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ARIZONA COLLEGE
2015 Academic Catalog

4425 West Olive, Suite 300
Glendale, AZ 85302

602-222-9300



163 North Dobson Road
Mesa, AZ, 85201

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Certified as true and correct in content and policy.



Signature of College Official

PROLOGUE: THE CHALLENGE



Dear Students & Prospective Students:

Welcome to Arizona College! We are glad you have chosen to attend or are considering attending our school. Our goal is to provide our students the opportunity to better their lives.

We believe in a focused and structured educational environment, and we hope you will find this to be a positive learning atmosphere. We view students as our customers. We're here to serve you and help you reach your aspirations. At the same time, we require a meaningful effort from our students. The rewards are success, earning a diploma or degree, and achieving your goals.

Arizona College focuses on careers that are in demand. The number of healthcare workers has grown, even during the depths of the economic downturn of 2008 and 2009, and the US Bureau of Labor Statistics projects it to grow in the future. Our programs are designed to give you the technical knowledge, hands on learning, and skills to prepare you to work in healthcare. We partner with healthcare and related organizations for internships and clinical experiences.

If you have made the commitment to attend Arizona College, congratulations! If you are deciding whether to enroll, I invite you to visit our school and meet with our staff. Also, this catalog is meant to give you detailed information and answers to your questions about our programs and Arizona College. It is available to all students and prospective students. Turn the page and learn about the opportunities at Arizona College!

If you have any questions, do not hesitate to contact me personally. We are here to help!

Sincerely,

Nick Mansour
President

GENERAL INFORMATION



MISSION

The mission of Arizona College is to prepare students to participate in society and the workforce as productive, responsible and engaged citizens and as educated individuals to meet the healthcare needs.

This is accomplished through our focused mission of teaching within a highly structured and disciplined educational environment.

Our personalized, culturally rich and dynamic learning environment fosters faculty, staff and student engagement.

Through didactic and clinical learning, students gain skills, attributes and abilities that foster personal and professional growth, while preparing them as competent employees in their chosen health field.

GOALS

- Provide educational programs and career development opportunities for students pursuing careers in the health professions.
- Provide highly motivated faculty and industry standard equipment in support of educational success within an environment that nurtures professionalism.
- Embrace systematic assessment and evaluation of program outcomes and processes for program improvement and optimizing student success.
- Prepare graduates with employable entry-level knowledge and skills in the health professions that contribute to addressing workforce needs in the community.

ACCREDITATION

The Accrediting Bureau of Health Education Schools institutionally accredits Arizona College, and is listed by the United States Department of Education as a nationally recognized accrediting agency. The Accrediting Bureau's address is 7777 Leesburg Pike, Suite 314 N Falls Church, VA 22043. The telephone number is (703) 917-9503.

ASSOCIATIONS, AFFILIATIONS, AND LICENSING

The College is a member of or associated with the following agencies:

- American Society of Health-System Pharmacists (Glendale Campus)
- Arizona Board for Private Postsecondary Education

- Arizona State Board of Nursing for the Baccalaureate Pre-Licensure Nursing Program
- Association of Private Sector Colleges and Universities
- Arizona Private School Association
- Department of Veterans Affairs
- Better Business Bureau

Certificates are available for viewing in the main Lobby of the College.

COLLEGE HISTORY

Arizona School of Pharmacy Technology was founded in 1991 by pharmacists to provide a quality source of Pharmacy Technicians to the valley pharmacy community. In 1995, Eduvision, Inc., an educational services corporation with over 20 years experience in allied health education, purchased the school and changed its name to Arizona College of Allied Health. In 1996, Arizona College of Allied Health moved from the Scottsdale Airpark to 19th Avenue and Indian School Road. The larger facility allowed The College to add Medical Assistant and Health Information Specialist to its programs.

The College again relocated to 4425 West Olive in Glendale, Arizona. This 32,953-foot facility allows the addition of new programs, as well as increases in student populations. In 2012, the name was changed to Arizona College and a 2nd Campus was added in Mesa, Arizona.

THE CAMPUS

Arizona College is located at 4425 West Olive Avenue, Suite 300 in Glendale, AZ, 85302 and 163 N. Dobson Rd., Mesa, AZ, 85201.

The Glendale (Main Campus) facility has 32,953 square feet and can accommodate approximately 700 students. The Mesa Campus (Non-Main Campus) has over 24,000 square feet and can accommodate over 425 students. Both have ample parking. The classrooms and laboratories provide a working health care environment for its educational programs. The facility is handicap accessible and restrooms are provided.

HOURS OF OPERATION

Monday – Thursday 7:30 am – 11:00 pm; Friday 7:30 am – 5:00 pm
Saturday 8:00 am – 1:00 pm

2015 TERM SCHEDULE

START DATE	MEDICAL ASSISTING HEALTH INFORMATION SPECIALIST COMPLETION DATE	PHARMACY TECHNICIAN COMPLETION DATE	MASSAGE THERAPY MEDICAL ASSISTANT WITH PHLEBOTOMY COMPLETION DATE	DENTAL ASSISTANT COMPLETION DATE	MEDICAL ASSISTING HEALTH INFORMATION TECHNOLOGY COMPLETION DATE
02/02/15	08/28/15	09/25/15	10/02/15	10/23/15	04/01/16
03/09/15	10/02/15	10/30/15	11/06/15	11/27/15	05/06/16
04/13/15	11/06/15	12/04/15	12/11/15	01/08/16	06/10/16
05/18/15	12/11/15	01/15/16	01/22/16	02/12/16	07/15/16
06/22/15	01/22/16	04/19/16	02/26/16	03/18/16	08/19/16
07/27/15	02/26/16	03/25/16	04/01/16	04/22/16	09/23/16
08/31/15	04/01/16	04/29/16	05/06/16	05/27/16	10/28/16
10/05/15	05/06/16	06/03/16	06/10/16	07/01/16	12/02/16
11/09/15	06/10/16	07/08/16	07/15/16	08/05/16	01/13/17
12/14/15	07/15/16	08/12/16	08/19/16	09/09/16	02/10/17

2015 HOLIDAYS

January 1	New Year's Day
January 19	Martin Luther King Day
February 16	President's Day
May 25	Memorial Day
July 4	Independence Day
October 12	Columbus Day
November 11	Veteran's Day
November 26-27	Thanksgiving Day (2 days)
December 21-25	Winter Break
December 31	New Year's Eve (for evening classes)

ARIZONA COLLEGE BACCALAUREATE PRE-LICENSURE NURSING (BSN) PROGRAM ACADEMIC CALENDAR FOR THE NURSING MAJOR 2015

SPRING SEMESTER 2015

Mon.	January 5	Spring Semester Begins
Fri.	April 24	Spring Semester Ends

SUMMER SEMESTER 2015

Mon.	May 4	Summer Semester Begins
Fri.	August 21	Summer Semester Ends

FALL SEMESTER 2015

Mon	August 31	Fall Semester Begins
Fri.	December 18	Fall Semester Ends

GENERAL INFORMATION

NONDISCRIMINATION

Arizona College does not discriminate in its education programs and activities on the basis of race, color, creed, national or ethnic origin, religion, sex, pregnancy, childbirth and related medical conditions, marital status, medical condition, service in the uniformed services, political activities and affiliations, age, disability, sexual orientation, gender identity, veteran status, or any other consideration made unlawful by federal, state, or local laws. Specifically, Title IX/SaVE requires the College not to discriminate on the basis of gender/sex in its education programs and activities. Gender/sex harassment, including gender/sex violence, is a form of prohibited gender/sex discrimination. Examples of covered acts are found in the College's policies on Sexual Misconduct.

SEXUAL MISCONDUCT POLICY

Gender/Sexual Discrimination, Misconduct, Harassment or Violence - Title IX/SaVE Purpose

Arizona College is committed to maintaining an academic climate in which individuals of the college community have access to an opportunity to benefit fully from the College's programs and activities. When students experience acts of sexual misconduct, their sense of safety and trust is violated. This can significantly interfere with their lives, including their educational goals. This policy has been developed to proactively create a campus environment in which incidents of sexual misconduct can be promptly and effectively responded to without further victimization, retaliation, and with possible remediation of its effects.

DISSEMINATION OF THE POLICY, EDUCATIONAL PROGRAMS, AND EMPLOYEE TRAINING

This policy shall be disseminated through the Arizona College Academic Catalog, provided to the College community online through the College website, and other appropriate channels of communication.

New and current students will be provided with educational materials to promote familiarity with this policy. Newly hired employees and current employees responsible for reporting sexual misconduct will be provided with training. Furthermore, annual training will be provided to investigators and hearing officers.

The educational programs and employee training provide ongoing awareness and prevention campaigns that also identifies safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such bystander. Additionally, information is provided on risk reduction so that students, faculty/staff may recognize warning signs.

Definitions and Examples of Sexual Misconduct

Sexual Misconduct Offenses include, but are not limited to:

- Sexual Harassment
- Sexual Assault
- Sexual Violence
- Sexual Exploitation
- Domestic and/or Dating Violence
- Stalking

SEXUAL HARASSMENT

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that has the effect of unreasonably interfering with an individual's academic or work performance, or creates an intimidating, hostile, or offensive environment. Sexual violence is a form of sexual harassment prohibited by Title IX/SaVE.

Three Types of Sexual Harassment

1. **Hostile Environment** includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently offensive so that it alters the conditions of education, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include:
 - the frequency of the conduct;
 - the nature and severity of the conduct;
 - whether the conduct was physically threatening;
 - whether the conduct was humiliating;
 - the effect of the conduct on the alleged victim's mental or emotional state;
 - whether the conduct was directed at more than one person;
 - whether the conduct arose in the context of other discriminatory conduct;
 - whether the statement is a mere utterance of an epithet which engenders offense in an individual, or offends by mere discourtesy or rudeness;
 - whether the speech or conduct deserves the protections under other principles such as academic freedom.

Hostile Environment sexual harassment may occur in student to student, faculty/staff to student, student to faculty/staff relationships, or third party to student/faculty/staff.

2. **Quid pro quo** sexual harassment exists when there are:
 - unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
 - submission to or rejection of such conduct results in adverse educational action.

Quid pro quo harassment may occur in student to student, faculty/staff to student, student to faculty/staff relationships, or third party to student/faculty/staff.

GENERAL INFORMATION

3. Retaliation

- The College will sanction a faculty, student, or staff member who takes adverse action against a person because of the person's participation in or support of an investigation of discrimination or sexual misconduct. Adverse action includes, but is not limited to, threats, harassment, intimidation (implied threats) or actual violence against the person or his or her property, adverse educational or employment consequences, ridicule, taunting, bullying, or ostracism.

Retaliation sexual harassment may occur in student to student, faculty/staff to student, student to faculty/staff relationships, or third party to student/faculty/staff.

Title IX/SaVE also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

SEXUAL ASSAULT

In Arizona, a person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

SEXUAL VIOLENCE

Sexual violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

WITHOUT CONSENT

In Arizona, "without consent" includes any of the following:

- The victim is coerced by the immediate use or threatened use of force against a person or property.
- The victim is incapable of consent by reason of mental disorder, mental defect, drugs, alcohol, sleep, or any other similar impairment of cognition and such condition is known or should have reasonably been known to the defendant.
- The victim is intentionally deceived as to the nature of the act.
- The victim is intentionally deceived to erroneously believe that the person is the victim's spouse.

SEXUAL EXPLOITATION

Occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STI or HIV to another student.

DOMESTIC VIOLENCE

In Arizona, "domestic violence" is not a crime in itself. Instead, the law designates a list of specific criminal offenses that can be associated with domestic violence. In addition to one of the listed crimes actually occurring, it must be established that a certain relationship existed between victim and defendant, including:

- Marriage or former marriage or persons residing or having resided in the same household
- A child in common
- Pregnant by the other party
- Family relationship
- Current or previous romantic or sexual relationship

DATING VIOLENCE

In Arizona, statute, regulations, and case law do not define "dating violence." Since there is no Arizona definition of "dating violence," the following is the definition from the VAWA: The term "dating violence" means violence committed by a person – (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship. 42 U.S.C. § 13925(a)(10)

STALKING

In Arizona, a person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct either:

- Would cause a reasonable person to fear for the person's safety or the safety of that person's immediate family member and that person in fact fears such
- Would cause a reasonable person for fear death of that person or that person's immediate family member and that person in fact fears such

CONFIDENTIALITY

While reports of this nature may result in the gathering of extremely sensitive information about individuals, such information is considered confidential and every effort will be made to keep the information confidential. Disclosures of certain personal information may be disclosed concerning a report of sexual harassment or sexual violence to the College. In such cases, efforts will be made to redact the records in order to protect the privacy of individuals.

Students are encouraged to speak to officials from the College to make formal reports of incidents. Students have the right and can expect to have incidents of sexual misconduct to be taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

GENERAL INFORMATION

The College has an obligation to investigate reports of this nature with or without the consent from the victim. The College will attempt to obtain consent from the victim before beginning an investigation. If the victim requests confidentiality or asks that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If the victim insists that his/her name or other identifiable information not be disclosed to the alleged perpetrator, the College may be limited in its response. Although the response may be limited, these types of reports help to keep the Title IX/SaVE Coordinator informed of the general extent and nature of sexual violence on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. There are other resources listed below. These other resources are available for the reporting of crimes and policy violations, and they will take action when a report of victimization has been made to them. Neither College resources, nor the law requires a divulgence of private information from a student.

RESOURCES

Emergency and Counseling Hotline Telephone Numbers:
Emergency (police, fire, and rescue)
Always dial 911 for life-threatening emergencies.

24 Hour National Suicide Prevention Lifeline / Veterans Crisis Line
(800) 273-TALK (8255)
TTY Line: (800) 799-4889

24 Hour National Domestic Violence Hotline
(800) 799-SAFE (7233)
TDD Line: (800) 787-3224

Poison Control Center
(800) 222-1222

National Child Abuse Hotline
(800) 4-A-CHILD (422-4453)

Counseling and Rehabilitation
American Council on Alcoholism
(800) 527-5344

Al-Anon
(888) 425-2666

The Substance Abuse and Mental Health Services Administration
Treatment Helpline
(800) 662-HELP / (800) 662-4357
TDD (800) 487-4889

24 Hour National Alcohol and Substance Abuse Information Center
(800) 784-6776

American Social Health Association STI Resource Center
(800) 227-8922

CDC National AIDS Hotline / National STD Hotline
(800) CDC-INFO (232-4636)

Gay and Lesbian National Hotline
(888) THE-GLNH (843-4564)

RETALIATION

This policy also prohibits retaliation against a person who reports sexual harassment, assists someone with a report of sexual harassment, or participates in any manner in an investigation or resolution of a sexual harassment report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

RECORDKEEPING

The Title IX/SaVE Coordinator, along with Compliance, is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with College Record Retention Policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from Compliance.

REPORTING/FILING A COMPLAINT FOR TITLE IX (GENDER/SEX DISCRIMINATION)

GENDER/SEX

Sexual misconduct is a threat to the entire College community. Members from the College community are strongly encouraged to report all incidents that threaten a student's continued well-being, safety, or security. Complaints from any member of the College community relating to discrimination, misconduct, harassment, domestic violence, dating or other related violence, stalking, or retaliation based on gender or sex concerning a faculty, staff, a student or students may be reported to:

Title IX/SaVE Coordinator for Arizona College:
Matthew Calhoun, Director of Compliance & Regulatory
Affairs, at:

Phone: (602) 222-9300

Email: mcalhoun@arizonacollege.edu

Mailing Address: 4425 W. Olive Ave., Ste. 300, Glendale, AZ 85302

The Title IX/SaVE Coordinator is responsible for the oversight, coordination and implementation of all Title IX compliance activities for the College. Title IX/SaVE Coordinator responsibilities include, but are not limited to, monitoring of the ongoing publication of the College's policy of non-discrimination including the Title IX/SaVE Coordinators contact information, continuous monitoring and oversight of overall College activities for compliance with Title IX requirements including grievance procedures, investigations, sanctions and evaluating requests for confidentiality.

GENERAL INFORMATION

College personnel will inform students who report an incident in writing of procedures that victims should follow, including:

- the importance of preservation of any evidence;
- options regarding the assistance of local law enforcement, campus officials; the option to decline assistance, or decline notifying local law enforcement;
- any interim protective measures that will be taken and their options for protective orders;
- resources including counseling, health, and mental health services.

Individuals with complaints of any nature described above also always have the right to file a formal complaint with the Office for Civil Rights (OCR), United States Department of Education, Washington DC 20201, and/or with local law enforcement.

OTHER COMPLAINTS

All other complaints, including discrimination, misconduct, harassment, violence or retaliation based on race, color, creed, national or ethnic origin, religion, pregnancy, childbirth and related medical conditions, marital status, gender identity, medical condition, service in the uniformed services, political activities and affiliations, age, disability, veteran status, or any other consideration made unlawful by federal, state, or local laws, should follow the relevant procedure outlined, and/or contact the Campus Director.

An individual may also file a complaint or grievance alleging discrimination, misconduct, harassment, domestic violence, dating or other related violence, stalking, or retaliation based on gender or sex with the Title IX/SaVE Coordinator.

The above complaint processes (Gender/Sex and Other Complaints) involve a thorough, impartial investigation designed to provide a fair, prompt, and reliable determination about whether the College nondiscrimination policies have been violated. As necessary, the College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim.

The College has an obligation to report any crimes of which it has knowledge under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

RECEIPT OF COMPLAINT

Upon receiving notice of a possible violation of the sexual misconduct policy, the College will take immediate and appropriate steps to:

- end the behavior;
- conduct a prompt, fair and impartial investigation;
- remedy the effects, and
- prevent it from reoccurring.

Upon receipt of a complaint:

- The investigation should be completed and findings issued within sixty (60) calendar days from the receipt of the complaint, barring documented unforeseen circumstances.
- The Title IX/SaVE Coordinator, the relevant Campus Director, the Chief Operating Officer, and, if necessary, Human Resources' staff will coordinate any initial remedial short term or interim actions including but not limited to suspension or leave, accommodations for the alleged victim, or other necessary remedial short-term actions and protective measures.

INITIAL INVESTIGATION INTO COMPLAINT

- Upon receipt of a complaint, the Campus Director and, if necessary, Human Resources' staff, will investigate the complaint.
- The Campus Director and, if necessary, Human Resources' staff, will determine the identity and contact information of the complainant, whether that will be the initiator, the alleged victim, or a College proxy or representative;
- The Campus Director and, if necessary, Human Resources' staff, will collaborate with the complainant to identify the correct policies allegedly violated;
- The Campus Director and, if necessary, Human Resources' staff, will conduct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint. If a reasonable cause exists, the Campus Director and, if necessary, Human Resources' staff, will prepare a Notice of Charges on the basis of the initial investigation and submit it to the Title IX/SaVE Coordinator for further action;
- Once the Title IX/SaVE Coordinator receives a copy of the report of initial findings, the Title IX/SaVE Coordinator and, if necessary, Human Resources' staff, will review the findings and make a determination as to whether reasonable cause exists to bring charges against the accused individual. If reasonable cause exists, the matter shall proceed to a formal investigation.
- The complainant and the accused have the right to meet with the Title IX/SaVE Coordinator to receive information as to why the investigation was terminated.
- The complainant and the accused have a right to request an appeal to an investigation that was terminated.
- Where the Title IX/SaVE Coordinator and, if necessary, Human Resources' staff, affirm an investigator finding that there is insufficient evidence to support a reasonable cause, the complaint will be closed and the Campus Director or designee or if necessary, Human Resources, will simultaneously inform the complainant and the accused that the investigation is discontinued and will reverse any interim, short term actions taken.

GENERAL INFORMATION

NOTICE OF CHARGES AND CONTINUED INVESTIGATION OF COMPLAINT

- If the Title IX/SaVE Coordinator determines there is sufficient evidence to support a reasonable cause and approve the charges, the investigator and Title IX/SaVE Coordinator will collaborate with the Campus Director and Chief Operating Officer, or if necessary, Human Resources' staff, to determine the need for additional, short term remedial actions for any parties involved in the complaint. Any additional, short term remedial actions deemed necessary prior to the continuation of the investigation shall be carried out by the Campus Director and if necessary, Human Resources. They will communicate to the complainant the continuation of the investigation and intent to present the accused with a Notice of Charges. The Campus Director and, if necessary, Human Resources' staff, will simultaneously and in writing present the accused with the official Notice of Charges. They will also communicate and carry out all additional, short term remedial actions for any involved party that is a student; Human Resources will also communicate and carry out all additional, short term remedial actions for any involved party that is an employee deemed necessary, prior to the continuation of the investigation.
- The investigator will continue the investigation and conduct a thorough, reliable, and impartial investigation by developing an investigation plan, including as much as reasonably possible, giving each party an equal opportunity to present witnesses and other evidence and be represented by an advisor of their choosing.
- The investigator will complete the investigation without unreasonable deviation from the intended timeline.
- Any requests for updates on the status of the investigation prior to its completion should be directed to the Title IX/SaVE Coordinator or Human Resources' staff.
- The investigator will make a finding based on a preponderance of the evidence (whether a policy violation is more likely than not).
- Upon completion of the investigation, the investigator will present all findings to the Title IX/SaVE Coordinator.
- Once the investigation findings are approved by the Title IX/SaVE Coordinator, the Title IX/SaVE Coordinator will communicate the results to the Campus Director and, if necessary, Human Resources' staff.
- At any time during the process, the victim maintains their right to file a criminal complaint with local law enforcement.

INVESTIGATION FINDINGS: COMMUNICATION

- The Campus Director or designee or, if necessary, Human Resources' staff, will simultaneously and in writing communicate the findings to the accused and the complainant.
- Where the preponderance of the evidence does not support a finding against the accused for the alleged violation(s), the investigation will be closed. The Campus Director or designee, or, if necessary, Human Resources' staff, will simultaneously and in writing communicate the findings to the accused and the complainant. Additionally, where the accused is found not responsible for a violation, the Campus Director or designee, or, if necessary, Human Resources' staff, will consult with the Title IX/SaVE Coordinator to consider the reversal of any remedial actions taken.
- Where the accused is found responsible for a violation, the accused or the complainant may appeal the findings in part or in whole; the Campus Director or designee will advise the rejecting party of the criteria for appeal of the findings when communicating the findings.

INVESTIGATION FINDINGS: ACCEPTANCE

- If the complainant and/or accused individual(s) accept the findings in whole, each shall notify the Title IX/SaVE Coordinator within three (3) business days of communication of findings. If the complainant and/or accused individual do not indicate his/her acceptance or Appeal of the findings within three (3) business days of communication, non-communication will be considered acceptance and the College will proceed accordingly with the process four (4) days following communication of the investigation findings.
- The Title IX/SaVE Coordinator will review all case information and determine appropriate sanctions within eight (8) business days following notification of all findings to the complainant and accused individual, barring documented unforeseen circumstances. If the accused is an employee, Human Resources in coordination with the Title IX/SaVE Coordinator will determine appropriate sanctions. Once the sanction(s) is determined the Title IX/SaVE Coordinator will inform the Campus Director or designee and Human Resources (if necessary) of the sanction determination. The Campus Director or designee, or Human Resources (if necessary) shall, within two (2) business days of the notification of sanctions, barring documented unforeseen circumstances, simultaneously and in writing inform the complainant and the accused of the sanction decision.
- Sanctions against student(s) determined by this process are subject to the Sanction Appeal Process, outlined in this Academic Catalog, by either the accused or complainant.

