

## Table of Contents

### School Information

|  |    |
|--|----|
| A Message from our Owner / Director        | 1  |
| Abdill Career College, Inc. History        | 2  |
| Administration Faculty & Program Directors | 3  |
| Program Advisory Committee Members         | 4  |
| School Calendar                            | 6  |
| School Location                            | 7  |
| School Floor Plan                          | 8  |
| Library Information                        | 10 |
| Equipment                                  | 11 |

|  |    |
|--|----|
| <b>Accreditation &amp; Transfer of Credits</b> | 15 |
|--|----|

|                      |    |
|----------------------|----|
| <b>Financial Aid</b> | 17 |
|----------------------|----|

|   |    |
|---|----|
| Admission/Registration & Fees           | 17 |
| Admission Requirements                  | 17 |
| Admission Procedures                    | 17 |
| Registration                            | 18 |
| Criminal Background Check               | 18 |
| Externship (Structured Work Experience) | 19 |
| Book Fees                               | 20 |
| Challenge Tests Fees                    | 20 |
| Lab Fees                                | 20 |

|                            |    |
|----------------------------|----|
| <b>General Information</b> | 21 |
|----------------------------|----|

|   |    |
|---|----|
| Our Commitment to Equal Opportunity           | 21 |
| Problems/Complaints                           | 22 |
| Student Grievance Procedures                  | 23 |
| System of Grading                             | 25 |
| Clock Hours, Credit Hours, Term Period        | 25 |
| Attendance Policy                             | 27 |
| Student Bulletin Board                        | 27 |
| Inclement Weather                             | 28 |
| Course Availability                           | 28 |
| Withdrawal Refund Policy                      | 28 |
| Cancellation & Refund Policy OAR 751-045-0036 | 29 |
| Cancellation/Termination                      | 30 |
| Definition of “ First Date of Determination”  | 30 |
| Graduation Requirements                       | 32 |
| Graduation Ceremony                           | 32 |
| Satisfactory Academic Progress (SAP)          | 33 |
| SAP Appeals Process                           | 35 |
| Student Records                               | 35 |
| Challenge Tests                               | 37 |

|   |           |
|---|-----------|
| Entrance Exams . . . . .  | 37        |
| Entrance Exam and Challenge Exam Scheduling . . . . .   | 38        |
| Probationary Status . . . . .   | 38        |
| Security . . . . .  | 39        |
| Placement Assistance Services . . . . .   | 40        |
| Student Services . . . . .  | 41        |
| Student Services After Graduation . . . . .   | 43        |
| <b>Campus Security/Crime Policies . . . . .</b>   | <b>44</b> |
| The “Jeanne Clery Disclosure of Campus Security Policy and Crime Statics Act” . . . . .       | 44        |
| Timely Warnings. . . . .  | 44        |
| To Report a Crime . . . . .   | 45        |
| Security and Access Policies. . . . .   | 45        |
| Campus Law Enforcement Policies . . . . .   | 46        |
| Encouragement of Accurate and Prompt Crime Reporting Policies. . . . .                        | 46        |
| General Procedure for Reporting a Crime or Emergency. . . . .                                 | 46        |
| Policy Statement Regarding Counselors. . . . .  | 47        |
| Security Awareness Programs. . . . .  | 47        |
| Crime Prevention Programs . . . . .   | 48        |
| Criminal Activity of Abdill Career College, Inc. Students off-campus . . . . .                | 48        |
| Drug and Alcohol Policies . . . . .   | 48        |
| Alcohol and Substance Abuse Information . . . . .   | 49        |
| Sexual Assault Prevention and Response . . . . .  | 50        |
| Sex Offender Registration. . . . .  | 52        |
| <b>Abdill Career College, Inc. Externship Structured Experience &amp; Agreement . . . . .</b> | <b>53</b> |
| <b>Student Standards and Regulations . . . . .</b>  | <b>60</b> |
| Tardy/Absent Regulations. . . . .   | 60        |
| Dress Code . . . . .  | 61        |
| Jewelry Policy. . . . .   | 62        |
| Telephone/Cell Phone or Other Electronic Communication Device Policy. . . . .                 | 62        |
| Inclement Weather . . . . .   | 63        |
| Grades/Test/Assignments Requirements . . . . .  | 64        |
| Probationary Status . . . . .   | 66        |
| Failure/Dropped from Course Regulations. . . . .  | 67        |
| Leave of Absence . . . . .  | 68        |
| Withdrawal from Courses. . . . .  | 70        |
| Dropping Elective Courses . . . . .   | 71        |
| Change of Name/Address/Counselor/Payor Policies . . . . .                                     | 71        |
| Student Conduct Policies . . . . .  | 72        |
| Drug/Alcohol Policies. . . . .  | 73        |
| Problems/Complaints . . . . .   | 74        |
| Tobacco Policy . . . . .  | 75        |

## Description of Programs

|  |    |
|--|----|
| Certificate Programs . . . . .           | 76 |
| Certificate Programs Continued . . . . . | 77 |
| Certificate Programs Continued . . . . . | 78 |
| Certificate Programs Continued . . . . . | 79 |
| Certificate Programs Continued . . . . . | 80 |

## Program Descriptions, Student Supplies, Course Schedules

|  |     |
|--|-----|
| Program Information Page for Accountant Clerk/Bookkeeper Program . . . . .         | 81  |
| Summary Chart of Information for Accountant Clerk/Bookkeeper Program. . . . .      | 82  |
| Accountant Clerk/Bookkeeper Description & Book List . . . . .                      | 83  |
| Accountant Clerk/Bookkeeper Additional Student Supplies & Information . . . . .    | 84  |
| Accountant Clerk/Bookkeeper Program Course Schedule . . . . .                      | 85  |
| Program Information Page for Dental Assistant Program . . . . .                    | 86  |
| Summary Chart of Information for Dental Assistant Program . . . . .                | 87  |
| Dental Assistant Description & Book List . . . . .                                 | 88  |
| Dental Assistant Additional Student Supplies & Information . . . . .               | 89  |
| Dental Assistant Program Course Schedule . . . . .                                 | 90  |
| Program Information Page for Legal Assistant/Secretary Program . . . . .           | 91  |
| Summary Chart of Information for Legal Assistant/Secretary Program. . . . .        | 92  |
| Legal Assistant/Secretary Description & Book List . . . . .                        | 93  |
| Legal Assistant/Secretary Additional Student Supplies & Information . . . . .      | 94  |
| Legal Assistant/Secretary Program Course Schedule . . . . .                        | 95  |
| Program Information Page for Limited X-Ray Technician Program . . . . .            | 96  |
| Summary Chart of Information for Limited X-Ray Technician Program. . . . .         | 97  |
| Limited X-Ray Technician Description & Book List . . . . .                         | 98  |
| Limited X-Ray Technician Additional Student Supplies & Information . . . . .       | 99  |
| Limited X-Ray Technician Program Course Schedule. . . . .                          | 100 |
| Program Information Page for Medical Assistant Program . . . . .                   | 101 |
| Summary Chart of Information for Medical Assistant Program. . . . .                | 102 |
| Medical Assistant Description & Book List . . . . .                                | 103 |
| Medical Assistant Additional Student Supplies & Information . . . . .              | 104 |
| Medical Assistant Program Course Schedule. . . . .                                 | 105 |
| Program Information Page for Medical Front Office Management Program. . . . .      | 106 |
| Summary Chart of Information for Medical Front Office Management Program . . . . . | 107 |
| Medical Front Office Management Description & Book List . . . . .                  | 108 |
| Medical Front Office Management Additional Student Supplies & Information. . . . . | 109 |
| Medical Front Office Management Program Course Schedule . . . . .                  | 110 |
| Program Information Page for Pharmacy Technician program . . . . .                 | 111 |
| Summary Chart of Information for Pharmacy Technician Program. . . . .              | 112 |
| Pharmacy Technician Program Description & Book List. . . . .                       | 113 |
| Pharmacy Technician Additional Student Supplies & Information . . . . .            | 114 |
| Pharmacy Technician Program Course Schedule . . . . .                              | 115 |
| Program Information Page for Phlebotomy Technician Program. . . . .                | 116 |
| Summary Chart of Information for Phlebotomy Technician Program . . . . .           | 117 |
| Phlebotomy Technician Description & Book List . . . . .                            | 118 |

|   |            |
|---|------------|
| Phlebotomy Technician Additional Student Supplies & Information ..... | 119        |
| Phlebotomy Technician Program Course Schedule .....                   | 120        |
| Program Information Page for Veterinary Assistant Program .....       | 121        |
| Summary Chart of Information for Veterinary Assistant Program.....    | 122        |
| Veterinary Assistant Description & Book List .....                    | 123        |
| Veterinary Assistant Additional Student Supplies & Information.....   | 124        |
| Veterinary Assistant Program Course Schedule .....                    | 125        |
| <b>Course Clock Hour/Credit Hour and Fee Chart .....</b>              | <b>126</b> |
| <b>Course Numbers and Descriptions</b>                                |            |
| Course Numbers and Descriptions for Programs listed above .....       | 129        |
| <b>Current Textbooks Used at Abdill Career College, Inc.</b>          |            |
| Current Textbooks Used at Abdill Career College, Inc.....             | 146        |

## *A Message From Our Owner / Director*

Welcome to Abdill Career College, Inc. We are very excited that Abdill Career College, Inc., has expanded its programs. **Now is the time to make that career change or start the career you have always wanted.** Call or come in and talk with us about educational programs that will assist you with obtaining your career goals. Or, consider individual courses in the fields you see listed in our table of contents.

Our mission at Abdill Career College, Inc. is to provide the educational means that will enable each student to achieve his/her goals. Whether it is to enhance a current career or begin a new career, we can offer a selection of career programs and/or individual courses that can enhance every student's opportunities for success in our society's diverse and technical workplace.

We believe Oregon's dedication to education, and more recently to education reform, opens exciting new vistas for everyone. As we look around and acknowledge that we have nearly wrapped up the industrial age, we find ourselves well into the information age. Service has become the product of our work. Educators at every level are searching for the best ways to formulate, offer, and deliver their unique products. We are delighted to be involved in facilitating these changes.

As a long-time licensed private career school, we have dedicated faculty and staff that can assist students with achieving their educational goals. Whether you want to change careers, start your own business, or re-enter the work world after an extended absence, we stand ready to help you with your educational needs. Whether it is basic skills for general office administration or knowledge of a specific specialized career, Abdill Career College, Inc. is here to assist you.

Whether you are a prospective student, prospective teacher, or prospective employer, you are invited to take a look at our course/programs, facility, meet the instructors, and staff. Of course, you are also encouraged to enroll in classes, discuss your teaching qualifications, or investigate the possibility of employing one or more of our graduates.

We look forward to meeting you and being a part of a mutually beneficial working relationship.

*K.F. - Owner / Director*

## ***Abdill Career College, Inc. History***

***At the age of 45, looking for a life change, Annette Abdill sold her home and moved to Portland to begin a new job with a real estate franchise. The job as pre-license instructor was short-lived. The recession of the "80's" forced the franchise to downsize. As one of the most recent hires, Annette was among the first to go.***

***Stunned and panicked, Annette researched the requirements for establishing a real estate school and chose Medford for another life change. Abdill Real Estate School was born.***

***Before long, brokers commented that they could tell which new salespeople had attended the Abdill school because they had a much better grasp of real estate as a profession.***

***Mid- 1995, expansion allowed for training into entry level positions in general, medical, and legal offices. The college also offered courses in beginning, intermediate, and advanced computer courses. With the expansion came a new name and Abdill Real Estate School became Abdill Career College.***

***In 1999 due to health concerns, Annette Abdill made the decision to sell Abdill Career College. Annette began a search for someone she felt held the same educational standards and dedication to the community. In the year 2000 Annette felt she had found such a person in Ki, the acting school director. Ownership of the school was transferred to Ki in August of 2000. Ki incorporated the school in 2002, and Abdill Career College, Inc. achieved accreditation status through The Accrediting Commission of Career Schools and Colleges in May of 2003, with approval for Title IV Federal Student Financial Aid in May of 2004.***

***To date Abdill Career College, Inc. offers students educational opportunities in Accountant Clerk/Bookkeeper, Dental Assistant, Legal Assistant/Secretary, Limited X-Ray Technician, Medical Assistant, Medical Front Office Management, Pharmacy Technician, Phlebotomy Technician, and Veterinary Assistant.***

***Abdill Career College, Inc. moves ahead, savoring the knowledge it is a positive influence and helping others fulfill their dreams while the college pursues its dreams.***

# Administration and Faculty

## Administrative Front Office Staff

- Dixie Bevington - Administrative Office Manager
- Dixie Bevington - Chief Financial Aid Director
- Lisa Davis - Administrative Office Assistant II
- Mishaela Lovelace - Financial Aid Administrator
- Kristine Brown - Externship Coordinator
- Ki - Owner/Director

## Program Directors Primary Programs

- Angela Bernal - Dental Assistant Program
- Jonathon East - Accountant Clerk/Bookkeeper Program
- Donica Hughes - Phlebotomy Technician Program
- Donica Hughes - Medical Assistant Program
- Michael Miller - Limited X-Ray Technician Program
- Dr. David Schacher - Medical Front Office Management Program
- TBA - Veterinary Assistant Program
- TBA - Pharmacy Technician Program
- TBA - Legal Assistant/Secretary Program

## Faculty

Angela Bernal  
Jonathon East

## Faculty

Nicole East  
Donica Hughes

## Faculty

Mike Miller  
Dr. David Schacher

## **Program Advisory Committee Members**

### **Accountant Clerk/Bookkeeper Program**

- Brian O'Connor - Business Manager/Bookkeeper - Murphy's Custom Canvas, Central Point, OR
- Jackie Truax CPA - Partner - Winkleman, Bruce, Truax- CPA's, Medford, OR
- Monica Farnsworth - Agent/Bookkeeper - Ashland Insurance Inc., Medford, OR
- Sara McGrew LTP - Bookkeeper - Winkleman, Bruce, Truax - CPA's, Medford, OR
- John Pierce - Business Owner - Oregon Realty, & Real Estate Broker, Medford, OR
- Sharon Lineberry - Insurance Agent - Farmers Insurance, Medford, OR
- Larry Griffin - District General Agent - Colonial, Medford, OR
- Paula Ortiz - Insurance Agent - Self Employed, Central Point, OR
- Jeff Griffin - Agency Sales Manager - Colonial, Medford, OR

### **Dental Assistant Program**

- Susan Thoms, RDH - Dental Hygienist - Dr. Price, DDS, Medford, OR
- Linda (Emily) Lawrence DA - Dental Assistant -Advantage Dental, Medford, OR
- Tiffany Shurman - Office Manager/Dental Assistant - Smile Keeper's Childrens, Medford, OR
- Shauvana Grether - EFDA/Dental Assistant, Southern Oregon Rehabilitation Care Center, White City, OR
- Kristy Rivera - EFDA/Dental Assistant, Smile Keepers Main, Medford, OR

### **Legal Assistant/Secretary Program**

- Sheila Zoller (Retired) - Legal Assistant - Hornecker Cowling LLP Attorney's, Medford, OR.
- Teresa Simi - Legal Assistant -Collette Boehmer, Attorney, Medford, OR.
- Jason Broesder J.D - Attorney at Law, Medford, OR.
- Jo Marie Hamilton - Legal Assistant - Hornecker Cowling LLP Attorney's, Medford, OR.

### **Limited X-Ray Technician Program**

- Rudy Gonzales LLRT/MA - Limited License Radiological Technologist/Medical Assistant - Dr. Lisa Callahan Pediatrics, Grants Pass, OR
- Lori Phillips RRT - Registered Radiological Technologist, Asante Medical Center, Medford, OR
- David Mee, AT/MA/LX - Medical Assistant/Limited X-Ray Technician Eligible, Arrhythmia Technician -Southern Oregon Cardiology Consultants, Rogue Regional Medical Center- Cardiac Studies, Medford, OR
- Carol Mee, RT(R)(CT) - RT( R) (CT), Head of CT Department - Southern Oregon Rehabilitation Care Center (SORCC), White City, OR
- Dee Marie Broyles - EPIC Application Analysis and Radiant EMR System - Asante Health Systems, Medford, OR
- Stephanie Aubry RRT - Registered Radiologic Technologist - Grants Pass Imaging, Grants Pass, OR



## Program Advisory Committee Members Continued

### Medical Assistant & Medical Front Office Management Programs

|                            |   |   |
|----------------------------|---|---|
| Robin E. Mishler CCRC      | - | Certified Clinical Research Coordinator/Phlebotomist/Front Office - Owner Clinical Research Consultants, Medford, OR.   |
| John Mishler, CRC          | - | Clinical Research Coordinator/Phlebotomist - Clinical Research Consultants, Medford, OR.  |
| Kim Hegler                 | - | Clinical Research Coordinator/Front Office - Clinical Research Consultants, Medford, OR.  |
| Rudy Gonzales LLRT/MA      | - | Limited License Radiological Technologist/Medical Assistant - Dr. Lisa Callahan Pediatrics, Grants Pass, OR.  |
| Dee Marie Broyles          | - | EPIC Application Analysis and Radiant EMR System, Asante Health Systems, Medford, OR.   |
| Paul Stoffel CRC (Retired) | - | Coordinator, Clinical Research, Eagle Point, OR.  |
| David Mee AT/MA/LX         | - | Medical Assistant/Limited X-Ray Technician Eligible, Arrhythmia Technician -Southern Oregon Cardiology Consultants, Rogue Regional Medical Center- Cardiac Studies, Medford, OR |
| Constance Clark CCRC       | - | Certified Clinical Research Professional - Sunstone Medical Research Medford, OR.   |
| Trout America              | - | Licensed Massage Therapist, Ashland Institute of Massage, Ashland, OR.  |
| Dawn Grey                  | - | Certified Phlebotomist - Diabetes & Endocrinology, Medford, OR.   |
| Keefe Burcher              | - | Associate - AFLAC, Medford, OR  |

### Pharmacy Technician Program

|                      |   |  |
|----------------------|---|--|
| Maria Sarmento CPhT  | - | Certified Pharmacy Technician, Wal-Mart - Medford, OR.       |
| Linda Helm CPhT      | - | Certified Pharmacy Technician, Wal-Mart - Medford, OR.       |
| Shondra Quigley CPhT | - | Certified Pharmacy Technician, Wal-Mart - Medford, OR.       |
| Shannon Cassel CPhT  | - | Certified Pharmacy Technician, Lone Pine Drug - Medford, OR. |
| Denise Fisher CPhT   | - | Certified Pharmacy Technician, Wal-Mart - Medford, OR.       |
| Cara Brammer R.Ph    | - | Registered Pharmacist, Wal-Mart - Medford, OR.               |

### Phlebotomy Technician Program

|                            |   |   |
|----------------------------|---|---|
| Robin E. Mishler CCRC      | - | Certified Clinical Research Coordinator/Phlebotomist/Front Office - Owner Clinical Research Consultants, Medford, OR. |
| John Mishler, CRC          | - | Clinical Research Coordinator/Phlebotomist - Clinical Research Consultants, Medford, OR.                              |
| Dawn Grey                  | - | Certified Phlebotomy Technician, Diabetes & Endocrinology, Medford, OR.   |
| Paul Stoffel CRC (Retired) | - | Coordinator, Clinical Research, Eagle Point, OR.  |
| Kim Hegler                 | - | Clinical Research Coordinator/Front Office - Clinical Research Consultants, Medford, OR.                              |
| Rudy Gonzales LLRT/MA      | - | Limited License Radiological Technologist/Medical Assistant - Dr. Lisa Callahan Pediatrics, Grants Pass, OR.          |

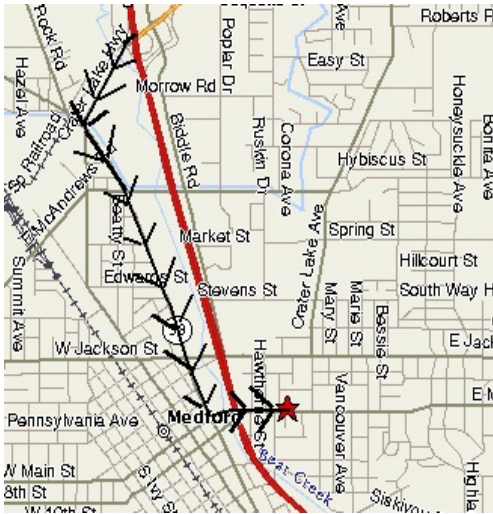
### Veterinary Assistant Program

|                  |   |   |
|------------------|---|---|
| Neetza Drake     | - | CVT, VTS Dentistry, Bear Creek Animal Clinic, Ashland, OR.                                  |
| Melisa Stolz CVT | - | Certified Veterinary Technician, Best Friends West Main Animal Hospital, Central Point, OR. |
| Arielle Nelson   | - | Student Graduate - Medford, OR.   |
| Paige Aragon CVT | - | Certified Veterinary Technician, S.O. Veterinary Specialty Center- Medford, OR.             |

# 2017 Schedule of Terms and Holidays

The administrative front office hours are Monday thru Friday from 8:00am to 5:00 pm. The office is not open on Saturdays and Sundays. All appropriate class days are scheduled in sequence. When a holiday occurs within the term, the holiday will not be treated as a class day that must be made up. Example, If a course meets 10 days in a 5-week term, 10 class days will be scheduled. A course that meets 15 days in a 5-week term will be scheduled for 15 class days.

|   |  |
|---|--|
| <p><b><u>January 4<sup>th</sup>, 2017: First Term Begins</u></b><br/>           January 16<sup>th</sup>, 2017 Martin Luther King Jr.<br/>           No Classes Jan. 16<sup>th</sup> &amp; 17<sup>th</sup> - Office Closed<br/> <b><u>February 9<sup>th</sup>, 2017: First Term Ends</u></b></p> | <p><b><u>July 27<sup>th</sup>, 2017: Sixth Term Begins</u></b><br/> <b><u>August 30<sup>th</sup>, 2017: Sixth Term Ends</u></b></p>  |
| <p><b><u>February 15<sup>th</sup>, 2017: Second Term Begins</u></b><br/>           February 20<sup>th</sup>, Presidents' Day<br/>           Office Closed Feb. 20<sup>th</sup> &amp; 21<sup>st</sup> - Office Closed<br/> <b><u>March 23<sup>rd</sup>, 2017: Second Term Ends</u></b></p>       | <p>September 4<sup>th</sup>, 2017 Labor Day<br/>           No classes Sept. 4<sup>th</sup> - Office Closed<br/> <b><u>September 5<sup>th</sup>, 2017: Seventh Term Begins</u></b><br/>           September 15<sup>th</sup>, 2017 Constitution Day<br/> <b><u>October 9<sup>th</sup>, 2017: Seventh Term Ends</u></b></p>   |
| <p><b><u>March 29<sup>th</sup>, 2017: Third Term Begins</u></b><br/> <b><u>May 2<sup>nd</sup>, 2017: Third Term Ends</u></b></p>  | <p><b><u>October 11<sup>th</sup>, 2017: Eighth Term Begins</u></b><br/>           October 31<sup>st</sup>, Halloween Costume Contest<br/> <b><u>November 14<sup>th</sup>, 2017: Eighth Term Ends</u></b></p>   |
| <p><b><u>May 8<sup>th</sup>, 2017: Fourth Term Begins</u></b><br/>           May 29<sup>th</sup>, 2017 Memorial Day<br/>           No Classes May 29<sup>th</sup> &amp; 30<sup>th</sup> - Office Closed<br/> <b><u>June 13<sup>th</sup>, 2017: Fourth Term Ends</u></b></p>                     | <p><b><u>November 16<sup>th</sup>, 2017: Ninth Term Begins</u></b><br/>           November 23<sup>rd</sup>, Thanksgiving Holiday<br/>           No classes 23<sup>rd</sup> - 24<sup>th</sup> - Office Closed<br/> <b><u>December 22<sup>nd</sup>, 2017: Ninth Term Ends</u></b></p>  |
| <p><b><u>June 16<sup>th</sup>, 2017: Fifth Term Begins</u></b><br/>           July 4<sup>th</sup>, Independence Day<br/>           No classes July 3<sup>rd</sup>, 4<sup>th</sup> &amp; 5<sup>th</sup> Office Closed<br/> <b><u>July 25<sup>th</sup>, 2017: Fifth Term Ends</u></b></p>         | <p><b><u>December 25<sup>th</sup>, 2017 Office Closed</u></b><br/>           December 25<sup>th</sup>, 2017 (Christmas)<br/>           No classes 25<sup>th</sup> &amp; 26<sup>th</sup> - Office Closed<br/> <b><u>December 31<sup>st</sup>, 2017 Office Closed</u></b><br/>           December 31<sup>st</sup>, 2017 New Years Eve<br/>           December 31<sup>st</sup> 2017 - January 2<sup>nd</sup>, 2018,<br/> <b>Office Closed</b></p> |



## SCHOOL LOCATION

### I-5 North from Grants Pass:

Take I-5 South to the Medford exit, (Crater Lake - Rogue Valley Mall exit). From the off-ramp stop light, turn right onto Crater Lake Highway. Then go down two more stop lights and turn left onto Court Street, then approximately ½ mile further down, Court Street will merge into Central Avenue. Once on Central Avenue, get into the far left hand lane, turn left on 8<sup>th</sup> Street (it's a one-way), this will take you back under the freeway and will merge into E. Main Street. Abdill Career College, Inc. is located on the second floor of the Century Building at 843 E. Main Street, about 3 blocks down on the left.

### I-5 South from Ashland:

Take I-5 North to the first Medford exit. From the off-ramp turn left onto Barnett Road. Approximately 3 blocks down, turn right onto Riverside Avenue. Stay in the right hand lane. Turn right on 8<sup>th</sup> Street (it's a one-way), this will take you back under the freeway and will merge with E. Main Street. Abdill Career College, Inc. is located on the second floor of the Century Building at 843 E. Main Street, about 3 blocks down on the left.



### From Inside the City of Medford:

Abdill Career College, Inc. is located near the corner of Crater Lake Avenue and E. Main Street. From Crater Lake Avenue, turn right on E. Main Street, then an immediate right into our parking lot. Abdill Career College, Inc. is located on the second floor of the Century Building at 843 E. Main Street.

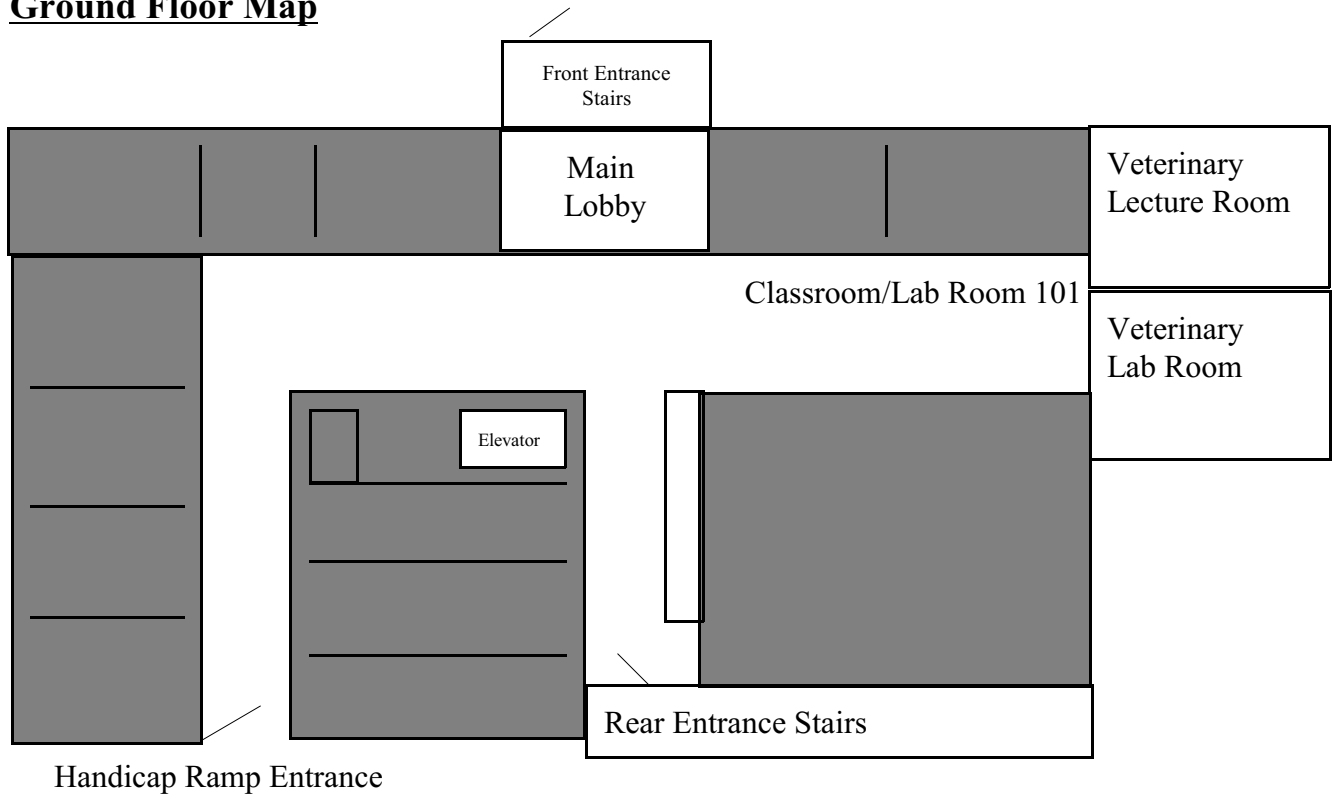
**Abdill Career College, Inc.**  
**School Floor Plan**  
**Evacuation Plan/ Emergency Exits**

Abdill Career College, Inc. occupies a suite of offices on the ground floor, and 13 rooms on the second floor of the Century Building, located at 843 E. Main Street, Medford, OR 97504. The Century Building was originally the main hospital for the Rogue Valley, and was later converted into office suites, and once again into classrooms for Abdill Career College, Inc.

Our facility offers three computer labs, a small school library with learning resources including a computer, printer, and internet access, simulated medical exam/lab room, simulated dental exam/lab room, simulated radiology exam/lab room, simulated pharmacy lab room, simulated veterinary exam/lab room, and a small snack and coffee area, as well as lecture and administrative rooms.

In the case of an emergency all students/staff and/or visitors will be directed to the two emergency exits as indicated in the diagram below. In the case of an emergency we ask that all students/staff and/or visitors please refrain from using the elevator.

