration of its admissions policies, administrative policies and in other school administered programs.

General Regulations:

- Students are not permitted to bring children or guests to classes with them. Under special circumstances, an adult may be permitted to audit a class or a class session. Please talk to the director for permission.
- Even though you may be enrolled in a program of study, registration for each marking period is required. Students are responsible to contact the Director before the start of their first term to get their class schedule. At the start of each new marking period, class schedules are posted on the bulletin boards. It is the responsibility of the students to assure registration in the correct class. If you require any changes to the posted schedule, see the director as soon as possible.
- The Director's Office is not responsible for issuing grades or recording attendance of students who attend classes or sections in which they are not officially registered. Please check with your instructor to make sure your name appears on the official class roster.
- Class attendance is taken every class session. If you are more than 15 minutes late, or you leave more than 15 minutes prior to the conclusion of the class, you will lose 1/2 hour of class time. See Attendance Requirements for this and more important information.
- Course outlines are distributed on the first day of class. Course requirements are on the outline.
- Instructors will post grades at the completion of each class.
- Students must adhere to their payment schedule as established by the Bursar Office. If you do not know your schedule, or if you have any other questions about your account, please see the Bursar Office.
- If an agency or corporation is sponsoring your education need, please maintain a close relation with your case manager or company liaison officer regarding any special arrangements. You may be required to sign daily attendance rosters.
- FAX and COPY services are available for a minimal fee base. See the admin staff for more information (Don't operate your own will).
- LOST and FOUND: The school is not responsible for any personal items left on school premises.
- Plenum Institute reserves the option to cancel classes or change class schedules to accommodate scheduling issues or low enrollment.

Placement Policy: Plenum Institute has a Career Services Department which will assist every student during and after successfully completing a course to build their resume for better marketability. Students are trained for job preparation and job interviews through Career Services in-services. Plenum Institute

assists to the students to forwards resumes to various placement agencies and different organizations. Plenum Institute gives employment assistance but does not guarantee job placement.

Student Records: The school will maintain student records for a period of five years. Upon graduation, students will be given a copy of their records. The student should maintain these records indefinitely. The records that the school will maintain are as follows:

- Attendance Records
- Academic Progress and Grades (unofficial transcript)
- Financial Records
- The Enrollment Agreement
- Records of meetings, appeals, disciplinary actions and dismissals
- A copy of the Graduation Certificate
- Medical Records (where applicable)

Student records are maintained by the school administrator and are available for review by the student at any time with prior appointment. Students are encouraged to submit updates of their personal records within 15 days, such as, address / phone number changes to the Registrar. All records are private and are handled with confidentiality.

Plenum Institute complies with the Family Educational Rights and Privacy Act (FERPA), which provides guidelines on storage and releasing of student and former student records. Information in student records is considered confidential between the individual and the Institute, and will not be released to a third party without the expressed written consent of the student.

Disclaimer: The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment checklist with the School Administrator to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the NJ State Education Department approves a course/curriculum that is offered. Therefore, it is possible that the courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the School Administrator/Director to determine if there are any changes in the courses/curricula, tuition and other fees offered or the teaching and non-teaching personnel listed in the catalog.

The school reserves the right to make any changes in regulation, curriculum, and charges as it deems necessary without previous notice and with the approval of the appropriate licensing agency in the State of New Jersey.

Statement of Ownership: Plenum University, Inc. DBA Plenum Institute is a For Profit Virginia State Corporation and located at 3000 John F Kennedy Blvd # 310, Jersey City, 07306.

Our Facilities:

Plenum Institute is equipped with a fully functional State Of The Art newly constructed with centralized HVAC system.

Plenum Institute current office space has total of 11 rooms; 2 classrooms with computers for the computer related programs/ courses, 7 total classrooms for lecture equipped with projectors and large screen TV and a state of the art medical lab with all the necessary medical equipment for the healthcare program/

courses, 1 administrative office where all the administrative personnel sits, 1 financial assistance office, 1 career services office with a career development center, 1 records office where all the records and documents of the students are maintained, 1 director's office and 1 media room where all study materials are available for the students with online resources. Our Mission Statement is located in the main hallway entrance and media center. The First Aid kit can be found in the administrative office and the media center can be accessed under the supervision of an administrator. Office has a lounge where students who are feeling ill can rest. However, we do not employ a nurse or have any medical staff available on site but emergency hospital is available in less than a mile distance from the school.

Each classroom is able to accommodate 15-20 students making the maximum teacher - student ratio 1 to 20. For student assistance we have copier, fax, computer with printer facilities and WI-FI internet facility throughout the building with password protected access.

The school has a break room for students that houses a refrigerator, sink, tables and chairs with facilities to serve up to twenty five students at a time. Both male and female lavatories are available on premises.

Handicap Accessible: Fire exits are located at the front and rear side of the building. The building is constructed with an elevator that complies with the American with Disability Act, 28 CFR Part 36 (handicapped accessible). Lighted Exits and fire extinguisher are located throughout the building.

Parking is available in the second floor of the building and off street parking. The parking charges must be paid by the students, staff and visitors.

School closing: Plenum Institute will notify the students for bad weather school closing or any other emergency situation by broadcasting the news via website news updates, voice mail on main phone number and via text messaging services.

Accident Report: In case of an injury OR accident while on the job OR attending the class at Plenum Institute, the following procedures must be followed:

Any type of incident must be reported to the School Director/Administrator within 24 hours of occurrence.

- Depending on the nature and extent of the incident, the School Director OR Administrator must refer the injured party to an appropriate local healthcare facility.
- Provisions are made to transport the injured party to the healthcare facility using EMS services or having someone to take the person there.
- The School Director OR Administrator must investigate the extent of the incident. If there were witnesses available, the Director will place their names, addresses and contact information on the Incident Report Form.
- The School Director OR Administrator must follow-up with the injured person and the health care facility.
- The School Director OR Administrator must document all findings. A copy should be placed in the employee/student's file and accident report file.