GENERAL INFORMATION

INVESTIGATION FINDINGS: APPEAL

- If the complainant and/or accused individual(s) disagree with the findings in part or in totality, either the complainant or the accused may appeal the finding in totality or in part on the following bases:
 - o The accused and/or complainant wants consideration of new evidence, which was unavailable during the original investigation that could be outcome determinative. A summary of this new evidence and its potential impact must be included;
 - o The accused and/or complainant alleges that a material deviation from written procedures impacted the fairness of the process in a way that could be outcome determinative;
 - o The accused and/or complainant challenges the assertion that the evidence presented during the investigation process was sufficient to find them responsible by a preponderance of the evidence; or
 - o The accused and/or complainant allege bias by the investigator or Title IX/SaVE Coordinator which deprived the process of impartiality in a way that was outcome determinative.

The accused and/or complainant has five (5) business days, barring documented unforeseen circumstances, from the date of the communication of the findings to present the formal notification of appeal, in writing, to the Title IX/SaVE Coordinator.

INVESTIGATION FINDING: APPEAL PROCESS

- Upon receipt of either party's appeal of the findings, the Title IX/SaVE Coordinator will acknowledge receipt of the notice within three (3) business days.
- The written appeal must state the basis for appeal and provide sufficient information that supports the grounds for appeal. The appeal must be accompanied by any relevant new information or evidence that was not available during the investigation phase of the process.
- The Chief Operating Officer or his/her designee will review all cases presented for appeal within five (5) business days of the Title IX/SaVE Coordinator's acknowledgement of the party's intent to appeal, barring documented unforeseen circumstances, to determine if the presented grounds for appeal and supporting information will be accepted or rejected.
- If the appeal does not meet the stated grounds for the appeal, the appeal will be rejected by the Chief Operating Officer or designee and the decision to reject the appeal will be communicated to the Title IX/SaVE Coordinator. The Title IX/SaVE Coordinator will inform the Campus Director or designee and if necessary Human Resources of the decision. The Campus Director or designee, shall, within two (2) business days of the appeal determination, barring documented unforeseen circumstances, simultaneously and in writing inform the complainant and the accused of the appeal decision.
- If the appeal is rejected by the Chief Operating Officer or designee, the Campus Director will then determine sanctions within seven (7) business days following the communication of the rejection of the appeal, barring documented unforeseen circumstances.

- If the Chief Operating Officer or designee determines there is sufficient evidence to support an appeal, the Chief Operating Officer or designee will inform the Title IX/SaVE Coordinator of this determination within five (5) business days of the Title IX/SaVE Coordinator's acknowledgement of the party's intent to appeal.
- If the appeal determination requires a review of the investigation, the Title IX/SaVE Coordinator will then return the case to the Campus Director for further investigation within three (3) business days of receipt of the appeal determination by the Chief Operating Officer and a new investigator will be assigned.
- The appeal investigation will be completed within fourteen (14) calendar days, barring documented circumstances that may extend the investigation.
- Upon completion of the appeal review, the investigator will present all findings to the Title IX/SaVE Coordinator.
- Once the appeal review findings are submitted to the Title IX/SaVE Coordinator, the Chief Operating Officer will make an appeal determination. The Title IX/SaVE Coordinator will report the outcome to the Campus Director or designee or if necessary, to Human Resources, who will in turn communicate the appeal findings, simultaneously and in writing, to the complainant and the accused.
- Where the accused individual is found not responsible for the alleged violation(s) upon appeal, the investigation will be closed. The Campus Director or designee, or if necessary Human Resources, will communicate this information to both the complainant and accused simultaneously and in writing.
- Additionally, the Campus Director or designee will consult with the Title IX/SaVE Coordinator and Human Resources (when necessary) to consider the reversal of any remedial actions taken.
- Where the accused individual is found responsible for the alleged violation(s) upon appeal, the Campus Director or designee or if necessary Human Resources, will communicate this information to both the complainant and accused simultaneously and in writing.
- The Chief Operating Officer will determine sanctions within seven (7) business days of the communication of findings of the appeal, barring documented unforeseen circumstances.

ADDITIONAL INFORMATION FOR SEXUAL MISCONDUCT INVESTIGATIONS

Attempted Violations. In most circumstances, Arizona College will treat attempts to commit any of the violations listed as if those attempts had been completed.

College as Complainant. As necessary, Arizona College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

False Reporting. Arizona College will not tolerate intentional false reporting of incidents. Such false reporting may violate state criminal statutes and civil defamation laws.

GENERAL INFORMATION

Group Action. When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group or individually, and a hearing may proceed against the group as jointly accused students or individually, at the discretion of the College.

Amnesty Policy. Arizona College encourages the reporting of crimes by victims and/or witnesses. Sometimes, a victim(s) and/or witness(es) may be hesitant to report to College officials because of the fear that by reporting an incident, he/she may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims and/or witnesses as possible choose to report to College officials. To encourage reporting, Arizona College pursues a policy of offering victims and/or witnesses of crimes immunity from policy violations related to the incident, as long as those policy violations are not directly related to the crime itself. For example, if a student reported a rape in which he or she was involved as a perpetrator, he or she would not be immune from policy violations.

No-Contact Order. Students are entitled to seek a no-contact order that imposes reasonable restrictions on student contact during and after campus conduct proceedings.

Right to an Immediate Process. Arizona College takes immediate and appropriate action to investigate sexual misconduct complaints.

List of Witnesses and Copies of Documentary Evidence. The College encourages an exchange of information between the parties in advance of the hearing, including an exchange of the complaint and answer, witness lists, and other written statements that may be available.

Sexual History. Questioning or presenting of evidence about the complainant's prior sexual conduct with anyone other than the alleged perpetrator will be prohibited. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

Character. All parties to a complaint have a right not to face questions or discussion about their character unless the hearing chair or administrative hearing officer determines that such information is highly relevant to determining whether the policy has been violated.

Separate Testimony Options. Any complainant can request to give his or her testimony via alternate means to being in the physical presence of the person he or she has accused. Telephony, screens, and closed-circuit broadcasts may be permitted, but not to the disadvantage of the accused student.

Notice of When Complaint Delivered to Accused. Complainants are notified in advance regarding when notice of the complaint is delivered to the accused, so as to protect Complainants from potential retaliation.

Right to Present Own Complaint or Use Proxy. The alleged victim has the right to present his or her own complaint if he or she wants to, or to ask the College to stand as complainant in his or her place.

Right to Know Outcome and Sanctions. Simultaneously and in writing the complainant and the accused have the right to know the outcome and sanctions.

Right to be Informed of Appeal Status. The parties will be informed by the Campus Director or designee if an appeal is granted.

POSSIBLE SANCTIONS AND PROTECTIVE MEASURES

- Any accused found responsible for violating the policy on Sexual Misconduct may receive a sanction ranging from a verbal warning, probation, and suspension to expulsion/termination, depending on the severity of the incident, and taking into account any previous documented conduct issues. If the accused individual is an employee, sanctions will be determined by Human Resources in consultation with the Title IX/SaVE Coordinator.
- In order to protect the victim, at any time during the investigation, the College may recommend interim protections or remedies. These protections include, but are not limited to, separating the parties, placing limitations on contact between the parties, or making alternative working or academic arrangements. Efforts will be made to minimize the burden on the victim. Failure to comply with these interim protections may be considered a separate violation of this Policy.

SANCTION PROCESS: STUDENT

Administrative Hearing (Student)

The Title IX/SaVE Coordinator will review all case information and determine appropriate sanctions within five (5) business days of notification of acceptance of all findings to the Title IX/SaVE Coordinator, barring documented unforeseen circumstances.

Formal Hearing for Sanctioning (Student)

- The Campus Director or designee may delegate decision making authority to a committee consisting of representatives from the following: Full-time faculty, Financial Aid, Student Services, and/or senior academic administration.
- At the hearing, the findings of the investigation will be admitted and reviewed. The investigator(s) should be available to discuss the investigation and to provide clarification as needed to the hearing panel. The hearing will determine appropriate sanctions for the violation(s). The goal of the hearing is to provide an equitable resolution through an equitable process.
- The Campus Director has final decision making authority with respect to the sanctions to be applied.

The Campus Director or designee, will simultaneously and in writing communicate the sanctions to the accused individual(s) and the complainant within seven (7) business days of the communication of the sanction determination, barring documented unforeseen circumstances.

GENERAL INFORMATION

SANCTION APPEAL PROCESS: STUDENTS ONLY

- Where either party, the accused or the complainant, disagrees with any delivered sanction(s), either has five (5) business days from the date sanctions are communicated, barring documented unforeseen circumstances, to present an appeal of the sanctions, in writing, to the Title IX/SaVE Coordinator. The written request for appeal of the sanctions must state one or more of the five (5) bases for appeal (SEE BELOW) along with facts and information that support the grounds for appeal; and be accompanied by any relevant, new information or evidence that was not available during the investigation phase of the process. The Title IX/SaVE Coordinator will forward all case information to the Chief Operating Officer or designee who will make a determination as to whether there is sufficient evidence to support an appeal of sanctions on the basis of:
 - o the availability of new information, unavailable during the original investigation, that could be outcome determinative regarding sanctions;
 - o a potential material deviation from written procedures which impacted the fairness of the process in a way that was outcome determinative;
 - o the evidence presented during the investigation process may have been insufficient to find the individual responsible by a preponderance of the evidence;
 - o the potential of bias by a panel member(s) which may have deprived the process of impartiality in a way that was outcome determinative; or
 - o a belief that a sanction(s) is substantially disproportionate to the severity of the offense.
- The sanction appeal will be reviewed by the Chief Operating Officer or designee within five (5) business days of the sanction appeal notice, barring documented unforeseen circumstances, to determine whether there are sufficient grounds for appeal.
- If the appeal does not state a ground for appeal or sufficiently meet the grounds for appeal, the appeal will be rejected by the Chief Operating Officer or designee and the decision to reject the appeal communicated to the Title IX/SaVE Coordinator. The Title IX/SaVE Coordinator will inform the Campus Director or designee and, if necessary, Human Resources of the decision.
- The Campus Director or designee will simultaneously and in writing inform the complainant and the accused of the rejection of the appeal within seven (7) business days of the determination, barring documented unforeseen circumstances.
- The Campus Director or designee will impose all sanctions on the accused student for the violation. Human Resources will impose all sanctions on the accused employee. Once the sanctions are carried out, the Campus Director or designee will inform the Title IX/SaVE Coordinator, thereby closing the case.
- If the sanctions appeal is granted, the Chief Operating Officer will review all information presented with the appeal and make a final sanction determination.

- Sanction appeal decisions will be completed within fourteen (14) calendar days of acceptance of the appeal grounds, barring documented circumstances that may extend the determination.
- The Title IX/SaVE Coordinator will inform the Campus Director or designee of the final sanction decision.
- The Campus Director or designee, of Human Resources if necessary, will simultaneously and in writing inform the complainant and the accused of the appeal decision within seven (7) business days of the decision, barring documented unforeseen circumstances.
- The Campus Director or designee will impose all sanctions for the violation. Once the sanctions are carried out, the Campus Director or designee will inform the Title IX/SaVE Coordinator, thereby closing the case.

SPECIAL PROCEDURAL PROVISIONS FOR SEXUAL MISCONDUCT SANCTION HEARINGS

Right to a Closed Hearing. The sanction hearing will be closed to the public, and only those who have a legitimate reason to be present will be permitted to be present.

Advisor. The accused and complainant to sexual misconduct complaints have the right to the same opportunities to have others present during the sanction hearing, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

Right to be Present for Sanctioning Proceeding. Each party has the right to be present during the hearing.

Nondisclosure Agreements. The College will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the proceeding.

ADMISSION, REGISTRATION & ENROLLMENT



ADMISSION POLICIES

Arizona College admits only persons who have a high school diploma, or its recognized equivalent, or persons who are beyond the age of compulsory school attendance in Arizona. Students who are beyond the age of compulsory attendance but do not have a high school diploma or its recognized equivalent must meet Ability-To-Benefit (ATB) criteria or have a state certificate equivalent to a high school diploma. Pharmacy and Nursing Students are not eligible for admittance through the ATB pathway. An admissions officer interviews each applicant and orients the applicant to the college's specific requirements. Each applicant must successfully complete an entrance examination. There is no charge for this test or any obligation whatsoever.

An initial interview with an admissions officer is required. It is preferable that spouse or parents also attend this interview, giving them an opportunity to ask specific questions relating to the College and its programs. The following items and topics are covered at the time of an interview and completed at the time of admission:

1. Student application
2. High School Diploma/GED Verification Statement or Ability To Benefit Testing (ATB)
3. Passing score on Evaluation test
4. Enrollment Agreement/financial arrangements

When the above requirements are satisfactorily met, the Campus Director sends a letter of acceptance to the applicant. Should an applicant not be accepted, all fees paid to the College are refunded to the applicant. The College reserves the right to reject a student previously accepted if the required items listed above are not completed or received as understood.

All students will complete a High School Diploma/ GED Verification/ Attestation at time of enrollment. This signed statement will serve as verification that the student has completed the educational requirement for admission to the College.

Admission to Arizona College does not imply admission to a specific program. The following programs require a secondary admission process once the student has been admitted to the College:

- Nursing

CREDIT FOR PRIOR LEARNING

For students enrolling at Arizona College, credit for courses or degrees completed at another institution is subject to the approval of the Student Services Department. These courses or degrees must be similar in content and duration to those offered in the program for which an applicant has applied. To grant such credit, Arizona College must receive official transcripts from the previous institution, and it is the student's responsibility to provide the official transcript.

Arizona College requires that, at a minimum, a student complete the final 50% of credit hours of a program through Arizona College. Transfer students are informed in writing of any credits accepted as transferable.

It may be necessary for students to forfeit some previously earned credit in the transfer process since college philosophies, objectives and programs may vary and change from year to year. Therefore, Arizona College makes no blanket statement or promise of acceptance of credits from any other institution.

Transfer of Credits to Arizona College

- The institution that the student wishes to transfer credits from must be accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).
- Transfer credit is granted only for courses in which a letter grade of "C" or higher was earned and the following time requirements are met:
 - Core curriculum courses must have been completed within two years of starting classes at Arizona College.
 - Non-science related general education courses must have been completed within 10 years of starting classes at Arizona College. Nursing Majors have no time limitation on the course completion date.
 - Science-related general education courses must have been completed within five years of starting classes at Arizona College. Nursing Majors have a 10 year limitation on the course completion date.
- Arizona College does not offer credit for advanced placement classes or life experience.
- Arizona College accepts transfer of complete diploma programs without time limitation that:
 - include the appropriate major course distribution, and
 - is similar length to Arizona College Diploma program

ADMISSION, REGISTRATION & ENROLLMENT

- Official transcripts must be received from the former institution prior to a student's first Term or no transfer credits are officially granted for that term.
- Course descriptions from a former institution's catalog are analyzed and credit is accepted for those successfully completed courses that parallel course content and duration of Arizona College courses. Courses in a student's major must meet the same general course objectives as Arizona College courses.

Veteran Transfer of Credits

A Veterans Administration benefit recipient has the responsibility to report all previous education and training to Arizona College. The College evaluates the information and grants appropriate credit with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified.

College Level Examination Program

The CLEP is a College Board testing program delivered by colleges and universities throughout the United States that offers exams in the areas of Social Science, Business, Mathematics, Technology, Humanities, and Physical Science.

For more information about where students want to take CLEP examinations students should inquire at: <http://clep.collegeboard.org/>

Students will receive their official score report for all CLEP exams immediately following the completion of the exam except for College Composition with Essay. Students should allow at least 3 weeks to receive the results from the College Composition with Essay exam. Official results are mailed from CLEP® directly to Arizona College if it was indicated at the time of the test as the college of attendance.

Transfer of Credits from Arizona College

Students who are interested in continuing their education at an institution other than Arizona College should first inquire at the institution they plan to attend to determine credits and requirements needed for entrance to that institution. Transferability of credits is at the discretion of a receiving institution. Arizona College cannot assure transfer of credit; however, Arizona College has entered into articulation agreements with some local colleges and universities for certain programs. Students should contact the Campus Director for specific information. Arizona College credits are not designed to transfer.

TRANSCRIPTS FOR TRANSFER

An official transcript and a diploma are provided to students and graduates one time free of charge. Additional transcripts or diplomas carry a \$10 service fee.

TUITION AND FEES

Tuition and fees are due and payable in full at registration. The College reserves the right to change tuition, registration fees and other charges without advance notice. Students currently enrolled in a program are not affected by such changes. Each program requires an initial registration and processing fee of \$25.00. Students are expected to supply their own paper, pencils, pens, notebooks and calculators.

Medical Assistant Pharmacy Technician Health Information Specialist

*Tuition **\$15,298**

Not Included in Tuition:

Registration Fee	\$25.00
White Shoes	\$65.00 prices may vary
Watch with a second hand	\$20.00 prices may vary

Medical Assistant with Phlebotomy

*Tuition **\$17,499**

Not Included in Tuition:

Registration Fee	\$25.00
White Shoes	\$65.00 prices may vary
Watch with a second hand	\$20.00 prices may vary

Massage Therapy

*Tuition **\$15,099**

Not Included in Tuition:

Registration Fee	\$25.00
White Shoes	\$65.00 prices may vary

Dental Assistant

*Tuition **\$16,298**

Not Included in Tuition:

Registration Fee	\$25.00
White Shoes	\$65.00 prices may vary
Watch with a second hand	\$20.00 prices may vary

Health Information Technologist, AOS Medical Assisting, AOS

*Tuition: **\$28,299**

Not Included in Tuition:

Registration Fee	\$25.00
White Shoes (MA)	\$65.00 prices may vary
Watch with a second hand (MA)	\$20.00 prices may vary

Nursing, BSN

*Tuition: **\$82,999**

Not Included in Tuition:

Application Fee	\$100.00
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Estimated Variable Costs (These costs are excluded and subject to change. Additional costs may be incurred.)

ADMISSION, REGISTRATION & ENROLLMENT

Fingerprint Clearance	\$67
Physical Exam & Immunizations	\$845*
Drug Screen	\$40
Background Clearance	\$50
TEAS Testing	\$99
Student Liability Insurance	\$35
Nursing Licensure (inc. NCLEX)	\$550

* This is current maximum cost if **all** immunizations and screenings are required; actual cost is dependent on the student's medical status.

Uniforms (2 sets), laboratory fees, books, CPR training, supplies, and stethoscope kit are included.

Students attending less than Full-Time (12 credit hours) will be charged a pro-rated tuition rate. For example, the Nursing program is \$8,655 per term. If a student decided to take only 3 credit hours the student would be charged:

$$\$8,655 \times 3/12 = \$2,164$$

TRANSFER FEES

Active students who wish to transfer to a program that is lesser in Academic Length will be required to pay a \$100 Transfer Fee. This fee cannot be charged to the student account and must be paid in full before the transfer can take place.

Estimates of indirect living costs can be obtained from the Financial Aid Office.

ARIZONA REFUND POLICY

Registration Fee Policy For Cancels

- A. If a student cancels their enrollment within three (3) business days for any reason, all monies shall be refunded. If a student withdraws from a program after the cancellation period but before classes convene, all monies in excess of the \$25.00 registration fee shall be refunded. The \$25.00 charge is made for the expense of application processing. Should an applicant's application be rejected by the College, the \$25.00 registration fee or the \$100 application for nursing will be returned to the applicant.
- B. If a student reschedules his/her start date or program after the first three (3) business days, a rescheduling fee of \$25.00 is assessed.

Tuition Refund Policy for Withdrawals

- A) If a student cancels this agreement within three (3) business days from the date of this agreement (excluding Saturday, Sunday, and federal or State Holidays) for any reason; all monies shall be refunded. If a student withdraws from the program after the cancellation period but, before class convenes, all monies in excess of the \$25.00 registration fee shall be refunded. The \$25.00 charge is made for the expense of processing the student. Should a student's application be rejected by the College, the \$25.00 registration fee will be returned to the applicant.
- B. If the student reschedules his/her start date or program after the first three (3) business days of the cancellation period, a rescheduling fee of \$25.00 will be assessed.

- C. If a student withdraws from the program within ten percent (10%) or less of the term, the tuition charge made by the school to the student shall be twenty percent (20%) of the per term charge plus one hundred dollars (\$100).
- D. If a student withdraws from the program within twenty percent (20%) or less of the term, the tuition charge made by the school to the student shall be thirty percent (30%) of the per term charge plus one hundred dollars (\$100).
- E. If a student withdraws from the program within fifty percent (50%) or less of the term, the tuition charge made by the school to the student shall be seventy five percent (75%) of the per term charge plus one hundred dollars (\$100).
- F. If a student completes more than fifty percent (50%) of his/her term, he/she is not entitled to any refund and is obligated for the full contract price of the term.
- G. Refunds, if any, other than those covered by the Cancellation Notice, will be paid within forty five (45) days of written withdraw, the last day of attendance, or the date the last day of attendance was determined.
- H. Treatment of Title IV Funds when a student withdraws will be in accordance with all federal statutes and rules regarding Title IV Funds.
- I. Refund calculation is for tuition only and does not include registration or uniform fees incurred.

STUDENT FINANCIAL ASSISTANCE

As an accredited institution, and an institution under agreement with the U.S. Department of Education, the College is eligible to participate in a variety of student financial aid programs. The College is committed to providing its students the most advantageous financial aid package the student's eligibility allows.

General Student Aid Eligibility

Eligibility for most federal student aid is based on financial need and on several other factors.

The most basic eligibility requirements to receive federal student aid are that you must:

- be a U.S. citizen or an eligible noncitizen,
- have a valid Social Security number,
- register (if you haven't already) with the Selective Service, if you're a male between the ages of 18 and 25,
- maintain satisfactory academic progress, and
- show you're qualified to obtain a postsecondary education by
 - having a high school diploma or General Educational Development (GED) certificate or
 - completing a high school education in a home-school setting approved under state law.

ADMISSION, REGISTRATION & ENROLLMENT

Types of Aid Available

Federal Pell Grant

Type of Aid: Grant: does not have to be repaid

Description: Pell is awarded to students who have a financial need as determined by the U.S. Department of Education standards. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. You may receive less than the maximum award depending not only on your financial need, but also on your costs to attend school, your status as a full-time or part-time student, and your plans to attend school for a full academic year or less. Beginning with the 2012-2013 award year, you can only receive a Pell Grant for up to a maximum of 12 semesters or the equivalent.

Eligibility: \$400 - \$5,645

Federal Supplemental Educational Opportunity Grant (FSEOG)

Type of Aid: Grant: does not have to be repaid

Description: For undergraduates with exceptional financial need; Federal Pell Grant recipients take priority; funds depend on availability at school.

Eligibility: \$100 - \$4,000

Direct Subsidized/Unsubsidized Loan

Type of Aid: Loan: must be repaid with interest

Description: For undergraduate students; U.S. Department of Education pays interest while borrower is in school for subsidized; student must be attending at least half-time and have financial need; 6.8% rate; upon separation from the college borrower is responsible for all interest; student must be enrolled at least half-time; financial need is not required for unsubsidized.

Eligibility: \$3,500 - \$5,500, depending on grade level
\$5,500 - \$20,500 (less any subsidized amounts received for same period), depending on grade level and dependency status

Direct PLUS Loan

Type of Aid: Loan: must be repaid with interest

Description: For parents of dependent undergraduate students and for graduate and professional students; student must be enrolled at least half-time; financial need is not required; Unsubsidized: Borrower is responsible for all interest; 7.9% rate

Eligibility: Maximum amount is cost of attendance minus any other financial aid student receives; no minimum amount.