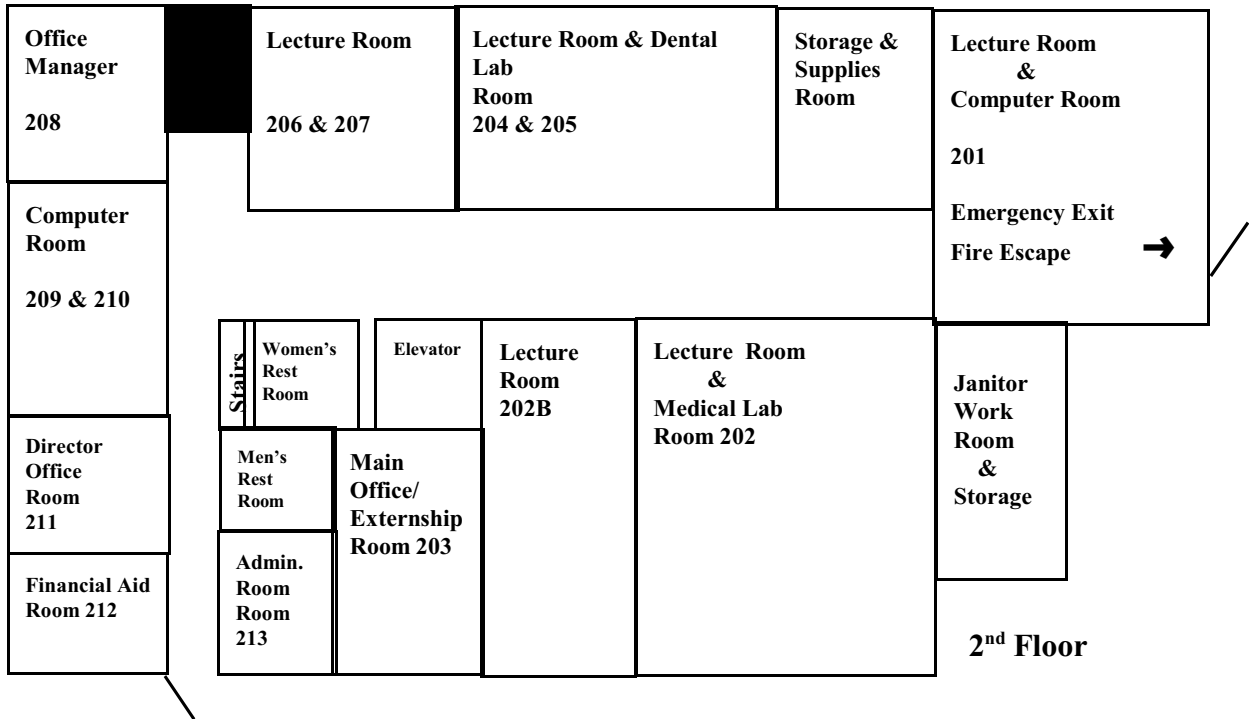
**Ground Floor Map**



**Legend**

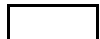

- Stairs
- Snack Machines
- Other Businesses

## 2<sup>nd</sup> Floor Map



### **Emergency Exit / Fire Escape**

#### Legend

-  Stairs (Up to third and fourth floor - down to first floor)
-  Storage/Utility Access

## LIBRARY

The Abdill Career College, Inc. library is located in the main office of the school. In addition to books, magazines, and periodicals, our library features a computer with internet access. Students who wish to check out books, magazines, periodicals, or access the internet from our library may do so at the front desk. Books, magazines and periodicals may be checked out for a period of two weeks, internet access time is scheduled in two hour increments. Books may be returned after office hours by dropping them in the book return/mail slot located on the main office door (Suite 203).

A fee of 20 cents per day, per item, will be assessed for all books returned late. Students with outstanding fees or books not returned to the library will not receive their certificates of completion for programs until all fees are paid and/or books are returned to the library. Lost or damaged books/magazines will be assessed for replacement value according to publisher's retail prices. Discounts may apply to certain items due to age or condition at the time they are checked out of the library.

Library hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Abdill Career College, Inc. library is closed on Saturdays and Sundays, and all legal holidays.

Our area has several community libraries students may visit at the following locations:

### Jackson County Library - *Ashland Branch*

410 Siskiyou Blvd.  
Ashland, OR 97520  
(541) 774-6980

|                     |                        |
|---------------------|------------------------|
| Monday              | 10:00 a.m. - 8:00 p.m. |
| Tuesday & Wednesday | 10:00 a.m. - 6:00 p.m. |
| Thursday            | 12:00 p.m. - 5:00 p.m. |
| Friday              | Closed                 |
| Saturday            | 12:00 p.m. - 5:00 p.m. |
| Sunday              | 12:00 p.m. - 4:00 p.m. |

### Jackson County Library - *Jacksonville Branch*

340 W. "C" Street  
Jacksonville, OR 97530  
(541) 899-1665

|                          |                        |
|--------------------------|------------------------|
| Monday                   | 12:00 p.m. - 5:00 p.m. |
| Wednesday                | 10:00 a.m. - 5:00 p.m. |
| Thursday                 | 2:00 p.m. - 6:00 p.m.  |
| Saturday                 | 10:00 a.m. - 2:00 p.m. |
| Tuesday, Friday & Sunday | Closed                 |

### Jackson County Library - *Medford Branch*

205 S. Central  
Medford, OR 97501  
(541) 774-8689

|           |                        |
|-----------|------------------------|
| Monday    | 10:00 a.m. - 7:00 p.m. |
| Tuesday   | 12:00 p.m. - 6:00 p.m. |
| Wednesday | 9:00 a.m. - 5:00 p.m.  |
| Thursday  | CLOSED                 |
| Friday    | 12:00p.m. - 4:00 p.m.  |
| Saturday  | 10:00 a.m. - 4:00 p.m. |
| Sunday    | 12:00 p.m. - 4:00 p.m. |

### Jackson County Law Library (Basement of Justice Building)

100 S. Oakdale  
Medford, OR 97501  
(541) 774-6437

|                          |                       |
|--------------------------|-----------------------|
| Monday thru Friday       | 8:00 a.m. - 5:00 p.m. |
| Closed Saturday & Sunday |                       |

### Providence Medford Medical Center Medical Library

1111 Crater Lake Avenue  
Medford, OR 97504  
(541) 732-5000

|                          |                       |
|--------------------------|-----------------------|
| Monday thru Friday       | 8:00 a.m. - 4:30 p.m. |
| Closed Saturday & Sunday |                       |

### Rogue Valley Medical Center

Medical Library  
2825 E. Barnett Road  
Medford, OR 97504  
(541) 608-4900

|                          |                       |
|--------------------------|-----------------------|
| Monday thru Friday       | 8:00 a.m. - 1:00 p.m. |
| Closed Saturday & Sunday |                       |

## EQUIPMENT

### Computer Labs

Abdill Career College, Inc. has three computer labs.

Computer lab 209 features sixteen E machines with high speed cable modems, and two Dell computers with high speed modem.

E Machines:

- Fifteen computers feature 1 GB of RAM and,
- One computer feature 4GB of RAM.

Dell:

- Two computers feature 8GB of RAM.

Each computer station is equipped with 15 inch color monitors, standard keyboards and mice. The computer stations are networked to printers for the printing capacity of each computer station. The printers for room 209 are three Hewlett Packard Desk Jet printers. Please let your instructor know if you have a specific need for an ergonomic keyboard so you can be placed at an appropriate station.

Computer lab 202B features eight E Machines, one Hewlett Packard, and one Dell computer with built-in modems.

E Machines:

- Seven E Machines feature 1 GB of RAM and,
- One E Machines feature 4GB of RAM.

Dell:

- This computer features 2GB of RAM.

Hewlett Packard:

- This computer features 4GB of RAM.

Each computer station is equipped with 15 inch color monitors, standard keyboards and mice. Ergonomic keyboards are also available for this computer lab. Lab 202B also features two Hewlett Packard Laser Jet printers networked for the printing capacity of each computer station.

Computer lab 201 features twelve E machines with built-in modems.

- Twelve computers feature 1 GB of RAM.

Each computer station is equipped with 15 inch color monitors, standard keyboards and mice. There are three Hewlett Packard printers networked for the printing capacity of each computer station. Ergonomic keyboards are also available for this computer lab.

All of our computer labs feature the following programs on each computer: Word, Excel, Quick Books Pro, Medisoft Patient Billing and Keyboarding Pro.

### **Legal/Medical transcribers**

Abdill Career College, Inc. provides twenty transcription devices for use with computer technology. Each device is equipped with standard fast forward, reverse and stop as a standard part of the foot pedal for hands free operation as well as head phones. Audio CDs feature simulated cases for the legal and medical fields. Students will transcribe the appropriate cases in proper format for their particular program. Students may check out the transcription devices and head phones at the front desk of our main office, located in room 203. All transcription devices, audio CDs, and head phones must be returned to the front desk when the class is over for the day.

### **Medical /Radiology Labs**

Abdill Career College, Inc. offers a simulated physician's office as our medical lab. This lab is used by students in the Medical Assistant and Phlebotomy Technician programs and features: two (2) Health O Meter height/weight scale, 2 Coronet exam tables with padded leather cushioning and six drawers with a slide out foot rest, an Autoclave surgical instrument sterilizer, a Dynac centrifuge for spinning down venipuncture specimens, a Burdick EKG machine with 12 leads, a simulated full-length Gaumard practice arm/hand combination for student practical application of venipunctures, a Life Form simulated arm pad for student practical application of injections, three stainless steel medical supply canisters, two 2-gallon sharps containers, biohazard disposal system, disposable gowns and gloves, sterile gloves, 6 blood pressure cuffs, eye protection goggles and face shields, teaching stethoscope, appropriate medical supplies for obtaining and analyzing urinalysis and blood cultures, crutches, a walker, three (3) Accu-Scope microscopes with practice slides, two (2) Mayo stands, 3-Phlebotomy station/chairs, a thermoscan thermometer, otoscope, and a CPR mannequin, as well as a variety of medical and surgical instruments and scalpels, simulated skeletons, radiographic light box, exposed x-rays, foam wedges, a patient assist step stool, lead vest, wall cassette holder, x-ray machine (non-radiated), x-ray positioning table, and x-ray cassettes.



Students will use the above equipment and appropriate medical supplies to perform hands on practical applications of medical problems, venipunctures, injections patient positioning, and other clinical methods taught in the classroom. Students will use the practice arm/hand simulator and practice pad simulator when being introduced to venipunctures and injections. Students will perform these duties on each other and volunteers as the clinical courses progress. Students will supply their own blood pressure cuff and stethoscope for practical application of vital signs performed on each other and volunteers as the clinical courses progress.

### **Dental Lab**

Abdill Career College, Inc. offers a simulated dental lab. The lab is used by students in the Dental Assistant program for learning and applying techniques taught in the classroom. The dental lab features: an electric dental chair, a dental cart for simulated suctioning and rinsing, a model trimmer, autoclave, ultra sonic cleaner, a variety of dental instruments including restorative, oral surgery, and procedure tray set up, laboratory vibrator for pouring diagnostic casts, Dental x-ray machine, automatic film processor, dental stone and personal protective equipment such as face masks, gloves and safety glasses, overhead light, vacuum former, portable dental cart with handpieces, as well as various dental materials and cements.

Students will use the above equipment and appropriate dental supplies to perform hands on practical applications of dental assisting procedures and methods taught in the classroom. Students will use the dental chair, model trimmer and other equipment and supplies to simulate and practice dental assisting procedures. Students will perform these duties on each other and volunteers as the clinical courses progress.

### **Pharmacy Technician Lab**

Abdill Career College, Inc. offers a simulated pharmacy lab. The lab is used by students in the Pharmacy Technician program for learning and applying techniques taught in the classroom. The Pharmacy lab features: amber reversible/dual vials, plastic amber ovals, medicine droppers/spoons, counting trays with spatulas, label printer and labels, mortar and pestles, graduates, digital scales, weights, reconstitutables, ointment slabs, gelatin and capsules, capsule machine, as well as various other pharmacy technician materials in which to practice skills required for the profession.

Students will use the above equipment and appropriate supplies to perform hands on practical applications of pharmacy technician procedures and methods taught in the classroom. Students will use the mortar and pestle, capsule machine, digital scales and other equipment and supplies to simulate and practice pharmacy technician procedures.

## **Veterinary Assistant Lab**

Abdill Career College, Inc. offers a simulated veterinary lab. The lab is used by students in the Veterinary Assistant program for learning and applying techniques taught in the classroom. The Veterinary Assistant lab features: weight scales, autoclave surgical instrument sterilizer, dynac centrifuge, Burdick EKG machine with 12 leads, simulated full length Gaumard practice animal leg, Life Form simulated arm pad for student practice of injections, three stainless steel medical supply canisters, two 2- gallon sharps containers, Biohazard disposal system, disposable gowns and gloves, sterile gloves, eye protection goggles, teaching stethoscope, appropriate medical supplies for obtaining and analyzing urinalysis, Accu Scope microscope with practice slides, Mayo stands, Otto scope, various medical and surgical instruments and scalpels, simulated skeletons, hearts, and anatomical diagram posters for identification of anatomical markers.

Students will use the above equipment and appropriate supplies to perform hands on practical applications of veterinary assisting procedures and methods taught in the classroom. Students will use the equipment and supplies to simulate and practice veterinary assisting procedures in simulated scenarios, and on live volunteer pets.

## Accreditation & Transfer of Credits

Abdill Career College, Inc. has achieved national institutional accreditation through the Accrediting Commission of Career Schools and Colleges (ACCSC).

Abdill Career College, Inc. believes it is important for prospective students, current students, and/or their family members to understand what accreditation is and how it may effect decisions students need to make in their educational process.

The U.S. Department of Education recognizes national accrediting agencies and regional accrediting agencies that have met all the required criteria. National accrediting agencies perform evaluations on institutions throughout the United States. Regional accrediting agencies perform evaluations of institutions within specific geographical areas/regions of the United States. Both types of accreditation involve a lengthy and detailed process of review. The review process of these accrediting agencies can involve an evaluation of; the school's campus, curriculum, education delivery, finances, and faculty.

In an effort to assist prospective students, students, and/or their family members in understanding the accreditation process and other valuable educational information, we have provided below an excerpt from the *U. S. Department of Education website* that may be helpful.

### **Financial Aid for Postsecondary Students Accreditation in the United States Overview of Accreditation**

The goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality. Accreditation in the United States involves non-governmental entities as well as governmental agencies.

Accrediting Agencies which are private educational associations of regional or national scope, develop evaluation criteria and conduct peer evaluations to assess whether or not those criteria are met. Institutions and/or programs that request an agency's evaluation and that meet an agency's criteria are then "accredited" by that agency.

Abdill Career College, Inc. recommends that prospective students, students, and/or their family members visit the U.S. Department of Education website at [www2.ed.gov/admins/finaid/accred/accreditation.html#overview](http://www2.ed.gov/admins/finaid/accred/accreditation.html#overview) to acquire additional information regarding accreditation.

## **What are Regional and National Accreditations?**

**Regional Accreditation:** Historically regional accreditation applies to what many people consider “traditional colleges, such as community colleges and universities.” These institutions are often known for education in advanced degrees. Regional accreditation refers to different areas or regions of the United States where a regional agency that presides over the institutions home state performs an evaluation of the institution. Colleges and universities who have regional accreditation in the same area may know the educational objectives of each other and can assess the educational information that students receive from one institution to another. This provides them the opportunity to enter into agreements with each other for acceptance or transfer of credits students have taken from one institution to another.

**National Accreditation:** As a general rule national accreditation applies to what people often refer to as “vocational colleges, or career schools.” Some institutions can have both regional accreditation and national accreditation. National accrediting agencies accredit schools all across the United States and some of its territories. Historically these types of institutions provide education that are generally career or vocational in nature. Schools that receive national institutional accreditation by a United States Department of Education recognized accrediting agency also undergo a lengthy and detailed review process. Since nationally accredited institutions encompass areas all across the United States, the opportunity to compare educational objectives from one institution to another is not always feasible for allowing the acceptance or transfer of the students’ credits from one institution to another.

Abdill Career College, Inc. values each student’s right to choose the educational goals that meet his/her specific needs. In assessing whether or not programs offered by Abdill Career College, Inc. are right for you please note that Abdill Career College, Inc. has not entered into any agreements with other educational institutions for the acceptance or transfer of credits from our institution to another. To assist students with the educational decision making process we strongly encourage prospective students, students, and/or their family members to contact local employers and other educational institutions in our area to determine, prior to enrollment, if attending a program at Abdill Career College, Inc. will meet their current and/or future educational objectives. Gathering information prior to determining the program that is right for you is an important step for your current and future educational goals.

## FINANCIAL AID

Abdill Career College, Inc. has Federal Student Financial Aid available for those who qualify (please ask for our student financial aid information). Students may pick up a Federal Student Financial Aid information packet in the Financial Aid office of the school or the administrative front office. Staff members are available for students who have questions regarding applications, or who might need assistance in submitting the Free Application for Federal Student Aid. Students will be notified of the status of their application(s) within 14 working days.

## ADMISSION/ REGISTRATION & FEES

### Admission Requirements:

Students must meet the following criteria for enrollment:

- 1) Students must successfully complete and pass the entrance exam;
- 2) Be eighteen years of age or older (*As of August 1, 2005, Documentation will be **required** i.e. Driver's License, State ID card, etc.*),
- 3) Student must provide a valid Social Security Card, and
- 4) Have verification of high school graduation or G.E.D. certificate, (*Verification **required** i.e. G.E.D. certificate and/or official transcripts showing date of graduation from a valid government approved educational facility*).

### Admission Procedures:

Abdill Career College, Inc. will be happy to assist all students in the decision making process of meeting their educational goals. Once a student has made the decision to participate in a program or course offered by Abdill Career College, Inc. and has secured the necessary financial arrangements for their program/courses, the student will be required to take an entrance exam. Upon successful completion of the entrance exam, the student will then meet with an Abdill Career College, Inc. official to begin the admission procedures. The student will be required to read through the Course Catalog and Student Information book and be given an opportunity to discuss any questions they may have. Completing the enrollment agreement and all documents in the enrollment packet and scheduling courses will take about an hour. A tour of the facility will be offered prior to the admission process. All students enrolling in programs must attend orientation prior to beginning classes. *Students who add programs to their existing education and/or change program goals must complete a new entrance exam, attend an additional orientation and must complete a new enrollment agreement for the new or additional education.*

The tuition fee is \$180 per (1) quarter credit hour for lecture courses, (one lecture quarter credit hour=15 clock hours), \$120 per (.5) half quarter credit hour lab courses, (one lab half quarter credit hour =10 clock hours), and \$120 per (1) quarter credit hour for externship courses, (one externship quarter credit hour=30 clock hours), tuition fees are based on the

total number of clock hours for all programs. Payment and/or methods of payment(s) (*i.e. prior authorizations from counselors and/or third party payors, and/or Federal Student Financial Aid*) are due prior to the first class of each term.

Due to changes in our fast paced world, Abdill Career College, Inc. may find it necessary to change tuition prices from time to time. All such changes will be posted in the administrative front office and on the student bulletin board of the school 30 days prior to the effective date of tuition change. Students currently enrolled in programs at Abdill Career College, Inc. at the time of a tuition change will continue their program at the tuition rate that was charged at the time of their enrollment and shall not be effected by the tuition change. Students withdrawing from programs/courses and re-enrolling into programs/courses at a later time will be responsible for payment of the current tuition fees at the time of re-enrollment.

Should default be made in any payment when due, all educational services, classes and privileges offered may be immediately suspended, and the whole sum of principal shall immediately become due and payable at the option of the holder of this Note. If any payment is more than 3 days late, there will not be a late fee assessed, however, you will not be permitted to attend classes until the payment is made in full. Each course day of non attendance is counted as one absence, when the maximum absence has been reached for each course you will be dropped from that course.

### **Registration**

The registration fee is a lifetime total of \$150. This fee is paid at the rate of \$31.50 per (1) quarter credit hour for lecture courses, (one lecture quarter credit hour=15 clock hours), \$21 per (.5) half quarter credit hour lab courses, (one lab half quarter credit hour =10 clock hours). For example, a two-quarter credit hour course the registration fee is \$63.00 or for a one and a half quarter credit hour course the registration fee is \$63.00. The registration fee is per course per term until the \$150 fee is accrued.

### **Criminal Background Check**

A large number of employers within our community require pre-employment criminal background checks before they will finalize employment and/or accept students for externship. Each employer has specific criteria for what is and is not acceptable in a criminal background report. Students must understand that if they have a criminal history it may inhibit their ability to gain employment and/or be placed into externship for the career field they have chosen.

When a student knows they have an incident that may show up on the criminal background check they will be required to take the steps below prior to enrolling in any program at Abdill Career College, Inc. (Surveys can be performed anonymously, remember you are trying to get an understanding of how a specific history may effect your ability to find gainful employment in your chosen field.)

- Student understands and agrees to do a pre-employment survey that includes contacting employers in the community in which you hope to gain employment and/or complete your externship.
- During the survey discuss with the employer or employer's representative if a specific criminal background will inhibit your ability to be hired.
- Use the information you have obtained to make an informed decision on whether you wish to pursue an education in your chosen field.
- Provide the school with a copy of your criminal background report as described in the student enrollment packet.
- Abdill Career College, Inc., may decline or defer enrollment on a case-by-case basis if a student fails to complete the admission steps, or if Abdill Career College, Inc., reasonably believes that the criminal background report is substantially likely to impair a student's ability to complete a program successfully, including externship placement.

### *Externship (Structured Experience)*

Abdill Career College, Inc. provides educational training in specified vocational careers. Externship is a requirement for our programs and is done without remuneration. No part of the externship agreement, enrollment agreement or other documents implies employment for our students. Fee: **\$120** per (1) quarter credit hour. One externship quarter credit hour = 30 clock hours worked.

Completion of externship requires successful attendance to and completion of; Externship Orientation and exam, Externship Initial Interview and exam, attendance to Externship Site Initial Interview, 180 hours of on-site participation, weekly on-site visits, Externship Exit Interview **and** supplying all required documentation. It can take anywhere from five (5) to ten (10) weeks to complete the 180 hours (typically 5 weeks full-time, 10 weeks part-time, site dependant).

All phases of externship and all required documentation including the Externship Exit Interview and on-site evaluations **must be completed within 14 days of the students last day of attendance at the externship site** as per U.S. Department of Education regulations. Students who do not attend and complete any phase of the externship process and/or Externship Exit Interview and provide all required documentation within 14 days of their last date of attendance will be determined to have withdrawn from their program and their academic file closed out unless the student is on an official leave of absence.

As a part of our Externship Process Abdill Career College, Inc. has a work hour to externship hour credit that students may become eligible for. Eligibility for this depends on a number of criteria. Criteria is fully explained in our externship policies and Student Externship Handbook.

### **Book Fees**

Books will be purchased at the school. Students will pick them up at the administrative front office desk in advance of course starting dates. Used books will not be returned to the school except as donations.

### **Challenge Tests Fees**

Students who feel they meet or exceed the academic requirements for specific courses, or who have taken courses at another educational facility and wish to receive credit for credit for courses they have taken elsewhere, may choose to challenge any individual course at Abdill Career College, Inc. Challenge tests for credit are available for any course. A successful score to pass a challenge test is 90% or better. The student then receives credit for the course. Students may only take a challenge exam for a course one time. If the student does not pass the challenge exam with a score of 90% or higher on the first attempt, the student will be required to take the course as it is designed for the entire five (5) week period.

Fees for challenging a course are \$180 per (1) quarter credit hour for lecture courses, (one lecture quarter credit hour=15 clock hours), \$120 per (.5) half quarter credit hour lab courses, (one lab half quarter credit hour =10 clock hours), (see tuition fees on previous page). For example, a two-quarter credit hour course challenge fee is \$360.

Challenge exams are defined as a “test”. All policies regarding tests and quizzes apply to Challenge exams as well. Students need to be aware that Abdill Career College, Inc. “test/quiz policies state that in addition to the above all students are required to place their cell phone or other electronic communication device into a basket located on the instructors desk before beginning any test/quiz.

Students may choose the option of leaving their cell phone at home or in their vehicle during test/quiz times rather than placing it in the basket during test times. Students who are found to be in possession of their cell phones or other electronic communication devices during test/quiz times will be subject to disciplinary action by the school.

### **Lab Fees**

A **\$75** lab fee will be charged per program. For students taking individual courses of study, a **\$20** lab fee will be charged per course.



## GENERAL INFORMATION

### *Our Commitment to Equal Opportunity*

The student policies of Abdill Career College, Inc. are directed toward securing and maintaining a student body of competent people without regard to race, religion, color, national origin, sex, age, sexual orientation, marital status, pregnancy or parental status, mental or physical challenge or other protected classes under applicable local, state and federal law.

It is also our policy that all students have a right to learn in an environment where the dignity of each individual is respected. For that reason, we expect all students to accomplish their work in a business-like manner with concern for the well-being of the entire college. Any bullying, harassment of students by fellow students or employees is not permitted, regardless of their working relationship or supervisory status. Specifically forbidden is bullying, harassment of a sexual, racial, ethnic or religious nature. This includes unwelcome sexual advances, innuendoes and other verbal or physical conduct of a sexual nature which has the purpose or effect of creating an offensive environment. It also includes verbal and physical conduct of a racial, religious or ethnic nature which creates an offensive environment. Students and/or employees subjected to any type of discrimination, bullying, harassment, particularly of a sexual, racial, ethnic or religious nature by an employee or student should promptly contact a member of the administrative front office staff listed in the Course Catalog and Student Information book. In addition, both victims and third parties should contact the Coordinator to report incidents of bullying, harassment, discrimination, including in regards to pregnancy or parental status, sex discrimination, sexual harassment, or sexual violence, or any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries, and/or the administrative persons listed below.

| Name               | Title                              | Address   | Phone #        | Email           |
|--------------------|------------------------------------|---|----------------|-----------------|
| Ki                 | Owner/Director                     | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |
| Dixie<br>Bevington | Administrative<br>Office Manager   | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |
| Dixie<br>Bevington | Campus Crime<br>Statistics Officer | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |

*“ ORS 659.855: Discrimination ” means any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on race, color, religion, sex, sexual orientation, national origin, marital status, age or disability. “Discrimination” does not include enforcement of an otherwise valid dress code or policy, as long as the code or policy provides, on a case-by-case basis, for reasonable accommodation of an individual based on the health and safety needs of the individual.”*

and...

*In addition, the school maintains anti-retaliation policies. “ORS 659.852 (b): Retaliation against student prohibited. Retaliation means suspension, expulsion, disenrollment, grade reduction, denial of academic or employment opportunities, exclusion from academic or extracurricular activities, denial of access to transcripts, threats, harassment or other adverse action that substantially disadvantages a student in academic, employment or extracurricular activities”, and “ORS 659.852 (2): A student of a career school, a post-secondary education program, or a private college or university may not be subjected to retaliation for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.”*

We encourage students to report complaints to us to resolve problems involving bullying, harassment or discrimination, of any kind, including discrimination related to pregnancy or parental status. Our ability to resolve these kinds of problems is dependent on your cooperation in reporting incidents which create an offensive or hostile environment for you. In the event a complaint is reported, an investigation will be undertaken immediately. Violators will be subject to appropriate disciplinary action. The problem of harassment is also addressed under *Student Standards and Regulations*.

### ***Problems/Complaints***

All students are encouraged to immediately report any verbal, physical or sexual misconduct, harassment, problems or other complaints because of other students, instructors, or other staff members. Students may report problems to an instructor, administrative front office staff member, program director, or the owner/director of Abdill Career College, Inc. All efforts to maintain strict confidentiality for the student will be made unless legal action is instituted, and all efforts to resolve the problem will be immediately handled through appropriate channels. Complaints filed on behalf of or by a student against the school must be postmarked within one year of the student’s last date of attendance.

## *Student Grievance Procedure*

A student having a complaint or question concerning any matter associated with the college or the interpretation of any of the provisions in the Course Catalog and Student Information book should follow these procedures. We strongly encourage students with questions and complaints to make them known immediately. No student will be discriminated or retaliated against for bringing a question or complaint to our attention.

As a general rule, all academic questions or complaints regarding course work should be placed with the appropriate instructor for clarification. All other complaints should follow the appropriate chain of command:

- 1) Person to person. If the student feels this is not effective, the student should;
- 2) Speak to an instructor/staff member. If you feel the problem has not been addressed;
- 3) Ask to speak with a program director. If the problem has not been resolved, then;
- 4) Speak with the owner/director of the school.

Also, a student suggestion box is available in the front office, located in room 203. All items in the suggestion box will be discussed and considered administratively. Any signed request or letter will receive a signed response from the appropriate college official within five business days of receipt.

You may discuss any grievance with the director of the school or with a program director. If the problem seems to warrant a written complaint, please file the complaint within three business days of the problem. A written response to your complaint will be made within five business days. The school's internal written complaint form can be obtained from the administrative front office of the school, school administrators, and/or the owner/director of the school.

Any concern is welcome for consideration and resolution from the administrative front office staff and faculty of Abdill Career College, Inc.

Students who wish to make a request for the school's Internal Student Complaint form may obtain the form from the administrative front office, or by contacting the owner/director of the school. Students will be asked to complete the school's acknowledgment of receipt of the school's internal complaint form and this form will be time and date stamped for verification of student receipt of the form. The student will receive a copy of the acknowledgment of receipt of the form verifying receipt of the form.

Abdill Career College, Inc. is licensed by the Higher Education Coordinating Commission and abides by the Oregon Revised Statutes and the Oregon Administrative Rules intended to regulate private career schools and colleges. Copies of these statutes and rules will be provided to any student upon request.

Abdill Career College, Inc. is also accredited through the Accrediting Commission of Career Schools and Colleges. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
(703) 247-4212  
[www.accsc.org](http://www.accsc.org)

A copy of the Commissions Complaint Form is available at the school and may be obtained by contacting the owner/director, Ki.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact:

Oregon Higher Education Coordinating Commission  
Private Career Schools  
255 Capitol Street, NE  
Salem, Oregon 97301

Or by calling:

(503) 947-5751

## System of Grading

Abdill Career College, Inc. uses the following grading system:

| <u>Percentage</u> | <u>Grade</u> | <u>Points</u> | <u>Percentage</u> | <u>Grade</u> | <u>Points</u> |
|-------------------|--------------|---------------|-------------------|--------------|---------------|
| 97-100% =         | A =          | 4.0           | 75-78% =          | C =          | 2.0           |
| 93-96% =          | A- =         | 3.7           | 71-74% =          | C- =         | 1.7           |
| 89-92% =          | B+ =         | 3.3           | 68-70% =          | D+ =         | 1.3           |
| 86-88% =          | B =          | 3.0           | 65-67% =          | D =          | 1.0           |
| 82-85% =          | B- =         | 2.7           | 61-64% =          | D- =         | 0.7           |
| 79-81% =          | C+ =         | 2.3           | 0-60% =           | F =          | 0.0           |

The student's grade point average (GPA) is computed by dividing grade points earned by the number of quarter credit hours attempted. Grades of W (Withdrawal within the first week of any course), do not carry grade points and the credits are not calculated in the GPA. Grades of W/D (Withdrawal/Dropped after the first week of any course) do carry grade points and are calculated in the GPA.