Emergency Plan:

- If a sickness or an accident occurs, the instructor or staff person is instructed to contact the School Director/Administrator.
- If the illness or accident requires emergency care, the instructor or staff member is instructed also to call 911 for EMS.

- In non-threatening situations, a faculty or staff member may be asked to phone a family member, whose phone number is on file in the student's permanent folder.
- A First Aid Kit is maintained in the Media Center and Administrative Office for minor emergencies. All staff members are aware of the location of this kit.

Evacuation Procedures in Case of Fire: In case of fire the alarm system activated, the following procedures should be followed by the staff and students:

- At the sound of the alarms, all students should immediately take their positions as instructed by the supervisor or the director of the facility. Prepare for a full building evacuation.
- Occupants must immediately begin to evacuate the premises under the supervision and direction of supervisor or the person in charge of the floor.
- Each floor has access to two stairwells. These stairs will be used to exit to the first floor lobby and out of the building. Elevators are not to be used during a fire evacuation.
- Evacuated personnel shall remain there until a decision is reached to re-occupy the building by authorities or send people home for the day or more.
- The Fire Department will provide the “all clear” announcement. At this time, building occupants will be allowed to return to their offices/class.
- Medical emergencies (e.g. heart attacks, unconsciousness, etc.) during an evacuation must be immediately reported to the Security Office. The Security Officer will immediately notify the on-site Fire Department and/or paramedics of the incident.

Evacuation of Individuals with Disabilities: Floor In charge is required to submit a list of individuals who have physical disabilities or special medical conditions to the EMT. Two co-workers should be assigned ahead of time to assist individuals with disabilities during an evacuation.

However, Floor In charge, and the Fire Department may also be required to assist disabled individuals during an emergency evacuation.

It is the responsibility of ALL students to follow these procedures. No student should leave his/her group and wander around the building alone.

In the event of a natural disaster, the following procedures should be followed:

- Hurricanes - Stay away from windows, and stay inside if you are not told to evacuate.
- Floods and Flash Floods - Move to the upper level of the building. Do not evacuate unless you are told to do so.
- Severe Thunderstorms and Lightning - Stay inside, away from windows, water, faucets, sinks and metal objects. Do not use telephones. Turn off and unplug computers, lab equipment and other electrical equipment you may be using.

Emergency Contact:

EMERGENCY CONTACT:

Police/Fire/ Ambulance:	Emergency:	Dial 911
	Non-Emergency:	Dial 311 or 201 547 5477
Hospital:	Care Point Hospital	911
Building Management:	Mr. David Tasci	Phone/Text: 201 675 1578
School Management	Mr. Akash Rahman	Phone/Text: 646 744 5934
	Dr. GeeCee Pat	Phone/Text: 201 982 3120

APPENDIX: A (PROGRAMS)

PU 102: MEDICAL ASSISTANT

(CIP: 51.0801) (900 Hours) (36 Week/Full Time; 56 Week/Part Time)

OBJECTIVE: The Medical Assisting program prepares students to perform both administrative and clinical duties under the direction of a physician. Students will be trained in a broad range of skills that are essential to a career in a medical setting - including administrative tasks and clinical duties. This program will focus on medical practices and procedures, medical ethics and law, medical insurance and record keeping and patient preparation for basic laboratory procedures and tests. The program will also prepare students to work as cardiac monitoring technicians. A 300-hour internship is required upon completion of the coursework.

Course Title	Hours	"T", "S". or "I" (see below)
# MA101: Computer Fundamental	60	S
# MA102: Medical Terminology	60	T
# MA103: Medical Typing and Transcription	60	T
# MA104: Anatomy Physiology 1	60	T
# MA105: Anatomy Physiology 2	60	T
* MA 106: Computerized Medical Billing & Coding	60	S
* MA107: Office Administration, Law & Ethics	60	T
* MA108: Office Surgery Procedures & Aseptic Techniques	60	S
* MA109: Medical Office Emergencies	60	S
* MA110: Medical Laboratory & Examination	60	S
* MA110: Phlebotomy	60	S
*MA111:EKG	60	S
*MA112:Career Development	60	T
MA113: Internship	120	I
Total Hours	900	

NOTE: Courses marked with "#" are Core Courses. Courses marked with an asterisk* can be offered in any sequence within the curriculum as long as are requisites are met.

"T" for Theory, "S" for Skill & "I" for Internship.

Course	Duration (Hours)	Reg. Fee (\$)	Books (\$)	Tools&Supplies (\$)	Tuition	Total Cost (\$)
Medical Assistant	900	100	250	250	10,900	11,500

COURSE DESCRIPTIONS:

MA 101: COMPUTER FUNDAMENTAL

(60 hours)

This course is designed to teach keyboarding and to introduce the student to Microsoft Outlook and the Internet. This course will also provide the student with knowledge and experience in using Internet Explorer to browse the web and create Web content, and Microsoft Outlook to send and receive e-mail.

Prerequisite: None

MA102: MEDICAL TERMINOLOGY

(60 hours)

This course is designed to familiarize the student with the structure and function of the human body. Medical words, phrases and abbreviations relating to the body in health and disease will be covered. Emphasis will be placed on correct spelling, pronunciation and defining medical terms associated with selected body systems, disease conditions, and treatment modalities. All courses in this program will emphasize age appropriate terminology and care and cultural differences awareness.

Prerequisite: None

MA103: MEDICAL TYPING AND TRANSCRIPTION (60 hours)

Emphasis in keyboarding will be placed on accuracy and attaining the highest range possible. Minimum speed goal of 35 wpm is required. The student will learn formatting procedures for basic business correspondence and t\for centering tables on an electronic keyboard. In addition, the student will continue to develop speed and proficiency in keyboarding by taking timed writings and practicing assigned drills.