Institutional Retail Installment Contract

Type of Aid: Payment Plan: must be repaid with interest

Description: Students who are not eligible to cover the cost of their education with Federal Student Aid can make payments to the institution for the difference. Payments begin after graduation and a 12% annual interest rate is applied.

Eligibility: \$5,000 limit for Diploma programs and \$10,000 limit for Degree programs

Loan Type	Borrower Type	Loans first disbursed on or after	
		7/1/13 and before 7/1/14	7/1/14 and before 7/1/15
Direct Subsidized Loans	Undergraduate	3.86%	4.66%
Direct Unsubsidized Loans	Undergraduate	3.86%	4.66%

Terms and Conditions – Direct Stafford Loans

The Federal Loan programs provide funds to undergraduate and graduate students to assist them in meeting their educational expenses. To qualify for Federal Loan program funds, the student must meet the eligibility requirements for Federal Student Aid. Students must be enrolled at least half-time during the period of enrollment to retain their eligibility for DL program funds. Students whose enrollment status is below half-time are not eligible for DL program funds. If eligibility is lost due to being enrolled less than half-time, a student can regain eligibility if enrolled at least half-time during a subsequent period of enrollment.

How to Apply

You can complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. Follow these easy steps to simplify the process of applying for federal student aid.

1. Gather the documents needed to apply. For example, you'll need:
 - income tax returns (yours and sometimes your parents), W-2 forms, and other records of income, and
 - identification documents (social security cards, driver's licenses).

The FAFSA is used to apply for federal financial aid (grants, work-study, and loans). You'll need a PIN to "sign" your online FAFSA, make corrections to the application, and more. If you are a dependent student, your parent will need one too.

Method and Frequency of Aid Disbursements

Financial aid is awarded based on an academic year as defined on a program-by-program basis at the institution. Disbursement of aid varies by the type of assistance.

ADMISSION, REGISTRATION & ENROLLMENT

The Federal Pell & SEOG Grants, Stafford loans, and Plus loans for those who qualify, will be paid to the student's account during each payment period or term. (i.e., Terms – three terms and Semesters – two terms). Once tuition and fee obligations charged by the institution have been met, the student may receive the excess amount of federal student aid that creates a credit on the account.

Satisfactory Academic Progress

Students are required to maintain Satisfactory Academic Progress while enrolled at the campus. Failure to maintain Satisfactory Academic Progress could result in ineligibility for federal student aid. The Satisfactory Academic Progress information is contained in the Scholastic Standards section of the catalog.

Repayment Terms of Stafford Loans

Your loan servicer, the organization that handles billing you for your loan, will provide you with information about repayment and your repayment start date. Our National Student Loan Data System can tell you who your loan servicer is. You can visit the servicer's website or call them to find out how to make payments. It is very important that you make your full loan payment on time either monthly or according to your repayment schedule. If you don't, you could end up in default, which has serious consequences.

The U.S. Department of Education's National Student Loan Data SystemSM (NSLDSSM) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, and the total amount of all your loans. To access NSLDS, go to www.nsls.ed.gov.

In some cases, you might be able to reduce your interest rate if you sign up for electronic debiting.

After you graduate, leave school, or drop below half-time enrollment, you have a period of time called a grace period before you begin repayment. The grace period is six-months for a Federal Stafford Loan.

You have a choice of several repayment plans that are designed to meet the different needs of individual borrowers. The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose.

If you're having trouble making payments on your loans, contact your loan servicer as soon as possible. Your servicer will work with you to determine the best option for you. Options include:

- Changing repayment plans.
- Requesting a deferment – If you meet certain requirements, a deferment allows you to temporarily stop making payments on your loan.
- Requesting a forbearance – If you don't meet the eligibility requirements for a deferment but are temporarily unable to make your loan payments, then (in limited circumstances) a forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments.

If you stop making payments and don't get a deferment or forbearance, your loan could go into default.

If you default, it means you failed to make payments on your student loans according to the terms of your promissory note, the binding legal document you signed at the time you took out your loan. In other words, you failed to make your loan payments as scheduled. Your school, the financial institution that made or owns your loan, your loan guarantor, and the federal government all can take action to recover the money you owe. Here are some consequences of default:

- National credit bureaus can be notified of your default, which will harm your credit rating, making it hard to buy a car or a house.
- You will be ineligible for additional federal student aid if you decide to return to school.
- Loan payments can be deducted from your paycheck.
- State and federal income tax refunds can be withheld and applied toward the amount you owe.
- You will have to pay late fees and collection costs on top of what you already owe.
- You can be sued.

Sample Standard Repayment Schedule

Loan Amount \$9,500
Interest Rate 6.8%

Repayment Summary	
Months in Repayment	120
Monthly Payment	\$ 109.33
Total Interest Payment	\$3,619.60
Total Loan Payment	\$13,119.60

General conditions and terms for work-study

Federal work-study is awarded to students who have financial need and who have indicated an interest in work-study on their Free Application for Federal Student Aid (FAFSA). Arizona College work-study is awarded on a first come first serve basis to students.

Prior to beginning work, all work-study students must complete a payroll authorization, I-9 form, W-4 and sign a terms and conditions form and then be approved by the Financial Aid Office.

As a work-study employee, students may have access to documents, files, and records that are protected under the Privacy Act of 1974. Students are prohibited from sharing information obtained while at work. Failure to adhere to this Act will be cause for termination and loss of eligibility to receive future work-study awards.

Employees must report to work on time and work the agreed-upon hours. Employees must inform the supervisor if they cannot report to work or will be late. Work-study employees must avoid excessive absenteeism.

Exit Stafford Loan Counseling

When a student loan borrower ceases at least half-time enrollment at Arizona College, the student must complete exit loan counseling. At the time of exit loan counseling the student will be provided the federal publication, "EXIT COUNSELING GUIDE FOR FEDERAL STUDENT LOAN BORROWERS." Also, students will sign the "Borrower's Rights and Responsibilities" form included in this publication.

Treatment of Title IV Aid When a Student Withdraws

Arizona College will comply with the federal regulation in the determination of the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that Arizona College participates in and that are covered by federal law are:

- Pell Grants
- Stafford Loans
- PLUS Loans
- Supplemental Educational Opportunity Grants (FSEOG)

When you withdraw during your payment period without having completed at least one class the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. If you do not begin attendance in all classes in a payment period, the amount of your Pell grant may have to be re-calculated.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Arizona College may automatically use all or a portion of your post withdrawal disbursement of grant funds for tuition. Arizona College will request your permission to use the post-withdrawal grant disbursement for any other school charges. If you do not give your permission, you will be offered the funds.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you or Arizona College receives (on your behalf) excess Title IV program funds that must be returned, Arizona College must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds.

If Arizona College is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

Arizona College must return Title IV funds to the programs as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Stafford loans
- Subsidized Direct Stafford loans
- PLUS loans
- Pell Grants
- Supplemental Educational Opportunity Grants

The requirements for Title IV program funds when you withdraw are separate from the refund policy of Arizona College. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Please see section "Financial Information" for the Arizona College refund policy.

SCHOLASTIC STANDARDS



ACADEMIC LOAD

Full-time students are those enrolled in a minimum of 12 credit hours per term. Part-time students are those enrolled for less than 12 credit hours per term.

ATTENDANCE

Regular class attendance and punctuality are essential to learning. Additionally, each student is expected to learn the discipline of regular attendance as well as the skills involved in their field of study.

Students are expected to attend all scheduled classes and to be on time for their classes. Missing subject material affects the student's retention and ability to perform clinically. In the event of an emergency, the student should contact the College if they are going to miss class or classes for the day.

Students who have accumulated absences and tardiness of 20% of their scheduled hours in a Term may be placed on attendance probation and appear before the Satisfactory Attendance Board. At this time, the student is given an opportunity to offer an explanation for the excessive absences and may be placed on attendance probation. If the student is placed on attendance probation, the student may not miss 20% of the next term. If the student misses 20% in consecutive terms, the student may be terminated from classes with right of appeal. Probationary students may not subsequently miss more than 20% of the total program days (hours) for the remainder of their program and be required to appear before the Satisfactory Attendance Board. The College may choose to terminate the student, have the student repeat classes, or other action the College deems appropriate.

A student, who reports to class after the scheduled start time or returns late from a break or departs prior to the designated class dismissal time, is considered tardy.

Tardies are rounded to the nearest 15 minute interval. All absences and tardies are recorded, regardless of the reason and become part of the student record at the College. If accumulated tardies and absences reach more than 10% of scheduled hours, the student may be placed on attendance probation.

Any student who is absent 14 consecutive calendar days will be withdrawn from the program.

The College does not allow make-up absences (other than for clock-hour programs, such as Massage Therapy).

An examination or assignment missed due to an "excused" absence may be made up for full credit. An examination or assignment missed due to an "unexcused" absence may be made up for half credit. Documentation of an excused absence must accompany a student on the day of his/her return and must document absences covering the date(s) an examination or assignment was missed.

Any student who desires an official withdrawal must do so by completing the Change of Status form with Campus Director's office. The withdrawal date is the date that the student begins the withdrawal process and this date will be used in the calculation of Return of Title IV Funding. Any student that officially withdraws will receive a grade of W. See section "Academic Standards" on the impact of a W on your GPA and Standards of Academic Progress.

GRADING

Course grading is based on the following scale:

Grade	Grade Points	Credits Attempted	Credits Earned
A 90 - 100%	4.0	Y	Y
B 80 - 89.9	3.0	Y	Y
C 70 - 79.9	2.0	Y	Y
D 60 - 69.9	1.0	Y	Y
F Below 60	0.0	Y	N
W	0.0	Y	N
T	0.0	Y	Y

**Bachelor of Science Nursing Program utilizes a grading scale that is available in the Nursing Student Handbook*

Arizona College does not recognize <I> incomplete grades and does not offer remedial courses.

All repeat, withdrawal and transfer credits that apply towards a student's program are counted toward the hours attempted for maximum time frame measurement.

SCHOLASTIC STANDARDS

For repeated courses the highest grade received is used in the Cumulative GPA calculation.

Credit Hour Definition

Arizona College measures its academic courses in terms of credit hours. An academic term is 10 weeks, consisting of two 5-week sessions. Conversion from clock hours is as follows:

One term credit hour equals:

- 10 clock hours of lecture
- 20 clock hours of laboratory
- 30 clock hours of internship

One semester credit hour equals:

- 15 clock hours of lecture
- 30 clock hours of laboratory
- 45 clock hours of clinical laboratory

SATISFACTORY ACADEMIC PROGRESS POLICY

Arizona College, its accrediting agency and the U.S. Department of Education require that students are making satisfactory academic progress toward graduation. Arizona College's Satisfactory Academic Progress Policy is the same for all students regardless if they are receiving Financial Aid or not. The following policies govern satisfactory academic progress at Arizona College.

Students must maintain a satisfactory cumulative grade point average, which is outlined below, and meet a minimum cumulative rate of progression toward graduation. Satisfactory Academic Progress (SAP) is evaluated at the end of each term. Students may challenge a grade for a period of thirty (30) days. After thirty (30) days the grade becomes final. Please refer to the College's Grievance Policy.

For students transferring to a different program, only courses that apply to the new program will be calculated satisfactory academic progress.

Maximum Time Frame

Maximum time frame for successful completion of a program is 1.5 times normal completion time. The following tables reflects the expected rate of progression necessary to meet these maximum time frames and the maximum number of credits that can be attempted in each program. All repeat, incomplete, withdrawal and transfer credits that apply towards a student's program are counted toward the hours attempted for maximum time frame measurement.

PROGRAM	NORMAL CREDITS COMPLETED	MAX. CREDITS ATTEMPTED
Medical Assisting, A.O.S.	93	139.5
Health Information Technology, A.O.S.	95.5	143.25
Medical Assistant	42.5	63.75
Pharmacy Technician	62	93
Health Information Specialist	44.5	66.75
Dental Assistant	66	99
Therapeutic Massage	850 Hours	1,275 Hours
Nursing	120	180
Medical Assisting with Phlebotomy	48.5	72.75

SCHOLASTIC STANDARDS

Cumulative Grade Point Average

The GPA is calculated by dividing total cumulative “quality grade points” earned by “total quality hours” attempted. Academic letter grades carry the following grade points: A = 4.00 B = 3.00 C = 2.00 D = 1.00 F = 0.00

The number of credits for a class (for example, 3) is multiplied by the grade point value of the grade (for example, A = 4) to give the total grade points (in this example, 12) for each course. The total number of quality grade points is then divided by the total number of quality hours attempted (in this example, $12/3 = 4.00$ GPA).

Satisfactory Academic Progress Standards

Cumulative Credits	Minimum Cumulative GPA	Min. Cumulative Credits Successfully Completed
01-20 Credits Attempted	1.5	67%
21-40 Credits Attempted	1.75	67%
40+ Credits Attempted	2.0	67%

ACADEMIC WARNING

If a student fails to meet the minimum cumulative grade point average or minimum cumulative credits successfully completed requirement, the student will be placed on a satisfactory academic progress warning status and will be notified in writing. Students placed on warning will be given one (1) term to obtain a cumulative GPA that meets satisfactory academic progress standard, and the minimum cumulative credits successfully completed standard. A student may regain satisfactory academic progress if at the end of the warning period the student is meeting the minimum academic progress standards. To do this, an increased level of academic commitment is required to achieve the best grade possible in each course. If the student regains satisfactory progress by the end of their warning term, he/she is removed from warning status. Students who do not meet minimum academic progress standards after one term on warning status will be notified and lose federal financial aid eligibility and may be withdrawn from the College.

APPEALS AND PROBATION

Students who wish to appeal a determination that they are not maintaining satisfactory progress at the end of a term on warning must submit a letter to the Director. The appeal should explain the extenuating circumstances that the student believes would have a bearing on the reinstatement, for example; emergencies, illness, accident. Supporting documentation is required in evaluating the circumstances of the appeal. Arizona College’s appeal procedure and letter may be obtained at the administrative office. Students granted an appeal will be notified in writing and placed on probation status for one term which reinstates their federal financial aid. If the appeal is denied, the student will not be eligible for federal financial aid funds.

SATISFACTORY ACADEMIC PROGRESS AND FEDERAL FINANCIAL AID ELIGIBILITY

All students are considered to be making satisfactory progress when they begin their program. Students on warning are also considered to be making satisfactory academic progress and, therefore, will continue to receive financial aid disbursements. The student will only be eligible for an additional disbursement of federal financial aid for a term subsequent to warning if they are placed on probation after submitting a successful appeal. If a student reestablishes satisfactory academic progress, their financial aid eligibility is reinstated. If the student does not reestablish satisfactory academic progress after a term on probation, they will lose federal financial aid eligibility and may be withdrawn.

At any time satisfactory academic progress is evaluated, if it is determined that a student cannot complete their program within the maximum time frame or is incapable of regaining Satisfactory Academic Progress they will be suspended from financial aid eligibility.

LEAVE OF ABSENCE PROCESS

Students are encouraged to complete their course work in a timely manner. However, students who have emergency situations may be granted a leave of absence not to exceed 60 calendar days. Only one leave of absence is granted in any 12-month period. A student does not incur additional charges during a leave of absence. All missed work must be made up. Leaves are not automatically granted; they must have the approval of the College Director.

A leave of absence must be requested in writing on the required form, and must be accompanied by proper documentation. Students requesting a LOA must be making satisfactory progress at the time of the request.

Students who fail to return to class on the scheduled date will be dropped from the program. All students making tuition payments to the College remain under that obligation during a LOA. Student must realize that a Leave of Absence could affect their future financial aid eligibility and the availability of class scheduling.

NOTE: The above policy is not a Leave of Absence (LOA) policy relating to any Title IV Student Aid Program. A student taking an LOA will have their account adjusted and all student aid will be returned to the appropriate agency. All funds applicable to tuition will be applied to the student’s amount upon the student’s return. The student must reapply for aid canceled or returned by the College during their Leave of Absence (LOA). All Stafford loan recipients who take a LOA should meet with the Financial Aid office for an Exit Interview.

GRIEVANCE PROCEDURE

To better serve students and open lines of communication with the administration of Arizona College, the following procedure for registering a complaint/grievance has been developed. If a student has a complaint(s) he would like addressed, the procedure is:

1. Write an explanation of the particular grievance; the explanation must be of an individual nature and specific. Student must file a grievance within 6 months of the event in question.

SCHOLASTIC STANDARDS

2. Submit the written explanation to the Admissions Coordinator. The Coordinator forwards the grievance to the Office of the President and the student is notified of an appointment time.
3. If follow-up discussion is necessary, time will be scheduled.
4. If a grievance cannot be resolved after exhausting the College's grievance procedure, students may file a complaint with the Arizona State Board for Private Postsecondary Education. Arizona State Board for Private Postsecondary Education
1400 W. Washington, Room 260, Phoenix, AZ 85007
602-542-5709
www.azppse.gov

This policy in no way impedes Arizona College's open door policy in regard to questions or comments regarding Arizona College. The above policy is to assist each student in understanding his/her rights and responsibilities under those policies. The administration will not, under any circumstances, see an entire class for this procedure.

WITHDRAWAL PROCEDURE

Student wishing to withdraw from the college may do so by visiting the Student Services office and completing a Change of Status Form. A student's last day of attendance is defined as the last day a student had academically related activity, which may include projects, clinical experience, or examinations. A statement which defines a determined date of withdrawal is defined as the date that an institution determined that a student was no longer in school.

INTERRUPTION IN EDUCATION

If education is interrupted for any reason (termination, leave of absence, etc.) the classes needed for program completion may not be offered in a consecutive manner. A student may be required to suspend training for one or more sessions until the required courses are offered. In any event, the length of the program is not to exceed one and one half the length of the program for which the student is enrolled.

GRADUATION REQUIREMENTS



GENERAL GRADUATION REQUIREMENTS

In order to graduate from Arizona College, students must:

1. Complete all required program courses with a minimum 2.0 Cumulative G.P.A.
2. Be current with all financial obligations to the College.
3. Submit all required externship paperwork., if applicable.
4. Complete all required exit interviews.

DIPLOMAS & DEGREES

A diploma or degree will be awarded upon completion of training. This includes meeting the performance levels required for graduation and a successful completion of externship. All financial obligations must be met and all accounts must be in good standing.

CERTIFICATION & LICENSURE DISCLOSURE

Due to the College's accreditation and approvals, its graduates are eligible to sit for certain state and national certification examinations. However, the College does not guarantee passing of any individual examination. Completion of some educational programs and/or certain certifications also qualify students for state licensure. Certain licensures require a high school diploma or a General Equivalency Diploma (GED) for licensure and, in some cases; the license must be obtained prior to externship or employment. If the student qualifies for entrance to the College through the Ability To Benefit (ATB) pathway, it is the student's responsibility to gain their diploma or G.E.D. while at the College.

PROGRAMS

ALLIED HEALTH PROGRAMS OF STUDY

DENTAL ASSISTANT



NATURE OF THE WORK

Dental Assistants aid dentist in the examination and treatment of patients. Their duties include taking and developing x-rays, assisting in the operator (four-handed dentistry), construction and preparation of temporary crowns and bridges. The dental assistant is also involved in the efficient operation of the dental practice. Insurance, patient relations, billing and the greeting of patients, are some of the duties performed by the dental assistant. Generally, the size of the dental practice and an assistant's responsibilities determines the scope and compensation of the job.

OBJECTIVE

The objective of Arizona College's Dental Assistant program is to provide a sound educational environment for instruction and training to equip its graduates for entry level jobs as dental assistants.

EQUIPMENT

To complete the training objective of the College, the following equipment is utilized: computers and printers, fully-operational operator, x-ray machine and x-ray chair, x-ray mannequin, darkroom, dental instruments, autoclave, model trimmers, dental instruments, dental lathe, dental vibrators, stethoscopes, sphygmomanometers, oral thermometers, masks and gloves, television, video cassette recorder, DVD player, overhead projector and other expendable items necessary to complete training objectives.

PREREQUISITES

There are no prerequisite classes for this program.

PROGRAM DELIVERY

Residential

DENTAL ASSISTANT

SCHEDULE OF COURSES

Diploma Courses	Contact	Lec/Lab	Credits	
DENTAL THEORY				
DENT 121	Anatomy and Physiology	40	40/00	4
DENT 122	Infection Control and Medical Emergencies	40	40/00	4
DENT 123	Dental Basics	40	40/00	4
DENT 124	Chairside Assisting	40	40/00	4
DENT 125	Radiology	40	40/00	4
DENT 126	Restorative Dentistry	40	40/00	4
DENT 127	Oral Health	40	40/00	4
DENT 128	Dental Specialties	40	40/00	4
DENTAL CLINICAL PROCEDURES				
DCP 102	Infection Control and Medical Emergencies Lab	40	00/40	2
DCP 104	Chairside Assisting Lab	40	00/40	2
DCP 105	Radiology Lab	40	00/40	2
DCP 106	Restorative Dentistry Lab	40	00/40	2
DCP 107	Oral Health Lab	40	00/40	2
DCP 108	Dental Specialties Lab	40	00/40	2
DENTAL ADMINISTRATIVE PROCEDURES				
DAP 111	Dental Office Communications	40	20/20	3
DAP 113	Patient and Records Management	40	20/20	3
DAP 114	Practice Management	40	20/20	3
PROFESSIONAL STUDIES				
ADM 101	Career Development	40	20/20	3
EXTERNSHIP				
EXT 300	Dental Assistant Externship	300	00/00	10
TOTALS		1020	400/320	66

The academic portion of the Dental Assistant Program consists of three (3) terms of ten (10) weeks each. Each term is divided into two (2) five-week sessions. The entire program is approximately 38 weeks.

ALLIED HEALTH PROGRAMS OF STUDY

HEALTH INFORMATION SPECIALIST



NATURE OF THE WORK

Health Information Specialist is concerned with health-related information and the systems used to collect, process, store, retrieve, and communicate information for the support of operations, management, and decision-making within an enterprise. The specialist is qualified to work in a variety of healthcare settings, governmental agencies, and managed care organizations. As computerization of information increases, specialists are vital to medical coding, computerized billing and patient care data analysis.

OBJECTIVE

The objective of Arizona College's Health Information Specialist course is to provide a sound educational environment for instruction and training to equip its graduates for entry-level positions as health information specialists. This is accomplished through approximately one half of the program consisting of lecture/demonstration and one half hands-on laboratory procedures.

EQUIPMENT

To meet the training objectives of the College, the following equipment is utilized: IBM compatible computers and printers, office management software including MediSoft and Medical Manager, anatomy charts, a human skeleton, and various other teaching aids.

PREREQUISITES

There are no prerequisite classes for this program.