## Clock Hours, Credit Hours, Term Period

Abdill Career College, Inc. credits per course are approved through the State of Oregon Higher Education Coordinating Commission and the Accrediting Commission of Career Schools and Colleges.

Calculations regarding credits for courses are performed as follows:

One quarter credit hour equals 30 units and is comprised of the following academic activities:

One clock hour in a didactic learning environment = 2 units,

One clock hour in a supervised laboratory setting of instruction = 1.5 units,

One hour of externship = 1 unit,

One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 units.

Example # 1: A 30 hour classroom course would be multiplied by 2 units (remember; one clock hour in a didactic learning environment equals 2 units) therefore you multiply 30 hrs.

x 2 units = 60 units. To convert the 60 units to quarter credit hours you then divide the 60 classroom units by the 30 units that equal one quarter credit hour to find the total quarter credit hours which would be 2 quarter credit hours. The sample formula would look like this:  $30 \text{ hrs.} \times 2 \text{ units} = 60 \text{ units} \div 30 \text{ units} = 2 \text{ quarter credit hours}$ .

Example # 2: A 30 hour course which is made up of 20 hours of didactic classroom time and 10 hours of supervised laboratory time would be performed in two steps. First, you would multiply the 20 hours of didactic classroom time by 2 units (remember; one clock hour in a didactic learning environment equals 2 units) therefore you multiply  $20 \text{ hrs.} \times 2 \text{ units} = 40 \text{ units}$ . To convert the 40 units to quarter credit hours you then divide the 40 classroom units by the 30 units that equal one quarter credit hour to find the total quarter credit hours which would be 1.33 quarter credit hours. The sample formula would look like this:  $20 \text{ hrs.} \times 2 \text{ units} = 40 \text{ units} \div 30 \text{ units} = 1.33 \text{ quarter credit hours}$ .

The second step would be to multiply the 10 hours of supervised laboratory time by 1.5 units (remember; one clock hour in a supervised laboratory setting of instruction equals 1.5 units) therefore you multiply  $10 \text{ hrs.} \times 1.5 \text{ units} = 15 \text{ units}$ . To convert the 15 units to quarter credit hours you then divide the 15 supervised laboratory units by the 30 units that equal one quarter credit hour to find the total quarter credit hours which would be 0.5 quarter credit hours. The sample formula would look like this:  $10 \text{ hrs.} \times 1.5 \text{ units} = 15 \text{ units} \div 30 \text{ units} = 0.5 \text{ quarter credits}$ .

Then you would add the 1.33 quarter credit hours for didactic classroom time and the 0.5 quarter credit hours from the supervised laboratory time, resulting in a total of 1.33 plus 0.5 equals 1.83, which you would round to 1.5 total quarter credit hours for a course with both didactic and supervised laboratory time as in this example.

Example # 3: For externship, the 180 externship hours would be multiplied by 1 unit (remember; one hour of externship = 1 unit) therefore you multiply  $180 \text{ hrs.} \times 1 \text{ unit} = 180 \text{ units}$ . To convert the 180 units to quarter credit hours you then divide the 180 externship units by the 30 units that equal one quarter credit hour to find the total quarter credit hours which would be 6 quarter credit hours. The sample formula would look like this:  $180 \text{ hrs.} \times 1 \text{ units} = 180 \text{ units} \div 30 \text{ units} = 6 \text{ quarter credit hours}$ .

However for financial aid purposes, the U.S. Department of Education's policy requires a different method for determining hours. *For financial aid purposes only*, quarter credit hours are determined by dividing total program hours by 25 and the length of each program is calculated using the maximum time frame for externship effective as of July 1, 2011. Our financial aid academic year is defined as 36 financial aid quarter credits and 30 weeks.

In addition, generally for every one hour of classroom time the average student would expect *approximately* one to two hours of outside classroom preparation/homework time.

## Attendance Policy

The goal of Abdill Career College, Inc. is to prepare students for the workplace by providing specific course work for specific skills **and** by encouraging good work habits including appropriate time spent on the job. Because regular attendance is an integral part of the schooling process, attendance is strictly monitored. Find further information under Tardy/Absences. As per U.S. Department of Education regulations, students who are not actively participating in scheduled classroom education, and/or who are not actively participating in externship at an approved externship site, **and fail to return to the school and/or their program and/or their assigned externship site within 14 days after an absence must be considered withdrawn from their program and the school will notify the U.S. Department of Education of the students withdrawn status as of the students last date of attendance and the students academic file will be closed out.**

Students who are on an official leave of absence must return to their program and be actively participating **in scheduled classroom education and/or actively participating at their approved externship site no later than the day after their leave of absence ends. Students who do not return from an official leave of absence no later than the day after their leave of absence ends will be determined to have withdrawn from their program and their academic file will be closed out.**

For the reasons outlined above it is important that students understand that they must keep all scheduled appointments with school officials, the externship coordinator, and/or the financial aid administrator as they are set. Students who fail to keep scheduled appointments and provide required documentation (if any) with school officials may find that the expectation of re-scheduling appointments may not be possible either for the student or school officials within the required **14 day time frame in which a student may not be actively participating in classroom education and/or externship and will result in the student being withdrawn from their program.**

## Student Bulletin Board

Abdill Career College, Inc. provides a student bulletin board for the convenience of our students. Students may post prior approved articles to the bulletin board. This board can be used to leave messages for other students, arrange for car pooling, child care, study groups, buy/sell used textbooks and/or other items. All ads must be approved by the administrative front office prior to placement on the bulletin board. Once your ad has been answered, please remove items from the board promptly. The message board cannot be used for any illegal purposes, no profanity will be permitted, and all messages must be dated. Administrative front office staff will monitor the board weekly and will remove any items not approved or over 14 days old.

### **Inclement Weather**

Due to winter weather conditions, we may find it necessary to close Abdill Career College, Inc. or operate on a delayed schedule when snow or ice makes it extremely hazardous to travel. On the days when severe weather conditions exist, the director of the school will notify each of the local television stations in the event the school needs to be closed for the day. In addition, there will be a recorded message on the school telephone line.

Announcements are for one day only. Sometimes the communication is slow. A good rule of thumb to follow is, if Southern Oregon University is closed due to weather conditions, Abdill Career College, Inc. will also be closed. In addition, students should call the administrative front office to check the most recent recording regarding possible closure or delayed classes. A school official will text all students. It is wise to keep your phone number up to date with the administrative front office.

### **Course Availability**

Course availability is dependent on an adequate number of students. Courses may not start unless there are three or more paying students enrolled. The maximum number of students per classroom will be 20 students. Once the maximum number of 20 students is enrolled in any one classroom, the enrollment for that course/classroom closes. If an individual course does not meet the minimum enrollment requirement, the course may be rescheduled and all students enrolled in the course will be notified of the new start date for that course.

Students who do not wish to continue in their programs due to a course cancellation must give written notice to the school within five business days.

### **Withdrawal Refund Policy**

After starting classes, a student may withdraw from a program or course at any time. Withdrawal slips are available in our administrative front office. Refunds, if any, are based on the number of program hours, are calculated based on the student's last date of attendance and issued within 30 business days of the first date of determination or notice from the student. Please see definition of "first date of determination" in the Course Catalog.

Withdrawal from a course that is required for a certificate program should be discussed with a program director, the financial aid office (if the student is receiving financial aid) and the admissions director.

Refunds for payments are made only after the student's personal check clears the bank, or only after third party payor's check clears the bank, or only after Federal PELL Grant, Subsidized Student Loans, Unsubsidized Student Loan, and PLUS loan funds are drawn down and posted. Refunds for payments made by credit card will be made only by credit voucher to the account that was originally charged. Refunds for payments made by third party agencies (i.e. Veterans Administration, WIA, NAFTA, Vocational Rehabilitation) will be refunded directly to those agencies. Students should contact the third party payor directly regarding those refunds. Refunds for payments made by Federal PELL Grant, Subsidized



Student Loans, Unsubsidized Student Loans, and PLUS loans will be refunded according to the guidelines and policies listed in our Student Financial Aid Handbook. The Refund Policy OAR 715-045-0036 listed below, and all other relevant refund policies as listed in the Course Catalog and Student Information book.

OAR 715-045-0036 provides the following:

**Cancellation & Refund Policy: OAR 715-045-0036**

- 1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
  - (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
  - (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15% of the tuition cost, or **\$150**, whichever is less;
  - (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50% of the contracted instruction programs, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the registration fee, book and supplies fees, and other legitimate charges owed by the student;
  - (d) If withdrawal or termination occurs after completion of 50% or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund.
  - (e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in Subsection 1 (a) and (b), the “date of enrollment” will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later;
- 2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student’s last date of attendance as offered by the school and scheduled by the student.
- 3) The term “Pro Rata Refund” means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.

- 4) When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.

All courses must be completed within 1.5 times the length of the program.

### **Cancellation/Termination**

Abdill Career College, Inc. reserves the right to cancel and reschedule any course that does not meet the minimum enrollment of three students. All students enrolled in a course that has been rescheduled will be notified of the new start date for that course. Students who do not wish to continue in their programs due to a cancellation must give written notice to the school within five business days and may request a full refund. Refunds will be calculated based on the student's last date of attendance and refunds (if any) will be issued within 30 business days of the date of course cancellation.

Abdill Career College, Inc. reserves the right to reject an applicant if we have reason to believe that attendance at our facility may not be mutually beneficial to the student or Abdill Career College, Inc.

Abdill Career College, Inc. reserves the right to terminate any student's enrollment at any time for misconduct, cheating, disruptive behavior or nonpayment of fees. Refunds due to the student will be *calculated based on the student's last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of termination*. All fees are due in full prior to the first day of attendance of any course.

### **The definition of "first date of determination" will be as follows:**

No Shows Without Notification - If a student fails to show up for class for more than 3 consecutive class days within one term without notification to the school that an absence is needed, the student will then be considered a "No Show without Notification". On the fourth consecutive class day it will be determined that the student has terminated the program/course. Refunds due to the student will be *calculated based on the student's last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of "No Show without Notification"*.

No Shows With Notification - Students who fail to return to class within 3 consecutive class days in any one term, after notification of an absence was given, will be considered a "No Show With Notification". On the fourth consecutive class day the student is absent, it will be determined that the student has terminated the program/course. Refunds due to the student will be *calculated based on the student's last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of "No Show With Notification"*.

Failure to Return after Leave of Absence - Students may take a leave of absence for the remainder of the term they are in, plus one full (5 week term) only. (Students in the Limited X-Ray Technician and/or Dental Assistant program may under specific guidelines have

additional length of leave of absence. See Leave of Absence Policy) Students who are on a leave of absence and fail to return to their program **no later than the day after their leave of absence ends** will be determined to have withdrawn from their program/course. Refunds due to the student will be *calculated based on the student's last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of "Failure to Return after Leave of Absence"*.

*Student Written Withdrawal from Program* - The date of determination for students providing written notification to the school of intention to withdraw from their program/course, will be determined as of the date provided on the written withdrawal notification. Refunds due to the student will be *calculated based on the student's last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of "Student's Written Withdrawal Notification"*.

*Student Withdrawal from Program Verbal Notification* - The date of determination for students who *do not* provide written notification to the school of intention to withdraw from their program/course, will be determined as of the date the student verbally notifies the school. The date of verbal notification will be noted in the student's file, and refunds due to the student will be *calculated based on the student's last date of attendance*, the refund if any, will be issued within *30 business days of the first date of "Student's Verbal Withdrawal Notification"*.

*Notification from Third Parties* - Sometimes circumstances such as severe illness or injury, may prevent a student from giving notification of intention to withdraw from a program/course. In this instance a student may authorize a third party, such as a family member, authorizing agency, or other authorized person to give notification on his/her behalf. Such notification must be in writing. The written notification must include the individual's name, address, phone number, and relationship to the student. It must also include the student's full name, the program the student is enrolled in, as well as the student's signature if possible. The date of determination for this type of notification will be the date on the written notification from the third party. Refunds due to the student will be *calculated based on the student's last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of "Notification from the Third Party"*.

*Internal review of records*: Abdill Career College, Inc. periodically reviews student financial accounts and records in an effort to assure quality control and service. *If* during this process an error or miscalculation is discovered, Abdill Career College, Inc. will take steps to correct such errors and send notification in writing to the student. If the error involves a miscalculation regarding funds, the date of determination for this type of notification will be the date it was determined that an error occurred on the student's account. Refunds if any, due to the student will be *calculated based on the student's last date of attendance*, and the refund if any, will be issued within *30 business days of the first date of "determination that an error occurred on the account."*

## Graduation Requirements

Students must complete each course within their program with a 75% average, complete all required courses including externship within 1.5 times the normal program length, and satisfy all financial obligations to the school to receive a certificate in any program. For programs requiring externship, students must also successfully complete the externship portion of their program. Upon successful completion of all requirements within the student's program and externship students will receive a program Certificate of Completion.

Programs must be completed within 150% (1.5 times) of the normal duration of the program, for example:

| <u>Program</u>                  | <u>Normal Duration</u>    | <u>1.5 Maximum Time<br/>Frame</u> |
|---------------------------------|---------------------------|-----------------------------------|
| Accountant Clerk/Bookkeeper     | 25 weeks F/T 30 weeks P/T | 45 weeks                          |
| Dental Assistant                | 30 weeks F/T 35 weeks P/T | 52.5 weeks                        |
| Legal Assistant/Secretary       | 25 weeks F/T 30 weeks P/T | 45 weeks                          |
| Limited X-Ray Technician        | 30 weeks F/T 35 weeks P/T | 52.5 weeks                        |
| Medical Assistant               | 30 weeks F/T 35 weeks P/T | 52.5 weeks                        |
| Medical Front Office Management | 30 weeks F/T 35 weeks P/T | 52.5 weeks                        |
| Pharmacy Technician             | 30 weeks F/T 35 weeks P/T | 52.5 weeks                        |
| Phlebotomy Technician           | 25 weeks F/T 30 weeks P/T | 45 weeks                          |
| Veterinary Assistant            | 30 weeks F/T 35 weeks P/T | 52.5 weeks                        |

Externship is site dependant; If a site is available to have the student at their facility full-time (F/T) the student could complete the program within the minimum time frame as indicated under "Normal Duration". However, if a site can only accept a student part-time (P/T) for externship the normal duration for program completion will be an additional five (5) weeks. If a student cannot complete the training within the 1.5 maximum time frame, or if the student cannot satisfactorily achieve the knowledge and skills required by the occupation for which the training is intended as demonstrated by meeting the required minimum grade point average of 75% for each course and successfully completing all phases of the externship (including the exit interview and providing all required documents), the student must be terminated from the program. Or, if a student is not actively participating in classroom education and/or actively participating in an assigned externship site within 14 days the student will be considered withdrawn from their program.

## Graduation Ceremony

Abdill Career College, Inc. offers a graduation ceremony and encourages students who have successfully completed program requirements to attend.

Students who are entering into the last book term of their program are also eligible to participate in the graduation ceremony if they have successfully completed program requirements to that date.

Participation in the graduation ceremony does not imply/guarantee graduation for students who have last term courses/externship yet to complete. These students will be required to successfully pass/complete all program requirements to achieve graduate status before an actual program certificate can/will be issued.

### **Satisfactory Academic Progress (SAP)**

Students must complete all courses in their program with a GPA of 2.0 (which is 75%) or higher, *and* complete all courses within 1.5 times the normal program length to maintain Satisfactory Academic Progress (SAP).

Students receiving Financial Aid must retain Satisfactory Academic Progress (SAP) throughout their program to remain eligible for Financial Aid. To achieve SAP and remain eligible for Financial Aid a student must:

- Receive a minimum passing grade of 75% or higher in all required courses within the program, and/or;
- Complete a minimum of 50% of the scheduled courses EACH TERM.

(Students receiving Financial Aid please see the Abdill Career College, Inc. Financial Aid Handbook).

Students will receive a written transcript at the end of every term (approximately each five weeks). The student transcript will post all grades by term as well as the accumulative grade point average and attendance for each course within the program the student has been enrolled.

Satisfactory Academic Progress will be monitored following the end of each five (5) week term. Students who do not meet all SAP requirements when measured at the end of the term will be placed on a financial aid warning (if they are receiving financial aid funds). Students placed on financial aid warning must meet satisfactory academic progress at the end of the following term in order to have the warning status removed. Students who do not meet satisfactory academic progress in the term after the financial aid warning was issued will be dropped from Federal Financial Aid until the student meets satisfactory academic progress for one full term. At such time the student may be re-evaluated for Federal Financial Aid.

*Definition of Program:* Programs at Abdill Career College, Inc. are a series of courses of education provided in a specific field of study to accomplish a career path goal.

Students must successfully complete each course within the program including externship, the Externship Exit Interview, and provide ALL required externship and other required program specific documents to the externship coordinator to achieve program completion. Students who do not meet the minimum requirements for grades or attendance on each course within their program, must make arrangements for retaking those specific courses. If a student fails the same course a second time, the student will be required to wait a minimum of six (6) months before re-enrolling in any program that specific course is offered in. Students must make arrangements for retaking course(s) within three (3) business days from the date the student is notified of the need to retake a course. When retaking courses exceeds the maximum time frame for a specific program, or the student is not actively participating in classroom education and/or externship for 14 days, (all programs must be completed within 1.5 times the length of the program), the student must be terminated from the program or the student may chose to change program goals by enrolling in a different program which does not contain the specific course that the student has not passed. Students who choose to change program goals, must notify the administrative front office within five (5) business days from the date of termination and will be required to complete a new enrollment agreement for the new program goal.

*Definition of Courses:* Courses are a series of class days within a complete term designed as individual educational units which are often set up in a chronological goal specific order that make up programs at Abdill Career College, Inc.

Some students prefer to take individual courses of study rather than a complete program. Students may choose to enroll in individual courses of study as a part of a career goal, or to enhance or expand current educational and employment needs. Students enrolled in individual courses of study must complete each course taken with a 75% or higher and must follow all attendance criteria for the course(s).

Students who have not met academic or attendance requirements for *program* goals may choose to continue at the school by completing the enrollment process for individual courses of study. Upon successful completion of those courses the student will receive a certificate of course completion listing the individual courses successfully completed under the new enrollment agreement. (Courses passed from prior program/individual course enrollment will not be listed on this certificate). Students who are enrolled in individual courses will not be eligible for externship placement, or eligibility for Federal Student Financial Aid.

Students always have the option of re-enrolling in the original program of study after a six month waiting period as defined under *Failure/Dropped from Course Requirements* in this catalog, but must start at the beginning and will need to pay all fees for tuition, books and lab.

Instructors will monitor the student grades for each course during the term (approximately five weeks). Students will be notified by the instructor at mid terms during each term (approximately five weeks) of their academic progress. When an instructor feels that there

may be a potential academic problem for the student in satisfactorily completing the course, the instructor will notify the student in writing of the potential academic problem. Students who feel they need extra help on course curriculum, or who wish to discuss academic problems or concerns may make an appointment with instructors to discuss or clarify course material. Scheduled instructor availability times are posted in the administrative front office.

If an instructor determines that a student may not achieve the minimum passing grade for the course as of mid-term, that student will be given written notice that he/she has been placed on probationary status for the remainder of the course. The student will have the option of continuing the course using the instructor recommendations, retaking the course (full tuition will be charged for retaking the course), or discontinuing the program. If the student chooses to continue the course and achieves the minimum passing grade for the course, the student will be given written notice that he or she has been taken off probationary status for the course. If the student does not meet the minimum passing grade for the course the second time through, the student will be terminated from the program, or the student may choose to change program goals.

### **Student Academic Progress (SAP) Appeals Process**

Students may file a Satisfactory Academic Progress (SAP) appeal within (5) five business days from the first date of written notice from the school that the student is not maintaining SAP. The SAP appeal should be addressed to the owner/director of the school and delivered to the administrative front office. The SAP appeal must be in writing, include a brief description of why the student feels the appeals process is warranted and must be accompanied by any documentation that supports the student's request for appeal. The school will review the written appeal within (5) five business days of receipt of the SAP appeals and will set an appeals hearing no later than 30 days from the date the written appeal was received in the administrative front office, all decisions/outcomes will be provided to the student in writing no later than (10) ten business days following the hearing date.

### **Student Records**

The Family Education 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 school receives a written request for access.

A student should submit to the administrative office assistant, administrative office manager, or the owner/director of the school, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected under the supervision of a qualified administrative official. Students may request a copy of specific documents at their own expense (fees are .15 cents per page

for each copy). No file may leave the supervision of a qualified administrative official.

- 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 school to amend a record should write the school 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 school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's rights 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 school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school 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 school 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 school has contracted as its agent to provide a service instead of using a school employee or official (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 school.

- 4.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901



### **Challenge Tests/Prior Credit**

Students who feel they meet or exceed the academic requirements for specific courses, or who have taken courses at another educational facility and wish to receive credit for credit for courses they have taken elsewhere, may choose to challenge any individual course at Abdill Career College, Inc. Any veteran receiving GI Bill benefits while attending Abdill Career College, Inc. is required to obtain transcripts from all previously attended schools and submit them to the college for review of prior credit. Challenge tests for credit are available for any course. A successful grade to pass a challenge test is 90% or better. The student then receives credit for the course. Challenge exams must be taken during the first week of courses. Students must notify the instructor during the first week of class of the intent to challenge the course. All challenge exams will be taken during the regularly scheduled class time for the particular course to be challenged.

Fees for challenging a course are \$180 per (1) quarter credit hour for lecture courses, (one lecture quarter credit hour=15 clock hours), \$120 per (.5) half quarter credit hour lab courses, (one lab half quarter credit hour =10 clock hours). For example, a two-quarter credit hour course challenge fee is \$360.

Challenge exams are defined as a “test”. All policies regarding tests and quizzes apply to Challenge exams as well. Students need to be aware that Abdill Career College, Inc. “test/quiz policies state that in addition to the above all students are required to place their cell phone or other electronic communication device into a basket located on the instructors desk before beginning any test/quiz.

Students may choose the option of leaving their cell phone at home or in their vehicle during test/quiz times rather than placing it in the basket during test times. Students who are found to be in possession of their cell phones or other electronic communication devices during test/quiz times will be subject to disciplinary action by the school.

### **Entrance Exams**

Except as discussed below, all students will have math and English skills evaluated prior to final acceptance into a program. To be enrolled in any Abdill Career College, Inc. program, a prospective student must score 65% or better in each area. An applicant who does not achieve a score of 65% or better will be asked to wait twenty-four hours before re-taking that portion of the exam. Students who do not pass the exam upon the second try will be asked to complete refresher courses before enrolling. The student may choose self-study as a means of refreshing skills. Only after appropriate study will the student be tested a third time. There is a six month waiting period before the entrance exams will be administered a third time. *Students who add programs to their existing education and/or change program goals must complete a new entrance exam, attend an additional orientation and must complete a new enrollment agreement for the new or additional education.*

Exceptions will gladly be made to accommodate those with physical challenges in areas such as hearing, vision or motor skills.

### **Entrance Exam and Challenge Exam Scheduling**

Entrance exams must be taken prior to beginning a program or course and can be scheduled by contacting the administrative front office. Entrance Exams are valid for 60 days prior to beginning a program. Challenge exams must be taken within the first week of any course and will be taken during the regularly scheduled class time for the particular course to be challenged.

### **Probationary Status** (*Academic & Behavioral*)

Definition:

Academic Probationary Status - Instructors will monitor student grades in each course at mid-terms. Students who demonstrate a possible academic insufficiency at that time will be notified of the potential for course failure and be provided with possible corrections/solutions, and will be placed on Academic Probation at that time. All students are required to pass each course within their program with a minimum of 75% or higher and within 1.5 times the length of their program.

Behavioral Probationary Status - Students who are found to be in violation of school policies and/or procedures will be placed on Behavioral Probationary Status. (i.e. dress code, conduct, etc.)

Students who are in danger of not meeting academic requirements for individual courses or who have been involved directly or indirectly with a violation of a school policy or procedure, may be placed on probationary status with the school. The probationary status will last for a period of 45 days.

Students will receive notification in writing of the probationary status and will have an opportunity to discuss the situation with an instructor, program director or the school owner/director. The student will be informed of the reason(s) for the probationary status and should make all reasonable efforts to work with the appropriate personnel to resolve the issue. The student may also submit a written response to the probationary status notification.

The probationary period will last for a period of 45 business days or until the issue has been resolved, or, in the case of academic insufficiency, until the student's grade for the course improves, or in the case of failure to comply with the probationary status, the student is terminated from the program or course. One copy of the probationary status will be placed in the student's file and a copy will be sent to the student's third party counselor (when applicable).

Once a student has been placed on probationary status, the student must take steps to correct the issue immediately. Should this fail to be done or upon a second incident while the student is placed on probationary status, the student will be terminated from their program or course.

When the issue has been resolved, the 45 day time limit has expired or the student's academic progress has improved, written notification of the reinstatement of the student to non-probationary status will be given to the student. A copy will be placed in the student's file and a copy will be sent to the student's third party counselor (when applicable). (This section on probationary status is repeated in this Course Catalog & Student Information book under Student Standards and Regulations. These standards and regulations are printed out and the student is required to initial each section during the enrollment process.)

## Security

Abdill Career College, Inc. is located in the four story building known as the Century Building located at 843 E. Main Street, Medford, Oregon 97504. There are no other buildings, rooms, or facilities which are under the control or supervision of Abdill Career College, Inc. The main office and all classrooms are located on the second floor. There are numerous other businesses which occupy the ground, third and fourth floors which are not affiliated with Abdill Career College, Inc. Abdill Career College, Inc. does not have student housing or residences as a part of its campus.

Abdill Career College, Inc. does not own the building itself, but leases rooms on the second floor. The entire building and the common parking area is patrolled each evening by a private security company, which has been contracted by the owner of the building. The security company and its employees are not affiliated or contracted by Abdill Career College, Inc. in any way. In addition, the owner of the building also employs his own maintenance personnel to keep proper lighting in the main hallways, stairwells, entrances, and exits of the building.

The exit doors to the fire escapes on each floor are locked each week day evening after 7:00 p.m. and all day on the weekends. The locks are specially equipped to permit exiting from the building from the inside by turning the button lock on the doorknob. The front and rear entrance doors are locked by dead bolt after 7:00 p.m. on weekdays and all day on weekends, and do not permit entrance or exiting of the building through that access. In addition, all unused classrooms after 5:00 pm on weekdays, and all day on the weekends are locked as well. Students who have classes scheduled after 7:00 p.m. during the weekdays, or at any time on a weekend who need to exit and re-enter the building should notify their instructor prior to leaving the building to avoid accidentally being locked out. Additional security features such as audio/video surveillance cameras may be used for quality assurance and safeguarding of students, employees, or school property.

## **Placement Assistance Services**

Placement assistance offered to students of Abdill Career College, Inc. is listed below, however Abdill Career College, Inc. in no way guarantees employment;

- All job information received by employers are placed in a binder located on the student bulletin board. Students are encouraged to check the binder weekly for new or updated information that may have been received.
- Computer labs are available to students for updates or editing of resumes, letters of reference, and other job search tools.
- Business Communications course. Students are encouraged to enroll in this course to enhance job search skills and learn positive techniques for job success. This course covers important information for job search, such as; interviewing techniques, participation in mock interviews, creating cover letters, resume writing, letters of reference, a master application, proper dress for job search, proper conduct and appearance for interviewing, and professionalism.
- Abdill Career College, Inc. offers positive support by faculty and staff to help students develop good work habits during their time at Abdill Career College, Inc. Students are required to; arrive for classes on time, be prepared and ready to begin as class starts, attend all courses in appropriate attire, use proper body mechanics, conduct, and professionalism.
- Graduate Follow-up: As part of the externship course at Abdill Career College, Inc., students are monitored at six months and again at one year after completion of their programs to assist us in identifying students who have been able to secure employment, to gather student employment data, secure employment advancement, changes in employment, field of employment, rate of pay, and any other information regarding the success of the student after completion of programs.

## Student Services

For the convenience of our students, the following services are offered at Abdill Career College, Inc.:

- Abdill Career College, Inc. : Offers positive support by faculty and staff to help students develop and recognize positive work habits such as; the importance of punctuality, being prepared and ready to begin, appropriate attire, use of proper body mechanics, conduct, and professionalism.
- Advising about program: Administrative staff members are available during all business hours to speak with students regarding advising and/or questions about their program of study. Administrative staff persons can establish appointment dates and times for students to meet with other executive or heads of departments. Students are encouraged to speak with financial aid, office manager, and/or owner/director of the school regarding questions or concerns about programs of study, schedules, and/or campus related issues. In addition, program directors and instructors have established administrative times specifically set aside to meet with students regarding tutoring, assistance with homework assignments, advising, and/or problem solving.
- Monitoring of student progression through courses: Instructor's will monitor student progression through courses at mid-terms to identify areas of difficulty a student may be experiencing or identify possible deficiencies which may adversely affect the student's ability to successfully complete the course. If deficiencies and/or difficulties in progressing through the course are identified by the instructor, the instructor will notify the student of the identified deficiencies and/or difficulties in writing, and provide a recommendation and/or suggestion to assist the student in successful course improvement.
- Monitoring Courses: Students may monitor courses that you have already passed to gain additional confidence in skills and techniques and keep your knowledge level at its maximum. (There is no additional charge for monitoring courses already passed by the student).
- Student telephone: (located in the administrative front office for student use).
- Student suggestion box: (located in the administrative front office for student use).
- Student Library/Learning Resource System: (located in the administrative front office) Students may check out material and time on the internet.
- Student computer: With internet access (located in the administrative front office). Students may do job search and update and/or make corrections to resumes, references, and cover letters.
- Soft drink vending machine: (located in the administrative front office)

- Microwave oven: (located in the administrative front office).
- Student snack Store: (located in the administrative front office).
- Coffee/Tea/Hot Chocolate: (located in the administrative front office).
- Vending machines: For snacks and soft drinks (located in 1<sup>st</sup> floor lobby).
- Parking: (located in front and back of building). There is no fee for student parking.
- Access to city bus lines: (bus stop located in front of building).
- Outgoing mail drop box: (located in front of building).
- Student bulletin board: (located in the main hallway). Abdill Career College, Inc. provides a student bulletin board for the convenience of our students. Students may post prior approved articles to the bulletin board. This board can be used to leave messages for other students, arrange for car pooling, child care, study groups, buy/sell used textbooks and/or other items. All ads must be approved by the administrative front office prior to placement on the bulletin board. Once your ad has been answered, please remove items from the board promptly. The message board cannot be used for any illegal purposes, no profanity will be permitted, and all messages must be dated. Administrative front office staff will monitor the board weekly and will remove any items not approved or over 14 days old.
- Business Communications Course: Develops analytical, non verbal and listening skills. Includes problem-solving, evaluating, and developing appropriate formats, as well as composing, revising, designing, and editing business letters, creating resumes, cover letters, and references. Assist students with knowledge to enhance job search skills and learn positive techniques for job success. This course covers important information for job search, such as; interviewing techniques, participation in mock interviews, creating cover letter, resume writing, letters of reference, a master application, proper dress for job search, proper conduct and appearance for interviewing, and professionalism.
- Employers Contacting School: If and job information is received by the school from employers it is placed in a binder located on the Student Bulletin Board in the main hallway of the school. Students are encouraged to check the binder weekly for new or updated prospective employer information.
- Student Discounts: Some local businesses provide a discount on specific merchandise to students. Students should present their student ID badge when making purchases in our local area to determine if the business offers student discounts.