Prerequisite: None

MA104&MA105: ANATOMY & PHYSIOLOGY (120 hours)

This course is designed to introduce the student to the basic study of the structures and functions of the human body. Emphasis is placed on the major organs in each of the systems presented, their functions and the diseases associated with them.

Prerequisite: None

*** MA106: COMPUTERIZED MEDICAL BILLING & CODING (60 hours)**

This course is designed to prepare students to perform duties in the front office area. Students will be given an overview of the MediSoft software and its capabilities and OSMA requirements and standards as well as an introduction to diagnostic coding (ICD-9-CM and procedural coding (CPT-4 and HCPS).

Prerequisite: None

*** MA 107: OFFICE ADMINISTRATION MEDICAL LAW AND ETHICS (60 hours)**

This course prepares the student for working with a variety of office records, such as cards, correspondence, forms, microforms, microcomputer disks and computer printouts. Emphasis is placed on the 5 methods of filing: alphabetic, consecutive numeric, terminal-digit numeric, subject, and geographic. These filing methods form the basis for an understanding of electronic filing and the use of computer databases. In this course the student will also focus on medical practices with an emphasis on legal and ethical responsibilities. Students are introduced to HIPAA requirements.

Prerequisite: CF and BC

*** MA108: OFFICE SURGERY PROCEDURES & ASEPTIC TECHNIQUES (60 hours)**

This course introduces basic laboratory assisting skills, including the fundamentals of microbiology, urinalysis and clinical aseptis. Students are introduced to the proper techniques in the collecting of bacterial specimens, the collection and analysis of urine samples, strep testing, care of laboratory equipment, methods of sterilization, and the care and use of microscopes and instrument classification. Emphasis will be placed universal precautions and OSHA guidelines

Prerequisite: MT and AP

*** MA 109: Medical Office Emergencies (60 hours)**

This course introduces the student to basic clinical skills and placed on the most frequently performed in a medical office. Also student learn different kind of emergencies and protocol to follow in an emergency purpose.

Prerequisite: MT and AP

*** MA110: Medical Laboratory & Examination (60 hours)**

This course introduces the student to basic clinical skills and placed on the most frequently performed laboratory procedures in the physician's office including hematology, blood chemistry, immunology and microbiology. Consideration is given to the fundamentals of vital signs, various methods and equipment used to measure cardinal signs, determining height and weight, patient preparation and positions, methods of examination, assisting the physician with emphasis on routine physical examination obstetric

examinations, gynecological examinations, urological examinations and pediatric examinations. Students will also have practical experience in procedures performed in medical specialty facilities.

Prerequisite: MT and AP

*** MA111&MA112: EKG &PHLEBOTOMY (120 hours)**

This course gives a combination of EKG and phlebotomy. This course focuses on the process of evaluation and analyzing ECG tracings and determining the presence of dysrhythmias. Students will demonstrate the ability to successfully recognize a normal ECG, as well as an abnormal ECG and classifying diseases of the heart. Students will become CPR certified during this course. Thus, student will study order of blood and capillary blood drawn, following CLIA standard procedures. During the course student will master blood drawn and EKG techniques.

Prerequisite: MT and AP

MA113: CAREER DEVELOPMENT (60 hours)

Our Career Services Department provides assistance such as resume preparation, mock Interview preparation for entry-level positions available in local job market. This course module prepares the student for future career services placement assistance through the career services department.

MA111: INTERNSHIP (120 hours)

Upon completion of the medical assistant coursework, student will complete 120 hour internship program designed to provide the experience in the competencies necessary for employment in a medical office.

PU 104: Medical Billing and Coding (CIP: 51.0714) (900 hours)(36 Week/Full Time; 56 Week/Part Time)

OBJECTIVE: To provide students with the knowledge and skills required to function effectively in today's medical office, billing service provider and hospital environment. Graduates will be prepared for entry-level positions that require specialized knowledge of medical terminology and procedures, insurance billing and coding systems, Medisoft, electronic health records, patient care and related expertise.

Course Title	Hours	"T", "S". or "I" (see below)
# MBC 101: Medical Terminology I	30	T
# MBC102: Medical Terminology II	30	T
# MBC 103: Anatomy and Physiology I	60	T
# MBC 104: Anatomy and Physiology II	60	T
#MBC 105: Patient Provider Communication	45	T
* MBC 106: Medical Emergencies and Disaster Response	45	S
* MBC 107: Medical Office Management	45	T
* MBC 108: Medisoft	45	S
* MBC 109: Electronic Health Records	45	S
* MBC 110: Medical Coding and Billing	60	T
* MBC 111: Medical Law and Ethics	45	T
*MBC 112: Introduction to Computers	45	S
*MBC 113: MS-WORD	30	S
* MBC 114: MS-Excel	45	S
* MBC 115: Keyboarding	45	S
* MBC 116: Business Skills	45	T
* MBC 117: Career Development	60	T
* MBC 118: Externship	120	I
Total Hours	900	

NOTE: Courses marked with "#" are Core Courses. Courses marked with an asterisk* can be offered in any sequence within the curriculum as long as are prerequisites are met.

Skills: "T" for Theory, "S" for Skill & "I" for Internship.

Course	Duration (Hours)	Reg. Fee (\$)	Books (\$)	Tools & Supplies (\$)	Tuition	Total Cost (\$)
Medical Billing and Coding	900	100	250	250	10,900	11,500

MBC 101: MEDICAL TERMINOLOGY I: (30 hours)

This course provides students with the foundations of understanding the medical terms used in healthcare. This course emphasis is on the general rules for building medical terms from word roots, combining forms, prefixes and suffixes. The course will introduce students to the terminology used in medical records and the different medical specialties. Reinforcement of knowledge will be accomplished via emphases of the word building, analysis of parts of the word, abbreviations, spelling, and correct pronunciation of various body systems including the musculoskeletal, cardiovascular, respiratory, and digestive system.