PROGRAM DELIVERY

Residential

HEALTH INFORMATION SPECIALIST

SCHEDULE OF COURSES

Diploma Courses	Contact	Lec/Lab	Credits	
HEALTH INFORMATION				
HIS 105	Medical Coding – CPT/HCPCS	34	00/34	1.5
HIS 107	Medical Coding – ICD-9 /CM	34	00/34	1.5
HIS 114	Health Insurance Management	34	17/17	2.5
LAW 101	Legal Aspects of Healthcare	34	34/00	3
HIS 121	Introduction to Health Information Technology	34	17/17	2.5
HIS 122	Healthcare Delivery Systems	34	34/00	3
HIS 123	Healthcare Reimbursement Issues	34	17/17	2.5
HIS 124	Medical Records and Documentation	34	17/17	2.5
MEDICAL ADMINISTRATIVE PROCEDURES				
MAP 118	Electronic Medical Records	34	17/17	2.5
MAP 208	Computerized Office Management- <i>Medisoft Advanced</i>	34	17/17	2.5
COMPUTER COURSES				
COM 108	Microcomputer Concepts and Keyboarding	34	17/17	2.5
HEALTHCARE FUNDAMENTALS AND PROFESSIONAL STUDIES				
BIO 126	The Body as a Whole	34	34/00	3
BIO 127	The Body's Circulation & Defense	34	34/00	3
MTP 118	Medical Terminology & Pharmacology	34	34/00	3
ADM 101	Career Development	34	17/17	2.5
EXTERNSHIP				
EXT 200	Health Information Specialist Externship	200	0	6.5
TOTALS		710	323/187	44.5

The Health Information Specialist programs consist of three (3) terms of ten (10) weeks each. Each term is divided into two (2) five-week sessions. Externship is five (5) weeks. The entire program is approximately 30 weeks.

ALLIED HEALTH PROGRAMS OF STUDY

HEALTH INFORMATION TECHNOLOGY



NATURE OF THE WORK

Health Information Technology is a rapidly expanding field concerned with health-related information and the systems used to collect, process, store, retrieve and communicate information. Medical records and health information technicians are projected to be one of the fastest growing occupations for the near future (U.S. Department of Labor, Occupational Outlook Handbook). Most technicians will be employed by hospitals, but job growth will be faster in offices and clinics of physicians, nursing homes, and other health care agencies.

OBJECTIVE

The objective of Arizona College's Associate Degree program in Health Information Technology is to prepare its graduates to gain entry level positions in the Health Information community and to sit for a wide variety of national certifications that are available. These certifications are provided by the American Health Information Management Association (AHIMA), American Academy of Professional Coders (AAPC), the National Healthcare Association (NHA), and others. The College does not train for, or recommend any particular credentialing body. However, it encourages its graduates to pursue all avenues to enhance their career potential.

SCHEDULE OF COURSES

AOS COURSES		Contact	Lec/Lab	Credits
HEALTH INFORMATION				
HIS 105	Medical Coding – CPT/HCPCS	34	00/34	1.5
HIS 107	Medical Coding – ICD-9/CM	34	00/34	1.5
HIS 114	Health Insurance Management	34	17/17	2.5
HIS 115	Health Insurance Management	34	17/17	2.5
HIS 121	Introduction to Health Information Technology	34	17/17	2.5
HIS 122	Healthcare Delivery Systems	34	34/00	3
HIS 123	Healthcare Reimbursement Issues	34	17/17	2.5
HIS 124	Medical Records and Documentation	34	17/17	2.5
HIT 205	Mastering Coding	34	17/17	2.5
HIT 207	Health Law Concepts and Compliance	34	34/00	3
LAW 101	Legal Aspects of Healthcare	34	34/00	3

EQUIPMENT

To meet the training objective of this program, the College uses, ICD-9/CM and CPT manuals, desktop computers and printers in a modern and well equipped computer laboratory, software packages Medical Managers and Medisoft, Microsoft Word, Excel, Access, and PowerPoint, anatomy charts, human skeletons, and various audio visual aids for teaching purposes. In addition, students have access to library resource materials, periodicals, and the internet.

PREREQUISITES

There are no prerequisite classes for this program.

PROGRAM DELIVERY

Residential

SCHEDULE OF COURSES

AOS Courses	Contact	Lec/Lab	Credits	
MEDICAL ADMINISTRATIVE PROCEDURES				
MAP 118	Electronic Medical Records	34	17/17	2.5
MAP 208	Computerized Office Management- <i>Medisoft Advanced</i>	34	17/17	2.5
MGT 201	Principles of Management	34	34/00	3
MGT 203	Human Resource Management	34	34/00	3
MGT 207	Managing the Medical Office	34	34/00	3
COMPUTER COURSES				
COM 108	Microcomputer Concepts and Keyboarding	34	17/17	2.5
COM 210	Microsoft Office I (Word & PowerPoint)	34	17/17	2.5
COM 212	Microsoft Office II (Excel & Access)	34	17/17	2.5
HEALTHCARE FUNDAMENTALS AND PROFESSIONAL STUDIES				
ADM 101	Career Development	34	17/17	2.5
ADM105	Math for Meds	34	17/17	2.5
BIO 126	The Body as a Whole	34	34/00	3
BIO 127	The Body's Circulation & Defense	34	34/00	3
BIO 128	Specialized Body Systems	34	34/00	3
HC GEN 101	First Responder	34	17/17	2.5
HC GEN 103	End of Life Care	34	34/00	3
HC GEN 107	Emerging Holistic Therapies	34	34/00	3
MTP 118	Medical Terminology & Pharmacology	34	34/00	3
GENERAL EDUCATION STUDIES				
ENG 101	College English	34	34/00	3
HC GEN 109	Current Events	34	34/00	3
PSY 101	Introduction to Psychology	34	34/00	3
SOC 101	Sociology of Healthcare	34	34/00	3
SPE 101	Speech Communications	34	34/00	3
EXTERNSHIP				
EXT 200	Health Information Specialist Externship	200	0	6.5
TOTALS		1,322	833/289	95.5

The Health Information Specialist programs consist of six (6) terms of ten (10) weeks each. Each term is divided into two (2) five-week sessions. Externship is five (5) weeks. The entire program is approximately 60 weeks.

ALLIED HEALTH PROGRAMS OF STUDY

MASSAGE THERAPY



NATURE OF THE WORK

Massage therapists treat clients by using touch to manipulate the soft-tissue muscles of the body. Therapists utilize a variety of massage techniques and modalities to accomplish pain relief, rehabilitate injuries, and reduce stress, increase relaxation, and aid in the general wellness of clients.

OBJECTIVE

Upon completion of Arizona College's Massage Therapy program, our graduates can apply their knowledge and skills to work with clients in a variety of settings. Entry level positions in resort spas, chiropractic offices, athletic teams, health clubs, cruise ships, naturopathic offices, private practice, wellness clubs and traditional healthcare settings. As a professional massage therapist clear communication and superior hands-on skill give the therapist the ability to design a massage that will best suit the client.

EQUIPMENT

To complete the educational objectives of the College, the following equipment is utilized: massage tables, massage chairs, face cradles, massage stools, fleece covers, table warmers, massage lotion and oil, anatomy charts, a human skeleton, anatomical videos, and various other teaching aids.

CERTIFICATION/LICENSING

Arizona College's Massage Therapy program is comprised of 850 clock hours and can be completed in 8½ months. Graduates of Arizona College are eligible for state licensure without passing a national certification exam. Our program prepares graduates to sit for the Board Certification Exam (NCBTMB) and the Massage & Bodywork Licensing Examination (MBLEx). Requirements for licensure in states, municipalities and townships differ; therefore, it is recommended that students determine what is required for licensure where they are planning to work. Career Services provides assistance in determining licensure regulations for the various states and municipalities.

PREREQUISITES

There are no prerequisite classes for this program.

PROGRAM DELIVERY

Residential

MASSAGE THERAPY

SCHEDULE OF COURSES

Diploma Courses		Contact	Lec/Lab
MASSAGE THEORY AND TECHNIQUE			
MTM 125	Massage for Special Populations	40	20/20
MTM 155	Swedish Massage	40	00/40
MTM 185	Eastern and Energetic Approaches	40	20/20
MTM 195	Client Care in Massage Therapy	40	20/20
MTM 200	Clinical Practicum	30	00/30
MTM 300	Advanced Clinical Practicum	100	00/100
MTM 210	Spa Techniques	40	20/20
MTM 215	Sports and Injury Massage	40	20/20
MTM 230	Muscular System: Spine and Thorax	40	20/20
MTM 240	Spine and Thorax Palpations	40	20/20
MTM 250	Pain Solutions in Massage Therapy	40	20/20
MTM 260	Muscular System: Lower Body	40	20/20
MTM 270	Lower Body Palpations	40	20/20
MTM 280	Muscular System: Upper Body	40	20/20
MTM 290	Upper Body Palpations	40	20/20
ANATOMY AND PHYSIOLOGY			
MTA 105	Anatomy and Physiology	40	40/00
MTA 130	Circulation and Body Defense	40	40/00
MTA 135	Bodily Communication and Control	40	40/00
MTA 150	Business and Communication	40	40/00
MTA 160	Metabolic Processes, Elimination, and Reproduction	40	40/00
TOTALS		850	440/410

The academic portion of the Massage Therapy program consists of three and a half (3½) terms of ten (10) weeks each. Each term is divided into two (2) five-week sessions. The entire program is approximately 35 weeks.

ALLIED HEALTH PROGRAMS OF STUDY

MEDICAL ASSISTANT



NATURE OF THE WORK

Medical assistants assist physicians with the examination and treatment of patients in addition to performing various administrative duties. Their responsibilities may include: checking vital signs, obtaining medical histories, preparing patients for examination, performing basic laboratory tests, giving injections, applying bandages, taking electrocardiograms, cleaning and sterilizing instruments and provide patient education under the supervision of the physician. Office duties may include answering the telephone, recording and filing patient data, processing insurance forms, handling correspondence and arranging outside services. In addition, they may keep the books of the practice and maintain billing and collections.

OBJECTIVE

The objective of the Arizona College's Medical Assisting program is to provide a sound educational environment for instruction and training to equip its graduates for entry-level positions as medical assistants.

EQUIPMENT

To meet the training objectives of the Medical Assisting program, the following equipment is utilized: IBM compatible computers and printers, calculators, electrocardiograph machine, autoclave, simulated arm for venipuncture, microscopes, examination tables, centrifuge, platform scale, sphygmomanometers, stethoscopes, thermometers, incubator, hemocytometers, medical instruments, anatomical charts, human skeleton, organ models and various other teaching aids.

PREREQUISITES

There are no prerequisite classes for this program.

PROGRAM DELIVERY

Residential

MEDICAL ASSISTANT

SCHEDULE OF COURSES

Diploma Courses		Contact	Lec/Lab	Credits
CLINICAL LABORATORY SCIENCES				
CLS 103	Emergency and Primary Care	34	10/24	2.0
CLS 105	Clinical Office Procedures	34	10/24	2.0
CLS 107	Patient Diagnostics	34	10/24	2.0
CLS 109	Laboratory Sciences	34	10/24	2.0
CLS 111	Therapeutic Procedures	34	10/24	2.0
CLS 113	Medical Asepsis and Minor Surgery	34	10/24	2.0
MEDICAL ADMINISTRATIVE PROCEDURES				
MAP 114	Medical Insurance	34	17/17	2.5
COMPUTER COURSES				
COM 108	Microcomputer Concepts and Keyboarding	34	17/17	2.5
MAP 118	Electronic Medical Records	34	17/17	2.5
HEALTHCARE FUNDAMENTAL AND PROFESSIONAL STUDIES				
ADM 101	Career Development	34	17/17	2.5
ADM 105	Math for Meds	34	17/17	2.5
ADM 107	Medical Administrative Practices	34	24/10	2.5
BIO 126	The Body as a Whole	34	34/00	3
BIO 127	The Body's Circulation & Defense	34	34/00	3
MTP 118	Medical Terminology & Pharmacology	34	34/00	3
EXTERNSHIP				
EXT 200	Medical Assisting Externship	200	0	6.5
TOTALS		710	271/239	42.5

The Medical Assistant program consists of three (3) terms of ten (10) weeks each. Each term is divided into two (2) five-week sessions. Externship is five (5) weeks. The entire program is approximately 30 weeks.

ALLIED HEALTH PROGRAMS OF STUDY

MEDICAL ASSISTING

ASSOCIATE OF OCCUPATIONAL SCIENCE



NATURE OF THE WORK

There has been an increased demand in the medical community for a medical professional with the skill sets necessary to manage facilities through knowledge of personnel, computers, insurance reimbursement, administration, and clinical skills. The Associates Degree Medical Assisting program is designed to meet these demands. Duties may include clinical laboratory procedures, assisting physicians with diagnosis and treatment, billing and coding, and filing insurance documentation. Administrative duties such as payroll, taxes, quality control, training and supervising employees may be performed.

PROGRAM DELIVERY

Residential

PROGRAM OBJECTIVE

The objective of Arizona College's Associate Degree in Medical Assisting is to provide a sound educational environment for instruction to prepare students with appropriate skills which leads to entry level positions in the allied health field as a medical assistant with potential to assume administrative and supervisory positions.

EQUIPMENT

To meet the training objectives of the Medical Assisting program, the following equipment is utilized: IBM compatible computers and printers, calculators, electrocardiograph machine, autoclave, simulated arm for venipuncture, microscopes, examination tables, centrifuge, platform scale, sphygmomanometers, stethoscopes, thermometers, incubator, hemocytometers, medical instruments, anatomical charts, human skeleton, organ models and various other teaching aids.

SCHEDULE OF COURSES

AOS COURSES		Contact	Lec/Lab	Credits
CLINICAL LABORATORY SCIENCES				
CLS 103	Emergency and Primary Care	34	10/24	2.0
CLS 105	Clinical Office Procedures	34	10/24	2.0
CLS 107	Patient Diagnostics	34	10/24	2.0
CLS 109	Laboratory Sciences	34	10/24	2.0
CLS 111	Therapeutic Procedures	34	10/24	2.0
CLS 113	Medical Asepsis and Minor Surgery	34	10/24	2.0
CLS 203	Patient Education and Environmental Safety	34	00/34	2.0

MEDICAL ADMINISTRATIVE PROCEDURES

MAP 112	Health Care Accounting	34	17/17	2.5
MAP 114	Medical Insurance	34	17/17	2.5
MAP 118	Electronic Medical Records	34	17/17	2.5
MAP 208	Computerized Patient Records	34	17/17	2.5
MGT 201	Principles of Management	34	34/00	3
MGT 203	Human Resource Management	34	34/00	3
MGT 207	Managing the Medical Office	34	34/00	3

SCHEDULE OF COURSES

AOS Courses	Contact	Lec/Lab	Credits	
COMPUTER COURSES				
COM 108	Microcomputer Concepts and Keyboarding	34	17/17	2.5
COM 210	Microsoft Office I (Word & PowerPoint)	34	17/17	2.5
COM 212	Microsoft Office II (Excel & Access)	34	17/17	2.5
HEALTHCARE FUNDAMENTALS AND PROFESSIONAL STUDIES				
ADM 101	Career Development	34	17/17	2.5
ADM 105	Math for Meds	34	17/17	2.5
ADM 107	Medical Administrative Practices	34	24/10	2.5
BIO 126	The Body as a Whole	34	34/00	3
BIO 127	The Body's Circulation & Defense	34	34/00	3
HC GEN 101	First Responder	34	17/17	2.5
HC GEN 103	End of Life Care	34	34/00	3
HC GEN 105	Contemporary Healthcare Technology	34	34/00	3
HC GEN 107	Emerging Holistic Therapies	34	34/00	3
LAW 101	Legal Aspects of Health Care	34	34/00	3
MTP 118	Medical Terminology & Pharmacology	34	34/00	3
GENERAL EDUCATION STUDIES				
ENG 101	College English	34	34/00	3
HC GEN 109	Current Events	34	34/00	3
PSY 101	Introduction to Psychology	34	34/00	3
SOC 101	Sociology of Healthcare	34	34/00	3
SPE 101	Speech Communications	34	34/00	3
EXTERNSHIP				
EXT 200	Medical Assisting Externship	200	0	6.5
TOTALS		1,322	774/348	93

The Associate Degree Medical Assisting program consists of six (6) terms of ten (10) weeks each. Each term is divided into two (2) five-week sessions. Externship is five (5) weeks. The entire program is approximately 60 weeks.

ALLIED HEALTH PROGRAMS OF STUDY

PHARMACY TECHNICIAN



NATURE OF THE WORK

A Pharmacy Technician works under the supervision of a licensed pharmacist. The duties and responsibilities of technicians are consistent with their training and experience. Pharmacy Technicians, as part of a team, fill requisitions for drugs after review of the physician's order using unit-dose or appropriate packaging. They are involved in reviewing orders for drug allergies, dosing, interactions and incompatibilities. A Pharmacy Technician prepares parenteral medications and properly labels all dispensable and secondary products. Technicians participate in drug utilization, evaluation and quality assurance programs and consistently review a pharmacy's inventory of drugs expired, withdrawn, recalled, inadequately labeled, or other non-usable drugs. These examples of duties are not all encompassing or restrictive and are expected to vary with changing needs and priorities.

OBJECTIVE

The objective of the Arizona College's Pharmacy Technician course is to provide a sound educational environment for instruction and training to equip its graduates for entry-level positions in pharmacy-related services. Approximately one half of the program consisting of lecture/demonstration and one half hands-on laboratory procedures.

EQUIPMENT

To meet the training objectives of the Pharmacy Technician program, the following equipment is utilized: IBM compatible computers and printers, intravenous flow hood, total parenteral nutrition pump, ointment slabs, mortar and pestle glassware including beakers and graduated cylinders, prescription balance, counting trays, pill crusher, pill cutter, carpojets and various other teaching aids.

PREREQUISITES

There are no prerequisite classes for this program.

PROGRAM DELIVERY

Residential

PHARMACY TECHNICIAN

SCHEDULE OF COURSES

Diploma Courses	Contact	Lec/Lab	Credits	
PHARMACOLOGY COURSES				
PHM 111	Cardiovascular System	40	40/00	4
PHM 112	Anti-infectives and Chemotherapy	40	40/00	4
PHM 113	Digestive and Respiratory Systems	40	40/00	4
PHM 114	Central Nervous System	40	40/00	4
PHM 115	Endocrine and Integumentary Systems	40	40/00	4
PHM 116	Herbals, Vitamins and Supplements	40	40/00	4
GENERAL PHARMACY COURSES				
PHM 131	Law, Ethics, and Professionalism	40	20/20	3
PHM 132	Medical Terminology	40	00/40	2
PHM 133	Pharmacy Calculations	40	00/40	2
PHARMACY PRACTICE				
PHM 151	Retail Pharmacy - Daily Practice	40	20/20	3
PHM 152	Retail Pharmacy - Inventory Procedures	40	20/20	3
PHM 153	Hospital Pharmacy - Daily Practice	40	20/20	3
PHM 154	Hospital Pharmacy Administration	40	20/20	3
INTRAVENOUS THERAPY				
PHM 121	IV Basics	40	20/20	3
PHM 122	IV - TPN's and Chemotherapy	40	20/20	3
PHM 123	IV - Irrigations and Ophthalmics	40	20/20	3
PHARMACY COMPUTER COURSES				
PHM 141	Microcomputer Concepts and Keyboarding	40	20/20	3
PHM 142	Superscript Pharmacy Management Software	40	00/40	2
EXTERNSHIP				
EXT 160	Pharmacy Technician Externship	160	0	5
TOTALS		880	420/300	62

The Pharmacy Technician program consists of three (3) terms of ten (10) weeks each. Each term is divided into two (2) five-week sessions. Externship is four (4) weeks. The entire program is approximately 34 weeks.

ALLIED HEALTH PROGRAMS OF STUDY

MEDICAL ASSISTANT WITH PHLEBOTOMY



NATURE OF THE WORK

Medical assistants assist physicians with the examination and treatment of patients in addition to performing various administrative duties. Their responsibilities may include: checking vital signs, obtaining medical histories, preparing patients for examination, performing basic laboratory tests, giving injections, applying bandages, taking electrocardiograms, cleaning and sterilizing instruments and provide patient education under the supervision of the physician. Office duties may include answering the telephone, recording and filing patient data, processing insurance forms, handling correspondence and arranging outside services. In addition, they may keep the books of the practice and maintain billing and collections. Although some Medical Assistants are trained in phlebotomy basics, this program provides an additional session of focused training.

OBJECTIVE

The objective of the Arizona College's Medical Assistant with Phlebotomy program is to provide a sound educational environment for instruction and training to equip its graduates for entry-level positions as medical assistants.

EQUIPMENT

To meet the training objectives of the Medical Assistant with Phlebotomy program, the following equipment is utilized: IBM compatible computers and printers, calculators, electrocardiograph machine, autoclave, simulated arm for venipuncture, microscopes, examination tables, centrifuge, platform scale, sphygmomanometers, stethoscopes, thermometers, incubator, hemocytometers, medical instruments, anatomical charts, human skeleton, organ models and various other teaching aids.

PREREQUISITES

There are no prerequisite classes for this program.

PROGRAM DELIVERY

Residential

MEDICAL ASSISTANT WITH PHLEBOTOMY

SCHEDULE OF COURSES

Diploma Courses	Contact	Lec/Lab	Credits	
CLINICAL LABORATORY SCIENCES				
CLS 103	Emergency and Primary Care	34	10/24	2
CLS 105	Clinical Office Procedures	34	10/24	2
CLS 107	Patient Diagnostics	34	10/24	2
CLS 109	Laboratory Sciences	34	10/24	2
CLS 111	Therapeutic Procedures	34	10/24	2
CLS 113	Medical Asepsis and Minor Surgery	34	10/24	2
CLS 115	Clinical Laboratory	34	10/24	2
CLS 117	Venipuncture Pre-examination Variables	34	10/24	2
CLS 119	Venipuncture Troubleshooting	34	10/24	2
MEDICAL ADMINISTRATIVE PROCEDURES				
MAP 114	Medical Insurance	34	17/17	2.5
COMPUTER COURSES				
COM 108	Microcomputer Concepts and Keyboarding	34	17/17	2.5
MAP 118	Electronic Medical Records	34	17/17	2.5
HEALTHCARE FUNDAMENTAL AND PROFESSIONAL STUDIES				
ADM 101	Career Development	34	17/17	2.5
ADM 105	Math for Meds	34	17/17	2.5
ADM 107	Medical Administrative Practices	34	24/10	2.5
BIO 126	The Body as a Whole	34	34/00	3
BIO 127	The Body's Circulation & Defense	34	34/00	3
MTP 118	Medical Terminology & Pharmacology	34	34/00	3
EXTERNSHIP				
EXT 200	Medical Assisting Externship	200	0	6.5
TOTALS		812	301/311	48.5

Although this program has a Phlebotomy emphasis, it should not be confused with a formal program designed to prepare a student to work only as a Phlebotomist. The majority of the program content is Medical Assisting oriented and is designed to prepare the student to work as a Medical Assistant.

The Medical Assistant with Phlebotomy program consists of three (3) terms of ten (10) weeks each. Each term is divided into two (2) sessions. Each session consists of five (5) weeks. Externship is five (5) weeks. The entire program is approximately 35 weeks.

ALLIED HEALTH COURSE DESCRIPTIONS

ADM 101 CAREER DEVELOPMENT 2.5 Credits

This course guides students through the employment process by learning to complete applications, prepare cover letters, and write effective resumes and follow-up letters. Other topics include interview skills, networking, continuing education, resigning a position, career advancement, and a general orientation to the ever-changing dynamics of the healthcare delivery system.

Prerequisite: None

ADM 103 EXPLORATION OF MEDICAL SPECIALTIES 3 Credits

This course gives students in-depth knowledge of various medical specialty offices and the unique Medical Assistant functions in those environments. Also explores areas such as job responsibilities, daily functions, and overall office practices and procedures. Specialty offices examined include Pediatric, Obstetrics and Gynecology, Cardiology, Internal Medicine, and others.