## Student Services After Graduation

- **Monitoring Courses:** Students may return to the school after graduation and sit in on/monitor any courses pertinent to their program goal to keep skills current and up-to-date. There is no fee for this service.
- **Resume Updates:** Students may come to the school after graduation and use computers and software to update and make corrections to resume, references, and cover letter. There is no fee for this service.
- **Internet Job Search:** Students may come to the school after graduation and use internet for job search. There is no fee for this service.
- **Letter of Reference:** Students may request from instructors and other staff members letters of reference or letters of recommendation. There is no fee for this service.
- **Student Bulletin Board:** Students may return to the school after graduation to post articles on the Student Bulletin Board, net work with others for ride sharing, child care, participation in study groups, or other needs during the transition period between graduation and employment.
- **Employers Contacting School:** Graduates may return to the school to monitor the employment binder located as a part of the Student Bulletin Board. All job information received by the school from employers are placed in a binder located on the Student Bulletin Board in the main hallway of the school. Students are encouraged to check the binder weekly for new or updated prospective employer information.
- **Student Resource Information:** (located in administrative front office) Abdill Career College, Inc. Student Resource Information is provided free of charge to all currently enrolled students and graduates from all programs at our school. Our student resource information is designed to assist currently enrolled students and graduates with information on resources within our community that may be available to help with life issues that may effect a student's education and during the transition period between graduation and employment.

Students are encouraged to speak with and Abdill Career College, Inc. administrator to discuss any of these resources, or to request confirmation of student status information in which any of these agencies may need.

Students may contact the agencies listed in our Student Resource Information Brochure directly, or may request an appointment to speak with a school representative.

Students who need assistance locating or accessing any of the above services may seek assistance in the administrative front office. One of our administrative staff members will be happy to assist you.

## **CAMPUS SECURITY/CRIME POLICIES**

### **The “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act”**

Abdill Career College, Inc. prepares the crime statistics report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics.

This report is prepared in cooperation with the city law enforcement agency which governs the area surrounding our campus, and through information which may be reported to the owner/director of the school.

Campus crime, arrest and referral statistics include those reported to the owner/director of the school, and the city law enforcement agency. These statistics may also include crimes that have occurred in private residences or businesses adjoining our campus.

This report is prepared by a member of our staff, and is distributed each year to currently enrolled students and staff members. The report is distributed by providing each currently enrolled student a copy of the report attached to the student’s academic transcript which ends in the term preceding each October 1<sup>st</sup>. Staff members typically receive a copy of the report in their pay envelope for the pay period immediately preceding each October 1<sup>st</sup>. A copy of the report will also be posted on the student bulletin board located in the schools main hallway (Second Floor) at 843 E. Main Street, Medford, Oregon 97504.

Currently enrolled students, prospective students, current employees, and prospective employees may also request a copy of the full text of this report through our administrative front office. *(Complies with “Preparation of Disclosure of Crime Statistics 34 CFR 668.46(b)(2)(ii))*

### **Timely Warnings**

In the event that a situation occurs, either on or off campus, that in the judgement of the owner/director of the school constitutes an ongoing or continuing threat, a campus wide “Timely Warning” will be issued.

This warning will be directly distributed to each currently enrolled student and each staff member. The warning will be in the form of a written memo, and will be distributed by providing each currently enrolled student and each staff member with a copy of the warning memo during their scheduled class times. For those currently enrolled students or employees who are not on campus at the time of the written warning memo distribution, a copy of the written warning memo will be mailed by United States Postal Service to the last address each individual has supplied the school.

In addition, a copy of the written warning memo will be posted to the student bulletin board located in the school’s main hallway. *(Complies with “ Current Campus Policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus 34CFR 668.46(b)(2) and 34 CFR 668.46(b)(2)(1))*



## **To Report a Crime**

*If you are experiencing a life threatening emergency always call 911 immediately.*

Students and staff members of Abdill Career College, Inc. should contact the Medford City Police Department at (541) 770-4783 for non-emergencies, **911 for emergencies**, and/or the persons listed below to report any suspicious activity or person(s) observed in the parking lots, loitering around vehicles, inside buildings, and/or around the entrances/exits to the building.

| Name               | Title                              | Address   | Phone #        | Email           |
|--------------------|------------------------------------|---|----------------|-----------------|
| Ki                 | Owner/Director                     | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |
| Dixie<br>Bevington | Administrative<br>Office Manager   | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |
| Dixie<br>Bevington | Campus Crime<br>Statistics Officer | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |

Abdill Career College, Inc. encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, Abdill Career College, Inc. cannot hold reports of crime in confidence.

Confidential reports for inclusion in the annual disclosure of crime statistics can generally be made to the owner/director of the school or one of the other persons listed above.

*(Complies with the Reporting of Criminal Offenses 34 CFR 668.46(b)(2)(iii))*

## **Security and Access Policies**

Abdill Career College, Inc. is located on the second floor (and one suite of rooms on the first floor) of a four story building known as the Century Building located at 843 E. Main Street, Medford, Oregon 97504. There are no other buildings, rooms, or facilities which are under the control or supervision of Abdill Career College, Inc. The main office and all classrooms are located on the second (and one suite on the first) floors. There are numerous other businesses which occupy the ground, third and fourth floors which are not affiliated with Abdill Career College, Inc. Abdill Career College, Inc. does not have student housing or residences as a part of its campus.

Abdill Career College, Inc. does not own the building itself, but leases rooms on the second and first floors. The entire building and the common parking area is patrolled each evening by a private security company, which has been contracted by the owner of the building. The security company and its employees are not affiliated or contracted by Abdill Career College, Inc. in any way. In addition, the owner of the building also employs his own maintenance personnel to keep proper lighting in the main hallways, stairwells, entrances, exits and parking area of the building.

The exit doors to the fire escapes on each floor are locked each weekday evening after 7:00 p.m. and all day on the weekends. The locks are specially equipped to permit exiting from the building from the inside, but will not permit entrance into the building. The front and rear entrance doors are locked by dead bolt after 7:00 p.m. on weekdays and all day on weekends, and do not permit entrance or exiting of the building through that access. In addition, all unused classrooms after 5:00pm on week days, and all day on the week ends are locked as well. Students who have class scheduled after 7:00 p.m. during the week days, or at any time on a week end who need to exit and re-enter the building should notify their instructor prior to leaving the building to avoid accidentally being locked out.

Additional security features such as surveillance cameras with video and audio may be used for quality assurance and safeguarding of students, employees, or school property.

*(Complies with the Addressing Security and Access Policies 34 CFR 668.46(b)(3))*

**Campus Law Enforcement Policies**

Abdill Career College, Inc. does not employ or contract Campus Law Enforcement or Security individuals.

Abdill Career College, Inc. does not own the building itself, but leases rooms on the second and first floors. The entire building and the common parking area is patrolled each evening by a private security company which has been contracted by the owner of the building. The security company and its employees are not affiliated or contracted by Abdill Career College, Inc. in any way. *(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(4)(I))*

**Encouragement of Accurate and Prompt Crime Reporting Policies**

**General Procedures for Reporting a Crime or Emergency**

Abdill Career College, Inc. encourages all students, staff members, guests, and persons from the community to report all crimes and public safety related incidents to the owner/director of the school, the Administrative Office Manager, the Campus Crime Statistics Officer at the contact information listed below, or to the Medford City Police Department in a timely manner.

| Name            | Title                           | Address   | Phone #        | Email           |
|-----------------|---------------------------------|---|----------------|-----------------|
| Ki              | Owner/Director                  | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |
| Dixie Bevington | Administrative Office Manager   | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |
| Dixie Bevington | Campus Crime Statistics Officer | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |

Abdill Career College, Inc. does not employ private security personnel, or campus police. *For an emergency or crime related matter, please call 911, or the Medford City Police Department at (541) 770-4783, or the director of the school at (541) 779-8384.*

To report a non-emergency security, or a public safety related matter on the Abdill Career College, Inc. campus, you may call the Abdill Career College, Inc. administrative front office at (541) 779-8384 and ask to speak to the owner/director of the school. *(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(4)(ii))*

### **Policy Statement Regarding Counselors**

Abdill Career College, Inc. does not employ or contract with professional or pastoral counselors, and the college does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the Abdill Career College, Inc. campus, its staff, and students arises, a written warning will be distributed. This warning will be directly distributed to each currently enrolled student and each staff member.

The warning will be in the form of a written memo, and will be distributed by providing each currently enrolled student and each staff member with a copy of the warning memo during their scheduled class/work times. For those currently enrolled students or employees who are not on campus at the time of the written warning memo distribution, a copy of the written warning memo will be mailed by United States Postal Service to the last address each individual has supplied the school.

In addition, a copy of the written warning memo will be posted to the student bulletin board located in the school's main hallway. *(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(4)(iii))*

### **Security Awareness Programs**

During orientation for each enrollment period of all prospective students, and during orientation for every new or prospective employee, prospective students and employees are provided a copy of the current year's Campus Crime Report.

Each prospective student and employee is provided the policies regarding Abdill Career College, Inc. Campus Crime Reporting.

Students receive this information as a part of their Course Catalog & Student Information book, and employees receive these policies as a part of their Employee Handbook.

In addition, each currently enrolled student, and current employee will receive a copy of the newest Campus Crime Report on or before October 1<sup>st</sup> of each year as it is completed.

Abdill Career College, Inc. also works with the Medford City Police Community Service Department to bring resources and education to the students and employees. Brochures, flyers, and resource information are available in our administrative front office.

The Medford City Police Community Service Department also provides presentations to employees of Abdill Career College, Inc. to update them on current crime prevention techniques and solutions, how to communicate these techniques and solutions to students, as well as respond to students who may have potential problems. These presentations are scheduled as available time with the Medford City Police Community Service Department schedules allow. *(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(5))*

### **Crime Prevention Programs**

Abdill Career College, Inc. does not have on-campus programs on personal safety and crime prevention. However, Crime Prevention programs on personal safety and theft prevention are sponsored by various agencies and groups throughout our community. Some of them are listed below.

- Medford Police Department (Howard Pendleton) (541)774-2268
- Jackson County Helpline (541)779-4357
- Sexual Assault Victim Services/Dunn House (541)779-4357

Students and Staff are encouraged to attend these programs as a part of self education, and to help students and staff have an active part in their education to enhance personal safety regarding protection and awareness.

In addition, Abdill Career College, Inc. does have brochures and literature regarding these programs, personal safety and crime prevention located in the administrative front office and on the Student Bulletin Board located in the main hallway of our campus.

*(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(4)(6))*

### **Criminal Activity of Abdill Career College, Inc. Students off-campus**

Abdill Career College, Inc. does not offer off-campus student organizations, such as student housing, sororities, fraternities or other organizations. Therefore, Abdill Career College, Inc. does not monitor campus crime statistics for organizations which students may frequent off-campus. *(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(7))*

### **Drug and Alcohol Policies**

Abdill Career College, Inc. enforces an alcohol and drug free school policy and reserves the right to dismiss any student using, selling, or arriving on campus under the influence of illegal drugs or alcohol.

Our students are our most valuable resource, and for that reason, their health and safety is of paramount importance. At Abdill Career College, Inc., we strive to provide quality education, and provide for a safe and healthy environment for our students. To ensure that these standards are met the unauthorized use, possession, dispensation, distribution, and/or manufacture of mind-altering drugs and alcohol is prohibited on Abdill Career College, Inc. premises. The possession, use, sale, manufacture or distribution of any controlled substance is illegal under both federal and state laws. However, the enforcement of such laws on campus is the primary responsibility of Abdill Career College, Inc. Such laws are strictly enforced by Abdill Career College, Inc. Violators are subject to Abdill Career College, Inc. disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Abdill Career College, Inc. drug and alcohol policies for anyone to consume or possess alcohol in any public or private area of our campus.

Students will not knowingly be permitted to attend classes under the influence of mind-altering drugs or alcohol. Students will be required to read and sign the Abdill Career College, Inc. Drug/Alcohol Policies as a part of their enrollment process.

*(Complies with the "Campus Law Enforcement" 34 CFR 668.46 (b)(8) & (9))*

### **Alcohol and Substance Abuse Information**

Abdill Career College, Inc. has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides referral services related to drug and/or alcohol use and/or abuse. The information consists of informational materials regarding the health risks associated with the use of illicit drugs and alcohol and includes flyers, brochures, resources and counseling services available in the community, as well as school disciplinary actions.

Abdill Career College, Inc. also works with Southern Oregon Drug Awareness program to bring information and education to employees and students.

Services provided by Southern Oregon Drug Awareness are listed below:

- Employee Assistance Program
- Employee Referrals
- Employee Education
- Supervisor Training
- Employer Education
- Seminars
- Newsletter

In addition, Abdill Career College, Inc. also performs random drug/alcohol screening for all students and employees. The random drug/alcohol screenings are selected by computer through Minert & Associates.

Students/employees who may test positive will have the opportunity to immediately enroll in a bona fide drug/alcohol inpatient/outpatient rehabilitation program approved by Abdill Career College, Inc. Upon verification of successful completion of the treatment program and its aftercare program the employee/student may speak with the school owner/director regarding return to work/school.

A violation of any law regarding drugs/alcohol is also a violation the school’s Student Conduct policies and will be treated as a separate disciplinary matter by the school.

**Sexual Assault Prevention and Response**

Abdill Career College, Inc. educates the student and employee community about sexual assaults and date rape through literature such as flyers, brochures, and community resources, which can be found in our administrative front office. This information includes; sexual assault, date rape education, risk reduction, and other topics.

The Medford City Police Department offers sexual assault education and information programs to employees and students upon request.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety and then obtain necessary medical attention. Abdill Career College, Inc. strongly advises that you report the assault to law enforcement officials and/or the owner/director of the school as soon as possible. The contact information on whom to contact at the school is provided below. Time is critical for evidence collection and preservation.

| Name            | Title                           | Address   | Phone #        | Email           |
|-----------------|---------------------------------|---|----------------|-----------------|
| Ki              | Owner/Director                  | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |
| Dixie Bevington | Administrative Office Manager   | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |
| Dixie Bevington | Campus Crime Statistics Officer | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |

Reporting the incident to the owner/director of the school will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgement opinions from school officials.

Filing a police report will:

- Ensure that you receive the necessary medical attention, treatment, and tests, at no expense to you.
- Provide the proper attention to collection of evidence helpful in prosecution, which cannot be obtained later. **(A victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal claim)**
- It will assure that you have access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Medford City Police Department, the Medford City Police Sex Crimes Unit will be notified as well. The victim may choose for the investigation to be pursued through the criminal justice system. A representative from the Medford City Police Department will guide the victim through the available options and support the victim in his or her decisions.

Abdill Career College, Inc. does not employ on-campus counselors. However, a variety of counseling and support services are available throughout the community. These services include:

- Victims of Sex Offenders (800) 551-2934
- Jackson County Victim & Witness (541) 774-8187
- Jackson County Help Line (541) 779-4357
- The Medford City Police Department (541) 770-4783

Abdill Career College, Inc. disciplinary proceedings, as well as guidelines for cases involving sexual misconduct are detailed in this publication (Course Catalog & Student Information book, and the Employee Policies and Procedures Manual).

Victims of sexual assault or sexual misconduct, and the accused will each be allowed to choose one person to accompany them throughout the investigation at the school. Both the victim and the accused will be informed as to the outcome of the investigation. A student or employee found guilty of violating the school's sexual assault, sexual misconduct policy could be criminally prosecuted in the courts, and may be suspended, expelled from school/terminated from employment, upon the first violation of this policy. Reports of sexual assault or sexual misconduct to the owner/director of the school mandates that the owner/director contact local law enforcement.

Upon request Abdill Career College, Inc. will work with victims of sexual assault or sexual misconduct to make changes to academic or employment situations after an alleged sexual assault or sexual misconduct, if such changes are reasonably available, if you report the alleged sexual assault or sexual misconduct to the owner/director of the school.

## **Sex Offender Registration**

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide schools with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at the college.

Abdill Career College, Inc. is required to inform the campus community that information regarding registered sex offenders can be obtained from the Medford Police Department at (541)770-4783. In addition interested persons may also contact the State Police Department at (541)776-6114.

(This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.)



## **EXTERNSHIP STRUCTURED EXPERIENCE & AGREEMENT**

The Abdill Career College, Inc. externship course involves the student applying various classroom education and skills at a local business (within Jackson and Josephine counties). Abdill Career College, Inc. maintains working relationships with a variety of Southern Oregon employers expressly for the purpose of placing our students in an externship environment. Supervisors will have specific guidelines in assisting student's to have a positive externship experience. The externship experience provides the student with specific externship site hours of education and experience in which they can apply skills learned in the classroom environment that are specific to each facilities expertise.

Abdill Career College, Inc. will provide support for the externship site supervisor and the student. The externship course will give the student practical experience under the supervision of staff who work in local businesses. Students must meet eligibility requirements for externship and agree to perform skills and tasks as set out by the externship site in a designated work environment without remuneration. Externship sites agree to provide specific skill experience for each student as is appropriate to the externship site specialty.

Abdill Career College, Inc. encourages any student who needs assistance in understanding or planning for his/her externship to make an appointment and meet with a program director, the school externship coordinator, and/or the director of the school.

### **Successful Completion of the Externship Process consists of ALL of the following:**

#### **Externship Dress Code and Conduct:**

- All students are required to dress professionally and in accordance with Abdill Career College, Inc. dress code policies and externship site requirements. Students are to conduct themselves in a professional manner at all times, and arrive for their pre-scheduled duties according to the rules and regulations of the facility and Abdill Career College, Inc. policies and guidelines at all times. Failure to do so will result in immediate dismissal from the student's program.
- It is important to remember that successful completion of all phases of the externship process and placement is required for program completion and graduation status. Students who do not successfully complete all phases of the externship process and externship placement will not be eligible for program completion. Students who feel they have concerns about a site should speak with the externship coordinator immediately.

#### **Externship Site Placement Locations:**

- Abdill Career College, Inc. agrees to provide externship placement in the **Jackson/Josephine County** area for the student after all core classroom course work has been successfully completed.

- Externship placement at specific sites are determined as sites become available to accept a student. Periodically students may express that they have a desire to be at a specific site or location. The externship coordinator will make every effort to facilitate coordinating placement that is within the student's desired interest and/or convenient travel location. However, due to mandatory time constraints, regulations, and individual site availability such placement may not be possible.
- Students must accept an externship site that is available at the time of the student's eligibility to officially begin the externship placement regardless of the location (Jackson/Josephine county), the student's desire for a specific site, travel distance, or the specialty of the business.

### **Externship Site Requirements:**

- Tasks and skills performed at the externship site are at the discretion of the externship site and will vary from site to site. Most employers require students to provide a copy of their Complete Background Check, a drug and alcohol screening, and various other immunizations and/or information as a condition of acceptance into externship at their facility. The school is required to provide each externship site with verification that all student requirements and documentations are completed prior to the externship site agreeing to interview the prospective externship student.
- Obtaining a copy of the Complete Background Check, alcohol and drug screening, and all other additional information and/or immunizations is the sole responsibility of the student and official verification of these documents must be provided to the school prior to the externship orientation. Students who fail to provide **all** required documentation **PRIOR** to externship orientation will be ineligible to attend the externship orientation and will be rescheduled for the next available orientation. It is important for students to understand that externship orientation will only be rescheduled once. Failure to provide **all** required documents prior to the rescheduled orientation will result in program dismissal. All fees associated with the above items are the responsibility of the student).

### **Procedure for Eligibility of Externship:**

- Successful completion of all phases of the externship is **required** for program completion. Eligibility for externship is dependent on a variety of criteria and students must meet those eligibility requirements to be eligible for placement into externship. Students who do not meet the eligibility requirements will not be placed at an externship site and will be unable to complete their program(s).
- No student is guaranteed an externship unless all eligibility requirements are met. The Externship Policies and Procedures Student & Site Handbook and Externship Packet discuss detailed eligibility requirements for this part of each student's program(s).

- Eligibility to participate in externship requires students to have a grade of 75% or higher in each course within their program and meet all specific requirements per program, such as immunization records and/or other health and safety requirements as well as all items listed on the Externship White Envelope.
- Student's will be eligible to officially begin externship seven (7) business days after completion of their last book term.
- As the individual facilities notify the school that they are ready for new externs, the school will place the student in order of their externship appointment.

#### **Procedures for Beginning the Externship Process:**

- Provide to the school copies of ALL required documents listed on the Externship White Envelope. (This determines your eligibility to begin participation in the Externship Orientation).
- Successful attendance and completion of the Externship Orientation. This includes passing the Externship Orientation Exam and completion of all required externship forms.
- The Externship Orientation begins the student's eligibility and participation to all phases of the externship process and fees are applied at this time. However, the official externship placement at the externship site and accruing externship hours does not begin until the student is actively placed at an externship site, and/or the student has requested to participate in the externship hour to work hour credit for credit.

#### **Interviews Required Before Placement at an Externship Site:**

- Setting your individual externship interview with the externship coordinator during the Externship Orientation and successfully attending and completing that interview. This includes passing a program specific exam.
- Students can set their individual externship interview appointments by signing their name on the externship appointment roster that will be provided at Externship Orientation.
- Points assigned for the externship individual interview will be based on punctuality, appearance, professionalism, preparedness, and a program specific quiz. Preparedness includes the responsibility of each student ensuring that they have provided copies of all required documents as indicated on their White Externship Documentation Envelope PRIOR to the Externship Orientation.
- Students who do not attend the scheduled Externship Orientation, provide a completed Externship Documentation Envelope, and pass the quiz and individual interview with the externship coordinator may not proceed with the externship process and will not receive a

program certificate. It is the student's responsibility to obtain all appropriate documentation, attend the Externship Orientation, and arrive on time for their individual interview.

- The externship coordinator will coordinate potential placement at an externship site for the student, provide the potential site with all required student documentation, and notify the student of the name and phone number of the site supervisor for the student to contact regarding an interview with the site.
- The student must contact the site within 24 hours of being provided the site information to arrange an interview for possible student acceptance at the site.
- The student must also notify the externship coordinator of the date and time that the externship interview with the site has been set. Failure to make the arrangements within the specified time frame will make the student ineligible for the official externship placement portion of their program at that time and another student will be sent to the site.
- It is imperative that students treat their interview appointments with the externship coordinator and externship site supervisor as if it is an official job interview.

#### **Requirements During the Externship Placement:**

- After successful acceptance by the externship site, the student must successfully complete 180 hours of on-site externship which can be completed in five (5) weeks full-time or ten (10) weeks part-time, depending on site availability and set schedule. This step begins the official placement into externship and Federal Financial Aid or VA funding disbursements will be made after the student has successfully completed 90 hours (50%) or more of the official externship placement at an externship site.
- It is the student's responsibility to arrive on time and be ready to perform duties on the designated days established by the externship site supervisor and the school's externship coordinator.
- The student will keep a daily record of the hours spent at the externship site, and provide the externship site time sheet (signed and dated by the externship site supervisor) to the externship coordinator on a weekly basis.

#### **Regulations Regarding Attendance During Externship Placement:**

- In accordance to U.S. Department of Education regulations, students who are absent from an externship site and do not return and begin active participation at the site within 14 days of the student's last date of attendance at the site will be considered withdrawn from their program unless the student is on an official leave of absence.

- In the case of a student being on an official leave of absence, the student must return to active participation at the externship site no later than the day after the leave of absence ends. Students who do not return to active participation at the assigned externship site no later than the day after a leave of absence ends will be determined withdrawn from their program.
- Should a student experience an **extenuating or emergency** circumstance that prevents the student from returning to active participation at the externship site no later than the day after the leave of absence ends, the student may petition the school to extend the leave of absence (documentation will be **required**). Petitions to extend the leave of absence due to emergency or extenuating circumstances must be received and approved by the school prior to the last day of the students leave of absence.

### **Requirements After Completing the 180 Hours of Externship:**

- The student *may* be at the externship/work site full-time or part-time following the last book term of the student's program. The externship/work site guidelines are developed in cooperation with the work site supervisor, the student, program director, and the college externship coordinator.
- There will be a three part periodic evaluation process. Students will evaluate their externship/work experience for the designated time period; the workplace supervisor will evaluate the student's performances and skills assessment; and Abdill Career College, Inc. program directors and externship coordinator will evaluate the student's progress and assign an appropriate grade based on points earned during all phases of the externship process.
- During the **last week** of the student's externship site participation, the student **must** contact the externship coordinator to set the date and time of the mandatory Externship Exit Interview.
- The student's final completed Externship Site Supervisor's Student Evaluation form and all necessary venipuncture, capillary stick, injection tracking sheets, patient positioning and peer review tracking sheets (if applicable for the specific program placement), or other required documents as stipulated by the program director and the externship coordinator are required to be turned in to the school during the mandatory externship exit interview, as well as the student's completed Student Externship Site Evaluation Form and the student's final externship time sheet (signed and dated by the externship site supervisor).
- The externship site supervisor may choose to place the Externship Site Supervisor's Student Evaluation form into a sealed envelope with the site supervisor's signature across the seal of the envelope to insure confidentiality. It is the student's responsibility to request the externship site supervisor's completed student evaluation form just prior to, or on the last day of the externship placement and bring that completed (signed and dated) form to the externship coordinator on the day of the mandatory externship exit interview.

- Student's who fail to bring ALL required forms, documents, and time sheets with signatures and dates to the mandatory externship exit interview will not be able to continue with the mandatory externship exit interview and a new appointment date will be scheduled. The mandatory externship exit interview **MUST** be conducted within **seven (7)** business days following the last day of participation and completion of hours at the externship site in order to be eligible for successful externship and program completion.
- Students who do not attend the mandatory externship exit interview **and** provide all required documents for the exit interview within the seven (7) day requirement due to an emergency or extenuating circumstance, may request an appointment with the school director to discuss the emergency or extenuating circumstances which prevented the student from complying with the seven (7) day time frame (documentation will be required).
- Upon review of the documentation and information provided by the student that an emergency or extenuating circumstance prevented the student from keeping their mandatory externship exit interview within the seven (7) day time frame, the director of the school may authorize the mandatory externship exit interview to be rescheduled. **It is very important** for students to remember that attendance at, and successful completion of the rescheduled mandatory externship exit interview **must** be completed within 14 days of the student's last day of participation at the externship site, there are no exceptions to this requirement as it is a U.S. Department of Education regulation.
- Students' who do not successfully complete the mandatory externship exit interview ***within 14 days of the last day of attendance at the externship site*** will be determined to have withdrawn from their program; their program completion will be forfeited; and their academic file will be closed. Refund calculations will be performed and any refund due (if any) will be provided to the student within 30 business days.

#### **Offers of Employment During the Externship Process and/or Placement:**

- Participating in externship in no way guarantees employment at the externship facility or in any other capacity. No student should consider placement at an externship site as a possible employment offer, nor should they approach an employee of the externship site to request employment.
- Should an externship site approach a student with a possible offer of employment the student may make a request to the school to participate in the externship hour to work hour credit for credit alternative as a possible means for program completion and successful employment. Externship fees will still apply.
- As a part of our Externship process, Abdill Career College, Inc. has a work hour to externship hour credit for credit that students' ***may*** become eligible for should the student receive an offer of employment prior to completing any portion of the externship process. (Please note: due to

the volume of work that still must be completed when a student transfers to the externship hour to work hour credit alternative, externship fees will still apply).

- Eligibility for externship hour to work hour credit for credit depends on a number of criteria and is discussed in detail in our Externship Site & Student Policies & Procedures Manual. Participating in the externship hour to work hour credit for credit alternative requires the student to follow all the same policies, procedures, and time frames as described within the traditional externship process and participation.

#### **Externship Remuneration and Revocation:**

- Please be aware that externship consists of participation of externship hours (180 hours) **without remuneration**, at a facility under supervision **at the site's convenience** in order to further the student's educational experience.
- It is imperative that students understand that these facilities are providing this service as a courtesy only! The right to do externship can be revoked at anytime one of these facilities feels that it is no longer in the best interest of the clients/patients, staff or facility. Students who do not successfully complete externship within the required time frame will not be eligible to complete their program.

#### **Procedures for Student Refusal to Accept a Site:**

- If a student turns down a site or refuses to go to a site that would otherwise accept the student for externship, or if the student misses three days while participating at the externship site, the student will be dropped from externship and withdrawn from their program.
- If a student refuses to accept a site that would otherwise accept the student for externship the student will not be assigned to a different site unless there are documented and verifiable extenuating or emergency circumstances which prevent the student from accepting the site. In such an instance, the owner/director of the school may review the documentation and other information provided by the student confirming unusual, extenuating, and/or emergency circumstances and make a decision regarding the placement to a possible alternate site.