MBC 102: MEDICAL TERMINOLOGY II: (30 hours)

Students continue to develop their understanding of the medical terms that are used to describe structural and functional components of various body systems. Students continue to practice on combining word parts (prefixes, suffixes, and combining forms) to create full medical terms referring to lymphatic, urinary, nervous, endocrine, and reproductive systems as well as special senses.

MBC 103: ANATOMY AND PHYSIOLOGY I: (60 hours)

Anatomy and Physiology I is an introduction to the basic principles of human anatomy and physiology that emphasizes homeostatic mechanisms of the various body systems. Among the topics considered are the basic plan of the body, cells, tissues, the skeletal system, the muscular system, cardiovascular, digestive system, and the respiratory system. Lectures are supplemented by reading and/or writing assignments and discussions.

MBC 104: ANATOMY AND PHYSIOLOGY II: (60 hours)

Anatomy and Physiology II continues the study of human anatomy and physiology. Among the topics considered are the lymphatic, urinary system, the nervous system, the endocrine system and the reproductive system. Lectures are supplemented by writing assignments and discussions.

MBC 105: PATIENT PROVIDER COMMUNICATION: (45 hours)

This course provides student with efficient and practical means to achieve cultural and linguistic competence inside and outside of classroom. The emphasis will be on how to avoid stereotypes. The course will provide students with the foundations of patient interviewing technique such as the questions to ask in order to develop a profile of individual health, illness and illness prevention beliefs and practices. This course will also provide students with knowledge on how to handle cultural differences and the best practices to improve the cross-cultural relationship between caregivers and patients. This course examines principles and methods to cultivate patient relations, provide beneficial support, reduce anxiety and improve customer satisfaction.

MBC 106: MEDICAL EMERGENCIES AND DISASTER RESPONSE: (45 hours)

This course addresses employee and patient safety concerns in the healthcare environment. Students will learn how to apply quality control measures in following health and safety policies and procedures to prevent illness and injury. First aid training, medial office emergencies, CPR, OSHA, MSDS, and personal protective equipment are among topics taught and practiced. Students must obtain BLS for Healthcare

Provider certification through the American Heart Association. Students will also learn how to identify the critical elements of an emergency plan for response to a natural disaster or other emergency and discuss the potential role(s) of the medical assistant in emergency preparedness.

MBC 107: MEDICAL OFFICE MANAGEMENT: (45 hours)

This course provides an introduction to the Medical Assistant profession. The emphasis is on efficient procedures and administration of the professional office. This course examines principles of financial and practice management and administrative medical assisting common to healthcare settings. Topics include communication and interpersonal relations; patient reception, telephone techniques, patient scheduling, finances, and management of practice education. An emphasis on professionalism and patient relations also is addressed.

MBC 108: MEDISOFT: (45 hours)

This course introduces students to the use of computers in today's health care office environment. Students focus on the preparation and accurate processing of various medical documents found in the computerized medical office, such as electronic Medicare claims, and medical software to do accounts receivable and insurance bill.

MBC 109: ELECTRONIC HEALTH RECORDS: (45 hours)

Electronic Health Records discusses the rapidly changing technology in the health care environment. The course will introduce the basic functions of the Electronic Health Record, its benefit to the students as healthcare workers and the benefit to physicians and patients. The course will explore the technological requirement for an Electronic Health Record system and discuss some of the available options. The course will also introduce the best practices for transition from a paper based record to an Electronic Health Record. It also discusses the current Health Information technology standards as well as the rules and regulations that govern the Electronic Health Record Software.

MBC 110: MEDICAL CODING AND BILLING: (60 hours)

This course introduces students to coding, which is an essential part of insurance filing. Students will learn the codes for diagnoses (ICD-9) procedures (CPT) and the special codes for Medicare/Medicaid (HCPS/CMS). Students will also learn to complete insurance claim forms with the proper CPT and ICD-9 codes.

MBC 111: MEDICAL LAW AND ETHICS: (45 hours)

This course explores legal and ethical issues in healthcare delivery. Students will review and discuss the legal scope of practice for medical assistants related to professional liability, informed consent, medical documentation, and confidentiality. Emphasis will be to provide students with fundamental cognitive knowledge to perform the psychomotor and affective domains in their practice as medical assistants and provide patient care in accordance with regulations, policies, laws and patient rights. Ethical discussions will focus amongst others on concepts relating to patient safety, therapeutic communication, and evidence based care and how negligence, malpractice, Statue of Limitations and Good Samaritan Act impact the medical assistants practice.

MBC 112: INTRODUCTION TO COMPUTERS: (30 hours)

This course provides students with an introduction to the computer, as students discover its operation, capabilities, and limitations. Students are taught key terms, system hardware, and will complete lab exercises designed to provide the practical skills used in a variety of software applications.

MBC 113: MS-WORD: (45 hours)

Students learn to create, edit, print, and enhance documents from the simplest letter to the most complex manuscript. It will also cover advanced formatting techniques, how to use tables and graphs, and the creation of styles and templates. You will learn how to automate your work, create columns, and use drawing tools.

MBC 114: MS – EXCEL: (45 hours)

Students learn the basic concepts needed to run fully integrated spreadsheet software programs, to create and calculate with formulas, use charts, and create / print reports.

MBC 115: KEYBOARDING: (45 hours)

Proper keyboarding techniques and principles are developed to maintain a high level of accuracy while building speed. After achieving proficiency in skill building, students’ progress to formatting activities which include business letters, tabulated reports and multi-page manuscripts.

MBC 116: BUSINESS SKILLS: (45 hours)

Review the fundamentals of addition, subtraction, multiplication, division, fractions, decimals, percent’s, interest, payroll math and measurement through practice with computations involving whole numbers, decimals, fractions and percent’s. Presentation and Communication Skills will also be covered.

MBC 117: CAREER DEVELOPMENT: (60 hours)

Our Career Services Department provides assistance such as resume preparation, mock Interview preparation for entry-level positions available in local job market. This course module prepares the student for future career services placement assistance through the career services department.