Prerequisite: None

ADM 105 MATH FOR MEDS 2.5 Credits

Math for Meds is a course to assist Allied Health students develop professional competence in basic calculations used in the healthcare setting. The course, as the authors' state, "Clinical calculations are nothing to be afraid of," is designed to be student friendly. A survey of relative value, fractions, drug measurement, medications labels and syringe calibrations and dosages are discussed.

Prerequisite: None

ADM 107 MEDICAL ADMINISTRATIVE PRACTICES 2.5 Credits

This course will introduce students to the fundamentals of administrative medical assisting including professional telephone techniques, patient appointment scheduling, written communication, electronic applications and quality customer service. Students will explore an overview of medical law and ethics of the healthcare profession.

Prerequisite: None

BIO 126 THE BODY AS A WHOLE 3 Credits

Coordination and regulation of the body systems are discussed in this course. Students learn how the nervous system and the endocrine system work together to control the functions of the body. Cellular reproduction, body systems and directional terms are addressed.

Prerequisite: None

BIO 127 THE BODY'S CIRCULATION AND DEFENSE 3 Credits

In this course students will examine the structure, function and conduction of the heart and the pathway of circulation. Students will also explore the physiology of respiration, which includes the structures and disorders of the respiratory systems and treatment options. Included in the course are blood composition, typing and disorders. The course also examines the lymphatic system to include the organs and their functions and discusses immunity.

Prerequisite: None

BIO 128 SPECIALIZED BODY SYSTEMS 3 Credits

This course covers the process of digestion, the organs of the digestive tract, and the accessory structures. Also covered are the structures of the urinary system and the function of the kidneys in urine production, fluid balance, and the acid-base balance of the body. Human development, reproductive systems, and genetics will be discussed. The musculoskeletal system is covered including bone growth, landmarks, disorders, joints and types of muscles.

Prerequisite: None

CLS 103 EMERGENCY AND PRIMARY CARE 1.5 Credits

Principles of effective communication skills used in patient education and health history documentation are discussed. The students learn to assist with various types of routine medical examinations and to record the patient's physical measurements and vital signs.

Prerequisite: None

CLS 105 CLINICAL OFFICE PROCEDURES 2 Credits

This course applies the principles and practice of venipuncture, transportation and separation of specimens, differentials, cell counts and blood typing.

Prerequisite: None

CLS 107 PATIENT DIAGNOSTICS 2 Credits

Provides the theory of electrocardiography, including the QRS complex, P&T waves, and the electrical impulse system. Basic procedures include 12 lead ECG placement, and machine operation. Holter monitoring and mounting of ECG's recognition of artifacts and cardiac emergencies will be addressed. Introduction to pulmonary function tests and spirometry practice included.

Prerequisite: None

ALLIED HEALTH COURSE DESCRIPTIONS

CLS 109 LABORATORY SCIENCES 1.5 Credits

This course focuses on laboratory analysis in the disciplines of hematology, urinalysis, microbiology, and clinical chemistry. Students will perform blood hemoglobin and hematocrit levels, while also exploring the test that are in a complete blood count (CBC). Routine urinalysis and pregnancy testing will be covered. Collection of specimens for identification of microorganisms and the Gram stains procedures are discussed. Obtaining a throat culture and rapid strep testing are also covered. The procedures for the at-home monitors, used in glucose testing are covered and practiced.

Prerequisite: None

CLS 111 THERAPEUTIC PROCEDURES 2 Credits

The course covers a basic knowledge of pharmacology, the study of drugs and their usage. Students will focus on dose calculations, drug abbreviations, drug actions, and usage of the drug reference manuals. Students will also learn practical applications of various injections techniques and medication administration and documentation.

Prerequisite: None

CLS 113 MEDICAL ASEPSIS AND MINOR SURGERY 2 Credits

This course focuses on medical and surgical asepsis used in ambulatory care settings. OSHA standards required in the performance of infection control and personal safety are also discussed. Students will identify surgical instruments and sterile techniques required while assisting in minor office surgery. An overview of dermatology and wound care will be discussed. Microbiological testing including culture and sensitivity will be presented.

Prerequisite: None

CLS 115 CLINICAL LABORATORY 2 Credits

This course discusses the concepts related to the practice of phlebotomy. Students will learn medical terminology, including prefixes, suffixes, word roots, abbreviations and symbols. Basic diagnostic and laboratory tests associated with phlebotomy venipuncture procedures, which includes the discussion of the process and steps, equipment, venipuncture sites, collection tubes and routine blood test and cultures will be taught. Students will learn the anatomy and physiology of the circulatory system and become familiar with the disorders and diagnostic tests of the circulatory system.

Prerequisite: None

CLS 117 VENIPUNCTURE PRE-EXAMINATION VARIABLES 2 Credits

This course discusses the practice of phlebotomy and venipuncture pre-examination variables. Students will also learn the organizations and agencies that support quality assurance in a healthcare setting. Concepts and skills related to venipuncture procedures are taught including a review of human anatomy and physiology. This course will also cover special procedures involving non-blood specimens and tests.

Prerequisite: None

CLS 119 VENIPUNCTURE TROUBLESHOOTING 2 Credits

This course discusses the concepts related to the practice of phlebotomy. Students will learn medical terminology to include key terms and abbreviations. They will also learn concepts and skills related to special collection procedures which include pediatric and elderly collection procedures, as well as arterial and intravenous collections. Point-of-care testing principles applications will also be taught.

Prerequisite: None

CLS 203 PATIENT EDUCATION AND ENVIRONMENTAL SAFETY 2 Credits

This course will provide students the skills necessary to develop a patient education program. Community resources will be explored to provide information for the program. The process of assessment, planning, implementing and evaluating a program will be taught. Also presented is information on developing an environmental safety plan and emergency preparedness.

Prerequisite: None

COM 108 MICROCOMPUTER CONCEPTS AND KEYBOARDING 2.5 Credits

This course provides a microcomputer orientation with an overview of computer information systems. It introduces computer hardware, software, and information systems. Students will learn Windows as well as Microsoft Office 2007, Word and Excel. Finally, this course also helps students build basic typing skills as well as develop speed and accuracy while typing.

Prerequisite: None

COM 210 MICROSOFT OFFICE 1 (Word) 2.5 Credits

Students will gain experience using Microsoft Word, while learning the purpose, advantages and terminology used, including how to format documents, navigate a database, and enter and update data.

Prerequisite: None

ALLIED HEALTH COURSE DESCRIPTIONS

COM 212 MICROSOFT OFFICE II (Excel & PowerPoint) 2.5 Credits

This self-paced introductory course is designed to focus on computer practice for Microsoft Office Excel and PowerPoint. Students will receive a complete overview of Excel and PowerPoint 2007 core concepts through lecture and workbook completion.

Prerequisite: None

DAP 111 DENTAL OFFICE COMMUNICATIONS 3 Credits

A practical introduction to Microsoft Word, Dentrix software applications, conflict skills, dental healthcare team communications, telephone techniques, and written correspondence.

Prerequisites: DENT 121, DENT 122, DENT 123, DENT 124, DCP 102, DCP 104

DAP 113 PATIENT AND RECORDS MANAGEMENT 3 Credits

This course provides an overview of dental ethics and jurisprudence, records filing and management, patient relations, appointment scheduling techniques, credit and collections and recall methods.

Prerequisites: DENT 121, DENT 122, DENT 123, DENT 124, DCP 102, DCP 104

DAP 114 DENTAL OFFICE MANAGEMENT 3 Credits

This course focuses on inventory management, financial arrangements, accounts payable and receivable, Dentrix software applications and insurance.

Prerequisites: DENT 121, DENT 122, DENT 123, DENT 124, DCP 102, DCP 104

DCP 102 INFECTION CONTROL AND MEDICAL EMERGENCIES LABORATORY 2 Credits

Students learn infection control measures, proper hand washing technique, treatment room set-up, and patient positioning. Also presented are medical histories, vital signs, oral examinations, OSHA incident reports and the MSDS manual.

Prerequisite: None

Co-requisite: DENT 122

DCP 104 CHAIRSIDE ASSISTING LABORATORY 2 Credits

Students are introduced to chairside assisting including instrument transfer and identification, tray set-ups, anesthesia and sedation, oral evacuation, moisture control and dental charting.

Prerequisite: None

Co-requisites: DENT 123, DENT 124

DCP 105 RADIOLOGY LABORATORY 2 Credits

Students learn the use of radiation safety equipment through exposing, processing, and mounting intraoral x-ray films (including digital films) during practical exercises. Angle techniques, identifying radiographic landmarks, and troubleshooting common errors are also presented.

Prerequisites: DENT 121, DENT 122, DENT 123, DENT 124, DCP 102, DCP 104

Co-requisite: DENT 125

DCP 106 RESTORATIVE DENTISTRY LABORATORY 2 Credits

This course teaches students chairside applications and tray identification for amalgam, composite, and crown and bridge procedures, dental cements, vacu-form trays, custom acrylic trays and temporary crowns.

Prerequisites: DENT 121, DENT 122, DENT 123, DENT 124, DCP 102, DCP 104

Co-requisite: DENT 126

DCP 107 ORAL HEALTH LABORATORY 2 Credits

Emphasis is placed on preventative care, coronal polishing, topical fluoride application, oral hygiene instruction, sealants, periodontal dressing, and periodontal charting.

Prerequisites: DENT 121, DENT 122, DENT 123, DENT 124, DCP 102, DCP 104

Co-requisite: DENT 127

DCP 108 DENTAL SPECIALTIES LABORATORY 2 Credits

This course teaches suture removal, simple extraction procedure, complicated extraction tray set-up, post-op care, oral surgery instrument identification, endodontic instrument identification, orthodontic instrument identification, rubber dam placement, lab equipment use, and impressions and models.

Prerequisites: DENT 121, DENT 122, DENT 123, DENT 124, DCP 102, DCP 104

Co-requisite: DENT 128

DENT 121 ANATOMY AND PHYSIOLOGY 4 Credits

This course examines the terminology and function of body systems, with a concentration on head and neck anatomy.

Prerequisite: None

DENT 122 INFECTION CONTROL AND MEDICAL EMERGENCIES 4 Credits

This course is an overview of infection control measures, microbiology, management of hazardous materials, vital signs and medical emergencies.

Prerequisite: None

Co-requisite: DCP 102

ALLIED HEALTH COURSE DESCRIPTIONS

DENT 123 DENTAL BASICS 4 Credits

This course covers an orientation to the dental office, embryology, histology, morphology, dental terminology and pharmacology.

Prerequisite: None

DENT 124 CHAIRSIDE ASSISTING 4 Credits

This course is an introduction to the dental office and chairside dentistry, including dental terminology, instrument identification and transfer, dental charting, and anesthesia and sedation.

Prerequisite: None

Co-requisite: DCP 104

DENT 125 DENTAL RADIOLOGY 4 Credits

This course covers the history of radiography, safety considerations, biology and physiology aspects, exposure, processing, mounting and storage of x-rays. Digital x-ray theory is discussed.

Prerequisites: DENT 121, DENT 122, DENT 123, DENT 124, DCP 102, DCP 104

Co-requisite: DCP 105

DENT 126 RESTORATIVE DENTISTRY 4 Credits

This course presents an overview of fixed and removable prosthodontics, restorative materials, cosmetic dentistry, gingival retraction, tooth whitening and cements.

Prerequisites: DENT 121, DENT 122, DENT 123, DENT 124, DCP 102, DCP 104

Co-requisite: DCP 106

DENT 127 ORAL HEALTH 4 Credits

This course gives an overview of oral health and preventative techniques, nutrition, pediatric dentistry, periodontics and perio charting, sealants and coronal polishing.

Prerequisites: DENT 121, DENT 122, DENT 123, DENT 124, DCP 102, DCP 104

Co-requisite: DCP 107

DENT 128 DENTAL SPECIALTIES 4 Credits

This course explores dental specialty practices including endodontics, orthodontics, orals surgery and pathology, lab materials and dental dam.

Prerequisites: DENT 121, DENT 122, DENT 123, DENT 124, DCP 102, DCP 104

Co-requisite: DCP 108

ENG 101 COLLEGE ENGLISH 3 Credits

This course provides college students with a general grammar review and the opportunity to practice effective professional writing skills. Students will learn to write on persuasive, critical, and research-oriented or professional subjects. Fundamentals of spelling and punctuation will be reviewed to allow the student to write effectively.

Prerequisite: None

EXT 200 EXTERNSHIP 6.5 Credits

A 200-hour, full-time externship in an approved facility under the supervision of a qualified professional.

Prerequisite: Successful completion of all classroom courses in the program.

EXT 300 DENTAL ASSISTANT EXTERNSHIP 10 Credits

A 300-hour externship in an approved dental facility under the direct supervision of a dentist or dental assistant in a variety of settings.

Prerequisite: Successful completion of all classroom courses in the program.

EXT 160 PHARMACY TECHNICIAN EXTERNSHIP 5 Credits

A 160-hour, full-time externship in an approved facility under the supervision of a pharmacist or other qualified pharmacy professional.

Prerequisite: Successful completion of all classroom courses in the program

HC GEN 101 FIRST RESPONDER 2.5 Credit

Designed to reflect the reality of today's healthcare professional, this course reviews patient stabilization, communications as a vital link among healthcare organizations, law enforcement and the community. Triage, emergency extrication and transportation, and emergency food and water supplies are discussed. ASHI CPR Certification is provided in this course to those who pass the written and practical exams.

Prerequisite: None

HC GEN 103 END OF LIFE CARE 3 Credits

This course will provide students with an interdisciplinary understanding of death and dying. The main focus will be primarily on psychosocial, mental health, behavioral and ethical issues surrounding death and the impact it has on healthcare professionals and a patient's families.

Prerequisite: None

ALLIED HEALTH COURSE DESCRIPTIONS

HC GEN 105 CONTEMPORARY HEALTHCARE TECHNOLOGY 3 Credits

This course reviews current therapies, procedures, and processes in view of recent technological advances. This survey updates technologies that are emerging and their impact on healthcare delivery, aging, and cost. Exploration of combination therapy between western and holistic medicine is reviewed.

Prerequisite: None

HC GEN 107 EMERGING HOLISTIC THERAPIES 3 Credits

Definitions of health and overview of mind-body connection in health is discussed. Various therapeutic modalities within holistic treatments and identification of strengths and weaknesses of each are explored. This course will require ability to identify various therapies and critically review material in the alternative medical area and the cooperative use of holistic within traditional healthcare methods today.

Prerequisite: None

HC GEN 109 CURRENT EVENTS 3 Credits

This course will expose students to the events as they take place locally, nationally, and globally. It will cover an array of topics including government, politics, law, war on terrorism, world leaders, and other newsworthy items as they become known. Students will learn how to identify journalistic styles and recognize stories that are based on bias and emotional pleas. The history of Arizona and its government are discussed.

Prerequisite: None

HIS 105 MEDICAL CODING – CPT/HCPCS 1.5 Credits

This course provides the student with the basic fundamentals of reporting medical services and procedures with standard recognized guidelines. Using this coding system provides a uniform language that will thereby provide an effective means for reliable nationwide communication among physicians and third parties.

Prerequisite: None

HIS 107 MEDICAL CODING – ICD-9/CM 1.5 Credits

This course provides students with essential tools to transform verbal descriptions of diseases, injuries, and conditions into numerical designations by utilizing standard recognize guidelines. Using this coding system provides a uniform language that will thereby provide an effective means for reliable nationwide communication among physicians and third parties.

Prerequisite: None

HIS 111 COMPUTERIZED PRACTICE MGMT – Medical Manager 1.5 Credits

The Medical Manager course will familiarize the student with computerized account management and help develop the confidence and skills necessary to become a successful user of medical account management software. The extensive practice exercises will solidify skill foundations which a student can apply to common patient account management software programs.

Prerequisite: None

HIS 114 HEALTH INSURANCE MANAGEMENT 2.5 Credits

This is a course designed to introduce the fundamentals of a Health Insurance Specialist's role in the medical profession. Laws and regulations will be explored as well as becoming familiarized with insurance terminology and the basics of coding for reimbursement to third party payers.

Prerequisite: None

LAW 101 LEGAL ASPECTS OF HEALTHCARE 3 Credits

This course addresses legal issues pertinent to the practice of health information management. Prime concentrations are medico-legal issues, confidential and non-confidential health information, and legal principals governing access to confidential health information. Identification of major resources for locating information on law, rules, regulations, and standards related to health information is presented.

Prerequisite: None

HIS 121 INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY 2.5 Credits

This course presents the importance of quality in the delivery of healthcare, describing various methods of evaluating and improving the quality of care rendered in today's healthcare systems. The core focus is the crucial role of the Health Information Specialist in the quality assessment process.

Prerequisite: None

HIS 122 HEALTH CARE DELIVERY SYSTEMS 3 Credits

This course will introduce students to the history of the American Healthcare system, to the overall concepts of organization, standards for accreditation and licensure, government regulations in health care, methods of reimbursement, and legal aspect issues and professional ethics.

Prerequisite: None

ALLIED HEALTH COURSE DESCRIPTIONS

HIS 123 HEALTHCARE REIMBURSEMENT ISSUES 2.5 Credits

This course will introduce students on how reimbursement is accomplished in the healthcare industry, who is involved in the reimbursement process, methodologies used to calculate reimbursement, and how health information technology professionals are involved in the process.

Prerequisite: None

HIS 124 MEDICAL RECORDS AND DOCUMENTATION 2.5 Credits

This course is directed toward assisting students as they enter the health information field in understanding the differences between paper and electronic medical records and the documentation processes under HIPAA compliance.

Prerequisite: None

HIT 205 MASTERING CODING 2.5 Credits

This course focuses on physician and outpatient coding for medical visits, diagnostic testing and interpretation, surgeries, anesthesia, and all physician treatments and services. Patient cases, some with multiple records or reports, will require students to differentiate between coding a particular diagnosis or procedure based on a visit to a doctor's office versus an outpatient procedure at a hospital or similar facility.

Prerequisite: None

HIT 207 HEALTH LAW CONCEPTS AND COMPLIANCE 3 Credits

This course is directed toward assisting students as they enter the health information field with help in understanding the legal principles that govern this particular area of health care. There will be a strong emphasis placed on compliance issues concerning HIPAA, OSHA, fraud, and abuse violations.

Prerequisite: None

HIS 115 HEALTH INSURANCE CLAIMS 2.5 Credits

This course is a practical application course in which various insurance plans such as group insurance, third party plans, Medicare and Workers Compensation are explored. Students will be involved in the coding and Completion of the standardized CMS-1500 claim form.

Prerequisite: None

MAP 112 HEALTH CARE ACCOUNTING 2.5 Credits

This course concentrates on the practical aspects of medical bookkeeping. Students will study such concepts as daily record keeping, fee schedules, super-bills, journalizing, banking for the medical office, check writing, banking procedures, financial statements, and payroll.

Prerequisite: None

MAP 114 MEDICAL INSURANCE 2.5 Credits

This is a practical application course in which various insurance plans such as group insurance, third party policies, Medicare, and Workers Compensation are explored. Students will be involved in the completion of various patient information and claim form requirements. They will be familiarized with insurance terminology and the preparation beforehand of computer generated forms.

Prerequisite: None

MAP 118 ELECTRONIC MEDICAL RECORDS 2.5 Credits

This course will introduce students to electronic medical records utilizing the software program OPTUM. Students will complete patient case studies which cover administrative and clinical tasks. The case studies require students to enter various types of data including patient demographics, medical history, clinical findings and insurance billing information.

Prerequisite: None

MAP 208 COMPUTERIZED OFFICE MANAGEMENT – Medisoft Advanced 2.5 Credits

This course focuses on the use of patient accounting software applications which are commonly used with electronic processes performed in the medical office. The student will perform the necessary steps of entering demographics, insurance information, posting charges and payments, as well as reporting and the filing of claims electronically.

Prerequisite: None

MGT 201 PRINCIPLES OF MANAGEMENT 3 Credits

This course is designed to increase an awareness into the concepts in management which consist of organizing, planning, delegating, and staffing. Students will utilize and develop critical thinking skills as they apply these introduced concepts to own their own life experiences as well as future employment.

Prerequisite: None

MGT 203 HUMAN RESOURCE MANAGEMENT 3 Credits

This course is an introduction to the roles and responsibilities of healthcare human resource management and the importance of the department within the organization. Students will learn the tools needed for effective personnel management. Students will be introduced to motivational techniques, performance appraisals, counseling, termination process, and aspects of employment law.

Prerequisite: None

ALLIED HEALTH COURSE DESCRIPTIONS

MGT 207 MANAGING THE MEDICAL OFFICE 3 Credits

This course is designed to utilize all aspects of managerial concepts by simulating situations that the medical practice manager may routinely encounter. Students will take on the role of a Practice Manager with responsibilities including employee relations, maintaining office and medical supplies, and safety issues, while maintaining a profitable, patient-centered medical practice.

Prerequisite: None

MTA 105 ANATOMY AND PHYSIOLOGY 4 Credits

In this course students will get an overview of the body systems, orientation of the body, along with anatomical and medical terminology. The chemistry, cells, tissues and organization of the body will be understood in relation to the physiological effects of massage therapy.

Prerequisite: None

MTA 130 CIRCULATION AND BODY DEFENSE 4 Credits

Anatomy, physiology, and pathology of the circulatory, lymphatic, integumentary and immune systems are studied; these systems work together to create the body's defense system.

Prerequisite: None

MTA 135 BODILY COMMUNICATION AND CONTROL 4 Credits

Our master center of communication, the nervous system, works in concert with the endocrine system, our hormonal regulator. This course shows the relationship between the two systems and how their interrelatedness controls all physiological processes in the body.

Prerequisite: None

MTA 150 BUSINESS AND COMMUNICATION 4 Credits

This course will prepare students for the expectations of professional conduct in business and marketing strategies. Students will understand the therapeutic relationship and explore their options as an employee, independent contractor or starting a private practice. HIPAA standards, ethics and law, sanitation, hygiene, and OSHA safety guidelines are covered. We address the professional ethics, communication skills, and legal structure that students will use in the professional massage world. They will compose their resume, cover letter, and learn how to interview successfully.

Prerequisite: None

MTA 160 METABOLIC PROCESSES, ELIMINATION AND REPRODUCTION 4 Credits

This course covers the anatomy, physiology and pathology of our complex nutritional and reproductive systems. The foods that we eat are digested and assimilated as the building blocks of our cells, while the body eliminates the waste. Our reproductive systems contain the building blocks for a new life. Students will gain an understanding of how this occurs in our bodies.

Prerequisite: None

MTM 125 MASSAGE FOR SPECIAL POPULATIONS 3 Credits

Students will practice and demonstrate specialized massage techniques for mother and infant, people with disabilities, older adults, and end-of-life care. Emphasis will include how to assist clients in need and perform massage in a side-lying position.

Prerequisite: None

MTM 155 SWEDISH MASSAGE 2 Credits

Students will learn how to create a comfortable environment and practice designing a full body Swedish massage. Emphasis will be given to cautions, contraindications, and foundation skills for massage: including confident draping, body mechanics, self-care, and confidence in opening and closing a massage treatment session.

Prerequisite: None

MTM 185 EASTERN AND ENERGETIC APPROACHES 3 Credits

Holistic medicine and natural wellness will be taught, including personal efforts to achieve balance of physical, mental, emotional, social and spiritual aspects of health. The student will learn how to use adjunctive modalities from eastern and energetic origins.