## STUDENT STANDARDS AND REGULATIONS

Upon paying the designated tuition or providing an accepted method for payment, the students are expected to begin the courses of education to prepare them for a vocation in their chosen program. Abdill Career College, Inc. programs are designed to provide quality education in each vocational field offered in a relatively short period of time. The following standards and regulations will help facilitate our goals.

The items listed below will be furnished as a list along with the enrollment forms. Each student is required to read and initial each of these standards and regulations with the administrative representative or a program director as part of the enrollment process. Initialing each item indicates that the student has read and understood the policy and has had an opportunity to discuss the requirement with an official of Abdill Career College, Inc. prior to beginning courses. Students are encouraged to ask questions on any matter that is unclear to them before signing the documents. These policies will apply in almost all circumstances; however, the owner/director of the school reserves the right to make final decisions in cases of extreme circumstances or unusual situations.

### **Tardy/Absent Regulations**

Once the student has commenced classes at the beginning of a new term, he or she will be given a syllabus and course outline by each instructor for each course to be attended during that term. The number of total absences allowed before a student is dropped from each particular course is as follows:

|                         |                    |  |
|-------------------------|--------------------|--|
| <b>30 hour courses:</b> | Tuesday-Thursday   | Dropped at beginning of 3 <sup>rd</sup> day. |
|                         | Mon./Wed./Fri.     | Dropped at beginning of 4 <sup>th</sup> day. |
| <b>20 hour course:</b>  | Meets 2 times/week | Dropped at beginning of 3 <sup>rd</sup> day. |
|                         | Meets 1 time/week  | Dropped at beginning of 2 <sup>nd</sup> day. |
| <b>10 hour course:</b>  | Meets 2 times/week | Dropped at beginning of 3 <sup>rd</sup> day. |
|                         | Meets 1 time/week  | Dropped at beginning of 2 <sup>nd</sup> day. |

If the student exceeds the allowed number of absences for any particular course, the student will be dropped from that course starting with the day the student exceeds the absence limit. Students who fail to return to other scheduled courses ***within 14 days of the last date of attendance*** will be determined to have withdrawn from their program and their academic file will be closed.

Students are required to be in class and ready to begin at the scheduled class time. Tardies will not be recorded up to five minutes into the class whether it is the start of a class or the student returning from a scheduled break in the class. Should a student arrive late for any class, the student is asked to quietly be seated and reserve all questions as to what has been missed until after the class has ended. All students whether arriving to the start of a class or returning from a break in a class who arrive **six minutes late** into any one class will be



counted as tardy. **If a student is tardy to any one course three times, the third tardy will automatically convert to one absence for that course.** All students whether arriving to the start of a class or returning to a class from a break who arrive 20 minutes or later into any one class will be counted as absent for the entire class period. Once a student has arrived for the class, the student is expected to be present for the entire class period. Students who choose to leave 20 minutes or before the end of the class period will be counted **absent for that class, for that day.** Students who choose to leave 19 minutes or later before a class ends will be counted as **accruing a tardy for that class for that day.** As stated above, each course is designed with a maximum number of absences allowed for the course. Each absence will count toward that maximum number of absences allowed for that course.

Once the limit has been reached, whether because of absences only, tardies only, or a combination of absences and tardies, the student is automatically dropped from the course. Should a **life threatening emergency** arise either to the student, or an immediate family member (i.e. spouse, child, parent) which causes the student to be absent on a day which results in the drop from a course due to excessive absences, the student may petition the owner/director of the school for an emergency need exception. This exception request cannot be considered unless the student provides to the school within 2 business days documentation from a bona fide **official source** verifying the **life threatening emergency** to the student, their spouse, child, or parent.

### ***Dress Code***

Each program has a required dress code which will be clearly stated at enrollment and in the course information provided by the instructor on the first class day of each course. Students must attend all classes dressed as required. In addition to program specific dress code, Abdill Career College, Inc. does not permit our staff or students to wear open toed shoes of any kind, clothing that is torn, ripped, stained, dirty, or contains excessive wrinkles. In addition, Abdill Career College, Inc. does not permit staff or students to wear jackets, sweatshirts, or hoodies as part of the dress code. Abdill Career College, Inc. does not permit our staff or students to have any facial piercings. Those include, but are not limited to: Eyebrows, Nose, Tongue, Lips, etc. Only ear piercing are acceptable. If you do have any facial piercings, and do not wish the piercing hole to close, it is **required** while on campus that you find a clear (no-see-em) temporary product to put in each piercing hole that you wish to keep open.

If you are caught on Abdill Career College, Inc. campus wearing any piercing jewelry other than the clear (no-see-ems) or ear piercings, you will be asked to immediately take them out. If you are caught a second time, you will be placed on disciplinary status. The third offense will be grounds for expulsion/dismissal. This policy is mandated to help you prepare for your professional career. Also, no unnatural hair colors such as; purple, blue, orange, green, or spiked hair of any kind, are not acceptable as a part of the dress code for

any program at Abdill Career College, Inc. Hair must be neat, clean, and tidy at all times. Hair must also be pulled back away from the face during **ALL** lab times. Examples of acceptable fashion for hair can include; worn down straight, curled, and/or styled, french braid, braids, french roll, pulled back in a half pony tail, neat and tidy bun, pony tail (if you are putting your hair up in a pony tail etc. you must use hair ties, hair clips, or other appropriate hair accessories). No “messy buns” or use of any office product such as, but not limited to; ink pens, pencils, highlighters, paper clips, or other office supplies to support or maintain hair in a neat and/or tidy fashion are allowed as part of the appropriate school dress code. If a student arrives to class inappropriately dressed, hair in non-compliance with dress code policies for hair, or other unprofessional appearance, that student will be asked to leave the class and will be counted absent for that day for that particular course.

Abdill’s dress code is designed to help students practice the dress and grooming practices expected in the clinics and offices of potential employers. Any student who needs additional clarification about what the dress code requires should meet with the Externship Advisor or the Director of the school so that all questions about expectations can be answered.

Students must be in school dress code at all times while on campus, or while representing Abdill Career College, Inc. off campus. Dress code is not required for students on campus for *brief administrative* business.

### **Jewelry Policy**

Abdill Career College, Inc. policies mandate that all staff and students refrain from all facial piercings. Those include, but are not limited to: Eyebrows, Nose, Tongue, Lips, etc. Only ear piercing are acceptable. If you do have any facial piercings, and do not wish the piercing hole to close, it is **required** while on campus that you find a clear (no-see-em) temporary product to put in each piercing hole that you wish to keep open.

Students and/or staff who are observed to be in violation of this policy will be asked to immediately remove the items. If a second incidence occurs in which you are observed violating this policy you will be placed on official probationary status. The third violation of this policy will be grounds for expulsion/dismissal. This policy has been adopted to help provide protection to students and staff, and to assist with preparation for professional careers.

### **Telephone/Cell Phone or Other Electronic Communication Device Policy**

The administrative front office phones are not available for student use except for brief, local calls involving family situations, job search responses, transportation solutions or similar instances. A pay phone is available at the front desk. **Under no circumstances will students be allowed to have cell phones or other electronic communications devices turned on during class times or in the hallways at any time while anywhere on the**

**second floor of the building.** The definition of a cell phone or other electronic communications device being turned on includes; on vibrate, on silent mode, on text only, or any other means in which the cell phone or other electronic communications device is available for use. All cell phones and/or other electronic communications devices must be turned completely off while on the second floor or in any room on the second floor. All classes run on 50 minute class times, with a ten minute break each 50 minutes. Students may exit the second floor during any break to turn on cell phones and/or other electronic communication devices and check for messages, return calls, or use for other purposes. If a student is anticipating a phone call from family members due to a possible emergency, or from legal or other official persons, the student should give the school administrative front office telephone number ((541) 779-8384 ) to those individuals and have them call the school directly. One of our administrative front office staff members will come to the classroom to deliver messages of an emergency or urgent nature to the student. With the availability of providing the school's direct telephone number to individuals, and the school's willingness to immediately notify any student of an emergency or urgent message, there is no circumstance in which a student will need to have or be allowed to have a cell phone or other electronic communication device turned on while on Abdill Career College, Inc. campus. Should a student have a situation in which they are anticipating an emergency or urgent message may be incoming, the student should notify the administrative front office staff that there is a possibility of such a call being received. This will alert staff and make the process of receiving the information you need in a timely manner.

In addition to the above all students are required to place their cell phone or other electronic communication device into a basket located on the instructors desk before beginning any test/quiz.

Students may choose the option of leaving their cell phone at home or in their vehicle during test/quiz times rather than placing it in the basket during test times. Students who are found to be in possession of their cell phones or other electronic communication devices during test/quiz times will be subject to disciplinary action by the school.

### **Inclement Weather**

Due to winter weather conditions, we may find it necessary to close Abdill Career College, Inc. or operate on a delayed schedule when snow or ice makes it extremely hazardous to travel. On the days when severe weather conditions exist, the director of the school will notify each of the local television and radio stations in the event the school needs to be closed for the day. In addition, there will be a recorded message on the school telephone line. Announcements are for one day only. Sometimes the communication is slow. A good rule of thumb to follow is, if Southern Oregon University is closed due to weather conditions, Abdill Career College, Inc. will also be closed. In addition, students should call the administrative front office to check the most recent recording regarding possible closure or delayed classes.

### Grades/Test/ Assignments Regulations

All students are required to have a minimum passing grade of 75% for each course completed. Grading policies will be clearly detailed in the information provided by the instructor on the first day of classes. Students who do not meet the minimum passing grade of 75% upon completion of a particular course will have the opportunity to retake the course the very next term that it is offered and available (full tuition will be charged to retake the course). The grade for the failed course will be entered on the student's transcript and will be calculated with the overall grade point average, omitting the previous grade. When the failed course is a prerequisite for a more advanced course, the student will not be enrolled in the advanced course before successful completion of the prerequisite course.

All assignments including homework assignments and handouts are to be handed in on the day they are due for each course, as directed by the instructor. Assignments handed in late will not receive a grade or grade points. All items left blank or incomplete on any assignment at the time it is due will be marked incorrect.

If a student is absent from classes on the date an assignment is due, the student must provide documentation to show that an unusual or extenuating/emergency circumstance that prevented the student from handing in the assignment as directed. Documentation must be provided, and permission must be obtained from an administrative front office staff member before the instructor may accept the assignment. The student may make arrangements with another student, family member, or friend to deliver the assignment(s) in a timely manner, to the school on behalf of the student when the absence is known in advance.

This may seriously affect the overall grade point average of the course. Students are encouraged to complete all homework, handouts, and other assignments on time, and turn them in as directed by the instructor for each course to avoid a no grade on their assignments.

All tests must be taken during regularly scheduled class times. Any tests not taken on the day scheduled for the exam will receive a 0 (Zero) grade on the records. This may seriously effect the overall grade point average of the course. The only exception shall be if the student presents documentation to show unusual or extenuating emergency circumstances to an administrative front office staff member, and the administrative front office staff member finds that such unusual or extenuating circumstance existed, and gives authorization for a test to be made up or a homework assignment to be handed in late. It is the student's responsibility to contact the instructor within two class days of the original exam or test, to make arrangements to make up the test or exam. Failure to do so will result in a 0 (Zero) grade for that test.

Students who are absent to a class on the day a homework assignment is given, or test/quiz is administered, must provide the administrative front office with verifiable documentation that the absence was due to an extenuating circumstance or emergency situation in order to receive permission to hand in a homework assignment late, and/or make up a test/quiz that was administered during their absence. Students providing this documentation will be given a permission slip from the Administrative Front Office to take to the instructor. *(Please Note: The documentation verifying an extenuating circumstance or emergency situation occurred that caused the student to be absent must be presented to the Administrative Front Office within two (2) business days of the date of the students return to classes).*

Once the student has received the permission slip to provide to the instructor for handing in a homework assignment late or make up a test/quiz for the date of the absence, the student has three (3) class days to turn in the late homework assignment and/or make up the missed test/quiz.

It is important to remember that any homework assignment that was given prior to the date of the students absence, and which may have been due on the date the student was absent, **must** be turned in upon the date the student first returns to classes. The grade for that particular homework assignment will be tentative until verification of an extenuating or emergency circumstance can occur. If verification is received the instructor will compute that grade in the students overall grade for the course. If verification is not received then the instructor will discount the grade points for that homework assignment and not include it in the students overall grade point average for the course.

Students who miss classes may ask the instructor to fill them in on what they missed while they were absent from the class.

If the request is made during the instructors class time, the instructor should tell the student to see him/her after class. Instructors **should not** make the rest of the class wait while the instructor provides individual attention to the student who was absent in order to help them catch up. The instructor must always keep the class on schedule covering the appropriate material as set out in the course syllabus. The instructor may suggest that the student refer to the course syllabus to identify the homework assignment that was given for the day of the students absence, and/or speak with the instructor after the class is dismissed or during the instructor's scheduled administrative time.

During a classroom break, or during the instructors administrative time, the instructor should explain the material the student missed during his/her absence, and that the student will need to study this material on his/her own time to be able to keep up with the rest of the class. If a homework assignment was given on the day that the student was absent, the instructor should remind the student of the homework that was assigned on the day of the students absence, and inform the student that the missed homework assignment and/or

test/quiz must be completed and turned in to the instructor within three (3) class days in order for the student to receive a grade for the assignment and/or test/quiz. The instructor should also remind the student that no homework assignment or missed test may be accepted by the instructor without the permission slip from the administrative front office first.

Some suggestions an instructor may make to students who have an approved homework assignment to turn in within the specified time frame and may need additional assistance in completing the approved homework might be: private tutoring, study groups with other students, spending time in a study room to review missed material, and/or schedule time with the instructor during the instructor's administrative time.

In addition to the above all students are required to place their cell phone or other electronic communication device into a basket located on the instructors desk before beginning any test/quiz.

Students may choose the option of leaving their cell phone at home or in their vehicle during test/quiz times rather than placing it in the basket during test times. Students who are found to be in possession of their cell phones or other electronic communication devices during test/quiz times will be subject to disciplinary action by the school.

### **Probationary Status** (*Academic & Behavioral*)

Definition:

Academic Probationary Status - Instructors will monitor student grades in each course at mid-terms. Students who demonstrate a possible academic insufficiency at that time will be notified of the potential for course failure and be provided with possible corrections/solutions, and will be placed on Academic Probation at that time. All students are required to pass each course within their program with a minimum of 75% or higher.

Behavioral Probationary Status - Students who are found to be in violation of school policies and/or procedures will be placed on Behavioral Probationary Status. (i.e. dress code, conduct, etc.)

Students who are in danger of not meeting academic requirements for individual courses or who have been involved directly or indirectly with a violation of a school policy or procedure, may be placed on probationary status with the school. The probationary status will last for a period of 45 days for violation of a school policy or procedure, and until the end of the current term if it is academic probationary status.

Students will receive notification in writing of the probationary status and will have an opportunity to discuss the situation with an instructor, program director, or the school director.

The student will be informed of the reason(s) for the probationary status and should make all reasonable efforts to work with the appropriate personnel to resolve the issue. The student may also submit a written response to the probationary status notification.

When a student has been placed on probationary status, the student must take steps to correct the issue immediately. If a student fails to correct the problem, improve academic requirements, or has a second incident during the 45 day probationary status, the student may be terminated from their program. One copy of the probationary status will be placed in the student's file and a copy will be sent to the student's third party counselor (when applicable).

Upon successful completion of the probationary status, the student will receive written notification of the reinstatement to non-probationary status. A copy will be placed in the student's file and a copy will be sent to the student's third party counselor (when applicable).

### **Failure/Dropped from Course Requirements**

In the event that a student is dropped by an instructor because of absences in excess of the stated limit, and the student has a valid reason acceptable to the instructor and a program director for non-attendance, that student may retake the course **one** additional time (full tuition will be charged to retake the course). The course must be taken the next term that it is offered and available. No more than **one** additional time will be permitted. *(Students receiving Federal Financial Aid should consult with a Financial Aid staff member to discuss how a leave of absence, non-return from a leave of absence, un-satisfactory progress, withdrawal from courses, or other changes to the student's program will effect the student's financial aid, prior to making any changes in programs).* In the event a student does not complete a course with a grade of 75% or above, the student shall be given the opportunity to retake the course one additional time (full tuition will be charged to retake the course). The course must be taken the very next term the course is offered and available. Should the student receive a score of less than 75% the second time through a course, the student will be ineligible to complete their program at that time.

Students must complete each course including all phases of the externship within the program to achieve program completion. Students who do not meet the minimum requirements for grades or attendance on each course within their program, must make arrangements for retaking those specific courses. (If a student fails the same course a second time, the student will be required to wait a minimum of six (6) months before re-enrolling in any program that specific course is offered in.) Students must make arrangements for retaking course(s) within three (3) business days from the date the student is notified of the need to retake a course. When retaking courses exceeds the maximum time frame for a specific program (all programs must be completed within 1.5 times the

length of the program), the student must be terminated from the program or the student may choose to change program goals by enrolling in a different program which does not contain the specific course that the student has not passed. Students who choose to change program goals, must notify the administrative front office within five (5) business days from the date of termination and will be required to complete a new enrollment agreement and attend new student orientation for the new program goal.

Such decisions will be made in cooperation with a program director and/or the owner/director of the school and the student. When a third-party payer is involved, the student's third party counselor will also be consulted.

All fees paid for the program at that point will remain the property of Abdill Career College, Inc. as outlined in the tuition refund portion of the enrollment form and elsewhere in the Course Catalog and Student Information book. All required fees will be charged again if the student returns after the six-month waiting period.

It will be recommended that the student who does not receive a program certificate, acquire tutoring, classes or other means to build the appropriate skills before re-registering for classes.

### **Leave of Absence** (*Definition of Leave of Absence*)

#### **Definition:**

Leave of Absence - Leave of absence means students will stop attendance to all courses within their program for the term the leave of absence is requested, plus one full (5 week term) following the remainder of the term the request for leave of absence occurs. Students must complete the Leave of Absence request forms located in the administrative front office of the school.

#### **Duration:**

A leave of absence begins on the date the student makes the request in writing to the administrative front office of the school, and will continue for the duration of the current term the student was in when the request was made and will continue until the end of the term immediately following the current term. Leave of absence may only be used once during the student's academic program and will be valid only for one term (plus the remainder of the term in which the request was made). Extenuating situations or state, federal and/or accreditation licensing/certifying requirements may warrant exceptions for additional time on leave of absence not to exceed 180 days. Exceptions requested for additional time must be submitted to the owner/director of the school for approval prior to the last date of the leave of absence, and **documentation of the extenuating or emergency will be required**. All students will be required to complete the Return from Leave of Absence form when resuming their program. Tuition fees, book fees, and lab fees will need to be paid to retake the courses the student was attending when they made the request



for leave of absence. As per U.S. Department of Education regulations students who fail to return from an official leave of absence no later than the day after their last day of leave of absence will be determined to have withdrawn from their program. The date of determination for the withdrawal shall be the day after the last day of the leave of absence and the students' academic file will be closed. Refunds, if any will be calculated and paid within 30 business days.

***Please Note: The Limited X-Ray Technician and Dental Assistant programs have specific enrollment criteria due to regulatory agency controls. Because of this both of those programs have core courses that only rotate around approximately every six months. Students enrolled in the Limited X-Ray Technician and Dental Assistant programs may only take a leave of absence during the externship portion of their program. Requesting a leave of absence at any other time may mean that the student will not be able to complete either of those two programs within the required 1.5 times the length of the program. Students need to be aware of this requirement when considering enrollment into either one of these programs.*** Leave of absence for these two programs may be eligible for extended leave of absence (not to exceed 180 days) due to regulatory/licensing requirements. However, students will be required to provide verification of delay due to regulatory processes.

If, after beginning courses in a program, a student realizes there are personal unforeseen circumstances that will temporarily interfere with the workload of courses and study requirements, the student may elect to take a leave of absence from the program. When a student takes a leave of absence during the first week of a term, the courses for that term will not count as one of the two times the student is allowed to take a course. When a student takes a leave of absence ***after*** the first week of a term, retaking those courses ***will*** count as one of the two times each student is allowed through a course. Leave of absence may not exceed one term. If a student does not return no later than the day after the leave of absence ends, the student will be considered withdrawn from the program. (Students taking leave of absence during externship, can return before the five week period is up.) In the case where a student wishes to return to school but has been terminated from the original program because they have exceeded the maximum time frame for a leave of absence, the student will be required to re-enroll in their program *from the beginning*, or may choose to change program goals and enroll in a different program. If a student who is working with an agency or other third-party payer elects this option, it will be the sole responsibility of the student to notify his/her third party counselor of this decision, obtain all necessary clearances and authorizations, map out a workable plan with that third party counselor and bring such authorization in writing to the school prior to making any changes in the program. An Abdill Career College, Inc. official or program director, at the request of the student and/or third party counselor, will be happy to assist the third party counselor and student in making necessary course changes. *(Students receiving Federal Financial Aid should consult with a Financial Aid staff member to discuss how a leave of absence, non-return from a leave of absence, un-satisfactory progress, withdrawal from courses, or other changes to the student's program will effect the student's financial aid, prior to making any changes in programs).*

In the case of a student who is not enrolled through an agency or other third-party payer, and therefore does not have a third party counselor from whom to obtain authorization discussed above, the student must give notice of the intention to take a leave of absence in writing to the school prior to the date the leave of absence will commence. If a student does not return after one term, the student will be terminated from the program. The student and an Abdill Career College, Inc. official and/or program director must agree on a written plan for the student's return. The plan, acknowledged in writing by both parties, shall be placed in the student's file prior to the date the absence is to commence.

### **Withdrawal from Courses**

#### **Definition:**

The definition of withdrawal from courses is defined as a student withdrawing from one or more courses during a term while continuing to take one or more courses during the scheduled term. Students receiving Federal Financial Aid must remain enrolled in at least 51% of courses for that term in order to meet Satisfactory Academic Progress (SAP).

If a student, after beginning courses in a program, decides that he/she is not able to handle the academic workload of course material and the number of courses assigned in a particular term, the student may elect to withdraw from a course or courses and take fewer courses in order to reduce the academic workload during a term. When a student withdraws from one or more courses during the first week of a term, the course(s) for that term will not count as one of the two times the student is allowed to take a course. When a student withdraws from one or more courses **after** the first week of a term, retaking those courses **will** count as one of the two times each student is allowed through a course. Tuition fees, book fees, and lab fees will need to be paid to retake the courses the student was attending when they made the Request to Withdraw from courses.

If a student who is working with an agency or other third-party payer chooses this option, it will be the sole responsibility of the student to discuss this change with his or her third party counselor, obtain all necessary clearances and authorizations, map out a workable plan with that third party counselor and bring such authorizations in writing to the school prior to making any changes in the program. *(Students receiving Federal Financial Aid should consult with a Financial Aid staff member to discuss how a leave of absence, non-return from a leave of absence, un-satisfactory progress, withdrawal from courses, or other changes to the students program will effect the student's financial aid, prior to making any changes in programs).*

An Abdill Career College, Inc. official or program director, at the request of the student and/or third party counselor, will be happy to assist the third party counselor and student in making necessary course changes.

In the case of a student who is not enrolled through an agency or other third-party payer and therefore does not have a third party counselor from whom to obtain such authorization, the student must give notice of intention to reduce the academic workload by withdrawing from courses in writing prior to making any changes in the program of study. An Abdill Career College, Inc. official or a program director will make every effort to work with the student to reduce the number of courses taken each term in order to facilitate the quality education at a workable rate for the student.

All students are required to complete all courses in certificate programs with a minimum 75% score and within 1.5 times the length of the program in order to receive a certificate of completion for that program. If a student chooses to withdraw from any course designed as part of a program, the student must ensure that the course is completed within a time frame worked out between the student and an Abdill Career College, Inc. official or a program director.

### **Dropping Elective Courses**

#### **Definition:**

Elective courses are courses students choose to add to their main program goal to enhance their education and career goals. Financial Aid does not cover elective courses.

Students may choose to add courses in addition to those required to complete certificate programs. These courses are considered elective courses. If a student chooses to participate in an elective course and then decides not to continue to participate in that course, the student may drop the course by obtaining a withdrawal form from the administration office. Dropping an elective course will not effect the student's grade point average or effect the certificate of completion for the chosen program. Refund policies as discussed elsewhere in this catalog will apply to dropped courses.

### **Change of Name/Address/Counselor/Payor Policies**

Students must provide the administrative front office notice when a change in the student's name occurs for any reason, (i.e. marriage, divorce etc.), the student's address/telephone number changes (i.e. moving, voluntary change of phone number, message number changes etc.), or the student has a change in counselor or third party payor information (i.e. vocational rehabilitation counselor, Job Council counselor, etc.).

***This notice must be in writing (the proper form can be obtained in the administrative front office of the school) and received in the administrative front office no later than three business days following the change. A copy of all supporting documentation regarding the change must accompany the notice.***

Supporting documentation which must accompany the notice for any changes, must be an official document which can verify the change in the student's status.

Some examples are listed below and may include:

- *New State Valid Drivers License*
- *New State Valid Identification Card*
- *Marriage Certificate*
- *Divorce Decree*
- *Rent Receipt in the Student's Name*
- *Utility Bill in the Student's Name Showing New Address*
- *Name or Address Change Verification from Department Motor Vehicles*
- *Letter or Notice from Counselor clearly stating the change*

Some examples that are **not acceptable** as supporting documentation may include:

- Letter from Friend or Relative
- Letter from Student without Supporting Documentation
- Rent Receipt in someone else's name
- Utility Bill in someone else's name

Students who fail to supply the required documentation regarding the change and/or notify the administrative front office in writing within three business days of the change, shall be subject to disciplinary action and may be placed on probationary status with the school.

### **Student Conduct Policies**

Absolutely no chewing gum or tobacco allowed in classes and/or on the second floor.

No foods or drinks allowed in labs (computer labs, medical lab, dental lab, or veterinary lab). Food or drinks allowed in all other classrooms at the instructors discretion.

Cheating will not be tolerated. If we have reason to believe or have evidence that a student is involved in cheating, Abdill Career College, Inc. may require the student to discontinue attendance for the remainder of the term in which the incident occurred and retake all courses over the very next term they are offered and available (additional lab fee, full tuition will be charged to retake all courses, and purchase of new workbook may be required) or expel the student or students involved in the incident from the school permanently.

Students are required to conduct themselves in a professional manner at all times while on the school premises. Foul language, gossip, creating or facilitating rumors false or otherwise, bullying, threatening either verbally or physically any student and/or staff member will not be tolerated while on campus. During all class times, students are

expected to be attentive to the instruction and material presented. Interrupting the lectures, rudeness, discriminatory remarks/comments, and/or verbal or physical bullying or harassment to the instructor or other students, as well as loud or disruptive behavior, is considered unprofessional in manner and will not be tolerated by Abdill Career College, Inc. staff. Students will receive a written warning that they are being placed on probationary status on the first incident and may be expelled from a course/program upon the second violation for any of the above misconduct.

### **Drug/Alcohol Policies**

Abdill Career College, Inc. enforces an alcohol and drug free school policy and reserves the right to dismiss any student using, selling, or arriving on campus under the influence of illegal drugs or alcohol.

Our students are our most valuable resource, and for that reason, their health and safety is of paramount importance. At Abdill Career College, Inc., we strive to provide quality education, and provide for a safe and healthy environment for our students. To ensure that these standards are met the unauthorized use, possession, dispensation, distribution, and/or manufacture of mind-altering drugs and alcohol is prohibited on Abdill Career College, Inc. premises. The possession, use, sale, manufacture or distribution of any controlled substance is illegal under both federal and state laws without a valid medical prescription. However, the enforcement of such laws on campus is the primary responsibility of Abdill Career College, Inc. Such laws are strictly enforced by Abdill Career College, Inc. Violators are subject to Abdill Career College, Inc. disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Abdill Career College, Inc. drug and alcohol policies for anyone to consume or possess alcohol in any public or private area of our campus.

Students will not knowingly be permitted to attend classes under the influence of mind-altering drugs or alcohol. Students will be required to read and sign the Abdill Career College, Inc. Drug/Alcohol Policies as a part of their enrollment process.

For any violation of the above policies and procedures, disciplinary action will be taken. Disciplinary action may include any of the following; immediate dismissal from the program or courses in which the student is enrolled, referral of the matter to local law enforcement, a written warning that the student is being placed on probationary status on the first incident/violation, with automatic suspension upon the second incident/violation. In all cases of violation of school policies documentation regarding the incident will be placed in the student's file and all necessary third party counselors will be notified.

Abdill Career College, Inc. reserves the right to terminate the enrollment of any student if we have reason to believe or have evidence of a violation of any of the student conduct

policies or for non-payment of fees. If the enrollment of a student is terminated by Abdill Career College, Inc., tuition refund, if any, will be prorated as described on the enrollment agreement and as set forth in this catalog.

***Problems/Complaints***

The student policies of Abdill Career College, Inc. are directed toward securing and maintaining a student body of competent people without regard to race, religion, color, national origin, sex, age, sexual orientation, marital status, pregnancy or parental status, mental or physical challenge other protected classes under applicable local, state and federal law.

It is also our policy that all students have a right to learn in an environment where the dignity of each individual is respected. For that reason, we expect all students to accomplish their work in a business-like manner with concern for the well-being of the entire college. Any bullying, harassment of students by fellow students or employees is not permitted, regardless of their working relationship or supervisory status. Specifically forbidden is bullying, or harassment of a sexual, racial, ethnic or religious nature. This includes unwelcome sexual advances, innuendoes and other verbal or physical conduct of a sexual nature which has the purpose or effect of creating an offensive environment. It also includes verbal and physical conduct of a racial, religious or ethnic nature which creates an offensive environment. Students and/or employees subjected to any type of discrimination, bullying, harassment, particularly of a sexual, racial, ethnic or religious nature by an employee or student should promptly contact a member of the administrative front office staff listed in the Course Catalog and Student Information book. In addition, both victims and third parties should contact the Coordinator to report incidents of bullying, harassment, discrimination, including in regards to pregnancy or parental status, sex discrimination, sexual harassment, or sexual violence, or any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries, and/or the administrative persons listed below.

| Name            | Title                           | Address   | Phone #        | Email           |
|-----------------|---------------------------------|---|----------------|-----------------|
| Ki              | Owner/Director                  | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |
| Dixie Bevington | Administrative Office Manager   | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |
| Dixie Bevington | Campus Crime Statistics Officer | 843 E. Main St. Suite 203<br>Medford, OR. 97504 | (541) 779-8384 | info@abdill.com |

*“ORS 659.855: Discrimination” means any act that unreasonably differentiates treatment, intended or unintended, or any act that is fair in form but discriminatory in operation, either of which is based on race, color, religion, sex, sexual orientation, national origin, marital status, age or disability. “Discrimination” does not include enforcement of an otherwise valid dress code or policy, as long as the code or policy provides, on a case-by-case basis, for reasonable accommodation of an individual based on the health and safety needs of the individual.”*

All students are encouraged to immediately report any verbal, physical or sexual misconduct, bullying, harassment, problems or other complaints because of other students, instructors, or other staff members. Students may report problems to an instructor, administrative front office staff member, program director, or the owner/director of Abdill Career College, Inc. All efforts to maintain strict confidentiality for the student will be made unless legal action is instituted, and all efforts to resolve the problem will be immediately handled through appropriate channels. Complaints filed on behalf of or by a student against the school must be postmarked within one year of the student’s last date of attendance.