MBC 118: EXTERNSHIP: (120 hours)

The Externship program is intended to provide students with real-world exposure to the health care field. The School will assist students with placement in a health-related office where they will perform the required duties and responsibilities under the supervision of a health care professional. Common externship positions include medical biller, medical coder, medical receptionist or secretary.

PCT 102: Phlebotomy Technician@ (CIP: 51.1009) (90 Hours) (4 Week)

OBJECTIVE: The objective of the Phlebotomy program is to provide the proper training in which a student can acquire satisfactory skills and demonstrate competency in Phlebotomy. This includes, but not limited to: understanding Anatomy and Physiology, infectious diseases and prevention, equipment identification and use, proper procedures for venipuncture, special collection procedure, compilation and treatment, interpersonal communication and professionalism. Upon successful completion, the student will be qualified to obtain an entry-level position as a Phlebotomist. The program will comprise a total of 90 hours of Didactic, Laboratory & Clinical instruction. The instructors of the program will divide appropriate hours among hands on practice and theory learning through the course.

Curriculum Goal: To provide the proper educational background in which students can acquire satisfactory skills and demonstrate clinical competency in phlebotomy procedures and techniques and to provide guidance so the student can obtain a position as a Phlebotomist.

Program	Duration (Hours)	Reg. Fee (\$)	Books (\$)	Tools & Supplies (\$)	Tuition (\$)	Total Cost (\$)
Phlebotomy Technician	90	100	100	50	750	1,000

PCT 103: EKG Technician@ (CIP: 51.0902)(90 Hours) (4 Week)

OBJECTIVE: The objective of the EKG Technician program is to provide the proper training in which a student can acquire satisfactory skills and demonstrate competency in Electrocardiography. The program

will comprise a total of 90 hours of Didactic, Laboratory & Clinical instruction. The instructors of the program will divide appropriate hours among hands on practice and theory learning through the course.

Curriculum Goal: To provide the proper educational background in which students can acquire satisfactory skills and demonstrate clinical competency in electrocardiography procedures. Upon successful completion of this course, the student will be able to work in an entry-level position as an EKG technician.

Program	Duration (Hours)	Reg. Fee (\$)	Books (\$)	Tools & Supplies (\$)	Tuition (\$)	Total Cost (\$)
EKG Technician	90	100	100	50	750	1000

**PU 105: ADVANCED PATIENT CARE ASSOCIATE
(CIP: 51.3902) (900 HOURS)(36 Week/Full Time; 56 Week/Part Time)**

OBJECTIVE: A Patient Care Associate assists nursing staff with routine patient care needs in a typical clinical setting. Such associate provides communication, comfort, and safety to the patient. Patients care associates must provide basic patient care, such as bathing, bed making, skin care, incontinence care, and toileting duties. Patient Care Associate program prepares a graduate to work as an entry-level job in patient care technician, dialysis technician in a private clinic, hospital, nursing home or long-term care facility. Successful completers of the program will be able to check basic vital signs, CPR and first aid, assist in medical examinations with physician, perform EKG (electrocardiograms), basic laboratory procedures, phlebotomy and operate a dialysis machine. PCA program is taught with a combination of lecture, practical exercises and with real-world experience during the 120 clinical hour externship portion of training conducted off-campus at a nursing home or hospital and part in private clinic. Also this program will prepare completers for Pre-LPN Entrance preparation (Basic Math & Science, Basic English Reading & Writing).

Course Title	Hours	"T", "S". or "I" (see below)
# MA101: Computer Fundamental	60	S
# MA102: Medical Terminology	60	T
* MP103: Dialysis Technician	90	T/S
# MA104: Anatomy Physiology 1	60	T
# MA105: Anatomy Physiology 2	60	T
* MP106: Pre-LPN Exam Preparation	60	T
* MA107: Office Administration, Law & Ethics	60	T
* MA108: Office Surgery Procedures & Aseptic Techniques	60	S
* MA109: Medical Office Emergencies	60	S
* MP110: Patient Care Techniques	30	S
* MA111: Phlebotomy	60	T/S
*MA112: EKG	60	T/S
*MA113: Career Development	60	T
MP114: Internship	120	I
Total Hours	900	

Successful graduates will be eligible to take exams to become a NACT Certified Patient Care Technician/Associate (CPCT/A), NACT Certified Phlebotomy Technician (CPT), NACT Certified EKG Technician (CEKGT), and NACT Certified Dialysis Technician (CDT).

NOTE: Courses marked with "#" are Core Courses. Courses marked with an asterisk* can be offered in any

sequence within the curriculum as long as are requisites are met. "T" for Theory, "S" for Skill & "I" for Internship.

Course	Duration (Hours)	Reg. Fee (\$)	Books (\$)	Books & Supplies (\$)	Tuition (\$)	Total Cost (\$)
Advanced Patient Care Associate	900	100	250	250	10,900	11,500

COURSE DESCRIPTIONS:

MA 101: COMPUTER FUNDAMENTAL

(60 hours)

This course is designed to teach keyboarding and to introduce the student to Microsoft Outlook and the Internet. This course will also provide the student with knowledge and experience in using Internet Explorer to browse the web and create Web content, and Microsoft Outlook to send and receive e-mail.

Prerequisite: None

MA102: MEDICAL TERMINOLOGY

(60 hours)

This course is designed to familiarize the student with the structure and function of the human body. Medical words, phrases and abbreviations relating to the body in health and disease will be covered. Emphasis will be placed on correct spelling, pronunciation and defining medical terms associated with selected body systems, disease conditions, and treatment modalities. All courses in this program will emphasize age appropriate terminology and care and cultural differences awareness.