Prerequisite: None

MTM 195 CLIENT CARE IN MASSAGE THERAPY 3 Credits

In this course students will learn how to tailor their massage to a client's needs and goals. Understanding the documentation process for a wellness massage in assessment, treatment and planning for the greatest care of the client.

Prerequisite: None

MTM 200 CLINICAL PRACTICUM 1 Credit

A supervised clinic consists of 30 hours and is taken to prepare for the professional environment. The clinical internship is designed to provide a forum for students to learn how all the classroom material fits together. The clinical practice are unpaid hours to polish your practical skills.

Prerequisite: None

ALLIED HEALTH COURSE DESCRIPTIONS

MTM 210 SPA TECHNIQUES 3 Credits

In this course students will learn corporate chair massage and how to use it as a marketing tool and explore their options as an employee, independent contractor or starting a private practice. Students will compose their resume and cover letter, and learn how to interview successfully. Hot stone massage, reflexology and essential oils will be practiced to prepare students for the spa environment.

Prerequisite: None

MTM 215 SPORTS AND INJURY MASSAGE 3 Credits

In Sports Massage and Hydrotherapy students will learn how the muscles work together to achieve complex movement (kinesiology) and how the use of hydrotherapy treatments as they relate to massage therapy. Emphasis is on the neuromuscular physiology of stretching, normal range of motion, common injuries of athletes and how to treat injuries of an acute, sub-acute or chronic nature in a pre-event, post-event or restorative environment.

Prerequisite: None

MTM 230 MUSCULAR SYSTEM: SPINE AND THORAX 3 Credits

Anatomy, physiology and pathology of the head, spine and thorax will be taught. The students will learn specific skeletal origin and insertion, as well as the action of facial, cranial, spinal and rib cage muscles. Additionally, students will gain understanding of scoliotic postural compensation, injuries and trigger point patterns that sometimes cause headaches and back pain.

Prerequisite: None

MTM 240 SPINE AND THORAX PALPATIONS 3 Credits

The students will practice specific muscular palpation on all muscles, injuries and trigger points covered in lecture by using myofascial, deep tissue, and neuromuscular approaches. Emphasis will be clinical reasoning skills for spinal muscular conditions and postural imbalance.

Prerequisite: None

MTM 250 PAIN SOLUTIONS IN MASSAGE THERAPY 3 Credits

This course gives students an understanding of the assessment, treatment planning and documentation required for clients with chronic pain conditions and ongoing pathologies. Musculoskeletal injuries and understanding pain will be emphasized.

Prerequisite: None

MTM 260 MUSCULAR SYSTEM: LOWER BODY 3 Credits

Anatomy, physiology and pathology of the pelvic girdle and lower extremities will be taught. The students will learn specific skeletal origin and insertion, as well as the action of lower body muscles. Additionally, students will gain an understanding of common postural compensation, injuries and trigger point patterns.

Prerequisite: None

MTM 270 LOWER BODY PALPATIONS 3 Credits

The students will practice specific muscular palpation on all muscles, injuries and trigger points covered in lecture by using myofascial, deep tissue, and neuromuscular approaches. Emphasis will be clinical reasoning skills for lower body muscular conditions and postural imbalance.

Prerequisite: None

MTM 280 MUSCULAR SYSTEM: UPPER BODY 3 Credits

Anatomy, physiology and pathology of the shoulder girdle and upper extremities will be taught. The students will learn specific skeletal origin and insertion, as well as the action of upper body muscles. Additionally, students will gain understanding of common postural compensation, injuries and trigger point patterns.

Prerequisite: None

MTM 290 UPPER BODY PALPATIONS 3 Credits

The students will practice specific muscular palpation on all muscles, injuries and trigger points covered in lecture by using myofascial, deep tissue, and neuromuscular approaches. Emphasis will be clinical reasoning skills for upper body muscular conditions and postural imbalance.

Prerequisite: None

MTP 118 MEDICAL TERMINOLOGY 3 Credits

This course focuses on construction, pronunciation and application of the medical word, to include prefixes, suffixes and word roots. A basic level of organization within the human body is presented. An overview of the major body systems is provided and terms related to the systems are learned. Abbreviations and pharmacology concepts and introductory legalities related to documentation in the healthcare industry are included.

Prerequisite: None

ALLIED HEALTH COURSE DESCRIPTIONS

PHM 111 CARDIOVASCULAR SYSTEM 4 Credits

This course begins with an overview of the anatomy and physiology of the heart, circulatory system and urinary system. Students then study diseases and disorders that affect each system and the drug classes that treat them. Students become familiar with indications for use, most common side effects, dosage forms and brand and generic names for commonly prescribed medications.

Prerequisite: None

PHM 112 ANTI-INFECTIVES AND CHEMOTHERAPY 4 Credits

This course introduces bacteria, viruses, protozoa and fungi that produce disease. The classification of each type of anti-infective is covered with an emphasis on dose, indication for use, side effects and brand and generic names of most commonly-used medications. The second half of this course deals with cancer and medications used for its treatment.

Prerequisite: None

PHM 113 DIGESTIVE AND RESPIRATORY SYSTEMS 4 Credits

This course begins with an overview of the structure and function of the digestive and respiratory systems. Students then learn the most common diseases and disorders that affect each. Students study drug classes used in their treatment, indication for use, side effects, dosage forms and brand and generic names of commonly prescribed medications.

Prerequisite: None

PHM 114 CENTRAL NERVOUS SYSTEM 4 Credits

This course presents an overview of how the brain and nervous systems function. Students learn medications used to treat disorders such as depression, psychoses, Parkinson's disease, multiple sclerosis and other diseases that affect the nervous system. Medications that affect the sympathetic and parasympathetic systems are reviewed. While learning drug classifications, students learn indications for use, dosage forms, side effects and brand and generic names of commonly prescribed medications.

Prerequisite: None

PHM 115 ENDOCRINE AND INTEGUMENTARY SYSTEMS 4 Credits

This course presents the skin and diseases of the skin. Students learn classifications of drugs used to treat the skin including indications for use, dosage forms, side effects, and brand and generic names of commonly prescribed medications. The second half of the course explores hormones produced by the body, the glands that produce them and disorders caused when the balance is incorrect. Types of hormones used to treat these disorders, as well as the ones used for birth control are covered.

Prerequisite: None

PHM 116 HERBALS, VITAMINS AND SUPPLEMENTS 4 Credits

This course explores the increasing popularity of over-the-counter medications and supplements. Students become familiar with indications for use, dosage recommendations, side effects, warnings and precautions of some of the most popular herbals and supplements. Vitamins and common active ingredients in over-the-counter products are taught, along with their indications for use.

Prerequisite: None

PHM 121 IV BASICS 3 Credits

This course covers techniques and procedures used to prepare sterile IV products. Students perform hands-on practice and become familiar with equipment used in preparation.

Prerequisite: None

PHM 122 IV – TPN'S AND CHEMOTHERAPY 3 Credits

This course begins with an overview of IV techniques followed by specialized techniques used to prepare TPN's and chemotherapy IV's, focusing on TPN's or Total Parenteral Nutrition bags. Calculations involved in determining amounts of medications to be added and preparation and labeling of such are taught. The second half of the course is devoted to proper techniques for handling and preparing chemotherapy medications. Students utilize hands-on practice.

Prerequisite: None

PHM 123 IV – IRRIGATIONS AND OPHTHALMICS 3 Credits

This course covers basic IV techniques, including preparation of syringes, irrigation solutions and ophthalmic solutions. Students utilize hands-on practice.

Prerequisite: None

PHM 131 LAW, ETHICS, AND PROFESSIONALISM 3 Credits

This course covers federal and state laws governing the practice of pharmacy. It covers ethical issues in the healthcare field and their relationship to pharmacy. Students learn professionalism and its application to pharmacy issues. The course prepares students for leaving school and gaining employment. Students learn interview preparation, typing a resume, what to expect at an interview and how to present themselves in a positive way. HIPAA training and testing is also covered.

Prerequisite: None

ALLIED HEALTH COURSE DESCRIPTIONS

PHM 132 MEDICAL TERMINOLOGY 2 Credits

In this course students learn medical terminology, including terms, prefixes, suffixes and common abbreviations. In addition, students will be exposed to commonly prescribed brand and generic drug names.

Prerequisite: None

PHM 133 PHARMACY CALCULATIONS 2 Credits

This course teaches students calculations required of Pharmacy Technicians. The course begins with a review of basic math. Students learn specific calculations used in various pharmacy areas.

Prerequisite: None

PHM 141 MICROCOMPUTER CONCEPTS AND KEYBOARDING 3 Credits

This course introduces students to keyboarding and the use of computers. Students are introduced to computer programs used in pharmacy. Students learn Windows operating system, Microsoft Word, and Microsoft Excel.

Prerequisite: None

PHM 142 SUPERSCRIPT PHARMACY MANAGEMENT SOFTWARE 2 Credits

This course will explain the role of pharmacy management software in the daily administration of pharmacy services, specifically in retail and hospital settings. Students will learn how to interpret orders for accurate prescription entry into the software, how to manage electronic databases, maintain inventory electronically, and how to generate accurate medication administration records for long-term care patients.

Prerequisite: None

PHM 151 RETAIL PHARMACY – DAILY PRACTICE 3 Credits

This course examines day-to-day duties performed in a retail pharmacy. Students learn to read prescriptions and to fill, package and label medications. Basic duties, greeting clients, assisting with over-the-counter medications, handling refill requests and working the “out” window are discussed.

Prerequisite: None

PHM 152 RETAIL PHARMACY – INVENTORY PROCEDURES 3 Credits

This course teaches ordering, receiving, stocking and rotation of pharmaceutical supplies and medications. Also covered are pricing, discounts, mark-ups, and sale prices. The next portion of the course explores insurance, third party payers, and universal claim forms. Students will also gain an understanding of extemporaneous compounding.

Prerequisite: None

PHM 153 HOSPITAL PHARMACY – DAILY PRACTICE 3 Credits

This course will introduce the daily functions of the hospital and the duties in various work areas. Interpretation of the Physician’s Order, medical abbreviations, P&T Committee, formulary development, crash cart medications, medication administration records, and OSHA Blood Borne Pathogen standards will be discussed. Also included are standing orders, automatic stop orders and an overview of other institutional settings – nuclear pharmacy, home infusion therapy, and the VA setting.

Prerequisite: None

PHM 154 HOSPITAL PHARMACY ADMINISTRATION 3 Credits

This course will cover topics such as drug distribution systems, medication administration records and unit dose drug packaging. It will be discussed as to how each topic influences the administration of pharmacy services in a hospital setting. The interpretation of physician orders, dosage calculations, and the use of automation in the hospital pharmacy setting will also be covered.

Prerequisite: None

PSY 101 INTRODUCTION TO PSYCHOLOGY 3 Credits

This course studies psychological viewpoints and theories about personality and mental illnesses. Treatment methods are also discussed. The steps of problem solving, learning techniques and the memory process will be discussed and applied to situations in life and the workplace.

Prerequisite: None

SOC 101 SOCIOLOGY OF HEALTHCARE 3 Credits

This is an introductory course in Sociology as it relates to theoretical perspectives in healthcare. This course provides an overview of the study of society. Basic principles are covered, including socialization, culture, social institutions, social structure, social stratification, deviance, and the evolution of society.

Prerequisite: None

SPE 101 SPEECH COMMUNICATIONS 3 Credits

This course provides a basic understanding of the principles of oral communication and public speaking. Students will learn to clearly present ideas with confidence when speaking to a group. A thorough discussion of the communication process will be reviewed including how to reduce public speaking anxiety, develop rehearsal skills, and conduct ethical research.

Prerequisite: None

NATURE OF THE WORK

Registered nurses (RNs) provide and coordinate care; educate patients and the public about various health conditions; and provide emotional support to patients, family, and significant others.

Employment opportunities continue to grow for the nursing profession. Registered nurses work in hospitals, physician offices, home healthcare services, and nursing care facilities. Others work in correctional facilities, schools, retail clinics, or serve in the military. Nurses also provide care in locations such as camps, homeless shelters, sporting events, and tourist destinations.

OBJECTIVE

The mission of the Department of Nursing at Arizona College is to educate students seeking to become registered nurses. Students in the nursing program are prepared to be nurse leaders who are responsive to the healthcare needs of culturally diverse individuals and groups across the lifespan in a complex global community. The baccalaureate nursing education program promotes and supports student success. Faculty are committed to evidence-based teaching and a learning-centered environment. They promote and exemplify values of altruism, autonomy, human dignity, integrity, mindfulness, and social justice. These values encourage personal and professional growth, lifelong learning and competent professional practice in the graduates.

Graduates will provide high quality, safe, evidence-based care which enhances the quality of life for individuals and communities. Graduates will be knowledgeable about current trends in healthcare, assume responsibility for their own professional growth, and will be prepared for graduate study in nursing. Prior to graduation, students will have completed all requirements for certification by the Institute for Healthcare Improvement (IHI) and will have a strong foundation in safety system design, quality improvement, and leadership in healthcare. Upon satisfactory completion of all program and state licensing requirements, the graduate will be eligible to apply for the National Council of State Boards of Nursing Licensing Examination for Registered Nurses (NCLEX-RN®).

EQUIPMENT/TECHNOLOGY

A skills lab furnished to resemble a hospital room is available for student learning. The lab includes both high and low fidelity manikins, as well as a camera and microphones to record simulation scenarios. Equipment necessary for students to learn basic nursing skills is included. Standard classroom furnishings include a computer, projector, white board, tables and chairs.

PROGRAM DELIVERY

A mixture of teaching modalities are used in the nursing program. These include, but are not limited to, lecture, unfolding case studies, collaborative discussions, small group work, slide presentations, simulation scenarios, demonstration and return demonstration, role playing, interactive online instruction, and other critical thinking activities. Students are provided the opportunity to care for patients in a variety of settings including acute care, ambulatory, and community.

ADMISSIONS

Students may be admitted directly to the lower division nursing program and complete all required general education and science courses online through a consortium agreement with Keiser University in Florida. Students who successfully complete the required courses through this Arizona College/Keiser University consortium and meet all other upper division admission criteria will progress to the upper division nursing courses beginning in Semester 5.

Transfer and Repeated Courses

Arizona College evaluates courses for transfer from institutions accredited by agencies approved by the US Department of Education. Each course is evaluated individually based on an official course description and/or syllabus. Decision on course transfer is final and cannot be appealed.

Transferable courses must be similar in content and credit hour requirements and meet specific requirements for the Arizona College nursing curriculum. Applicants must sign a release for Arizona College to request an official transcript from the institution where the credit was earned. A final determination for course transfer will not be made until the official transcript is received.

Arizona College may require a course syllabus or catalog from the school the applicant earned the credit. It is the applicant's responsibility to obtain these items. Nursing courses from other nursing programs will not be accepted by Arizona College for transfer credit.

Students who repeat a course to achieve the required grade in a lower division course (including transfer credits) will have the course evaluated on an individual basis.

Approved Tests & Proficiency Options

Arizona College may accept test scores from the College Level Examination Program (CLEP) in lieu of a grade in the following courses:

ENG 101	English Composition modular
MAT 151	College Mathematics
PSY 101	Introductory Psychology
PSY 240	Human Growth & Development

Other credit by examination options will be reviewed for acceptance on an individual basis.

Lower Division (Semesters 1-4) Admission Requirements:

1. Completed application for the nursing program with all supporting documents as listed below.
2. High school transcript (official) with a minimum cumulative GPA of 2.75 or higher; or official GED test results with a minimum total score of 600 (applicants must score at least 150 in each of the four subject areas) as of 1/1/2014 or a passing score prior to this date. A cumulative college GPA of 2.75 or higher with at least 12 college credits will be accepted in lieu of the high school GPA or GED score requirement, but the applicant must still provide proof of successful completion of high school or the equivalency. College credit is defined as credit for courses that lead to a degree or a program of study that leads to a degree.
3. An official transcript for each college or university attended that offers a degree program, including institutions where credits were attempted but not completed.

NURSING (BSN) – Bachelor of Science

4. Applicants educated outside of the United States will have transcripts (both high school and college) evaluated by the Arizona International Credential Evaluators.
5. If applicable, the Test of English as a Foreign Language (TOEFL). Minimum cumulative score of 90 combined AND minimum individual scores of:
 - a) 26 in Speaking c) 20 in Reading
 - b) 24 in Writing d) 20 in Listening
6. Proof of U.S. citizenship, alien status, or legal residency.
7. A resume listing extracurricular activities, achievements, and community service.
8. Essay on nursing.

Upper Division (Semesters 5-9) Admission Requirements:

In addition to the requirements for the lower division nursing courses, the following requirements must also be met to progress into or be admitted directly into the upper division nursing courses.

1. A cumulative GPA of 2.75 or higher in the required general education and science courses.
2. All sciences must be completed within the last ten years.
 - A grade of "B" or higher in three of the four required science courses (Chemistry, Microbiology, Anatomy & Physiology I or II)
 - A grade of "B" or higher in Statistics, and
 - A grade of "C" or higher in all other general education courses.
3. A score equivalent to the national mean or higher on the Test of Essential Academic Skills (TEAS) on the date the exam is scored.
 - Maximum of three (3) attempts to achieve a national mean score is permitted in a 12-month period.
 - 30 days are required between retesting attempts.
 - A passing score must be achieved within 12 months prior to the Semester 5 start date (Day 1 of upper division classes).
4. Clearance from the Arizona Department of Public Safety evidenced by fingerprint background check.

5. Statement of Health Clearance from a physician at a site designated by Arizona College conducted no sooner than 60 days prior to Day 1 of Upper Division start date.
6. Negative Drug Screen. (including nicotine and alcohol in appropriate cases)
7. Tuberculin Skin Test (2-step PPD) or negative chest X-ray report if positive PPD no sooner than 60 days prior to Day 1 of Upper Division start date.
8. Proof of immunity to certain diseases through immunization titers at a site designated by Arizona College*:
 - Measles, Mumps & Rubella (MMR)
 - Varicella (Chicken Pox)
 - Hepatitis B (Hep B, HBV)
 - Tetanus/Diphtheria/Pertussis (TDAP, Adacel)
9. Evidence of health insurance coverage or other proof of medical benefits such as Veterans Administration or Indian Health Services coverage.
10. Nurse liability insurance.

**If the titer results do not verify proof of immunity, the student must be immunized for the disease at the designated site.*

Note: If there are more qualified applicants than the number of seats available in a class, students will be selected according to the science and reading scores on the TEAS exam.

Laptop Requirement

All students in the upper division nursing courses are responsible for providing their own laptop for class use.

Hardware specifications:

- Wireless capability
- Intel or AMD Processor
- Windows 7.0 or above
- 1 GB RAM
- 250 GB HDD
- Microsoft Office software 2007 or higher
- Adobe Flash
- Silverlight
- Anti-virus protection installed

Note: Students with Apple MacBooks will have limited support from the IT Department at Arizona College. Students with Apple computers will be required to purchase Microsoft Office and Flash for Mac.

SCHEDULE OF COURSES

NURSING COURSES – REQUIRED GENERAL EDUCATION AND SCIENCE COURSES

		Semester Credit Hours
PREREQUISITE		
ENG 101	First Year Composition	3
ENG 102	First Year Composition	3
ENG 215	Critical Inquiry & Literacy (Written Discourse): Academic Writing	3
MAT 151	Mathematical Studies: College Mathematics	3
PSY 230	Statistics/Quantitative Analysis: Statistics	3
CHM 130/130L	Natural Science – Quantitative: Introductory Chemistry (Lecture/Lab)	4
BIO 205	Natural Science – General: Microbiology (Lecture/Lab)	4
BIO 201	Natural Science – General: Human Anatomy/Physiology I (Lecture/Lab)	4
BIO 202	Natural Science – General: Human Anatomy/Physiology II (Lecture/Lab)	4
HCR 240	Humans Systems: Human Pathophysiology	4
NTR 241	Human Systems: Human Nutrition	3
HCR 220	Organizational Systems & Health: Health Systems and Technologies	3
HCR 230	Culture & Health/Humanities: Cultural Diversity and Global Health	3
PSY 101	Social & Behavioral Sciences: Introduction to Psychology	3
PSY 240	Social & Behavioral Sciences: Human Development	3
GENERAL EDUCATION & SCIENCE COURSES SUBTOTAL		50

GENERAL EDUCATION AND SCIENCE COURSE REQUIREMENTS FOR NURSING PROGRAM

ENG 101 FIRST YEAR COMPOSITION Credits 3

Emphasizes rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishes effective college-level writing strategies.

ENG 102 FIRST YEAR COMPOSITION Credits 3

Emphasizes rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Develops advanced college-level writing strategies.

ENG 215 CRITICAL INQUIRY & LITERACY Credits 3

Advanced course in techniques of analyzing and writing academic expository prose. Writing to be research based.

MAT 151 MATHEMATICAL STUDIES: COLLEGE MATHEMATICS Credits 3

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions, systems of equations, modeling, and solving real world problems.

PSY 230 STATISTICS/QUANTITATIVE ANALYSIS: STATISTICS Credits 3

An introduction to basic concepts in descriptive and inferential statistics with emphasis upon application to psychology. Consideration is given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation.

CHM 130 & 130L NATURAL SCIENCE – QUANTITATIVE: INTRODUCTORY CHEMISTRY Credits 4

Elements of general chemistry, including lab.

BIO 205 NATURAL SCIENCE – GENERAL: MICROBIOLOGY Credits 4

Study of microorganisms and their relationship to health, ecology, and related fields.

BIO 201 NATURAL SCIENCE – GENERAL: HUMAN ANATOMY/ PHYSIOLOGY I Credits 4

Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system.

NATURAL SCIENCE – GENERAL: HUMAN ANATOMY/ PHYSIOLOGY II Credits 4

Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance.

Prerequisite: A grade of "C" or better in BIO201

HCR 240 HUMANS SYSTEMS: HUMAN PATHOPHYSIOLOGY Credits 3

Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health.

Prerequisite: BIO202

NTR 241 HUMAN SYSTEMS: HUMAN NUTRITION Credits 3

Principles of human nutrition. Emphasis on health promotion and concepts for conveying accurate nutrition information in a professional setting.

Prerequisite: CHM130

HCR 220 ORGANIZATIONAL SYSTEMS & HEALTH: HEALTH SYSTEMS AND TECHNOLOGIES Credits 3

Introduction to the social, political, and economic contexts of the nursing profession and health care systems in the United States.

Prerequisite: Grade of "C" or better in ENG102

HCR 230 CULTURE & HEALTH/HUMANITIES: CULTURAL DIVERSITY & GLOBAL HEALTH Credits 3

Relation between cultures of diverse groups and health/illness. Emphasis on cross-cultural communication, including awareness of own cultural influences and indigenous and complementary healing practices.

PSY 101 SOCIAL & BEHAVIORAL SCIENCES: INTRODUCTION TO PSYCHOLOGY Credits 3

To acquaint the student with basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal.

PSY 240 SOCIAL & BEHAVIORAL SCIENCES: HUMAN DEVELOPMENT Credits 3

Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages.