*In addition, the school maintains anti-retaliation policies. “ORS 659.852 (b): Retaliation against student prohibited. Retaliation means suspension, expulsion, disenrollment, grade reduction, denial of academic or employment opportunities, exclusion form academic or extracurricular activities, denial of access to transcripts, threats, harassment or other adverse action that substantially disadvantages a student in academic, employment or extracurricular activities”, and “ORS 659.852 (2): A student of a career school, a post-secondary education program, or a private college or university may not be subjected to retaliation for the reason that the student has in good faith reported information that the student believes is evidence of a violation of a state or federal law, rule or regulation.”*

We encourage students to report complaints to us to resolve problems involving bullying, harassment or discrimination, of any kind, including discrimination related to pregnancy or parental status. Our ability to resolve these kinds of problems is dependent on your cooperation in reporting incidents which create an offensive or hostile environment for you. In the event a complaint is reported, an investigation will be undertaken immediately. Violators will be subject to appropriate disciplinary action. The problem of harassment is also addressed under *Student Standards and Regulations*.

### **Tobacco Policy**

Abdill Career College, Inc. tobacco policy includes; cigarettes, chew, pipes, cigars, or any other type of tobacco products. Smoking or using any type of tobacco products on the second floor, or anywhere inside the building is not acceptable. Smoking or using tobacco products is acceptable outside of the building provided students remain a minimum of 20 feet away from all entrances and exits. Students found violating this policy are subject to the same disciplinary action as for violation of any other policy.

## DESCRIPTION OF PROGRAMS

For more specific individual program information, please see the pages immediately following these program descriptions.

Certificate of Completion will be issued for completion of all courses in the following programs.

### **Accountant Clerk/Bookkeeper Certificate Program:**

A comprehensive program preparing the student for a variety of positions within the accounting clerk/bookkeeping field. Graduates will be familiar with retailing, basic knowledge of income tax preparation, and service-oriented office environments. Software learned will include: MS Excel 2010, MS Word 2010, QuickBooks 2010 and specialized computer billing programs. In addition, the student will be trained to use the 10-key electronic calculator. Employment opportunities will include entry level positions for the following areas: *Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate, office manager, general bookkeeping, payroll, and other related positions.* Externship without remuneration is required. Students enrolling in this course will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. This program is designed for 30 weeks (25 weeks full-time externship, 30 weeks part-time externship. Full-time/part-time externship is site dependant). Participation in externship in no way implies or suggests employment for the student.

### **Dental Assistant Certificate Program:**

This program is designed to instruct the student in the professional field of Dental Assisting. The program will encompass the administrative and clinical duties for the front and back office, prepare students for the Oregon Board of Dentistry's written exam in expanded functions for the chair-side dental assistants (EFDA). To be EFDA certified in Oregon, dental assistants must successfully complete all of the requirements for Pathway III that requires students to: 1) have an Oregon Radiologic Proficiency Certificate; 2) pass the Oregon Basic Dental Assisting Exam (ORB); 3) pass the Oregon Expanded Functions: General Dental Assisting Exam (ORXG); and 4) provide certification from a licensed dentist stating the applicant has completed clinical requirements. The student will learn skills such as scheduling, charting, telephone techniques, computer and typing skills, dental insurance billing and coding, laboratory skills, chair-side assisting, autoclaving and sterilization techniques, setting up dental anesthetics, tooth morphology, dental terminology, and Mix & Place Temporary Restorative Material, Fabricate Temporary Crown, Cement Temporary Crown & Remove Cement, Remove Temporary Crown, Polish Amalgam Restorations, Polish Coronal Surfaces of Teeth, Place a Tofflemire Retainer, and Fabricate Whitening Trays. Employment opportunities include entry level positions for the following areas: dental assistant, dental front office positions, lab positions, receptionist and dental insurance billing positions. This program will include dental radiology in which students may be eligible to become certified through the Oregon Board of Dentistry and DANB. Externship without remuneration is required for this program. Students enrolling in this program



will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. This program is designed for 35 weeks (30 weeks full-time externship, 35 weeks part-time externship. Full-time/part-time externship is site dependant). Students are required to provide verification of both DANB applications for obtaining the Radiology Proficiency Certificate and Oregon Basic Qualified as a requirement of program completion. **(This program has specific requirements relating to “leave of absence” policies. Please be sure to read the leave of absence policies in the Course Catalog and Student Information book carefully prior to enrollment into this program.)** Participation in externship in no way implies or suggests employment for the student. Leave of absence for this program may be eligible for extended leave of absence (not to exceed 180 days) due to regulatory/licensing requirements. However, students will be required to provide verification of delay due to regulatory processes.

### **Legal Assistant/Secretary Certificate Program:**

The Legal Assistant/Secretary student is trained to assist the attorney in performing numerous legal tasks. This program will prepare the student to understand and use legal terminology properly, prepare and transcribe legal documents, perform legal research, maintain files, prepare case material and data prior to litigation and understand thoroughly the Oregon Rules of Civil Procedure, Uniform Trial Court Rules of the State of Oregon, Oregon Revised Statutes and supplemental local rules. Externship without remuneration is required. Students enrolling in this program will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. Employment opportunities will include entry level positions for the following areas: *Legal Secretary, Legal Assistant, Magistrate Assistant, Confidential Secretary, Judicial Administrative Assistant, Legal Administrative Secretary, Litigation Assistant, Secretary, legal office receptionist and other related positions.* This program is designed 30 weeks (25 weeks full-time externship, 30 weeks part-time externship. Full-time/part-time externship is site dependant). Participation in externship in no way implies or suggests employment for the student.

### **Limited X-Ray Technician Certificate Program:**

This program is designed to instruct the student in the professional field of Limited X-Ray Machine Operator (LXMO). The program will encompass professional and clinical duties for the Limited X-Ray Machine Operator. The student will learn skills such as medical terminology, anatomy/physiology, radiation use & safety, positioning & techniques, upper extremities, chest, lower extremities, head, and spine. The student will also learn professional skills in Business English, Business Communications, computer and typing skills, Psychology in the Workplace, and Medical Office Procedures. This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities will include entry level positions for the following areas: Limited X-Ray Machine Operators for medical offices, chiropractic offices and radiological facilities. Externship without remuneration is required for this program. Students enrolling in this program will be required to obtain a complete background check and provide a copy to the administrative front office before entering

into Externship. This program is designed 35 weeks (30 weeks full-time externship, 35 weeks part-time externship. Full-time/part-time externship is site dependant). Students must satisfactorily complete all six radiology courses to receive the Oregon Board of Medical Imaging (OBMI) required category certificate. This certificate is mandatory to begin the process of agency testing and obtaining your Temporary LXMO Permit. ***(This program has specific requirements relating to "leave of absence" policies. Please be sure to read the leave of absence policies in the Course Catalog and Student Information book carefully prior to enrollment into this program.)*** Participation in externship in no way implies or suggests employment for the student. Leave of absence for this program may be eligible for extended leave of absence (not to exceed 180 days) due to regulatory/licensing requirements. However, students will be required to provide verification of delay due to regulatory processes.

### **Medical Assistant Certificate Program:**

This program is designed to instruct the student in the professional field of Medical Assisting. The program will encompass administrative and clinical duties for the front and back office. The student will gain skills including scheduling, charting, telephone techniques, computer and typing skills, medical insurance billing and coding, laboratory processing, pharmacology, physician assisting, autoclaving techniques, vital signs, venipunctures, injections, EKG, sterile gowning, gloving, and more. Employment opportunities include entry level positions for the following areas: *Medical Assistant, Certified Medical Assistant (CMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant, as well as medical front and back office related positions.* Externship without remuneration is required. Students enrolling in this program will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. This group of courses is designed to give the student relevant education in the field in a relatively short period of time. This program is designed for 35 weeks (30 weeks full-time externship, 35 weeks part-time externship. Full-time/part-time externship is site dependant). Participation in externship in no way implies or suggests employment for the student.

### **Medical Front Office Management Certificate Program:**

This program is designed to instruct the student in the professional field of medical office management. The program encompasses administrative duties. The student will learn such skills as scheduling, charting, telephone techniques, computer and typing skills, medical insurance billing and coding, referrals, filing, payroll accounting, and accounts receivable. Employment opportunities will include entry level positions for the following areas: *Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Medical Office Billing Clerk, Medical Office Bookkeeper, Medical Office Payroll Personnel, and other related positions.* Externship without remuneration is required. Students enrolling in this program will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. This program is designed for 35 weeks (30 weeks full-time externship, 35 weeks part-time externship. Full-time/part-time externship is site dependant). Participation in externship in no way implies or suggests employment for the student.

### **Pharmacy Technician Certificate Program:**

This program is designed to instruct the student in the professional field of Pharmacy Technician. The program will encompass the administrative and clinical duties for the pharmacy professional setting. The student will learn skills such as; reading prescriptions, retrieve, count, pour, weigh, measure, and mix or compound medications, establish and maintain patient profiles, prepare insurance claim forms, manage inventory, telephone techniques, computer and typing skills, medical insurance billing and coding, laboratory processing, pharmacology, pharmacist assisting and more. This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities include: Pharmacy Technician, Certified Pharmacy Technician, Pharmaceutical Care Associate. Externship without remuneration is required. This program is designed for 35 weeks (30 weeks full-time externship, 35 weeks part-time externship. Full-time/part-time externship is site dependant). Participation in externship in no way implies or suggests employment for the student. Externship without remuneration is required for this program.

### **Phlebotomy Technician Certificate Program:**

This program is accredited through the American Society of Phlebotomy Technicians (ASPT), and it is designed to instruct the student in the professional field of Phlebotomy. The program will encompass the administrative and clinical duties of a Phlebotomist. The Phlebotomy Technician program prepares students to draw blood from adult, pediatric, and neonatal patients for the purposes of clinical laboratory analysis. Upon successful completion of the program, the student will proficiently perform proper site preparation and collection of capillary and venous specimens utilizing a variety of collection techniques, proper labeling of patient specimens, preparation of specimens for transport to the laboratory to insure stability of the sample, proper use of universal precautions, promoting good public relations, logging specimens into the laboratory, and processing of laboratory specimens. Students will learn theory and principles relating to blood collection during the didactic portion of their program, will practice blood collection skills in the student laboratory and will gain proficiency in their performance of these skills during the externship portion of this program. Employment opportunities include entry level positions for the following areas: phlebotomists and/or lab technician assistants for hospitals, clinics, physician offices and other health care settings. Upon successful completion of the program, the student will be eligible to take the National Phlebotomy Certification Examination proctored at Abdill Career College, Inc. once every four(4) to six (6) months. Externship without remuneration is required for this program. Students enrolling in this program will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. This program is designed for 30 weeks (25 weeks full-time externship, 30 weeks part-time externship. Full-time/part-time externship is site dependant). Participation in externship in no way implies or suggests employment for the student.

### **Veterinary Assistant Certificate Program:**

This program is designed to instruct the student in the professional field of Veterinary Assisting. The program will encompass the administrative and clinical duties for the veterinary assisting professional setting. The student will learn skills such as; monitor animals recovering from surgery and notify veterinarians of any unusual changes or symptoms. Clean and maintain kennels, animal holding areas, examination or operating rooms, or animal loading or unloading facilities to control the spread of disease. Hold or restrain animals during veterinary procedures. Assist with administration of medication, immunizations, or blood plasma to animals as prescribed by veterinarians. Provide emergency first aid to sick or injured animals. Assist veterinarians in examining animals to determine the nature of illnesses or injuries. Clean, maintain, and sterilize instruments or equipment. Perform routine laboratory tests or diagnostic tests, such as taking or developing x-rays. Assist qualified personnel who administer anesthetics during surgery and monitor the effects on animals. Prepare surgical equipment and pass instruments or materials to veterinarians during surgical procedures and more. This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities include: Veterinary Assistant, Certified Veterinary Assistant, Kennel Technician, Animal Care giver, Animal Care Provider, and/or Kennel Attendant. Externship without remuneration is required. This program is designed for 35 weeks (30 weeks full-time externship, 35 weeks part-time externship. Full-time/part-time externship is site dependant). Participation in externship in no way implies or suggests employment for the student. Externship without remuneration is required for this program.

**Program Information Page  
for  
Accountant Clerk/Bookkeeper Program**

Welcome to the Abdill Career College, Inc. information page regarding the Accountant Clerk/Bookkeeper program. At Abdill Career College, Inc. we believe knowledge is a valuable tool and critical component in assisting individuals to make career choices that are right for them. Armed with information and knowledge, prospective students can identify career choices that fit their individual goals and assist them to achieve success on their career path.

In providing information for this program, Abdill Career College, Inc. recommends students visit the Occupational Information Network (O\*NET) website at [www.onetonline.org](http://www.onetonline.org) to explore in depth information regarding this career field and any additional student specific questions that may not be addressed in these pages. The Occupational Information Network (O\*NET) is being developed under the sponsorship of the US Department of Labor/Employment and Training Administration (USDOL/ETA), and is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

To find this program on the O\*NET website you can type in the name of the program or use the O\*NET-SOC code. The SOC code used for this program is 43-3031.00. This will bring up the title; *Bookkeeping, Accounting, and Auditing Clerks*. Click on the link provided for this title to gain access to a wide variety of information that may be helpful to you in determining if this program is right for your specific career goals.

To assist students with reviewing information regarding this program Abdill Career College, Inc. has compiled a chart on the following page with a summary of information that we believe would be helpful to students in making their career choices at our educational facility. Students may view itemized fees and additional information for this program under the headings listed below on the following pages:

- **Accountant Clerk/Bookkeeper Program:** *Provides brief description of program and itemizes textbooks/workbooks required per course and fees associated with each book.*
- **Additional Student Supplies and Information for Accountant Clerk/Bookkeeper:** *Provides list of all program required supplies and items obtained from sources other than the school and their approximate fees for program completion, as well as an itemized list of all school related fees associated with the program and its completion.*
- **Abdill Career College, Inc. Program Course Schedule:** *Provides a term-by-term breakdown of courses to be taken as a requirement for program completion. (Please note, schedule of courses are subject to change as necessary, dependant upon student schedules, number of students enrolled in course and other factors.)*

**Please see summary chart of information for this program on the following page.**

*Please note, while Abdill Career College, Inc. makes every effort to assist students with information, knowledge, education, and skills regarding program content, nothing in these pages or in any other document associated with student enrollment or program completion are a guarantee of employment.*

**Summary Chart of Information for Accountant Clerk/Bookkeeper Program**

| <b>Occupational Information Network (O*NET) SOC Number and Related Program Information</b>   |  |             |
|--|--|-------------|
| 1.   | <b>Occupational Information Network (O*NET) SOC Title Description:</b> <i>“Bookkeeping, Accounting, and Auditing Clerks”</i>   |             |
| 2.   | <b>O*NET Summary of types of job duties required in this career field:</b> <i>“Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.”</i> |             |
| 3.   | <b>O*NET Summary of reported job titles for this career field:</b> <i>“Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate”.</i>  |             |
| 4.   | OPEID Number   | 03783400    |
| 5.   | Program CIP Code   | 52.0302     |
| 6.   | Education Level for program  | Certificate |
| 7.   | <b>Occupational Information Network (O*NET) SOC Number for program.</b> (O*NET can be accessed by going to <a href="http://www.onetonline.org">www.onetonline.org</a> , type in the program name or type in the O*NET-SOC number that you see in the box to the right on this page)  | 43-3031.00  |
| 8.   | <b>O*NET reported median wage for this career field:</b> <i>(Please note, this represents a median wage only as reported for 2015. Students should always check with local employers in the community in which they plan to work for more specific local area data.)</i>   | \$16.85 hr. |
| <b>Abdill Career College, Inc. Summary of Specific Program Information, Costs &amp; Fees</b> |  |             |
| 1.   | Registration (Life time total)   | \$ 150.00   |
| 2.   | Lab Fees (Per program) (Additional lab fees of \$20.00 per course for students retaking courses)   | \$ 75.00    |
| 3.   | Tuition (Includes Externship Fee)  | \$ 6,840.00 |
| 4.   | Books  | \$ 2,257.00 |
| 5.   | Program Requirement Fee (Drug Screen and Background Check)   | \$ 95.00    |
| 6.   | Agency Licensing Fees  | \$ 0.00     |
| 7.   | Fees for obtaining required items from outside school sources (approximately)  | \$ 400.00   |
| 8.   | Time frame for normal program completion <i>(25 weeks full-time externship, or 30 weeks part-time externship. Full-Time/Part-Time externship is site dependent)</i>  | 30 weeks    |
| 9.   | Number of total students completing program (current report period)  | 6           |
| 10.  | Number of students who completed program within normal time frame (current report period)  | 6 = (100%)  |
| 11.  | Program employment data for students who graduated from program. (current report period)   | 4 = (80%)   |
| 12.  | Median amount of Student Federal Financial Aid borrowed for program (current report period)  | \$8,181.00  |
| 13.  | Median Student Private Educational Loan Amount Borrowed for program (current report period)  | \$Unknown   |
| 14.  | U.S. Department of Education Federal Financial Aid Budget for Program, Includes; Tuition, Registration Fee, Books, Room & Board, Transportation, Personal, Lab Fees, Miscellaneous.  | \$18,085.00 |

## ACCOUNTANT CLERK/BOOKKEEPER PROGRAM

A comprehensive program preparing the student for a variety of positions within the accounting clerk/bookkeeping field. Graduates will be familiar with retailing, basic knowledge of income tax preparation, and service-oriented office environments. Software learned will include: MS Excel 2010, MS Word 2010, Quick Books 2010 and specialized computer billing programs. In addition, the student will be trained to use the 10-key electronic calculator. Employment opportunities will include entry level positions for the following areas: *Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Receivable Clerk, Accounts Payable Specialist, Accounting Associate, office manager, general bookkeeping, payroll, and other related positions.* Externship without remuneration is required. Students enrolling in this course will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. This program is designed for 30 weeks (25 weeks full-time externship, 30 weeks part-time externship. Full-time/part-time externship is site dependant). Participation in externship in no way implies or suggests employment for the student.

Each course is listed below. Textbooks for each course are as listed and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

| <u>Course:</u>            | <u>Text:</u>  | <u>Prices:</u>    |
|---------------------------|---|-------------------|
| Intro to Basic Income Tax | ACC Student Supplement for Basic Income Tax                       | \$ 25.00          |
| Office Procedures         | The Administrative and Professionals Technology<br>And Procedures | \$164.00          |
| Computer Literacy         | Practical Computer Literacy                                       | \$188.00          |
| Business Math             | Practical Business Math Procedures                                | \$240.00          |
| Business English          | Business English 11 <sup>th</sup> Edition                         | \$220.00          |
|                           | English Grammar Flipper   | \$ 10.00          |
| Electronic Calculator     | Solving Business Problems on Electronic Calculator                | \$ 85.00          |
| Business Communications   | Essentials of Business Communications                             | \$250.00          |
|                           | ACC Student Supplement for Business Comm.                         | \$ 25.00          |
| Accounting I              | College Accounting Text (Chapters 1-24)                           | \$480.00          |
|                           | College Accounting Wk. Bk. Chapters 1-12                          | \$ 00.00          |
|                           | College Accounting Wk. Bk. Chapters 13-24                         | \$ 00.00          |
| Computerized Accounting   | No book required  | \$ 00.00          |
| Files Maintenance         | Gregg Quick Filing Practice                                       | \$ 90.00          |
| Spreadsheets              | Microsoft Excel 2010  | \$ 52.00          |
|                           | Excel 2010 Quick Study Guide                                      | \$ 10.00          |
| Payroll Accounting        | Payroll Records & Procedures                                      | \$160.00          |
| Accounting II             | Same book as Accounting I (incl. above)                           | \$ 00.00          |
|                           | Accounting I Quick Study Guide                                    | \$ 8.00           |
| Keyboarding I & II        | Keyboarding Course Lessons 1-25                                   | \$100.00          |
| Advanced Business Math    | Same book as Business Math (incl. above)                          | \$ 00.00          |
| Word Processing I         | Microsoft Office Word 2010  | \$140.00          |
|                           | Word 2010 Quick Study Guide                                       | \$ 10.00          |
| Accounting III            | College Accounting & Workbook                                     |                   |
|                           | same book as Accounting I & II (incl. above)                      | \$ 00.00          |
|                           | <b>Total Approximate Cost of Books</b>                            | <b>\$2,257.00</b> |

**ADDITIONAL STUDENT SUPPLIES AND INFORMATION**  
**FOR**  
**ACCOUNTANT CLERK/BOOKKEEPER**

**REQUIRED:** In *addition to the items listed below*, each student in this program **MUST** provide a copy of **ALL** documents required for their Externship Documentation Envelope as well as any other required program documents to the administrative front office no later than the **FIRST DAY** of their **THIRD TERM**. Each item required for the envelope **MUST** be presented to an administrative assistant for copying, and placement into the envelope. An administrative assistant will initial and date the day you provided each item required for your envelope. Students who fail to provide **ALL** required documentation by the first day of their third term will be ineligible to attend the Externship Orientation. Students who do not meet the deadline for eligibility may be rescheduled for the next available orientation (Important: externship orientation will only be rescheduled once, failure to provide all required documents by the revised due date as designated by the Externship Coordinator will result in program dismissal).

**REQUIRED:**      **Dress code for this program:**      **approximately**      **\$ 250.00**  
Professional business attire  
(dress as if you were going to work in a professional office).  
No open toed shoes of any kind, no Capri pants. (Please see dress code handout for complete listing of dress code requirements).

**REQUIRED:**      **Lab fee**      **\$ 75.00**

**REQUIRED:**      **Miscellaneous student supplies:**      **approximately**      **\$ 150.00**  
Calculator w/tape, notebook paper,  
black and red ink pens, No. 2 pencils, highlighter marker,  
one memory stick, one package ring binder tabbed index  
sheets (five to a package), one sponge  
wrist rest for keyboarding, 1" 3-ring  
binder.

**REQUIRED:**      **Complete Background Check**(verification required)= **approximately \$ 60.00**  
(Complete Background Check must include all four (4) required elements to be valid)

|   |   |                    |
|---|---|--------------------|
| <b>Total Tuition for Program</b>                  | = | <b>\$ 6,840.00</b> |
| <b>(\$720.00 of which is externship fee)</b>      |   |                    |
| <b>Lab Fee</b>                                    | = | <b>\$ 75.00</b>    |
| <b>Maximum Registration Fee</b>                   | = | <b>\$ 150.00</b>   |
| <b>Total Book Estimate</b>                        | = | <b>\$ 2,257.00</b> |
| <b>Clothing Cost Estimate</b>                     | = | <b>\$ 250.00</b>   |
| <b>Externship Pre-placement Drug Screen</b>       | = | <b>\$ 35.00</b>    |
| <b>Complete Background Check</b>                  | = | <b>\$ 60.00</b>    |
| <b>Miscellaneous Supplies Estimate</b>            | = | <b>\$ 150.00</b>   |
| <b>Total all fees for program (approximately)</b> | = | <b>\$ 9,817.00</b> |

**Challenge tests available for courses.**



**ABDILL CAREER COLLEGE, INC.**  
**Program Course Schedule**

**ACCOUNTANT CLERK / BOOKKEEPER**

**Certificate**

**30 Weeks Including Externship**

*(25 weeks full-time externship, or 30 weeks part-time externship. Full-Time/Part-Time externship is site dependent)*

**690 Clock Hours / 36.5 Quarter Credit Hours**

| <u>Course Name</u>                        | <u>Clock Hours</u> | <u>Credit Hours</u> | <u>Day</u>          | <u>Time</u> | <u>Instructor</u> |
|---|--------------------|---------------------|---------------------|-------------|-------------------|
| <b>Term 1</b>                             |                    |                     |                     |             |                   |
| EN 50 Business English                    | 30                 | 2                   | MWF                 | 8-10        | East              |
| SK 20 Keyboarding I                       | 30                 | 1.5                 | TTR                 | 8-11        | East              |
| BA 55 Files Maintenance                   | 20                 | 1                   | MW                  | 12-2        | East              |
| BA 29 Accounting I                        | 30                 | 2                   | TTR                 | 2-5         | East              |
| CS 30 Computer Literacy                   | <u>30</u>          | <u>1.5</u>          | TTR                 | 11-2        | East              |
| <b>Total</b>                              | <b>140</b>         | <b>8</b>            | <b>credit hours</b> |             |                   |
| <b>Term 2</b>                             |                    |                     |                     |             |                   |
| BA 80 Office Procedures                   | 30                 | 2                   | TTR                 | 2-5         | East              |
| SK 55 Electronic Calculator               | 10                 | .5                  | F                   | 12-2        | East              |
| BA 30 Accounting II                       | 30                 | 2                   | MWF                 | 10-12       | East              |
| BA 25 Payroll Accounting                  | 30                 | 2                   | MWF                 | 4-6         | East              |
| SK 25 Keyboarding II                      | <u>30</u>          | <u>1.5</u>          | TTR                 | 8-11        | East              |
| <b>Total</b>                              | <b>130</b>         | <b>8</b>            | <b>credit hours</b> |             |                   |
| <b>Term 3</b>                             |                    |                     |                     |             |                   |
| BA 60 Introduction to Basic<br>Income Tax | 30                 | 2                   | MWF                 | 4-6         | East              |
| BA 75 Business Math                       | 30                 | 2                   | TTR                 | 11-2        | East              |
| SK 35 Word Processing I                   | 30                 | 1.5                 | TTR                 | 2-5         | East              |
| BA 32 Accounting III                      | <u>30</u>          | <u>2</u>            | MWF                 | 2-4         | East              |
| <b>Total</b>                              | <b>120</b>         | <b>7.5</b>          | <b>credit hours</b> |             |                   |
| <b>Term 4</b>                             |                    |                     |                     |             |                   |
| CS 35 Spreadsheets                        | 30                 | 1.5                 | MWF                 | 8-10        | East              |
| BA 76 Advanced Business Math              | 30                 | 2                   | TTR                 | 8-11        | East              |
| BA 70 Business Communications             | 30                 | 2                   | MWF                 | 12-2        | East              |
| BA 31 Computerized Accounting             | <u>30</u>          | <u>1.5</u>          | MWF                 | 2-4         | East              |
| <b>Total</b>                              | <b>120</b>         | <b>7</b>            | <b>credit hours</b> |             |                   |
| <b>Term 5</b>                             |                    |                     |                     |             |                   |
| BA 90 Externship                          | 180                | 6                   | TBA                 | TBA         | Brown/East        |

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

## **Program Information Page for Dental Assistant Program**

Welcome to the Abdill Career College, Inc. information page regarding the Dental Assistant program. At Abdill Career College, Inc. we believe knowledge is a valuable tool and critical component in assisting individuals to make career choices that are right for them. Armed with information and knowledge, prospective students can identify career choices that fit their individual goals and assist them to achieve success on their career path.

In providing information for this program, Abdill Career College, Inc. recommends students visit the Occupational Information Network (O\*NET) website at [www.onetonline.org](http://www.onetonline.org) to explore in depth information regarding this career field and any additional student specific questions that may not be addressed in these pages. The Occupational Information Network (O\*NET) is being developed under the sponsorship of the **US Department of Labor/Employment and Training Administration** (USDOL/ETA), and is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

To find this program on the O\*NET website you can type in the name of the program or use the O\*NET-SOC code. The SOC code used for this program is 31-9091.00. This will bring up the title; *Dental Assistant*. Click on the link provided for this title to gain access to a wide variety of information that may be helpful to you in determining if this program is right for your specific career goals.