Prerequisite: None

*** MP103: DIALYSIS TECHNICIAN**

(90 hours)

Dialysis Technician performs dialysis treatment to dialysis patient under the supervision of Registered Nurse. Dialysis technician take vital signs, prep hemodialysis machine, perform vascular access cannulation, draw blood, prepare dialysate, monitor water treatment room, initiate hemodialysis treatment as per the nephrologist orders and under registered nurse supervision

Prerequisite: None

MA104&MA105: ANATOMY & PHYSIOLOGY

(120 hours)

This course is designed to introduce the student to the basic study of the structures and functions of the human body. Emphasis is placed on the major organs in each of the systems presented, their functions and the diseases associated with them.

Prerequisite: None

*** MP106: PRE-LPN EXAM PREPARATION**

(60 hours)

This course is designed to prepare students to perform for LPN Entrance (Pre-LPN) exams (Basic Math & Science, Basic English Reading & Writing). The Math skills section of the exam covers math skills needed for calculation of drugs and solutions, including whole numbers, percentages, decimals, and fractions. The Reading Comprehension section of the exam covers health related topics and focuses on the following skills: reading rate, reading rate placement, main ideas of passage, critical thinking, inferential reading, and predicting of outcomes.

Prerequisite: None

*** MA 107: OFFICE ADMINISTRATION MEDICAL LAW AND ETHICS**

(60 hours)

This course prepares the student for working with a variety of office records, such as cards, correspondence, forms, microforms, microcomputer disks and computer printouts. Emphasis is placed on the 5 methods of filing: alphabetic, consecutive numeric, terminal-digit numeric, subject, and geographic. These filing methods form the basis for an understanding of electronic filing and the use of computer

databases. In this course the student will also focus on medical practices with an emphasis on legal and ethical responsibilities. Students are introduced to HIPAA requirements.

Prerequisite: CF and BC

*** MA108: OFFICE SURGERY PROCEDURES & ASEPTIC TECHNIQUES (60 hours)**

This course introduces basic laboratory assisting skills, including the fundamentals of microbiology, urinalysis and clinical asepsis. Students are introduced to the proper techniques in the collecting of bacterial specimens, the collection and analysis of urine samples, strep testing, care of laboratory equipment, methods of sterilization, and the care and use of microscopes and instrument classification. Emphasis will be placed universal precautions and OSHA guidelines

Prerequisite: MT and AP

*** MA 109: MEDICAL OFFICE EMERGENCIES (60 hours)**

This course introduces the student to basic clinical skills and placed on the most frequently performed in a medical office. Also student learn different kind of emergencies and protocol to follow in an emergency purpose.

Prerequisite: MT and AP

*** MP110: PATIENT CARE TECHNIQUES (30 hours)**

This course is designed for student to learn on taking vital signs, various methods and equipment used to measure cardinal signs, determining height and weight, patient preparation positions, methods of examination, infection control, PPE and OSHA regulations. Student will learn direct and indirect care of patients. Emphasis will be placed on personal hygiene for resident patients and unconscious patients. Students will learn changes in patient's behavior, atypical patients, diverse culture behavior and various techniques in managing patients with disabilities. Students will learn about restoring patients for self-care, the use of assistive devices and the maintenance of ROM.

Prerequisite: MT and AP

*** MA111 & MA112: EKG &PHLEBOTOMY (120 hours)**

This course gives a combination of EKG and phlebotomy. This course focuses on the process of evaluation and analyzing ECG tracings and determining the presence of dysrhythmias. Students will demonstrate the ability to successfully recognize a normal ECG, as well as an abnormal ECG and classifying diseases of the heart Students will become CPR certified during this course. Thus, student will study order of blood and capillary blood drawn, following CLIA standard procedures. During the course student will master blood drawn and EKG techniques.

Prerequisite: MT and AP

*** MA113: CAREER DEVELOPMENT (60 hours)**

Our Career Services Department provides assistance such as resume preparation, mock Interview preparation for entry-level positions available in local job market. This course module prepares the student for future career services placement assistance through the career services department.

MP114: INTERNSHIP (120 hours)

Upon completion of the Advanced Patient Care Associates coursework, student will complete 120 hour internship program designed to provide the experience in the competencies necessary for employment in a medical office/hospital/adult care facility.

**PU 110: ENGLISH AS SENCOND LANGUAGE (IEP)
(CIP: 23.0101) (900 Hours) (18 Hours/Week: 50 Week)**

OBJECTIVE: The ESL program is design for foreign students who has language barrier to enhance their communication skill in US.

Course Title	Hours	"T", "S" or "I" (see below)
ESL101: ESL Beginning-I	150	T
ESL102: ESL Beginning-II	150	T
ESL103: ESL Intermediate I	150	T
ESL104: ESL Intermediate II	150	T
ESL105: ESL Advance I	150	T
ESL106: ESL Advance II (Transitional)	150	T
Total Hours	900	

"T" for Theory, "S" for Skill & "I" for Internship

Course	Duration (Hours)	Reg. Fee (\$)	Lab Fee (\$)	Books & Supplies (\$)	Tuition (\$)	Total Cost (\$)
IEP/ESL	900	100	**	**	4,000	4,100

COURSE DESCRIPTIONS:

ESL101: ESL Beginning I: (150 hours)

This course is designed for student who scores less than 41 on the entry exam. In this course students learn pronoun, subject, verb, basic sentence structures and cultural contexts. Emphasis will be placed in listening and vocalization.

ESL102: ESL Beginning II: (150 hours)

This course is designed for student who scores between 42-47 on the entry exam or came from ESL Beginning I. In this course students learn irregular pronouns, conjunctions, modifiers, irregular verbs, past tense and future tense. Emphasis will be placed in listening, sentence structure and vocalization.

ESL103: ESL Intermediate I (150 hours)

This course is designed for student who scores between 48-52 on the entry exam or came from ESL Beginning. In this course students learn adverbs, forming questions, modifiers, verbs. Emphasis will be placed in listening, sentence structure and vocalization.