NURSING UPPER DIVISION COURSES

NURSING UPPER DIVISION COURSES

		Classroom Contact Hours	Lab Contact Hours	Clinical Contact Hours	Semester Credit Hours
SEMESTER 5					
NUR 201	Effective Thinking and Verbal Behavior	30	0	0	2
NUR 202	Foundations for Interprofessional Health Professions Practice	15	0	0	1
NUR 203	Ethical Compartment and Formation I	30	0	0	2
NUR 204	Knowledge, Science and Theory of the Profession I	60	0	0	4
NUR 206	Nursing Practice I	0	60	90	4
SUBTOTAL		135	60	90	13
SEMESTER 6					
NUR 303	Ethical Compartment and Formation II	15	0	0	1
NUR 304	Knowledge, Science and Theory of the Profession II – Pharmacology	45	0	0	3
NUR 305	Knowledge, Science and Theory of the Profession III	45	0	0	3
NUR 306	Nursing Practice II	0	30	180	5
NUR 307	Scholarship for Evidence-Based Practice I	15	0	0	1
NUR 308	Leadership for Quality Care and Patient Safety I	15	0	0	1
SUBTOTAL		135	30	180	14
SEMESTER 7					
NUR 315	Knowledge, Science and Theory of the Profession IV	90	0	0	6
NUR 316	Nursing Practice III	0	60	180	6
NUR 317	Scholarship for Evidence-Based Practice II	15	0	0	1
NUR 318	Leadership for Quality Care and Patient Safety II	30	0	0	2
SUBTOTAL		135	60	180	15
SEMESTER 8					
NUR 403	Ethical Compartment and Formation III	30	0	0	2
NUR 405	Knowledge, Theory, and Science of Profession V	60	0	0	4
NUR 406	Nursing Practice IV	0	30	180	5
NUR 407	Scholarship for Evidence-Based Practice III	15	0	0	1
NUR 408	Leadership for Quality Care and Patient Safety III	30	0	0	2
SUBTOTAL		135	30	180	14
SEMESTER 9					
NUR 413	Ethical Compartment and Formation IV	15	0	0	1
NUR 415	Knowledge, Science and Theory of the Profession VI	45	0	0	3
NUR 416	Nursing Practice V	0	15	247	6
NUR 417	Scholarship for Evidence-Based Practice IV	15	0	0	1
NUR 418	Leadership for Quality Care and Patient Safety IV	45	0	0	3
SUBTOTAL		120	15	247	14
TOTALS		660	195	877	70

NURSING UPPER DIVISION COURSES

NUR 201 EFFECTIVE THINKING AND VERBAL BEHAVIOR Credits 2

Engage in critical thinking and reflective examination to optimize effective thinking and enhance decision-making.

Primary course component: Lecture with interactive group participation.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Admission to the Nursing Major

Co-requisites: NUR 202, NUR 203, NUR 204, NUR 206

NUR 202 FOUNDATIONS FOR INTERPROFESSIONAL HEALTH PROFESSIONS PRACTICE Credits 1

Introduces process of communication, cooperation, coordination and collaboration for patient-centered care and team-based healthcare delivery.

Primary course component: Lecture with interactive group participation.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Admission to the Nursing Major

Co-requisites: NUR 201, NUR 203, NUR 204, NUR 206

NUR 203 ETHICAL COMPORIMENT AND FORMATION I Credits 2

Introduces professional standards, roles and responsibilities.

Primary course component: Lecture with interactive group participation.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Admission to the Nursing Major

Co-requisites: NUR 201, NUR 202, NUR 204, NUR 206

NUR 204 KNOWLEDGE, SCIENCE & THEORY OF THE PROFESSION I Credits 4

Introduces health promotion in community-based settings with emphasis on well children and older adults; nursing process, lifespan health assessment, and psychomotor skills.

Primary course component: Lecture with interactive group participation.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Admission to the Nursing Major

Co-requisites: NUR 201, NUR 202, NUR 203, NUR 206

NUR 206 NURSING PRACTICE I Credits 4

Uses situated learning for application of nursing knowledge, skills and abilities, reflective practice and role development for well children and older adult in community-based settings within interprofessional team.

Primary course component: Situated learning and coached nursing practice.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Admission to the Nursing Major

Co-requisites: NUR 201, NUR 202, NUR 203, NUR 205

NUR 303 ETHICAL COMPORIMENT AND FORMATION II Credits 1

Focuses on advocacy skills of engagement as provider of care, designer / manager / coordinator of care and member of the profession.

Primary course component: Lecture with interactive group participation.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Completion of Sophomore II

Co-requisites: NUR 304, NUR 305, NUR 306, NUR 307, NUR 308

NUR 304 KNOWLEDGE, SCIENCE & THEORY OF THE PROFESSION II – PHARMACOLOGY Credits 3

Examine concepts related to pharmacotherapeutics, pharmacokinetics, adverse reactions, and contraindications of drug therapies across the lifespan.

Primary course component: Lecture with interactive group participation.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Completion of Sophomore II

Co-requisites: NUR 303, NUR 305, NUR 306, NUR 307, NUR 308

NURSING UPPER DIVISION COURSES

NUR 305 KNOWLEDGE, SCIENCE & THEORY OF THE PROFESSION III Credits 3

Uses nursing process in the nursing role to develop salience and design patient-centered care for best practices in health restoration of adults, and health promotion and restoration with childbearing families.

Primary course component: Lecture with interactive group participation.
Offered by: Arizona College Department of Nursing
Repeatable for Credit: No
Allow multiple enrollments: No

Prerequisite: Completion of Sophomore II

Co-requisites: NUR 303, NUR 304, NUR 306, NUR 307, NUR 308

NUR 306 NURSING PRACTICE II Credits 5

Plans for and provides evidence-based patient-centered care for adults with acute and chronic health disruption, and for childbearing families.

Primary course component: Situated learning and coached nursing practice.

Offered by: Arizona College Department of Nursing
Repeatable for Credit: No
Allow multiple enrollments: No

Prerequisite: Completion of Sophomore II

Co-requisites: NUR 303, NUR 304, NUR 305, NUR 307, NUR 308

NUR 307 SCHOLARSHIP FOR EVIDENCE-BASED PRACTICE I Credits 1

Provides fundamentals of evidence-based practice with professional nursing practice.

Primary course component: Lecture with interactive group participation.
Offered by: Arizona College Department of Nursing
Repeatable for Credit: No
Allow multiple enrollments: No

Prerequisite: Completion of Sophomore II

Co-requisites: NUR 303, NUR 304, NUR 305, NUR 306, NUR 308

NUR 308 LEADERSHIP FOR QUALITY CARE AND PATIENT SAFETY I Credits 1

Introduces knowledge and skills to support provision of quality nursing and health care.

Primary course component: Lecture with interactive group participation.
Offered by: Arizona College Department of Nursing
Repeatable for Credit: No
Allow multiple enrollments: No

Prerequisite: Completion of Sophomore II

Co-requisites: NUR 303, NUR 304, NUR 305, NUR 306, NUR 307

NUR 315 KNOWLEDGE, SCIENCE AND THEORY OF THE PROFESSION IV – PEDIATRIC AND PSYCHIATRIC/MENTAL HEALTH NURSING Credits 6

Focuses on concepts and practices of acute and chronic disruptions in children and adolescents, and community-based restoration, and prevention in psychiatric/mental health nursing across the life span.

Primary course component: Lecture with interactive group participation.
Offered by: Arizona College Department of Nursing
Repeatable for Credit: No
Allow multiple enrollments: No

Prerequisite: Completion of Junior I semester

Co-requisites: NUR 316, NUR 317, NUR 318

NUR 316 NURSING PRACTICE III – PEDIATRIC AND PSYCH/MENTAL HEALTH NURSING Credits 6

Situated coaching to design, deliver, and evaluate patient-centered care within an inter-professional team for children/adolescents, and individuals across the lifespan experiencing psychiatric/mental health challenges in acute and community-based settings.

Primary course component: Coaching for situated clinical learning and practice.

Offered by: Arizona College Department of Nursing
Repeatable for Credit: No
Allow multiple enrollments: No

Prerequisite: Completion of Junior I semester

Co-requisites: NUR 315, NUR 317, NUR 318

NUR 317 SCHOLARSHIP FOR EVIDENCE-BASED PRACTICE II Credits 1

Focuses on how evidence is developed and used in clinical decision-making.

Primary course component: Lecture with interactive group participation.
Offered by: Arizona College Department of Nursing
Repeatable for Credit: No
Allow multiple enrollments: No

Prerequisite: Completion of Junior I semester

Co-requisites: NUR 315, NUR 316, NUR 318

NURSING UPPER DIVISION COURSES

NUR 318 LEADERSHIP FOR QUALITY CARE AND PATIENT SAFETY II Credits 2

Examines use of model for improvement and role of culture and human factors as they relate to safe systems of care.

Primary course component: Lecture with interactive group participation.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Completion of Junior I semester

Co-requisites: NUR 315, NUR 316, NUR 317

NUR 403 ETHICAL COMPORMENT AND FORMATION III Credits 2

Focuses on the role of health policy and regulation in shaping health care roles and deliveries.

Primary course component: Lecture with interactive group participation.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Completion of Junior II semester

Co-requisites: NUR 405, NUR 406, NUR 407, NUR 408

NUR 405 KNOWLEDGE, SCIENCE AND THEORY OF THE PROFESSION V Credits 4

Emphasis is on using evidence to select, deliver and manage increasingly complex patients' acute and chronic health care needs within community and public health and acute care settings.

Primary course component: Lecture with interactive group participation.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Completion of Junior II semester

Co-requisites: NUR 403, NUR 406, NUR 407, NUR 408

NUR 406 NURSING PRACTICE IV Credits 5

Focuses on nursing roles of provider and manager of care and clinical decision-making within inter-professional team in community and public health, and higher acuity settings, primarily with adults. Emphasis is on management of chronic disease and use of preventative, promotive, and restorative care.

Primary course component: Coaching for situated clinical learning and practice.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Completion of Junior II semester

Co-requisites: NUR 403, NUR 405, NUR 407, NUR 408

NUR 407 SCHOLARSHIP FOR EVIDENCE-BASED PRACTICE III Credits 1

Identifies nursing issues in practice, use of critical appraisal and synthesis of evidence.

Primary course component: Lecture with interactive group participation.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Completion of Junior II semester

Co-requisites: NUR 403, NUR 405, NUR 406, NUR 408

NUR 408 LEADERSHIP FOR QUALITY CARE AND PATIENT SAFETY III Credits 2

Examines measurement and use of Essentials tools for improvement and systematic response to error in improving health care.

Primary course component: Lecture with interactive group participation.

Offered by: Arizona College Department of Nursing

Repeatable for Credit: No

Allow multiple enrollments: No

Prerequisite: Completion of Junior II semester

Co-requisites: NUR 403, NUR 405, NUR 406, NUR 407

NURSING UPPER DIVISION COURSES

NUR 413 ETHICAL COMPORTMENT AND FORMATION IV Credits 1

Explores 'acting like a nurse' and transformation to beginning generalist, use of reflective practice in advancing professional growth and transition to beginning generalist professional nursing.

Primary course component: Lecture with interactive group participation.
Offered by: Arizona College Department of Nursing
Repeatable for Credit: No
Allow multiple enrollments: No

Prerequisite: Completion of Senior I semester
Co-requisites: NUR 415, NUR 416, NUR 417, NUR 418

NUR 415 KNOWLEDGE, SCIENCE AND THEORY OF THE PROFESSION VI Credits 3

Emphasis is on adults with multi-system, high acuity illnesses and complexity of interprofessional roles in health restoration.

Primary course component: Lecture with interactive group participation.
Offered by: Arizona College Department of Nursing
Repeatable for Credit: No
Allow multiple enrollments: No

Prerequisite: Completion of Senior I semester
Co-requisites: NUR 413, NUR 416, NUR 417, NUR 418

NUR 416 NURSING PRACTICE V Credits 6

Focuses on two clinical areas and uses clinical reasoning and decision-making in provision and evaluation of patient-centered care to high acuity, complex adults, and leadership and management within an interprofessional healthcare team.

Primary course component: Coaching for situated clinical learning and practice.
Offered by: Arizona College Department of Nursing
Repeatable for Credit: No
Allow multiple enrollments: No

Prerequisite: Completion of Senior I semester
Co-requisites: NUR 413, NUR 415, NUR 417, NUR 418

NUR 417 SCHOLARSHIP FOR EVIDENCE-BASED PRACTICE IV Credits 1

Emphasizes integration of evidence and evaluation of outcomes to inform nursing practice.

Primary course component: Lecture with interactive group participation.
Offered by: Arizona College Department of Nursing
Repeatable for Credit: No
Allow multiple enrollments: No

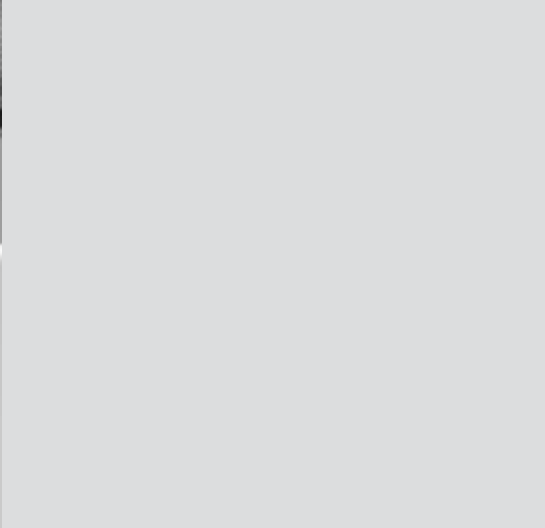
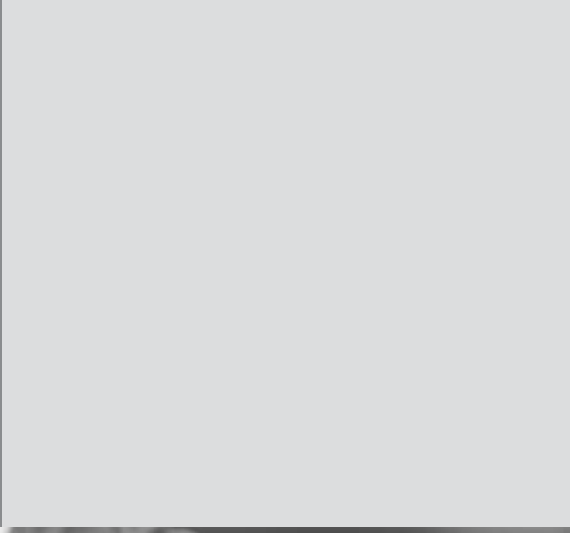
Prerequisite: Completion of Senior I semester
Co-requisites: NUR 413, NUR 415, NUR 416, NUR 418

NUR 418 LEADERSHIP FOR QUALITY CARE AND PATIENT SAFETY IV Credits 3

Examines information management and care technologies within complex healthcare systems, system effectiveness and individual performance, and interprofessional collaboration competencies in support of quality and safe team-based patient-centered care.

Primary course component: Lecture with interactive group participation.
Offered by: Arizona College Department of Nursing
Repeatable for Credit: No
Allow multiple enrollments: No

Prerequisite: Completion of Senior I semester
Co-requisites: NUR 413, NUR 415, NUR 416, NUR 417





Student **HANDBOOK**



STUDENT SERVICES AND ACTIVITIES

CPR

CPR certification is offered to all students during their program. CPR class is held at the College regularly. Registration is required and students may do so at the front desk.

CAREER SERVICES

The College offers career services to all eligible graduates. However, it is a graduate's responsibility to prepare his/her resume and cover letter, attend assigned interviews, design a personal job search campaign, dress appropriately for interviews, and take primary responsibility for setting up job interviews. At no time does Arizona College guarantee placement.

The College assumes no responsibility for seeking employment for students while they are enrolled in a program. Full-time employment while enrolled is not encouraged due to program requirements. Under no circumstances will employment commitments excuse a student from fulfilling any program requirements or serve as an excuse for absence or tardiness.

EXTERNSHIP AND EMPLOYMENT ASSISTANCE

Your externship is a large part of your training. Arizona College will secure an externship for each student, if they desire. If you prefer to arrange your own externship, the school must be notified no later than 30 days prior to your final session. All facilities must meet the requirement set forth by Arizona College.

The student must successfully complete the externship in order to meet the requirements of the program. Should the clinical supervisor feel that the student's performance level is unsatisfactory while on externship, the externship may be terminated. Should a student be terminated/leave early from their externship and, appeal is granted, the student will be cycled to the next externship cycle.

No student may refuse an externship. The facilities have made arrangements for you to be there and have adjusted their schedules accordingly. All hours must be completed in the designated department of the facility in order to fulfill all externship requirements.

Any student leaving an externship assignment prior to fulfilling the required hours for completion of the externship rotation will be terminated from the program. Any prolonged absences or discontinuance of the externship must be reported to the College by the student prior to the discontinuance. If the College is not notified, it may be grounds for termination.

Any pay received for externship null and voids credit for the externship. Your externship is considered a part of your training and is uncompensated.

All graduates are given assistance with employment if they so desire, however, it is your responsibility to maintain contact with the Career Services. As you know, the placement policy was articulated to you at the time of enrollment.

Arizona College's professional liability insurance coverage is limited to malpractice claims throughout the duration of the externship. Any personal injury/illness is the responsibility of the student.

DAMAGE TO EQUIPMENT

Healthcare equipment and supplies are very expensive. It is the responsibility of each student to report to the Instructor any damaged or malfunctioning equipment so that it may be repaired immediately. Also, if you find that certain supplies are running low, please inform the instructor so adequate stock may be ordered for another class.

CLASSES

Individual schedules may vary depending on program and credit hour schedule. Class breaks are provided at appropriate intervals and between class periods. Extra help sessions must be scheduled with each respective faculty member outside of normally scheduled class time. Campus hours are 8:00am to 11:05pm, Monday through Thursday, 8:00am to 5:00pm Friday, and 9:00am to 1:00pm Saturday.

EMERGENCY MEASURES

The Emergency Preparedness Plan is located at the front desk. The plan is available for viewing emergency guidelines and recommendations.

If there is a fire or emergency in the building, contact Administration or an instructor immediately, who in turn will see that the situation is handled properly. In the event of a fire, all students should evacuate the building through the closest fire exit and report to their instructor for roll call.

ACADEMIC TUTORING

Individual and group tutoring is available upon request. Students may schedule academic tutoring sessions with an individual faculty member.

STUDENT RIGHTS AND RESPONSIBILITIES

CRIME AWARENESS AND CAMPUS SECURITY

In keeping with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College makes available to all current students and employees the campus security report in its entirety. This report contains actual campus statistics as well as all required policies, procedures and disclosures.

As part of the "Institutional Security Policies and Crime Statistics" regulations (Section 668.48) we must notify students of our regulations regarding the reporting and documenting of crimes that occur on campus. Every Arizona College student has the option to notify proper law enforcement authorities, including on-campus (Administrator) and local police, and the option to be assisted by campus authorities (Administrator) in notifying these authorities, if the student chooses to do so.

MALPRACTICE AND LIABILITY COVERAGE

All students are covered by a malpractice/liability insurance policy provided by the College. This coverage is inclusive of all classroom, laboratory and clinical externship sites while under the supervision of a faculty member or preceptor; however, such coverage does not extend to acts performed by the student for which compensation is provided to the student, nor does it extend to acts performed outside the scope of practice of the student.

COPYRIGHT ACT COMPLIANCE

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping.

TECHNOLOGY RESOURCE STANDARDS

Use of the College's computers to access pornographic sites or other inappropriate sites or material is strictly prohibited. Any student who uses the College's computers for this purpose will be suspended, lose access to the computers, or be terminated from the program.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials – most of which is subject to copyright protection. Use of P2P technology to transmit copyrighted material is illegal and a violation of Arizona College policies.

ABUSE-FREE ENVIRONMENT

Arizona College is committed to maintaining a drug-free environment. Students who seek assistance in dealing with a possible substance abuse problem are encouraged to obtain a listing of agencies, providing substance abuse assistance, from the College administration.

As part of the "Drug Free Schools and Campuses" regulations (Section 22 of the 1989 Drug Free Schools and Communities Act), we must notify students of the regulations regarding the prohibition of the unlawful possession, use or distribution of illicit drugs and alcohol on the institutions property or as part of its activities.

Arizona College has located resources which might assist students who find they are having difficulty with controlled substances or alcohol. If a student should find they are having such difficulties, he/she should notify an instructor or the Director immediately. The resources will assist in referral and/or treatment. Any Arizona College student who consumes or distributes drugs or alcohol on the school premises will be terminated from the program.

Abuse of legal or illegal drugs and alcohol can cause physical, mental, emotional and social harm. Long term side effects of chronic abuse of drugs, especially by intravenous use, can lead to life-threatening complications such as bacterial endocarditis, hepatitis, thrombophlebitis, pulmonary emboli, gangrene, malnutrition, gastrointestinal disturbances, respiratory infections, musculoskeletal dysfunction, trauma and psychosis. Chronic alcohol and abuse brings with it a vast array of physical and mental complications: gastritis, acute pancreatitis, anemia, malnutrition and other nutritional deficiencies, hepatitis, cirrhosis, cardiomyopathy, congestive heart failure and organic brain damage. Applicable federal and state laws provide several penalties, including forfeiture of property, for the use, possession and/or distribution of illicit drugs. Arizona and federal laws regarding drinking age, the use of false identification and the use of illicit drugs or the distribution of same are well publicized.

Arizona College will provide a timely notice to each student who has lost eligibility due to drug convictions for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA.

DISABILITY RESOURCES & SERVICES

Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students.

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and to make their needs known at the time of enrollment. Documentation to support the disability must be provided to the College at the time of the request. All requests for accommodation should be made to student services.

PARKING

Students may park their vehicles in the designated areas of the lot. Please ask an administrative staff member for clarification.

STUDENT RIGHTS AND RESPONSIBILITIES

INSTRUCTIONAL METHODOLOGY

All programs taught at Arizona College are residential programs and are not offered through Distance Education or Online.

TARDY FOR EXAM

Students arriving late for an exam will take the exam during the remaining class time. The testing period ends at the conclusion of the class period. The exam will be scored at full credit. Once commencing an examination, a student has until the end of the period to complete it.

If a student does not attend the testing period, the exam will be made up on the scheduled examination make up day at one-half credit or full credit as stated.

COLLEGE REVISION/CHANGES

Arizona College reserves the right to relocate its physical location and revise its courses in content, methodology, length and emphasis, change or amend the regulations set forth herein, or makes any such rules that may be required for the health and general welfare of all students. If it believes it is in the best interest of the institution and its students.

CELL PHONES

In an effort to limit classroom disruptions cell phone use is prohibited in all areas except the student lounge and the foyer (near elevators). Cell phones will not be used in the classrooms for personal reasons. When not in use, cell phones and other communication devices should be silent and not visible.

TAPE RECORDING

Lectures may be voice recorded at the instructors' discretion, although the video taping of any lecture/practical is prohibited in the classroom by recorders of any kind (e.g. cell phones, Smartphones). Please notify your instructor if special accommodations are needed.

LAPTOP USE

Laptop use is permitted in the classroom for educational purposes only. Its use should not be disruptive to other students or faculty.

ALLIED HEALTH DRESS CODE

Students of Arizona College are expected to comply with the dress code of the healthcare profession by wearing the Arizona College issued scrubs. Each student receives two sets of scrubs which are required to be worn in class and in clinical experiences. A warm-up jacket is also provided as an option but not required to be worn. Additional uniforms may be purchased through the college. If a student is not adhering to the entire college dress code, they will be asked to leave the campus or clinical setting. This will result in an absence. Students who wish to adapt the uniform for cultural and/or religious reasons need to consult with the Program Director or Campus Director prior to the first day of class.