To assist students with reviewing information regarding this program Abdill Career College, Inc. has compiled a chart on the following page with a summary of information that we believe would be helpful to students in making their career choices at our educational facility. Students may view itemized fees and additional information for this program under the headings listed below on the following pages:

- **Dental Assistant Program:** *Provides brief description of program and itemizes textbooks/workbooks required per course and fees associated with each book.*
- **Additional Student Supplies and Information for Dental Assistant:** *Provides list of all program required supplies and items obtained from sources other than the school and their approximate fees for program completion, as well as an itemized list of all school related fees associated with the program and its completion.*
- **Abdill Career College, Inc. Program Course Schedule:** *Provides a term-by-term breakdown of courses to be taken as a requirement for program completion. (Please note, schedule of courses are subject to change as necessary, dependant upon student schedules, number of students enrolled in course and other factors.)*

**Please see summary chart of information for this program on the following page.**

*Please note, while Abdill Career College, Inc. makes every effort to assist students with information, knowledge, education, and skills regarding program content, nothing in these pages or in any other document associated with student enrollment or program completion are a guarantee of employment.*

**Summary Chart of Information for Dental Assistant Program**

| <b>Occupational Information Network (O*NET) SOC Number and Related Program Information</b>   |  |             |
|--|--|-------------|
| 1.   | <b>Occupational Information Network (O*NET) SOC Title Description:</b> <i>“Dental Assistant”</i>   |             |
| 2.   | <b>O*NET Summary of types of job duties required in this career field:</b> <i>“Assist dentist, set up patient &amp; equipment, keep records, prepare patient, sterilize &amp; disinfect instruments, set up instrument trays, prepare materials, assist dentist during dental procedures, expose dental diagnostic x-rays, record treatment information in patient records, provide postoperative instructions prescribed by dentist, assist dentist in management of medical &amp; dental emergencies, take &amp; record medical &amp; dental histories &amp; vital signs of patients, instruct patients in oral hygiene &amp; plaque control programs, order &amp; monitor dental supplies &amp; equipment inventory, &amp; make preliminary impressions for study casts.”</i> |             |
| 3.   | <b>O*NET Summary of reported job titles for this career field:</b> <i>“Dental Assistant, (The following titles while listed with O*NET are not programs currently offered at the school) -Registered Dental Assistant (RDA), Certified Dental Assistant (CDA), Expanded Duties Dental Assistant (EDDA), Orthodontic Assistant, Certified Registered Dental Assistant, Oral Surgery Assistant, Surgical Dental Assistant, Expanded Dental Assistant.”</i>   |             |
| 4.   | OPEID Number   | 03783400    |
| 5.   | Program CIP Code Number  | 51.0601     |
| 6.   | Education Level for Program  | Certificate |
| 7.   | <b>Occupational Information Network (O*NET) SOC Number for program.</b> (O*NET can be accessed by going to <a href="http://www.onetonline.org">www.onetonline.org</a> , type in the program name or type in the O*NET-SOC number that you see in the box to the right on this page)  | 31-9091.00  |
| 8.   | <b>O*NET reported median wage for this career field:</b> <i>(Please note, this represents a median wage only as reported for 2015. Students should always check with employers in the local community in which they plan to work for more specific local area data.)</i>   | \$18.40 hr. |
| <b>Abdill Career College, Inc. Summary of Specific Program Information, Costs &amp; Fees</b> |  |             |
| 1.   | Registration (Life time total)   | \$ 150.00   |
| 2.   | Lab Fees (Per program) (Additional lab fees of \$20.00 per course for students retaking courses)   | \$ 75.00    |
| 3.   | Tuition (Includes Externship Fee)  | \$ 9,120.00 |
| 4.   | Books  | \$ 1,903.00 |
| 5.   | Program Requirement Fees (Drug Screen, Background Check, Dental Lab Pack, Liability Ins.)  | \$ 490.00   |
| 6.   | Agency Licensing Fees (subject to agency updates)  | \$ 555.00   |
| 7.   | Fees for obtaining required items from outside school sources (approximately)  | \$ 587.00   |
| 8.   | Time frame for normal program completion (30 weeks full-time externship, or 35 weeks part-time externship. Full-time/part-time externship is site dependent).  | 35 weeks    |
| 9.   | Number of total students completing program (current report period)  | 6           |
| 10.  | Number of students who completed program within normal time frame (current report period)  | 6 = (100%)  |
| 11.  | Program employment data for students who graduated from program. (current report period)   | 5 = (83%)   |
| 12.  | Median amount of Student Federal Financial Aid borrowed for program (current report period)  | \$9,500.00  |
| 13.  | Median Student Private Educational Loan Amount Borrowed for program (current report period)  | \$Unknown   |
| 14.  | U.S. Department of Education Federal Financial Aid program budget: Includes; Tuition, Registration Fee, Books, Room & Board, Transportation, Personal, Lab Fees, Miscellaneous.  | \$22,526.00 |

## DENTAL ASSISTANT PROGRAM

This program is designed to instruct the student in the professional field of Dental Assisting. The program will encompass the administrative and clinical duties for the front and back office, prepare students for the Oregon Board of Dentistry's written exam in expanded functions for the chair-side dental assistants (EFDA). To be EFDA certified in Oregon, dental assistants must successfully complete all of the requirements for Pathway III that requires students to: 1) have an Oregon Radiologic Proficiency Certificate; 2) pass the Oregon Basic Dental Assisting Exam (ORB); 3) pass the Oregon Expanded Functions: General Dental Assisting Exam (ORXG); and 4) provide certification from a licensed dentist stating the applicant has completed clinical requirements. The student will learn skills such as scheduling, charting, telephone techniques, computer and typing skills, dental insurance billing and coding, laboratory skills, chair-side assisting, autoclaving and sterilization techniques, setting up dental anesthetics, tooth morphology, dental terminology, and Mix & Place Temporary Restorative Material, Fabricate Temporary Crown, Cement Temporary Crown & Remove Cement, Remove Temporary Crown, Polish Amalgam Restorations, Polish Coronal Surfaces of Teeth, Place a Tofflemire Retainer, and Fabricate Whitening Trays. Employment opportunities include entry level positions for the following areas: dental assistant, dental front office positions, lab positions, receptionist and dental insurance billing positions. This program will include dental radiology in which students may be eligible to become certified through the Oregon Board of Dentistry and DANB. Externship without remuneration is required for this program. Students enrolling in this program will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. This program is designed for 35 weeks (30 weeks full-time externship, 35 weeks part-time externship. Full-time/part-time externship is site dependant). Students are required to provide verification of both DANB applications for obtaining the Radiology Proficiency Certificate and Oregon Basic Qualified as a requirement of program completion. *(This program has specific requirements relating to "leave of absence" policies. Please be sure to read the leave of absence policies in the Course Catalog and Student Information book carefully prior to enrollment into this program.)* Participation in externship in no way implies or suggests employment for the student.

Each course is listed below. Textbooks for each course are as listed and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

| <u>Course:</u>                        | <u>Text:</u>  | <u>Prices:</u>       |
|---------------------------------------|---|----------------------|
| Administrative Dental Procedures      | Modern Dental Assisting & Workbook and<br>Dental Instruments "A Pocket Guide"<br>HIPAA Handbook | \$193.00<br>\$ 10.00 |
| Dental Terminology I & Tooth Morph    | Mosby's Dental Dictionary   | \$ 65.00             |
| Computer Literacy                     | Modern Dental Assisting (incl. above)   | \$ 00.00             |
| Business English                      | Practical Computer Literacy   | \$188.00             |
|                                       | Business English 11 <sup>th</sup> Edition   | \$220.00             |
|                                       | English Grammar Flipper   | \$ 10.00             |
| Dental Terminology II& Oral Pathology | Modern Dental Assisting & Workbook (incl. above)  | \$ 00.00             |
| Dental Anatomy/Physiology             | Modern Dental Assisting & Workbook (incl. above)  | \$ 00.00             |
| Business Communications               | Essentials of Business Communications   | \$250.00             |
|                                       | ACC Student Supplement for Business Comm.   | \$ 25.00             |
| Word Processing I & II                | Microsoft Office Word 2010  | \$140.00             |
|                                       | Word 2010 Quick Study Guide   | \$ 10.00             |
| Restorative Dentistry I & Lab         | Modern Dental Assisting & Workbook (incl. above)  | \$ 00.00             |
| Dental Lab A                          | Modern Dental Assisting & Workbook (incl. above)  | \$ 00.00             |
| Files Maintenance                     | Gregg Quick Filing Practices  | \$ 90.00             |
| Psychology in the Workplace           | Understanding Human Behavior  | \$195.00             |
| Keyboarding I, II & III               | Keyboarding Course, Lessons 1-25  | \$100.00             |
| Restorative Dentistry II & Lab        | Modern Dental Assisting & Workbook (incl. above)  | \$ 00.00             |
| Dental Radiology I                    | Radiology for Dental Auxiliary  | \$105.00             |
|                                       | Radiology for Dental Auxiliary Workbook   | \$ 00.00             |
| Computerized Accounting               | No book required  | \$ 00.00             |
| Spreadsheets                          | Microsoft Excel 2010  | \$ 52.00             |
|                                       | Excel 2010 Quick Study Guide  | \$ 10.00             |
| Business Math                         | Practical Business Math and Study Guide   | \$240.00             |
| Dental Radiology II                   | Radiology for Dental Professional (included above)  | \$ 00.00             |
| Dental Lab B                          | Modern Dental Assisting & Workbook (incl. above)  | \$ 00.00             |
| Restorative Dentistry III & Lab       | Modern Dental Assisting & Workbook (incl. above)  | \$ 00.00             |
|                                       | <b>Total approximate cost of books</b>  | <b>\$1,903.00</b>    |

**ADDITIONAL STUDENT SUPPLIES AND INFORMATION**  
**FOR DENTAL ASSISTANT**

**REQUIRED:** In addition to the items listed below, each student in this program **MUST** provide a copy of **ALL** documents required for their Externship Documentation Envelope as well as any other required documents to the administrative front office no later than the **FIRST DAY** of their **THIRD TERM**. Each item required for the envelope **MUST** be presented to an administrative assistant for copying, and placement into the envelope. An administrative assistant will initial and date the day you provided each item required for your envelope. Students who fail to provide **ALL** required documentation by the first day of their third term will be ineligible to attend the Externship Orientation. Students who do not meet the deadline for eligibility may be rescheduled for the next available orientation (Important: externship orientation will only be rescheduled once, failure to provide all required documents by the revised due date as designated by the Externship Coordinator will result in program dismissal). In addition, each student in this program **MUST** obtain a copy of their childhood immunization record including two Measles, Mumps, Rubella, one Pertusis, Diphtheria, Tetanus, and two Chicken Pox vaccines, and provide proof that they have taken and successfully passed both the Oregon Basic Qualified exam and the state Dental Radiology exam. These documents **MUST** also be in the students Externship Orientation Envelope by the required deadline. (This program has specific requirements relating to "leave of absence" policies. Please be sure to read the leave of absence policies in the Course Catalog and Student Information book carefully prior to enrollment into this program.)

**REQUIRED: Dress code for this program:** approximately \$ 250.00  
White lab coat, professional medical top, white pants, white shoes (tennis okay).  
No open toed shoes of any kind, no Capri pants. (Please see dress code handout for complete listing of dress code requirements).

**REQUIRED: Hepatitis B series (3 @ \$44.00 each)** \$ 132.00

**REQUIRED: Liability insurance - (one year policy)** \$ 45.00

**REQUIRED: Externship Pre-placement Drug Screen** \$ 35.00

**REQUIRED: Abdill Career College, Inc. dental lab pack** \$ 350.00

**REQUIRED: CPR certification - (Must be live class, no on-line certification will be accepted)**  
approximately \$ 55.00

**REQUIRED: Lab fee** \$ 75.00

**REQUIRED: Miscellaneous student supplies:** approximately \$ 150.00  
Notebook, paper, pens, pencils, one memory stick, one package ring binder tabbed index sheets (five to a package), one sponge wrist rest for keyboarding, 1" 3-ring binder, highlighter marker.

**REQUIRED:** Fees paid to state agencies for radiology exam and the Oregon Basic Qualified exam. = approximately \$205.00 for *Clinical*  
= approximately \$175.00 for *Written RHS*  
= approximately \$175.00 for Oregon Basic

**REQUIRED:** Complete Background check (verification required)= approximately \$60.00  
(Complete Background Check must include all four Total Fees: \$615.00  
(4) required elements to be valid)

**Total Tuition for Program** = \$ **9,120.00**

(\$720.00 of which is externship fee)

**Lab fee** = \$ **75.00**

**Maximum Registration Fee** = \$ **150.00**

**Total Book Estimate** = \$ **1,903.00**

**Clothing Cost Estimate** = \$ **250.00**

**Abdill Career College, Inc. dental lab pack** = \$ **350.00**

**Miscellaneous Supplies Estimate** = \$ **150.00**

**Hepatitis B series (injections)** = \$ **132.00**

**CPR Certification - (Must be live class, no on-line certification will be accepted)**  
= \$ **55.00**

**Fees paid directly to state agencies for certifications & Complete Background Check** = \$ **615.00**

**Externship Pre-placement Drug Screen** = \$ **35.00**

**Liability Insurance, one year policy** = \$ **45.00**

**Total all fees for program (approximately)** = \$ **12,880.00**

Challenge tests are available for courses.

**ABDILL CAREER COLLEGE, INC.**  
**Program Course Schedule**

**DENTAL ASSISTANT**

**Certificate**

**35 Weeks Including Externship**

*(30 weeks full-time externship, or 35 weeks part-time externship. Full-Time/Part-Time externship is site dependent)*

**880 Clock Hours / 45 Quarter Credit Hours**

| <u>Course Name</u>                               | <u>Clock Hours</u> | <u>Credit Hours</u> | <u>Day</u> | <u>Time</u> | <u>Instructor</u> |
|--|--------------------|---------------------|------------|-------------|-------------------|
| <b>Term 1</b>                                    |                    |                     |            |             |                   |
| CS 30 Computer Literacy                          | 30                 | 1.5                 | TTR        | 11-2        | East              |
| SK 20 Keyboarding I                              | 30                 | 1.5                 | TTR        | 8-11        | East              |
| EN 50 Business English                           | 30                 | 2                   | MWF        | 8-10        | East              |
| DA 65 Administrative Dental Proc                 | 30                 | 2                   | TTR        | 5:30-8:30   | Bernal            |
| DA 66 Dental Terminology I &<br>Tooth Morphology | <u>30</u>          | <u>2</u>            | MW         | 5:30-8:30   | Bernal            |
| <b>Total</b>                                     | <b>150</b>         | <b>9</b>            |            |             |                   |
| <b>Term 2</b>                                    |                    |                     |            |             |                   |
| DA 67 Dental Terminology II &<br>Oral Pathology  | 30                 | 2                   | MW         | 5:30-8:30   | Bernal            |
| DA 74 Dental Radiology I                         | 30                 | 2                   | TTR        | 5:30-8:30   | Bernal            |
| BA 70 Business Communications                    | 30                 | 2                   | MWF        | 12-2        | East              |
| SK 25 Keyboarding II                             | 30                 | 1.5                 | TTR        | 8-11        | East              |
| SK 35 Word Processing I                          | <u>30</u>          | <u>1.5</u>          | TTR        | 2-5         | East              |
| <b>Total</b>                                     | <b>150</b>         | <b>9</b>            |            |             |                   |
| <b>Term 3</b>                                    |                    |                     |            |             |                   |
| DA 70 Restorative Dentistry I & Lab              | 30                 | 1.5                 | MW         | 5:30-8:30   | Bernal            |
| DA 75 Dental Radiology II                        | 30                 | 1.5                 | TTR        | 5:30-8:30   | Bernal            |
| DA 68 Dental Lab A                               | 30                 | 1.5                 | F          | 8-2         | Bernal            |
| SK 36 Word Processing II                         | 30                 | 1.5                 | MWF        | 2-4         | East              |
| SK 30 Keyboarding III                            | <u>30</u>          | <u>1.5</u>          | TTR        | 8-11        | East              |
| <b>Total</b>                                     | <b>150</b>         | <b>7.5</b>          |            |             |                   |
| <b>Term 4</b>                                    |                    |                     |            |             |                   |
| DA 71 Restorative Dentistry II & Lab             | 30                 | 1.5                 | MW         | 5:30-8:30   | Bernal            |
| DA 69 Dental Lab B                               | 30                 | 1.5                 | TTR        | 5:30-8:30   | Bernal            |
| CS 35 Spreadsheets                               | 30                 | 1.5                 | MWF        | 8-10        | East              |
| BA 75 Business Math                              | <u>30</u>          | <u>2</u>            | TTR        | 11-2        | East              |
| <b>Total</b>                                     | <b>120</b>         | <b>6.5</b>          |            |             |                   |
| <b>Term 5</b>                                    |                    |                     |            |             |                   |
| DA 73 Dental Anatomy/Physiology                  | 30                 | 2                   | TTR        | 5:30-8:30   | Bernal            |
| DA 72 Restorative Dentistry III & Lab            | 30                 | 1.5                 | MW         | 5:30-8:30   | Bernal            |
| BA 55 Files Maintenance                          | 20                 | 1                   | MW         | 12-2        | East              |
| BA 97 Psychology in the Workplace                | 20                 | 1                   | MW         | 10-12       | East              |
| BA 31 Computerized Accounting                    | <u>30</u>          | <u>1.5</u>          | MWF        | 2-4         | East              |
| <b>Total</b>                                     | <b>130</b>         | <b>7</b>            |            |             |                   |
| <b>Term 6</b>                                    |                    |                     |            |             |                   |
| BA 90 Externship                                 | 180                | 6                   | TBA        | TBA         | Brown/Bernal      |

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

## **Program Information Page for Legal Assistant/Secretary Program**

Welcome to the Abdill Career College, Inc. information page regarding the Legal Assistant/Secretary program. At Abdill Career College, Inc. we believe knowledge is a valuable tool and critical component in assisting individuals to make career choices that are right for them. Armed with information and knowledge, prospective students can identify career choices that fit their individual goals and assist them to achieve success on their career path.

In providing information for this program, Abdill Career College, Inc. recommends students visit the Occupational Information Network (O\*NET) website at [www.onetonline.org](http://www.onetonline.org) to explore in depth information regarding this career field and any additional student specific questions that may not be addressed in these pages. The Occupational Information Network (O\*NET) is being developed under the sponsorship of the **US Department of Labor/Employment and Training Administration** (USDOL/ETA), and is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

To find this program on the O\*NET website you can type in the name of the program or use the O\*NET-SOC code. The SOC code used for this program is 43-6012.00. This will bring up the title; *Legal Secretaries*. Click on the link provided for this title to gain access to a wide variety of information that may be helpful to you in determining if this program is right for your specific career goals.

To assist students with reviewing information regarding this program Abdill Career College, Inc. has compiled a chart on the following page with a summary of information that we believe would be helpful to students in making their career choices at our educational facility. Students may view itemized fees and additional information for this program under the headings listed below on the following pages:

- **Legal Assistant/Secretary Program:** *Provides brief description of program and itemizes textbooks/workbooks required per course and fees associated with each book.*
- **Additional Student Supplies and Information for Legal Assistant/Secretary:** *Provides list of all program required supplies and items obtained from sources other than the school and their approximate fees for program completion, as well as an itemized list of all school related fees associated with the program and its completion.*
- **Abdill Career College, Inc. Program Course Schedule:** *Provides a term-by-term breakdown of courses to be taken as a requirement for program completion. (Please note, schedule of courses are subject to change as necessary, dependant upon student schedules, number of students enrolled in course and other factors.)*

**Please see summary chart of information for this program on the following page.**

*Please note, while Abdill Career College, Inc. makes every effort to assist students with information, knowledge, education, and skills regarding program content, nothing in these pages or in any other document associated with student enrollment or program completion are a guarantee of employment.*

**Summary Chart of Information for Legal Assistant/Secretary Program**

| <b>Occupational Information Network (O*NET) SOC Number and Related Program Information</b>   |   |             |
|--|---|-------------|
| 1.   | <b>Occupational Information Network (O*NET) SOC Title Description:</b> <i>Legal Secretaries</i>   |             |
| 2.   | <b>O*NET Summary of types of job duties required in this career field:</b> <i>“Perform secretarial duties utilizing legal terminology, procedures &amp; documents, prepare legal papers &amp; correspondence such as; summonses, complaints, motions, &amp; subpoenas, mail, fax, or arrange for delivery of legal correspondence to client, witnesses, &amp; court officials, receive &amp; place telephone calls, organize &amp; maintain law libraries, documents, &amp; case files, schedule &amp; make appointments, make photocopies of correspondence, documents, &amp; other printed matter, assist attorneys in collecting information &amp; research such as employment, medical, &amp; other records, draft &amp; type office memos, complete various forms, such as accident reports, trial &amp; courtroom requests &amp; applications for clients.”</i> |             |
| 3.   | <b>O*NET Summary of reported job titles for this career field:</b> <i>“Legal Secretary, Legal Assistant, Magistrate Assistant, Confidential Secretary, Judicial Administrative Assistant, Legal Administrative Secretary, Litigation Assistant, Secretary.”</i>   |             |
| 4.   | OPEID Number  | 03783400    |
| 5.   | Program CIP Code  | 22.0301     |
| 6.   | Education Level for Program   | Certificate |
| 7.   | <b>Occupational Information Network (O*NET) SOC Number for program.</b> (O*NET can be accessed by going to <a href="http://www.onetonline.org">www.onetonline.org</a> , type in the program name or type in the O*NET-SOC number that you see in the box to the right on this page)   | 43-6012.00  |
| 8.   | <b>O*NET reported median wage for this career field:</b> <i>(Please note, this represents a median wage only as reported for 2015. Students should always check with employers in the local community in which they plan to work for more specific local area data.)</i>  | \$19.46 hr. |
| <b>Abdill Career College, Inc. Summary of Specific Program Information, Costs &amp; Fees</b> |   |             |
| 1.   | Registration (Life time total)  | \$ 150.00   |
| 2.   | Lab Fees (Per program) (Additional lab fees of \$20.00 per course for students retaking courses)  | \$ 75.00    |
| 3.   | Tuition (Includes Externship Fee)   | \$ 6,840.00 |
| 4.   | Books   | \$ 1,934.00 |
| 5.   | Program Requirement Fees (Drug Screen and Background Check)   | \$ 95.00    |
| 6.   | Agency Licensing Fees (subject to agency updates)   | \$ 0.00     |
| 7.   | Fees for obtaining required items from outside school sources (approximately)   | \$ 400.00   |
| 8.   | Time frame for normal program completion (25 weeks full-time externship, or 30 weeks part-time externship. Full-time/part-time externship is site dependent).   | 30 weeks    |
| 9.   | Number of total students completing program (current report period)   | 2           |
| 10.  | Number of students who completed program within normal time frame (current report period)   | 2 = (100%)  |
| 11.  | Program employment data for students who graduated from program. (current report period)  | 2 = (100%)  |
| 12.  | Median amount of Student Federal Financial Aid borrowed for program (current report period)   | \$8,181.00  |
| 13.  | Median Student Private Educational Loan Amount Borrowed for program (current report period)   | \$Unknown   |
| 14.  | U.S. Department of Education Federal Financial Aid program budget: Includes; Tuition, Registration Fee, Books, Room & Board, Transportation, Personal, Lab Fees, Miscellaneous.   | \$17,762.00 |



## LEGAL ASSISTANT/SECRETARY PROGRAM

The Legal Assistant/Secretary student is trained to assist the attorney in performing numerous legal tasks. This program will prepare the student to understand and use legal terminology properly, prepare and transcribe legal documents, perform legal research, maintain files, prepare case material and data prior to litigation, and understand thoroughly the Oregon Rules of Civil Procedure, Uniform Trial Court Rules of the State of Oregon, Oregon Revised Statutes, and supplemental local rules.

Employment opportunities will include: *Legal Secretary, Legal Assistant, Magistrate Assistant, Confidential Secretary, Judicial Administrative Assistant, Legal Administrative Secretary, Litigation Assistant, Secretary, legal office receptionist and other related positions.* This program is designed for five, five-week terms if full-time externship, and six, five-week terms if part-time externship. Participation in externship in no way implies or suggests employment for the student. Externship without remuneration is required.

Each course is listed below. Textbooks for each course are as listed below and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

| <u>Course:</u>             | <u>Text:</u>  | <u>Prices:</u>    |
|----------------------------|---|-------------------|
| Legal Office Procedures    | Introduction to Law and Paralegal Studies               | \$ 72.00          |
|                            | Oregon Rules of Court Set-5, State/Federal              | \$310.00          |
|                            | Orans Dictionary of the Law                             | \$ 52.00          |
|                            | Legal Office Projects                                   | \$106.00          |
| Keyboarding I, II & III    | Keyboarding Course Lessons 1-25                         | \$100.00          |
| Accounting I               | College Accounting & Workbook (Chapter 1-12)            | \$275.00          |
| Business English           | Business English 11 <sup>th</sup> Edition               | \$220.00          |
|                            | English Grammar Flipper                                 | \$ 10.00          |
| Legal Documents I, II, III | Use books as outlined above for Legal Office Procedures | \$ 0.00           |
| Word Processing I & II     | Microsoft Office Word 2010                              | \$140.00          |
|                            | Word 2010 Quick Study Guide                             | \$ 10.00          |
| Business Communications    | Essentials of Business Communications                   | \$250.00          |
|                            | ACC Student Supplement for Business Comm.               | \$ 25.00          |
| Legal Transcription        | Use books as outlined above for Legal Office Procedures | \$ 00.00          |
| Computer Literacy          | Practical Computer Literacy                             | \$188.00          |
| Spreadsheets               | Microsoft Excel 2010                                    | \$ 52.00          |
|                            | Excel 2010 Quick Study Guide                            | \$ 10.00          |
| Medical Terminology I & II | Essentials Medical Language 2 <sup>nd</sup> Edition     | \$104.00          |
|                            | Medical Terminology Quick Study Guide                   | <u>\$ 10.00</u>   |
|                            | <b>Total Approximate Cost of Books</b>                  | <b>\$1,934.00</b> |



**ABDILL CAREER COLLEGE, INC.**  
**Program Course Schedule**

**LEGAL ASSISTANT/SECRETARY**

**Certificate**

**30 Weeks Including Externship**

*(25 weeks full-time externship, or 30 weeks part-time externship. Full-Time/Part-Time externship is site dependent)*

**690 Clock Hours / 36 Quarter Credit Hours**

| <u>Course Name</u>            | <u>Clock Hours</u> | <u>Credit Hours</u> | <u>Day</u> | <u>Time</u> | <u>Instructor</u> |
|-------------------------------|--------------------|---------------------|------------|-------------|-------------------|
| <b>Term 1</b>                 |                    |                     |            |             |                   |
| CS 30 Computer Literacy       | 30                 | 1.5                 | TTR        | 11-2        | East              |
| SK 20 Keyboarding I           | 30                 | 1.5                 | TTR        | 8-11        | East              |
| EN 50 Business English        | 30                 | 2                   | MWF        | 8-10        | East              |
| LG 80 Legal Office Procedures | <u>30</u>          | <u>2</u>            | MWF        | 10-12       | TBA               |
| <b>Total</b>                  | <b>120</b>         | <b>7</b>            |            |             |                   |
| <b>Term 2</b>                 |                    |                     |            |             |                   |
| MD 88 Medical Terminology I   | 30                 | 2                   | MWF        | 2-4         | Hughes/Schacher   |
| LG 90 Legal Documents I       | 30                 | 2                   | MWF        | 10-12       | TBA               |
| BA 70 Business Communications | 30                 | 2                   | MWF        | 12-2        | East              |
| SK 25 Keyboarding II          | 30                 | 1.5                 | TTR        | 8-11        | East              |
| BA 29 Accounting I            | 30                 | 2                   | TTR        | 2-5         | East              |
| <b>Total</b>                  | <b>150</b>         | <b>9.5</b>          |            |             |                   |
| <b>Term 3</b>                 |                    |                     |            |             |                   |
| MD 89 Medical Terminology II  | 30                 | 2                   | TTR        | 11-2        | Hughes/Schacher   |
| SK 30 Keyboarding III         | 30                 | 1.5                 | TTR        | 8-11        | East              |
| SK 35 Word Processing I       | 30                 | 1.5                 | TTR        | 2-5         | East              |
| LG 91 Legal Documents II      | <u>30</u>          | <u>2</u>            | MWF        | 10-12       | TBA               |
| <b>Total</b>                  | <b>120</b>         | <b>7</b>            |            |             |                   |
| <b>Term 4</b>                 |                    |                     |            |             |                   |
| SK 36 Word Processing II      | 30                 | 1.5                 | MWF        | 2-4         | East              |
| CS 35 Spreadsheets            | 30                 | 1.5                 | MWF        | 8-10        | East              |
| LG 85 Legal Transcription     | 30                 | 1.5                 | TTR        | 8-11        | TBA               |
| LG 92 Legal Documents III     | <u>30</u>          | <u>2</u>            | MWF        | 10-12       | TBA               |
| <b>Total</b>                  | <b>120</b>         | <b>6.5</b>          |            |             |                   |
| <b>Term 5</b>                 |                    |                     |            |             |                   |
| BA 90 Externship              | 180                | 6                   | TBA        | TBA         | Brown/TBA         |

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

## **Program Information Page for Limited X-Ray Technician Program**

Welcome to the Abdill Career College, Inc. information page regarding the Limited X-Ray Technician program. At Abdill Career College, Inc. we believe knowledge is a valuable tool and critical component in assisting individuals to make career choices that are right for them. Armed with information and knowledge, prospective students can identify career choices that fit their individual goals and assist them to achieve success on their career path.

In providing information for this program, Abdill Career College, Inc. recommends students visit the Occupational Information Network (O\*NET) website at [www.onetonline.org](http://www.onetonline.org) to explore in depth information regarding this career field and any additional student specific questions that may not be addressed in these pages. The Occupational Information Network (O\*NET) is being developed under the sponsorship of the US Department of Labor/Employment and Training Administration (USDOL/ETA), and is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

To find this program on the O\*NET website you can type in the name of the program or use the O\*NET-SOC code. The SOC code used for this program is 29-2099.06. This will bring up the title; *Radiologic Technicians*. Click on the link provided for this title to gain access to a wide variety of information that may be helpful to you in determining if this program is right for your specific career goals.