ESL104: ESL Intermediate II: (150 hours)

This course is designed for student who score between 53- 63 on the entry exam or came from ESL Intermediate I. In this course students learn preposition, gerunds, direct and indirect object, object clause, prefix and suffixes. Emphasis will be placed in listening, sentence structure and vocalization.

ESL105: ESL Advance I: (150 hours)

This course is designed for student who scores between 64 - 67 on the entry exam or came from ESL Intermediate II. In this course students learn reading and understanding newspapers, articles, etc. Also, student learns paragraph structures and standard essay writing. Emphasis will be placed in listening, writing, reading comprehension and vocalization.

ESL106: ESL Advance II (Transitional): (150 hours)

This course is designed for student who scores between 68-75 on the entry exam or came from ESL Advance I. In this course students learn constructing paragraph, essays and reading comprehension. Emphasis will be placed in listening, writing style and vocalization.

PU 112: BUSINESS ENGLISH
(CIP: 23.0100) (900 Hours) (18 Hours/Week: 50 Week)

OBJECTIVE: The Business English program is offered to all those who intend to study and become proficient in speaking, listening, writing and reading in English. This program is open to students who intend to develop and improve their communication skills (both verbal and written) in English.

Course Title	Hours	"T", "S" or "I" (see below)
BE 201: Intermediate A	75	T
BE 202: Intermediate B	75	T
BE 203: Idioms & Speaking	75	T
BE 204: Accent reduction II	75	T
BE 205: Academic Competency	75	T
BE 206: Academic Listening	75	T
BE 207: Business I	150	T
BE 208: Business II	150	T
BE 209: Better Business English	75	T
BE 210: Presenting and Negotiating	75	T
Total Hours	900	

"T" for Theory, "S" for Skill & "I" for Internship

Course	Duration (Hours)	Reg. Fee (\$)	Books (\$)	Books & Supplies (\$)	Tuition (\$)	Total Cost (\$)
Business English	900	100	**	**	4000	4100

COURSE DESCRIPTIONS:

BE 201: Intermediate A / Top Notch 1 (75 Hours)

Students enter ESL Intermediate A with limited fluency and comprehension including a grasp of basic vocabulary areas and grammar patterns. Students are able to read and listen to a range of general texts where language is used in a straightforward way. Students are introduced to grammatical structures, speaking functions and vocabulary in real, everyday situations in order to consolidate and build upon language proficiency for improved confidence, comprehension and fluency.

Students will gain communicative competency in social situations such as describing people, recounting past events, welcoming others, describing future plans, talking about rules, advertising, shopping, reacting to news, paying compliments, and making arrangements. Students will gain confidence for risk-taking by being exposed to and practicing language that promotes effective communicative competence. Students will gain awareness about cultural differences in the above situations and go beyond simply the language functions involved.

BE 202: Intermediate B / Top Notch 2 (75 Hours)

Students enter ESL Intermediate B with limited fluency and comprehension including a grasp of basic vocabulary areas and grammar patterns. Students are able to read and listen to a range of general texts where language is used in a straightforward way. Students are introduced to grammatical structures, speaking functions and vocabulary in real, everyday situations in order to consolidate and build upon language proficiency for improved confidence, comprehension and fluency.

Students will gain communicative competency in social situations such as asking for permission, talking about rules, conducting surveys, reaching agreement, reacting to what others say, talking about health, sport, entertainment, showing concern, and inviting people. Students will gain confidence for risk-taking by being exposed to and practicing language that is above the literacy level. Students will gain awareness about cultural differences in the above situations that move above simply the language functions involved.

BE 203: Idioms & Speaking:**(75 Hours)**

Students are introduced to low-upper intermediate grammatical structures, speaking functions and vocabulary that facilitate vocabulary building, foster understanding, meaning and communication in real, everyday situations in order to lay the foundations necessary for improved confidence, comprehension and fluency.

Students will gain communicative competency in social situations such as greeting others, introducing themselves, talking about jobs/ work environment, family members, time, using common verbal interaction with others, discussing their health, conveying opinions, music, sports, money – with respect to spending and saving, expressing emotions and appreciation, giving thoughts on pets, pet peeves, school and education, shopping, leisurely activities, describing others and using the telephone. Students will gain confidence for risk-taking by being exposed to and practicing language that is above the beginner level. Students will gain awareness about cultural differences in the above situations that move above the simple language functions involved.

BE 204: Accent reduction II:**(75 Hours)**

Students will improve their pronunciation of North American English through the use of listening and speaking tasks that practice essential aspects of English pronunciation, including: vowel and consonant sounds, consonant clusters, stress and rhythm, sounds in connected speech, intonation, pronunciation of grammar features and the pronunciation of English spelling.

Students will gain communicative competency by practicing the above elements of pronunciation in communicative tasks such as: planning a vacation; talking about weekend activities; ordering food from a restaurant; asking about hobbies and interests; asking about and sharing personal opinions and telling short narratives.

Students will gain confidence in their listening skills by listening to recorded lists, conversations and stories pronounced in a style that mirrors real-life conversation with native speakers of English. As well as providing a natural model for students, these listening extracts will help students to improve their ability to recognize individual sounds, reduced sounds and natural intonation patterns of English.

BE 205: Academic Competency:**(75 Hours)**

This course prepares intermediate level students for student life in international education while also providing an introduction to the format of the International English Language testing System (IELTS) test. The core skills of reading, writing, listening and speaking are covered within motivating and contemporary topic-based classes. There is also a strong grammar syllabus that covers key structures needed by students at this level.

This course takes a student-centered communicative approach to learning while also providing clear, useful advice on approaching the IELTS test. There is the careful graded development of test skills, building to full test practice activities, texts and instructions that closely follow the test format. There is graded writing practice with model answers and examples student answers.

IELTS is one measurement of a student's level of English accepted in countries such as Australia, New Zealand, the United Kingdom and many others including, increasingly, the United States. However (whether a student plans to take the IELTS test or not), this course takes the student to a higher level of academic competency.