The following guidelines have been established to meet the dress requirements for Arizona College Allied Health programs:

- The student uniforms must be neat and clean, and properly fit.
- A Student Photo ID tag must be worn and visible at all times in classroom and clinical settings.
- Uniform style shoes or white leather sport shoes, non-porous and closed without a heel. The shoe should present minimal color. Laces must be tied, clean and white.
- Plain white or black shirt may be worn under the uniform tunic top (tucked into scrub bottoms) to cover tattoos or provide warmth.
- Hair must be clean and pulled back from the face while in uniform. Hair color that is distracting or not natural is prohibited.
- No hats, caps, or bandannas of any kind may be worn in the classroom or clinical setting.
- No visible tattoos are permitted. Tattoos must be covered at all times in classroom and clinical settings.
- One pair of small plain earrings may be worn in pierced ears. No body piercing jewelry is to be visible. Clear spacers may replace body piercings while in class or at clinical. Dermal implants should be covered with a flesh colored bandage. This policy is in effect for the safety of both students and patients to eliminate potential sources of infection and/or injury as well as to avoid distractions to patients/clients who are in the care of students. Clinical facilities may have additional guidelines that will be required.
- Jewelry is to be kept minimal. Only wedding rings, engagement rings and a wristwatch with a second hand are allowed. No necklaces, pins or bracelets are to be worn with the uniform.
- Makeup should be minimal and natural.
- Facial hair must be short and neatly trimmed.
- Fingernails must be natural (no acrylics), short and neatly trimmed. Clear or neutral color polish is acceptable.
- Students must maintain personal hygiene. Students must bathe daily and use deodorant. No offensive body odors such as tobacco, perfumes, etc.

NURSING, BSN DRESS CODE

Neatness of dress and meticulous grooming is essential to professional nursing. Personal cleanliness and hygiene are essential both to portray a professional appearance and to safeguard the health of patients/clients, agency staff, and other students. Student uniform is required for all class, lab, simulation, and clinical days.

Each student will be expected to maintain good personal hygiene by keeping hair off the collar and fingernails clean, and avoiding such odors as tobacco, perfumes and food. Hair should be kept away from the face. This is considered professional and sanitary. A professional look would include having beards, sideburns, mustaches, etc. short and neatly trimmed. Fingernails must also be short and neatly trimmed (see departmental dress code for specifics). Make-up should be modest. As the College strives to promote a polished, professional appearance for students, visible body piercings (i.e. pierced brow, nose, lip, tongue, etc.) are not allowed, and should be removed once in uniform if possible. Dermal implants should be covered with flesh colored band-aids. Any gauges

STUDENT RIGHTS AND RESPONSIBILITIES

should be closed with flesh or clear colored plugs. Tattoos must be covered when in uniform. Eyewear is acceptable; however, sunglasses indoors are not appropriate.

An Arizona College name tag will be provided and must be worn and visible at all times on campus and in the clinical agencies. If your name tag is lost or damaged, it will be your responsibility to obtain another badge through the Nursing Office.

STUDENT GRADUATION DRESS CODE

The Arizona College Cap & Gown is mandatory attire for graduates participating in the graduation ceremony. As representatives of the healthcare profession, it is imperative that graduates model the professional attire of their chosen profession.

CONDUCT

Students shall maintain professional behavior at all times. At the conclusion of each session or module, each student will be evaluated by their instructors on academic performance and professional behavior. The following are the requirements set forth by Arizona College as the minimum standards of professional behavior that will be followed by all students. Violation of these standards may lead to termination from the College. In the event that any student is expelled, the school is not obligated to reinstate the student.

Students terminated for unprofessional behavior may appeal and, if granted, may rejoin the program in the designated session and complete all sessions even if they must repeat a portion of a session or sessions as determined by Arizona College to meet the standards of satisfactory progress. The student, when reinstated, will be placed on probationary status and must maintain acceptable levels of professional behavior throughout the remainder of the program. Should the student again be terminated for unprofessional behavior, the right to appeal will not be available.

It is assumed that each student who enrolls at Arizona College understands the College's purposes and will cooperate with the College to further those purposes. This is achieved by following the College's rules and regulations. Arizona College reserves the right to terminate students for violations of stated rules, or for the general welfare of students.

An enrolled student assumes an obligation to conduct him/herself in a manner compatible with the functions of an educational institution. Although not all inclusive, misconduct subject to discipline and/or termination is listed below.

Students are to treat all faculty members, guests and other students with respect. All fellow students, instructors and administrative personnel shall be referred to by their last names (i.e.: Ms. Smith, Ms. Jones, Mr. Brown, etc.).

There shall be no profanity used on the school premises at any time. This is not only unprofessional but not tolerated in the allied health field. Administration will take appropriate action according to the severity of the offense.

The College has a no smoking policy. Smoking is prohibited in the building. Students may smoke in a designated area outside the building during their breaks.

Students must observe break area rules:

- Food and drinks are not allowed to be taken from the break area.
- Keep noise to a minimum.
- Dispose of all trash and leave area neat and clean for next student group.

Any reports to the school of misconduct by any students while in attendance will warrant action by school administration, which could result in possible probation or termination. While you are in uniform, your behavior is a direct reflection on your school, your fellow classmates and the allied health profession.

Failure to comply with the verbal or written direction of any official acting in the performance of his/her duties and in any scope of his/her employment will be grounds for suspension.

Any rude, inappropriate behavior, (either verbal or physical) expressed towards fellow students or staff will result in immediate confrontation with school officials. This type of behavior is not conducive to any educational environment of mutual respect among students and staff.

Gambling on the premises will lead to termination.

Use or possession of firearms, ammunition or other dangerous weapons, substances, material, bombs, explosives or incendiary devices are strictly prohibited.

Academic dishonesty, cheating, plagiarism or knowingly falsifying information to the school will lead to termination. Forging, altering or misusing school documents or records may result in termination.

No student visitors in classroom/lab sessions without the proper consent of the Director and course instructor.

Physical violence or abuse of any person(s) on campus or clinical sites.

Conduct which threatens or endangers the health or safety of others.

Deliberate interference with academic freedom and freedom of speech.

Forcible interference with the freedom of movement of any staff, student or guest of the school.

Boisterous or loud behavior which is distracting and makes concentration and/or learning difficult for others.

Congregating in such a manner as to endanger life or property.

Any student sent out of class will not return to that class until they have arranged a conference with the Administrator.

All accounts must be in good standing or paid in full before the student can be cleared to take their final examination and receive their externship assignment.

STUDENT RIGHTS AND RESPONSIBILITIES

Theft of or damage to College property.

Unauthorized entry or use of College facilities.

Being arrested for, charged with and/or convicted of possession, use or distribution of any narcotic or illicit drug.

No alcoholic beverages and other chemical intoxicants at College facilities or any clinical site.

STUDENT RECORDS

Permanent files are kept for all students for five years. After that time, the College retains an academic transcript for graduates, drops, terminations and withdrawals.

In accordance with the Family Educational Rights & Privacy Act of 1974 (FERPA), the school will not release education records to unauthorized persons without written permission from the student.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

DISCLOSURE OF EDUCATIONAL RECORDS

Information contained in student files is considered confidential and shall be released to other individuals only upon a student's prior written consent and authorization, with the following exceptions:

1. To College officials who have legitimate educational interest in the records.
2. To officials of another school upon request if a student seeks or intends to enroll at that institution.
3. To certain officials of the U.S. Department of Education, the Inspector General, state and local educational authorities in connection with state or federally-supported education programs.
4. In connection with a student's request for, or receipt of, Title IV financial aid necessary to determine eligibility, amount or conditions of the financial aid and/or to enforce the terms and conditions of the aid.
5. To organizations conducting certain studies for or on behalf of the College.
6. To accrediting commissions to carry out their functions.
7. To parents who claim a student as a dependent for income tax purposes.
8. To comply with a judicial order or lawfully ordered subpoena.
9. To appropriate parties in health or safety emergencies.
10. To potential employers (with student authorization).



ARIZONA COLLEGE HEALTHCARE TRAINING

Accredited Training in Allied Health Occupations

Glendale Campus

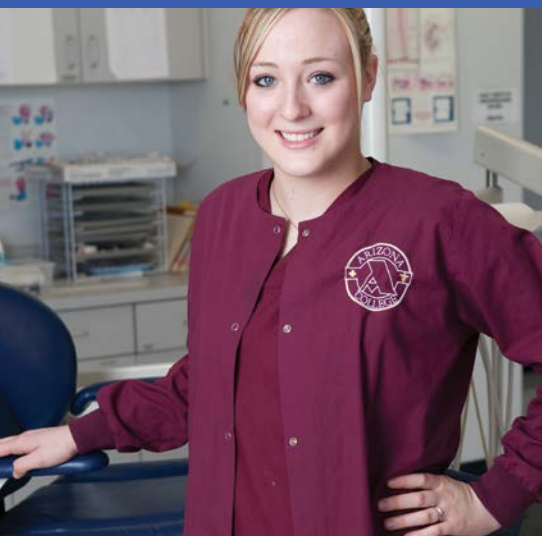
4425 West Olive, Suite 300
Glendale, AZ 85302

602-222-9300

Mesa Campus

163 North Dobson Road
Mesa, AZ, 85201

480-344-1200



ARIZONA COLLEGE

2015 Course Catalog

www.arizonacollege.edu

Glendale Campus Catalog Addenda

Effective 03/05/2015

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Eduvition, Inc. d.b.a.: Arizona College

ADMINISTRATION:

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Gregory L. O' Coyne	Controller & Human Resources	Bachelor of Science, CPA	Arizona State University
Bryan Gregory	Chief Operating Officer	Master of Business Administration	Stanford Graduate School of Business
Cheryl A. Kindred	Campus Director	Bachelor of Science in Psychology	Southern Illinois University-Edwardsville
Dr. Rose E. Saunders	Dean of Nursing	Doctorate in Higher Education	Nova Southeastern University
Chris M. Alejandro	Director of Information Technology	Master of Business Administration	University of Phoenix
Matthew D. Calhoun	Director of Compliance and Regulatory Affairs	Master of Education	Northern Arizona University
Crystal D. Van Slyke	Director of Student Services and Career Services	Associate of Arts	Arizona Western College
Mark Q. Tobias	Information Technology Manager		

ADMINISTRATIVE STAFF:

Jessica E. Alonzo	Career Services Coordinator	Accounting Diploma	Brookline College
Alicia M. Arreola	Administrative Assistant		
Sarah M. Avila	Financial Aid Officer		
Nathan Beals	Human Resources & Payroll Coordinator	Master of Science Higher Education	Drexel University
Rebecca Beutler	Employer Liaison and Career Services Coordinator	Bachelor of Family and Consumer Studies	University of Utah
Randy Boone	Career Services Coordinator		
Lauren Coughlin	Registrar	Master in Business Administration	University of Phoenix
Dennis L. Hobgood	Director of Agency Business Development	Bachelor of Arts	International Institute of the Americans
Amanda Jones	Admissions Coordinator	Bachelor of Arts	Arizona State University
Janice E. Lemau	Agency Liaison		
Nataline Masad	Admissions Coordinator		
Adriana S. Mireles	Bursar	Associate of Transfer Partnership in Global Business	Estrella Mountain Community College
Robert Pier	Director of Financial Aid		
Alyssa So	Staff Accountant	Bachelor of Arts	Arizona State University
Emily R. Sotelo	Financial Aid Officer	Bachelor of Science in Business Management	Arizona State University
Anneliese S. Weisgerber	Assistant Director of Marketing		

ENROLLMENT SERVICES:

Amber N. Brewer	Director of Enrollment Services	Masters of Organizational Management	University of Phoenix
Andres Berumen	Admissions Representative		
Leyla Boric	Admissions Representative	Masters of Business Administration	City University
Karen Cross	Admissions Representative	Masters of Arts Special Education	University of Phoenix
Courtney M. Hill-Muessig	Admissions Representative		
Terri L. Neill	Admissions Representative	Bachelor of Science in Business Management	University of Phoenix
Sandra Rafidi	Admissions Representative	Bachelor of Science in Business Management	University of Phoenix
Analisa Rivera	Admissions Representative		
Natalie Simpson	Admissions Representative	Associate of Science Business	Brooks College

ARIZONA COLLEGE FACULTY:

Jennifer Black	Instructor – Pharmacy Technician	Associate of Science Degree, PTCB	South Mountain Community College
Kathy Bourassa	Instructor-Medical Assisting	Associate of Science Degree-Nursing	Glendale Community College
Heidi Coleman	Instructor-Dental Assisting	Associate of Applied Science in Dental Assisting	Phoenix College
Irma De La Rosa	Instructor-Medical Assisting	Medical Assisting Diploma	Sanford Brown
Melissa Felix	Instructor- Medical Assisting	Medical Assisting Diploma	Apollo College
Selena C. Flores	Assistant Program Manager-Medical Assisting	Medical Assisting Certificate	Apollo College
Chrissy L. Galaviz	Instructor- Dental Assisting	Associate of Arts	Glendale Community College
Derrick Gray	Instructor-Health Information	Master of Arts Adult Education	Arizona State University

Glendale Campus Catalog Addenda Continued
Effective 05/01/2014

Jacqueline Hall	Instructor-Pharmacy Technology	Pharmacy Technology-Diploma PTCB	Apollo College
Ryan Hester	Instructor-Dental Assisting	Bachelor's Degree Occupational Education	Wayland Baptist University
Lacey Hoopes	Program Director – Pharmacy Technician	BS Nutrition	Arizona State University
Charline Ivanovic	Program Director-Dental Assisting	Dental Laboratory Technician	Triton College
Jebeta Jackson	Instructor-Dental Assisting	Dental Assisting Certification	Concord Career School
Katherine Juarez	Instructor-Medical Assisting	Medical Assisting Certification	Brookline College
Paula A. Ladd	Instructor- Medical Assisting	Associate of Science	South Mountain Community College
Suzette M. Lempitsky	Instructor- Massage Therapy	Massage Therapy Diploma	Connecticut Center for Massage Therapy
Stacey J. Munoz	Program Director- Therapeutic Massage	Bachelor of Science in Human Biology and Exercise Science	University of Wisconsin
Dawn M. Persson	Instructor- Medical Assisting	Certified Medical Assistant	Central Piedmont Community College
Sharon Richard	Program Director-Health Information		
Paul E. Riffenburg	Instructor- Pharmacy Technician	Associate of Science	Apollo College
Maria Romero	Assistant Program Manger- Medical Assisting	Associate of Applied Science in Health Services Management	Gateway Community College
Lisa Schroeder	Instructor-Dental Assisting	Dental Assisting Certification	Northeast Iowa Community College
Phyllis Sesma	Program Director – Medical Assisting	Bachelor of Science	University of Phoenix
Viorica Simion	Instructor-Medical Assisting	Medical Assisting Certification	Apollo College
Deborah Stary	Instructor-Medical Assisting	Medical Assisting Certification	Bryman School
Stacey L. Tamer	Instructor- Health Information		
Lea Thomas	Instructor – Medical Assisting	Medical Assistant Diploma	Kelsey-Jenny College – San Diego
Jeremy Watson	Instructor – Medical Assisting	Phlebotomy Cert – RPT	Arizona College
Darryl Williams	Instructor- Pharmacy Technician	Bachelors	Grand Canyon University
Djuna Williams	Instructor-Medical Assisting	Medical Assisting Certification	Ross Medical Education Center
Valerie Wilson	Instructor-Massage Therapy	Masters in Professional Counseling	Liberty University
Donielle Winzeler	Instructor – Medical Assisting	Associate of Science	Rio Salado
Dorothy Wittman-Ilano	Instructor- Dental Assisting	Dental Assisting Diploma	Southern California Regional Occupational Center

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Barbara Stackhouse, R.D.H., B.S. The Schuster Center for Professional Development <i>Dental Assisting Program</i>	Kathy Donner HIV Prevention Manager Arizona Department of Health <i>Medical Assisting and Phlebotomy Programs</i>	Teresa D'Acquisto, A.A. Client Liaison Billing Manager Arizona Medical Billing <i>Health Information Specialist/Technology Programs</i>
DeJarra Sims NMD Synergy Health <i>Medical Assisting and Phlebotomy Programs</i>	Lalit Mansukhami, R. Ph., M.S. Director of Pharmacy John C. Lincoln Hospital <i>Pharmacy Technician Program</i>	Wanda Darling Phlebotomist <i>Medical Assisting and Phlebotomy Programs</i>

Glendale Campus Catalog Addenda Continued
Effective 05/01/2014

<p style="text-align: center;">Della Steele, CPhT Lead Tech CVS/Caremark <i>Pharmacy Technician Program</i></p>	<p style="text-align: center;">Leslie Rowans, B.A., M.B.A. Hospital and Facility Advocate United Health Care <i>Medical Assisting and Phlebotomy Programs</i></p>	<p style="text-align: center;">William Erwin President Life Design</p>
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Mesa Campus Catalog Addenda

Effective 03/05/2015

OWNERSHIP:

Eduvision, Inc. d.b.a.: Arizona College

ADMINISTRATION:

Nick J. Mansour III	President and Chief Executive Officer	Master of Business Administration	Stanford University
Bryan Gregory	Chief Operating Officer	Master of Business Administration	Stanford Graduate School of Business
Gregory L. O'Coynne	Vice President of Finance & Controllor	Bachelor of Science, CPA	Arizona State University
Matthew D. Calhoun	Director of Compliance and Regulatory Affairs	Master of Education	Northern Arizona University
Antonio Thompson	Campus Director	Master of Science Project Management	Keller Graduate School of Management
Dr. Rose E. Saunders	Dean of Nursing	Doctorate in Higher Education	Nova Southeastern University
Chris Alejandro	Director of IT	Master of Business Administration	University of Phoenix
Mark Q. Tobias	Information Technology Manager		
Victor Quezada	Director of Financial Aid	Master of Business Administration	University of Phoenix
Crystal D. Van Slyke	Director of Student Services and Career Services	Associate of Arts	Arizona Western College

ADMINISTRATIVE STAFF:

Nathan Beals	Human Resources & Payroll Coordinator	Master of Science Higher Education	Drexel University
Jeanna Boddicker	Admissions Coordinator	Bachelor of Arts	Kansas State University
Randy Boone	Career Services Coordinator		
Krystina Eaton	Lower Division Program Manager-Nursing	Master of Science	Texas Tech University
Gerry M. Gillespie	Administrative Assistant, BSN Program	Bachelor of Arts in Business Management	Alverno College
Stacie Hamblen	Financial Aid Representative	Associates Degree	Axia College
Dennis L. Hobgood	Director of Agency Business Development	Bachelor of Arts	International Institute of the Americas
Janice E. Lemau	Agency Liaison		
Adriana S. Mireles	Bursar	Associate of Transfer Partnership in Global Business	Estrella Mountain Community College
Rebekah A. Odgear	Registrar		
Lalo Ortiz	Financial Aid Coordinator	Associates Degree	Phoenix College
Alyssa So	Staff Accountant	Bachelor of Arts	Arizona State University

ENROLLMENT SERVICES:

Natalia Mihilli	Admissions Representative	Master of Business Administration	University of Phoenix
James R. Hussey	Admissions Representative	Associate Degree	Paradise Valley Community College
Karri L. Preas	Director of Admissions	Bachelor of Arts in Psychology	California State University, Sacramento
Ramses Rivera	Admissions Representative		
Naconda Walker	Admissions Representative		
Crystal Whittaker	Admissions Representative		

ARIZONA COLLEGE FACULTY:

Jamie Brabeau	Instructor – Pharmacy Technician	Pharmacy Technology Certification	Pima Medical Institute
Kymerlea S. Burnau	Instructor- Medical Assisting	Medical Assisting Diploma	Pima Medical Institute
Open	Program Director-Medical Assisting		
Tracy A. Chesney	Simulation Faculty- Bachelor of Nursing	Master of Science in Nursing	University of New Mexico
Antonette L. Deguzman	Instructor- Dental Assisting	Doctorate of Dental Medicine	De Ocampo Memorial College
Raylene K. DeVilliers	Instructor- Medical Assisting	Medical Assisting Diploma	Apollo College
Dolores Hagmeier	Instructor- Massage Therapy	Massage Therapy Certification	Carlson College of Massage Therapy
Kristen Holmes	Instructor-Medical Assisting	Medical Assistant Certification	Pima Medical Institute
Kathleen Hoyman	Faculty-Bachelor of Nursing	Master of Science in Nursing	Grand Canyon University
Thai Huynh	Program Director-Pharmacy Technology	Master of Education, PTCB	University of Arizona
Carol Johnson	Faculty-Bachelor of Nursing	Master of Science Leadership Nursing	Regis University
Rekha Kishore	Instructor- Dental Assisting	Bachelor of Dental Surgery	Rajiv Gandhi University of Health Science
Jennifer C. Laidler	Program Director- Health Information		
Alexandra McPherson	Instructor- Health Information		
Jennifer Overturf	Upper Division Program Director-Nursing	Master of Science in Nursing	University of Phoenix
Mary Rojas	Instructor-Medical Assisting	Associates Degree	Carrington College
Michael Ryan	Program Director- Massage Therapy		

Mesa Campus Catalog Addenda Continued
Effective 06/01/2014

Paula E. Scherer	Lower Divisions Program Director- Nursing	Master of Science in Nursing	University of Phoenix
Carol Stickling Paula Villela	Instructor-Health Information Instructor- Medical Assisting	AAS in Health Service Management & Medical Assisting Diploma	Gateway Community College & International Institutes of the Americas
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Karin Hoffman Practice Manager AZ Associates for Reproductive Health <i>Medical Assisting Program, Health Information Specialist & Technology Programs</i>	Dr. Anthony Miaoulis Horizon Family Dentistry <i>Dental Assisting Program</i>	Veronica Nunez Dental Assistant/Graduate Camelback Dentistry <i>Dental Assisting Program</i>
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Diann Tate, CPhT CVS/Caremark <i>Pharmacy Technician Program</i>	Jermyne Williams Graduate <i>Dental Assisting Program</i>	Aprilann Woolworth, CPC Compliance Consultant <i>Health Information Specialist & Technology Programs</i>
James Van Zanen CVS <i>Pharmacy Technician Program</i>		

2015
Arizona College
Academic Catalog
No. 15, Vol 1
Catalog Addendum

Since the publication of the 2015 Academic Catalog the following changes have been implemented. All changes will be included in the publication of the 2016 Academic Catalog.

<i>Pages on which change Appears</i>	<i>Effective date of change</i>	<i>Change or updates</i>
29, 35	3/23/2015	COM 210 course title is "Microsoft Word." Catalog inadvertently stated the course title was "Word and PowerPoint."
29, 35, 42	3/23/2015	COM 212 course title is "Microsoft Office: PowerPoint & Excel." Catalog inadvertently stated the course title was "Microsoft Office II (Excel & Access)"
40	4/13/2015	ADM 101 course is listed as 2.5 credits only. Dental has separate course therefore Catalog revision will include ADM 101 (Dental) for 3 credits.
25	4/13/2015	DAP 114 course title is "Dental Office Management." Catalog inadvertently state the course title was "Practice Management."
4, 50-54	4/13/2015	Nursing Program is offered at the Mesa Campus only which was not clarified in Catalog. Revised catalog will include asterisk with notation "Nursing program is offered only at the Mesa location."
64	4/15/2015	The following section is being added to the College Catalog/Student Handbook: "Radiation Management Arizona College has an institutional policy on radiation management that complies with applicable regulations related to radiation hygiene and protection, ionizing radiation. A copy of the policy can be located at http://www.arizonacollege.edu/disclosures/ "