BE 206: Academic Listening:**(75 Hours)**

Through exposure to varied lecture styles and topics, both the macro-skills (the 'higher-level' skills such as recognizing the purpose and structure of a lecture) and micro-skills (the skills involved in linguistic processing which include, for example, recognizing weak forms and word boundaries) of listening will be covered. Students will be exposed to extended listening texts of up to 10 minutes and gain further realistic

exposure through video segments. Units include such topics as identifying key ideas in lectures, note-taking and digressions.

This course also gives students the opportunity to encounter and systematically practice academic, non-technical and subject-specific vocabulary from a range of disciplines.

BE 207: Business I: (150 Hours)

This is a course for intermediate level pre-work students and business people wishing to improve their English and their employment prospects. “Business Topics” lessons teach vocabulary that is used in the business world, “Business Skills” lessons develop essential communication skills and “Learning Strategies” focus on language learning in the business context.

BE 208: Business II: (150 Hours)

This is a course for intermediate level pre-work students and business people wishing to improve their English and their employment prospects.

Students will gain communicative competency in the workplace, including making telephone calls, writing internal communications, writing a covering letter for a job application, reporting accidents, making an order, participating in meetings, dealing with complaints and arranging a meeting. Students will also improve their coping strategies for dealing with language input that is above their literacy level. Students will also raise their awareness of employment issues, business structures, import controls, health & safety, career development and manufacturing processes.

BE 209: Better Business English (75 Hours)

This course provides a range of quick and easy ways for students to improve their business English skills. This course will provide tips and shortcuts, allowing learners to make noticeable improvements in their business English with minimum effort.

Students will gain communicative competency in the workplace, including networking, socializing, telephoning and writing effective emails. Students will also improve their coping strategies for dealing with language input that is above their literacy level. Students will also raise their awareness of negotiating strategies, email conventions, meeting agendas and meeting safety nets.

BE 210: Presenting and Negotiating: (75 Hours)

A course for intermediate level pre-work students and business people wishing to improve their English and their employment prospects. Students will develop the skills and the language required to plan and give effective presentations. Areas covered will include using equipment, organizing, maintaining interest, dealing with problems and questions and concluding. Furthermore, students will learn to negotiate confidently and effectively in both formal and informal situations.

Students will gain communicative competency in the workplace, specifically in terms of being able to present to colleagues and business contacts, as well as being able to actively take part in workplace negotiations. The course takes a learner-centered and highly practical approach, helping students to develop the key communication and language skills essential to the workplace.

APPENDIX B:(TENTATIVE CLASS START DATE)

PU 102: Medical Assistant

Start	End	D/E/WE	Start	End	D/E/WE
Jan. 03, 2017	Sept 08, 2017	D	July 31, 2017	Apr. 06, 2018	D
May 08, 2017	Dec. 29, 2017	D	Oct. 23, 2017	July 06, 2018	D

PU 102: Medical Billing and Coding

Start	End	D/E/WE	Start	End	D/E/WE
Jan. 03, 2017	Sept 08, 2017	D	July 31, 2017	Apr. 06, 2018	D
May 08, 2017	Dec. 29, 2017	D	Oct. 23, 2017	July 06, 2018	D

EKG/Phlebotomy

Start	End	D/E/WE		Start	End	D/E/WE	
Feb. 06, 2017	Mar. 03, 2017	D/E	Phl	July 03, 2017	July 28, 2017	D/E	EKG
Mar.06, 2017	Mar. 31, 2017	D/E	EKG	Aug. 07, 2017	Sept. 01, 2017	D/E	Phl
Apr. 03, 2017	Apr. 28, 2017	D/E	Phl	Oct. 02, 2017	Oct. 27, 2017	D/E	Phl
June 05, 2017	June 30, 2017	D/E	Phl	Nov. 06, 2017	Dec. 01, 2017	D/E	EKG

Advanced Patient Care Associate

Start	End	D/E/WE	Start	End	D/E/WE
Mar. 06, 2017	Nov. 10, 2017	D/E	Sept. 04, 2017	May 11,, 2018	D/E
June 05, 2017	Jan. 26, 2018	D/E	Nov. 06, 2017	June 29, 2018	D/E
Aug. 07, 2017	April 13, 2018	D/E			

Intensive English Program (ESL)

Start	End	D/E/WE	Start	End	D/E/WE
Feb. 06, 2017	Feb. 02, 2018	D/E/WE	Aug. 07, 2017	Aug. 03, 2018	D/E/WE
Mar. 07, 2017	Mar. 02, 2018	D/E/WE	Sept. 04, 2017	Aug. 31, 2018	D/E/WE
April 03, 2017	Mar. 30, 2018	D/E/WE	Oct. 02, 2017	Sept. 28, 2018	D/E/WE
May 01, 2017	April 27, 2018	D/E/WE	Nov. 06, 2017	Nov. 02, 2018	D/E/WE
June 05, 2017	June 01, 2018	D/E/WE	Dec. 04, 2017	Nov. 30, 2018	D/E/WE
July 03, 2017	June 29, 2018	D/E/WE			

Business English

Start	End	D/E/WE	Start	End	D/E/WE
Feb. 06, 2017	Feb. 02, 2018	D/E/WE	Sept. 18, 2017	Sept. 14, 2018	D/E/WE
Mar. 17, 2017	Mar. 16, 2018	D/E/WE	Oct. 02, 2017	Sept. 28, 2018	D/E/WE
May 01, 2017	April 27, 2018	D/E/WE	Nov. 13, 2017	Nov. 09, 2018	D/E/WE
June 12, 2017	June 08, 2018	D/E/WE	Dec. 03, 2017	Nov. 30, 2018	D/E/WE
Aug. 07, 2017	Aug. 03, 2018	D/E/WE			

*D=Day, E= Evening and WE= Week End ** For exact start date please inquire with the school.