To assist students with reviewing information regarding this program Abdill Career College, Inc. has compiled a chart on the following page with a summary of information that we believe would be helpful to students in making their career choices at our educational facility. Students may view itemized fees and additional information for this program under the headings listed below on the following pages:

- **Limited X-Ray Technician Program:** *Provides brief description of program and itemizes textbooks/workbooks required per course and fees associated with each book.*
- **Additional Student Supplies and Information for Limited X-Ray Technician:** *Provides list of all program required supplies and items obtained from sources other than the school and their approximate fees for program completion, as well as an itemized list of all school related fees associated with the program and its completion.*
- **Abdill Career College, Inc. Program Course Schedule:** *Provides a term-by-term breakdown of courses to be taken as a requirement for program completion. (Please note, schedule of courses are subject to change as necessary, dependant upon student schedules, number of students enrolled in course and other factors.)*

**Please see summary chart of information for this program on the following page.**

*Please note, while Abdill Career College, Inc. makes every effort to assist students with information, knowledge, education, and skills regarding program content, nothing in these pages or in any other document associated with student enrollment or program completion are a guarantee of employment.*

**Summary Chart of Information for Limited X-Ray Technician Program**

| <b>Occupational Information Network (O*NET) SOC Number and Related Program Information</b>   |   |              |
|--|---|--------------|
| 1.   | <b>Occupational Information Network (O*NET) SOC Title Description:</b> “Radiologic Technicians”   |              |
| 2.   | <b>O*NET Summary of types of job duties required in this career field:</b> “Process exposed radiographs using film processors or computer generated methods. Use beam-restrictive devices & patient-shielding techniques to minimize radiation exposure to patient and staff, position x-ray equipment & adjust controls to set exposure factors, such as time and distance, position patient on exam table & set up and adjust equipment to obtain optimum view of specific body area as requested by physician, determine x-ray needs by reading requests or instructions from physicians, prepare and set-up x-ray room for patients...” |              |
| 3.   | <b>O*NET Summary of reported job titles for this career field:</b> “Limited X-Ray Technician (X-Ray Tech), Radiology Technician, (Please note, the State of Oregon Board of Medical Imaging has changed the title of this career to “Limited X-Ray Machine Operator”)(Although the following titles are listed on the O*NET site, Abdill Career College, Inc. does not offer programs in the following titles) -Radiographer, Radiologic Technician (RT), Registered Radiographer.  |              |
| 4.   | OPEID Number  | 03783400     |
| 5.   | Program CIP Code Number   | 51.0814      |
| 6.   | Education Level for Program   | Certificate  |
| 7.   | <b>Occupational Information Network (O*NET) SOC Number for program.</b> (O*NET can be accessed by going to <a href="http://www.onetonline.org">www.onetonline.org</a> , type in the program name or type in the O*NET-SOC number that you see in the box to the right on this page)   | 29-2099.06   |
| 8.   | <b>O*NET reported median wage for this career field:</b> (Please note, this represents a median wage only as reported for 2015. Students should always check with employers in the local community in which they plan to work for more specific local area data.)   | \$ 19.74 hr. |
| <b>Abdill Career College, Inc. Summary of Specific Program Information, Costs &amp; Fees</b> |   |              |
| 1.   | Registration (Life time total)  | \$ 150.00    |
| 2.   | Lab Fees (Per program) (Additional lab fees of \$20.00 per course for students retaking courses)  | \$ 75.00     |
| 3.   | Tuition (Includes Externship Fee)   | \$ 8,040.00  |
| 4.   | Books   | \$ 2,592.00  |
| 5.   | Program Requirement Fees (Drug Screen, Background Check, Markers, Monitor Dev., Liability Ins.)   | \$ 272.00    |
| 6.   | Agency Licensing Fees (subject to agency updates)   | \$ 404.50    |
| 7.   | Fees for obtaining required items from outside school sources (approximately)   | \$ 632.00    |
| 8.   | Time frame for normal program completion (30 weeks full-time externship, or 35 weeks part-time externship. Full-time/part-time externship is site dependent).   | 35 weeks     |
| 9.   | Number of total students completing program (current report period)   | 3            |
| 10.  | Number of students who completed program within normal time frame (current report period)   | 3 = (100%)   |
| 11.  | Program employment data for students who graduated from program. (current report period)  | 3 = (100%)   |
| 12.  | Median amount of Student Federal Financial Aid borrowed for program (current report period)   | \$ 9,500.00  |
| 13.  | Median Student Private Educational Loan Amount Borrowed for program (current report period)   | \$Unknown    |
| 14.  | U.S. Department of Education Federal Financial Aid program budget: Includes; Tuition, Registration Fee, Books, Room & Board, Transportation, Personal, Lab Fees, Miscellaneous.   | \$21,811.50  |

## LIMITED X-RAY TECHNICIAN PROGRAM

This program is designed to instruct the student in the professional field of Limited X-Ray Machine Operator (LXMO). The program will encompass professional and clinical duties for the Limited X-Ray Machine Operator. The student will learn skills such as medical terminology, anatomy/physiology, radiation use & safety, positioning & techniques, upper extremities, chest, lower extremities, head, and spine. The student will also learn professional skills in Business English, Business Communications, computer and typing skills, Psychology in the Workplace, and Medical Office Procedures. This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities will include entry level positions for the following areas: Limited X-Ray Machine Operators for medical offices, chiropractic offices and radiological facilities. Externship without remuneration is required for this program. Students enrolling in this program will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. This program is designed 35 weeks (30 weeks full-time externship, 35 weeks part-time externship. Full-time/part-time externship is site dependant). Students must satisfactorily complete all six radiology courses to receive the Oregon Board of Medical Imaging (OBMI) required category certificate. This certificate is mandatory to begin the process of agency testing and obtaining your Temporary LXMO Permit. **(This program has specific requirements relating to "leave of absence" policies. Please be sure to read the leave of absence policies in the Course Catalog and Student Information book carefully prior to enrollment into this program.)** Participation in externship in no way implies or suggests employment for the student.

Each course is listed below. Textbooks for each course are as listed and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

| <u>Course:</u>                  | <u>Text:</u>  | <u>Prices:</u>    |
|---------------------------------|---|-------------------|
| Medical Terminology I & II      | Essentials Medical Language 2 <sup>nd</sup> Edition           | \$104.00          |
|                                 | Medical Terminology Quick Study Guide                         | \$ 10.00          |
| Anatomy/Physiology I & II       | Saunders Essentials of Medical Assisting Text                 | \$132.00          |
|                                 | Saunders Essentials of Medical Assisting Wk. Bk.              | \$ 50.00          |
|                                 | Stedman's Concise Medical Dictionary                          | \$ 88.00          |
| Computer Literacy               | Practical Computer Literacy                                   | \$188.00          |
| Word Processing I & II          | Microsoft Office Word 2010                                    | \$140.00          |
|                                 | Word 2010 Quick Study Guide                                   | \$ 10.00          |
| Business English                | Business English 11 <sup>th</sup> Edition                     | \$220.00          |
|                                 | English Grammar Flipper                                       | \$ 10.00          |
| Business Communications         | Essentials of Business Communications                         | \$250.00          |
|                                 | ACC Student Supplement for Business Comm.                     | \$ 25.00          |
| Business Math                   | Practical Business Math Procedures                            | \$240.00          |
| Medical Office Procedures       | HIPAA Handbook  | \$ 10.00          |
|                                 | Medical Office Procedures Textbook                            | \$190.00          |
| Files Maintenance               | Gregg Quick Filing Practices                                  | \$ 90.00          |
| Psychology in the Workplace     | Understanding Human Behavior                                  | \$195.00          |
| Keyboarding I & II              | Keyboarding Course, Lessons 1-25                              | \$100.00          |
| Radiology I, II, III, IV, V, VI | Bontrager's Handbook of Radiographic Positioning & Techniques | \$ 55.00          |
|                                 | Lange Question & Answer for Radiography Exam                  | \$ 70.00          |
|                                 | Radiologic Science for Technologists Text                     | \$187.00          |
|                                 | Radiologic Science for Technologists Workbook                 | \$103.00          |
|                                 | Radiology Essentials for Limited Practice                     | \$ 85.00          |
|                                 | Radiology Essentials for Limited Practice Wk. Bk.             | <u>\$ 40.00</u>   |
|                                 | <b>Total approximate cost of books</b>                        | <b>\$2,592.00</b> |

**ADDITIONAL STUDENT SUPPLIES AND INFORMATION**  
**FOR**  
**LIMITED X-RAY TECHNICIAN**

**REQUIRED:** In addition to the items listed below, each student in this program **MUST** provide a copy of ALL documents required for their Externship Documentation Envelope as well as any other required program documents to the administrative front office no later than the **FIRST DAY** of their **THIRD TERM**. Each item required for the envelope **MUST** be presented to an administrative assistant for copying, and placement into the envelope. An administrative assistant will initial and date the day you provided each item required for your envelope. Students who fail to provide **ALL** required documentation by the first day of their third term will be ineligible to attend the Externship Orientation. Students who do not meet the deadline for eligibility may be rescheduled for the next available orientation (Important: externship orientation will only be rescheduled once, failure to provide all required documents by the revised due date as designated by the Externship Coordinator will result in program dismissal). The following documents are also required for your Externship Orientation Envelope; copy of childhood immunization record including two Measles, Mumps, Rubella, one Pertusis, Diptheria, Tetanus, and two Chicken Pox vaccines. Students will also be required to obtain (2) Radiation Monitoring Devices,(2) personalized markers, and show proof that they have taken and successfully passed the state licensing requirements to obtain their Temporary Limited X-Ray Machine Operators Permit (LXMO) **before** entering into the externship portion of their program. *Female students will be required to sign a verification document that they are not pregnant at the time of entering into the externship portion of their program. (This program has specific requirements relating to “leave of absence” policies. Please be sure to read the leave of absence policies in the Course Catalog and Student Information book carefully prior to enrollment into this program.)*

|                  |  |                                |
|------------------|--|--------------------------------|
| <b>REQUIRED:</b> | <b>Dress code for this program:</b>  | <b>approximately \$ 250.00</b> |
|                  | White lab coat, professional medical top, white pants, white shoes (tennis okay). No open toed shoes of any kind, no Capri pants. (Please see dress code handout for complete listing of dress code requirements). |                                |
| <b>REQUIRED:</b> | <b>Hepatitis B series (3 @ \$44.00 each)</b>   | <b>\$ 132.00</b>               |
| <b>REQUIRED:</b> | <b>TB Vaccination Test ( 2@ \$15.00 each (within 3 weeks of each other))</b>   | <b>\$ 30.00</b>                |
| <b>REQUIRED:</b> | <b>Current year’s Influenza Vaccination (approximately)</b>  | <b>\$ 15.00</b>                |
| <b>REQUIRED:</b> | <b>Liability insurance - (one year policy)</b>   | <b>\$ 45.00</b>                |
| <b>REQUIRED:</b> | <b>Externship Pre-placement Drug Screen</b>  | <b>\$ 35.00</b>                |
| <b>REQUIRED:</b> | <b>CPR certification (Must be live class, no on-line certification will be accepted)</b>   | <b>approximately \$ 55.00</b>  |
| <b>REQUIRED:</b> | <b>Lab fee</b>   | <b>\$ 75.00</b>                |
| <b>REQUIRED:</b> | <b>Two Radiation Monitoring Devices approximately</b>  | <b>\$ 80.00</b>                |
| <b>REQUIRED:</b> | <b>Two Personalized Markers (R) &amp; (L)</b>  | <b>\$ 52.00</b>                |
| <b>REQUIRED:</b> | <b>Miscellaneous student supplies:</b>   | <b>approximately \$ 150.00</b> |
|                  | Notebook, paper, pens, pencils, one memory stick, one package ring binder tabbed index sheets (five to a package), one sponge wrist rest for keyboarding, One 1" 3-ring binder.                                    |                                |
| <b>REQUIRED:</b> | <b>Complete Background Check (verification required)</b>   | <b>approximately \$ 60.00</b>  |

(Complete Background Check must include all four (4) required elements to be valid).

*In addition to the fees listed above, students will need additional fees to be paid directly to licensing agencies for the following: approximately \$15.00 for TWO passport photos, \$50.00 (\$25.00 x’s 2)to school for overnight mailing of documents to OBMI, \$125.00 ARRT exam seat fee, \$120.00 ARRT module exams, \$30.00 OBMI Temporary LXMO Permit fee, \$52.00 OBMI fingerprinting fee, and approximately \$12.50 Fieldprint fee. All of the above fees will be sent to the OBMI and any other regulatory agency requiring fees. The total of these extra fees equal approximately \$404.50. These items/fees are mandatory to apply to the OBMI for the Temporary LXMO Permit and ARRT Limited Scope in Radiology Exam. **Students MUST take and pass all courses within the program and OBTAIN their Temporary LXMO Permit BEFORE students can begin externship.***

|   |                   |                    |
|---|-------------------|--------------------|
| <b>Total Tuition for Program (\$720.00 of which is externship fee)</b>                    | =                 | <b>\$ 8,040.00</b> |
| <b>Lab Fee</b>  | =                 | <b>\$ 75.00</b>    |
| <b>Maximum Registration Fee</b>   | =                 | <b>\$ 150.00</b>   |
| <b>Total Book Estimate</b>  | =                 | <b>\$ 2,592.00</b> |
| <b>Clothing Cost Estimate</b>   | =                 | <b>\$ 250.00</b>   |
| <b>Miscellaneous Supplies Estimate</b>  | =                 | <b>\$ 150.00</b>   |
| <b>Complete Background Check</b>  | =                 | <b>\$ 60.00</b>    |
| <b>State Licensing Exam (and required items)</b>  | =                 | <b>\$ 404.50</b>   |
| <b>Hepatitis B Series (injections)</b>  | =                 | <b>\$ 132.00</b>   |
| <b>TB Vaccination Test ( 2@ \$15.00 each (within 3 weeks of each other))=</b>             | =                 | <b>\$ 30.00</b>    |
| <b>Externship Pre-placement Drug Screen</b>   | =                 | <b>\$ 35.00</b>    |
| <b>Current year’s Influenza Vaccination</b>   | = (approximately) | <b>\$ 15.00</b>    |
| <b>CPR Certification (Must be live class, no on-line certification will be accepted)=</b> | =                 | <b>\$ 55.00</b>    |
| <b>Personalized Markers (2)</b>   | =                 | <b>\$ 52.00</b>    |
| <b>Radiation Monitoring Devices x 2 (approximately)</b>                                   | =                 | <b>\$ 80.00</b>    |
| <b>Liability Insurance, one year policy</b>   | =                 | <b>\$ 45.00</b>    |
| <b>Total all fees for program (approximately)</b>   | =                 | <b>\$12,165.50</b> |

**Abdill Career College, Inc.**  
**Program Course Schedule**

**LIMITED X-RAY TECHNICIAN**

**Certificate**

**35 Weeks Including Externship**

*(30 weeks full-time externship, or 35 weeks part-time externship. Full-Time/Part-Time externship is site dependent)*

**790 Clock Hours / 41 Quarter Credit Hours**

| <u>Course Name</u>                | <u>Clock Hour</u> | <u>Credit Hours</u> | <u>Day</u> | <u>Time</u>  | <u>Instructor</u>     |
|-----------------------------------|-------------------|---------------------|------------|--------------|-----------------------|
| <b>Term 1</b>                     |                   |                     |            |              |                       |
| CS30 Computer Literacy            | 30                | 1.5                 | TTR        | 11-2         | East                  |
| MD 86 Anatomy/Physiology I        | 30                | 2                   | MWF        | 10-12        | Hughes/Schacher       |
| MD 88 Medical Terminology I       | 30                | 2                   | MWF        | 2-4          | Hughes/Schacher       |
| RA 10 Radiology I                 | <u>30</u>         | <u>1.5</u>          | MW         | 5:00-8:00 pm | Miller/Schacher       |
| <b>Total</b>                      | <b>120</b>        | <b>7</b>            |            |              |                       |
| <b>Term 2</b>                     |                   |                     |            |              |                       |
| RA11 Radiology II                 | 30                | 1.5                 | MW         | 5:00-8:00 pm | Miller/Schacher       |
| MD 87 Anatomy/Physiology II       | 30                | 2                   | TTR        | 8-11         | Hughes/Schacher       |
| MD 89 Medical Terminology II      | 30                | 2                   | TTR        | 11-2         | Hughes/Schacher       |
| SK35 Word Processing I            | <u>30</u>         | <u>1.5</u>          | TTR        | 2-5          | East                  |
| <b>Total</b>                      | <b>120</b>        | <b>7</b>            |            |              |                       |
| <b>Term 3</b>                     |                   |                     |            |              |                       |
| EN50 Business English             | 30                | 2                   | MWF        | 8-10         | East                  |
| SK36 Word Processing II           | 30                | 1.5                 | MWF        | 2-4          | East                  |
| RA12 Radiology III                | 30                | 1.5                 | MW         | 5:00-8:00 pm | Miller/Schacher       |
| SK20 Keyboarding I                | 30                | 1.5                 | TTR        | 8-11         | East                  |
| RA13 Radiology IV                 | <u>30</u>         | <u>2</u>            | TTR        | 5:00-8:00 pm | Miller/Schacher       |
| <b>Total</b>                      | <b>150</b>        | <b>8.5</b>          |            |              |                       |
| <b>Term 4</b>                     |                   |                     |            |              |                       |
| SK25 Keyboarding II               | 30                | 1.5                 | TTR        | 8-11         | East                  |
| BA75 Business Math                | 30                | 2                   | TTR        | 11-2         | East                  |
| BA70 Business Communications      | 30                | 2                   | MWF        | 12-2         | East                  |
| RA 14 Radiology V                 | <u>30</u>         | <u>1.5</u>          | MW         | 5:00-8:00 pm | Miller/Schacher       |
| <b>Total</b>                      | <b>120</b>        | <b>7</b>            |            |              |                       |
| <b>Term 5</b>                     |                   |                     |            |              |                       |
| MD70 Medical Office Procedures    | 30                | 2                   | TTR        | 8-11         | Hughes/Schacher       |
| RA 14 Radiology VI                | 30                | 1.5                 | TTR        | 5:00-8:00 pm | Miller/Schacher       |
| BA 97 Psychology in the Workplace | 20                | 1                   | MW         | 10-12        | East/Hughes           |
| BA 55 Files Maintenance           | <u>20</u>         | <u>1</u>            | MW         | 12-2         | East                  |
| <b>Total</b>                      | <b>100</b>        | <b>5.5</b>          |            |              |                       |
| <b>Term 6</b>                     |                   |                     |            |              |                       |
| BA 90 Externship                  | 180               | 6                   | TBA        | TBA          | Brown/Miller/Schacher |

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.



## **Program Information Page for Medical Assistant Program**

Welcome to the Abdill Career College, Inc. information page regarding the Medical Assistant program. At Abdill Career College, Inc. we believe knowledge is a valuable tool and critical component in assisting individuals to make career choices that are right for them. Armed with information and knowledge, prospective students can identify career choices that fit their individual goals and assist them to achieve success on their career path.

In providing information for this program, Abdill Career College, Inc. recommends students visit the Occupational Information Network (O\*NET) website at [www.onetonline.org](http://www.onetonline.org) to explore in depth information regarding this career field and any additional student specific questions that may not be addressed in these pages. The Occupational Information Network (O\*NET) is being developed under the sponsorship of the US Department of Labor/Employment and Training Administration (USDOL/ETA), and is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

To find this program on the O\*NET website you can type in the name of the program or use the O\*NET-SOC code. The SOC code used for this program is 31-9092.00. This will bring up the title; *Medical Assistants*. Click on the link provided for this title to gain access to a wide variety of information that may be helpful to you in determining if this program is right for your specific career goals.

To assist students with reviewing information regarding this program Abdill Career College, Inc. has compiled a chart on the following page with a summary of information that we believe would be helpful to students in making their career choices at our educational facility. Students may view itemized fees and additional information for this program under the headings listed below on the following pages:

- **Medical Assistant Program:** *Provides brief description of program and itemizes textbooks/workbooks required per course and fees associated with each book.*
- **Additional Student Supplies and Information for Medical Assistant:** *Provides list of all program required supplies and items obtained from sources other than the school and their approximate fees for program completion, as well as an itemized list of all school related fees associated with the program and its completion.*
- **Abdill Career College, Inc. Program Course Schedule:** *Provides a term-by-term breakdown of courses to be taken as a requirement for program completion. (Please note, schedule of courses are subject to change as necessary, dependant upon student schedules, number of students enrolled in course and other factors.)*

**Please see summary chart of information for this program on the following page.**

*Please note, while Abdill Career College, Inc. makes every effort to assist students with information, knowledge, education, and skills regarding program content, nothing in these pages or in any other document associated with student enrollment or program completion are a guarantee of employment.*

**Summary Chart of Information for Medical Assistant Program**

| <b>Occupational Information Network (O*NET) SOC Number and Related Program Information</b>   |   |              |
|--|---|--------------|
| 1.   | <b>Occupational Information Network (O*NET) SOC Title Description:</b> <i>“Medical Assistants”</i>  |              |
| 2.   | <b>O*NET Summary of types of job duties required in this career field:</b> <i>“Perform administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood and administering medications as directed by physician...”</i> (Please visit <a href="http://www.onetonline.org">www.onetonline.org</a> for more detailed tasks involved with this career choice.) |              |
| 3.   | <b>O*NET Summary of reported job titles for this career field:</b> <i>“Medical Assistant, National Certified Medical Assistant (NCMA), Doctor’s Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant.”</i>   |              |
| 4.   | OPEID Number  | 03783400     |
| 5.   | Program CIP Code Number   | 51.0801      |
| 6.   | Education Level for Program   | Certificate  |
| 7.   | <b>Occupational Information Network (O*NET) SOC Number for program. (O*NET can be accessed by going to <a href="http://www.onetonline.org">www.onetonline.org</a>, type in the program name or type in the O*NET-SOC number that you see in the box to the right on this page)</b>  | 31-9092.00   |
| 8.   | <b>O*NET reported median wage for this career field:</b> <i>(Please note, this represents a median wage only as reported for 2015. Students should always check with employers in the local community in which they plan to work for more specific local area data.)</i>  | \$ 15.76 hr. |
| <b>Abdill Career College, Inc. Summary of Specific Program Information, Costs &amp; Fees</b> |   |              |
| 1.   | Registration (Life time total)  | \$ 150.00    |
| 2.   | Lab Fees (Per program) (Additional lab fees of \$20.00 per course for students retaking courses)  | \$ 75.00     |
| 3.   | Tuition (Includes Externship Fee)   | \$ 9,120.00  |
| 4.   | Books   | \$ 3,086.00  |
| 5.   | Program Requirement Fees (Drug Screen, Background Check, Liability Ins.)  | \$ 140.00    |
| 6.   | Agency Licensing/Certification Fees (subject to agency updates)   | \$ 215.00    |
| 7.   | Fees for obtaining required items from outside school sources (approximately)   | \$ 692.00    |
| 8.   | Time frame for normal program completion (30 weeks full-time externship, or 35 weeks part-time externship. Full-time/part-time externship is site dependent).   | 35 weeks     |
| 9.   | Number of total students completing program (current report period)   | 30           |
| 10.  | Number of students who completed program within normal time frame (current report period)   | 30 = (100%)  |
| 11.  | Program employment data for students who graduated from program. (current report period)  | 26 = (93%)   |
| 12.  | Median amount of Student Federal Financial Aid borrowed for program (current report period)   | \$9,500.00   |
| 13.  | Median Student Private Educational Loan Amount Borrowed for program (current report period)   | \$Unknown    |
| 14.  | U.S. Department of Education Federal Financial Aid program budget: Includes; Tuition, Registration Fee, Books, Room & Board, Transportation, Personal, Lab Fees, Miscellaneous.   | \$23.124.00  |

## MEDICAL ASSISTANT PROGRAM

This program is designed to instruct the student in the professional field of Medical Assisting. The program will encompass the administrative and clinical duties for the front and back office. The student will learn skills such as scheduling, charting, telephone techniques, computer and typing skills, medical insurance billing and coding, laboratory processing, pharmacology, physician assisting, autoclave techniques, vital signs, venipunctures, injections, and more. This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities include: *Medical Assistant, National Certified Medical Assistant (NCMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant, as well as medical front and back office related positions.* Externship without remuneration is required. This group of courses is designed to give the student relevant education in the field in a relatively short period of time. The program is designed for six, five-week terms if full-time externship, and seven, five-week terms if part-time externship. Participation in externship in no way implies or suggests employment for the student. Externship without remuneration is required for this program. ***(Students Please Note: Students will perform venipunctures and other techniques on each other during class/lab times. Practice shall be done on true/live patient, ALL TPO's will be done on true/live patient. All students will participate in both the patient and assistant role during all lab procedures.)***

Each course is listed below. Textbooks for each course are as listed and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

| <u>Course:</u>                     | <u>Text:</u>  | <u>Prices:</u>    |
|------------------------------------|---|-------------------|
| Medical Terminology I & II         | Essentials Medical Language 2 <sup>nd</sup> Edition | \$ 104.00         |
|                                    | Medical Terminology Quick Study Guide               | \$ 10.00          |
| Anatomy/Physiology I & II          | Saunders Essentials of Medical Assisting Text       | \$ 132.00         |
|                                    | Saunders Essentials of Medical Assisting Wk. Bk.    | \$ 50.00          |
|                                    | Stedman's Concise Medical Dictionary                | \$ 88.00          |
| Computer Literacy                  | Practical Computer Literacy                         | \$ 188.00         |
| Word Processing I                  | Microsoft Office Word 2010                          | \$ 140.00         |
|                                    | Word 2010 Quick Study Guide                         | \$ 10.00          |
| Business English                   | Business English 11 <sup>th</sup> Edition           | \$ 220.00         |
|                                    | English Grammar Flipper                             | \$ 10.00          |
| Business Communications            | Essentials of Business Communications               | \$ 250.00         |
|                                    | ACC Student Supplement Business Comm.               | \$ 25.00          |
| Medical Office Procedures          | HIPAA Handbook                                      | \$ 10.00          |
|                                    | Medical Office Procedures Textbook                  | \$ 190.00         |
| Medical Billing/Coding I, II & III | CPT-4   | \$ 117.00         |
|                                    | ICD-10  | \$ 99.00          |
|                                    | Step-By-Step Medical Coding                         | \$ 99.00          |
|                                    | Computers in the Medical Office                     | \$ 175.00         |
| Medical Transcription I            | Hillcrest Medical Workbook                          | \$ 181.00         |
|                                    | Stedman's Concise Medical Dictionary                | \$ 00.00          |
| Files Maintenance                  | Gregg Quick Filing Practices                        | \$ 90.00          |
| Psychology in the Workplace        | Understanding Human Behavior                        | \$ 195.00         |
| Spreadsheets                       | Microsoft Excel 2010                                | \$ 52.00          |
|                                    | Excel 2010 Quick Study Guide                        | \$ 10.00          |
| Accounting I                       | College Accounting & Workbook (Chapter 1-12)        | \$ 275.00         |
| Payroll Accounting                 | Payroll Records & Procedures                        | \$ 160.00         |
| Keyboarding I & II                 | Keyboarding Course Lessons 1-25                     | \$ 100.00         |
| Pharmacology                       | Focus on Pharmacology                               | \$ 106.00         |
| Medical Assisting A, B & C         | Essentials of Medical Assisting Text                | \$ 00.00          |
|                                    | Essentials of Medical Assisting Wk. Bk.             | \$ 00.00          |
|                                    | <b>Total approximate cost of books</b>              | <b>\$3,086.00</b> |

**ADDITIONAL STUDENT SUPPLIES AND INFORMATION**

**FOR**

**MEDICAL ASSISTANT**

**REQUIRED:** In addition to the items listed below, each student in this program **MUST** provide a copy of **ALL** documents required for their Externship Documentation Envelope as well as any other required program documents to the administrative front office no later than the **FIRST DAY** of their **THIRD TERM**. Each item required for the envelope **MUST** be presented to an administrative assistant for copying, and placement into the envelope. An administrative assistant will initial and date the day you provided each item required for your envelope. Students who fail to provide **ALL** required documentation by the first day of their third term will be ineligible to attend the Externship Orientation. Students who do not meet the deadline for eligibility may be rescheduled for the next available orientation (Important: externship orientation will only be rescheduled once, failure to provide all required documents by the revised due date as designated by the Externship Coordinator will result in program dismissal). The following documents are also required to be placed in your Externship Orientation Envelope by the required deadline; each student in this program **MUST** obtain a copy of their childhood immunization record including two Measles, Mumps, Rubella, one Pertusis, Diphtheria, Tetanus, and two Chicken Pox vaccines. (*Students Please Note: Students will perform venipunctures and other techniques on each other during class/lab times. Practice shall be done on true/live patient, ALL TPO's will be done on true/live patient. All students will participate in both the patient and assistant role during all lab procedures.*)

|  |   |                      |                    |
|--|---|----------------------|--------------------|
| <b><u>REQUIRED:</u></b>  | <b>Dress code for this program:</b>   | <b>approximately</b> | <b>\$ 250.00</b>   |
|  | White lab coat, professional medical top, white pants, white shoes (tennis okay). No open toed shoes of any kind, no Capri pants. (Please see dress code handout for complete listing of dress code requirements).                            |                      |                    |
| <b><u>REQUIRED:</u></b>  | <b>Hepatitis B series (3 @ \$44.00 each)</b>  |                      | <b>\$ 132.00</b>   |
| <b><u>REQUIRED:</u></b>  | <b>TB Vaccination Test ( 2@ \$15.00 each (within 3 weeks of each other))</b>  |                      | <b>\$ 30.00</b>    |
| <b><u>REQUIRED:</u></b>  | <b>Current year's Influenza Vaccination (approximately)</b>   |                      | <b>\$ 15.00</b>    |
| <b><u>REQUIRED:</u></b>  | <b>Liability insurance - (one year policy)</b>  |                      | <b>\$ 45.00</b>    |
| <b><u>REQUIRED:</u></b>  | <b>Externship Pre-placement Drug Screen</b>   |                      | <b>\$ 35.00</b>    |
| <b><u>REQUIRED:</u></b>  | <b>Blood pressure cuff &amp; stethoscope</b>  | <b>approximately</b> | <b>\$ 60.00</b>    |
| <b><u>REQUIRED:</u></b>  | <b>CPR certification - (Must be live class, no on-line certification will be accepted)</b>  | <b>approximately</b> | <b>\$ 55.00</b>    |
| <b><u>REQUIRED:</u></b>  | <b>Lab fee</b>  |                      | <b>\$ 75.00</b>    |
|  | <b>National Certification Exam (\$155.00) &amp; Seat Fee (\$60.00)</b>  |                      | <b>\$ 215.00</b>   |
| <b><u>REQUIRED:</u></b>  | <b>Miscellaneous student supplies:</b>  | <b>approximately</b> | <b>\$ 150.00</b>   |
|  | Notebook, paper, pens, pencils, watch with a second hand, calculator w/ tape, one memory stick, one package ring binder tabbed index sheets (five to a package), one sponge wrist rest for keyboarding, 1" 3-ring binder, highlighter marker. |                      |                    |
| <b><u>REQUIRED:</u></b>  | <b>Complete Background Check (verification required)</b>  | <b>approximately</b> | <b>\$ 60.00</b>    |
|  | (Complete Background Check must include all four (4) required elements to be valid)   |                      |                    |
| <b>Total Tuition for Program</b>   | <b>=</b>  |                      | <b>\$ 9,120.00</b> |
| <b>(\$720.00 of which is externship fee)</b>   |   |                      |                    |
| <b>Lab Fee</b>   | <b>=</b>  |                      | <b>\$ 75.00</b>    |
| <b>Maximum Registration Fee</b>  | <b>=</b>  |                      | <b>\$ 150.00</b>   |
| <b>Total Book Estimate</b>   | <b>=</b>  |                      | <b>\$ 3,086.00</b> |
| <b>Clothing Cost Estimate</b>  | <b>=</b>  |                      | <b>\$ 250.00</b>   |
| <b>Blood Pressure Cuff/Stethoscope Estimate</b>  | <b>=</b>  |                      | <b>\$ 60.00</b>    |
| <b>Miscellaneous Supplies Estimate</b>   | <b>=</b>  |                      | <b>\$ 150.00</b>   |
| <b>Complete Background Check</b>   | <b>=</b>  |                      | <b>\$ 60.00</b>    |
| <b>Externship Pre-placement Drug Screen</b>  | <b>=</b>  |                      | <b>\$ 35.00</b>    |
| <b>Hepatitis B Series (injections)</b>   | <b>=</b>  |                      | <b>\$ 132.00</b>   |
| <b>TB Vaccination Test ( 2@ \$15.00 each (within 3 weeks of each other))</b>             | <b>=</b>  |                      | <b>\$ 30.00</b>    |
| <b>Current year's Influenza Vaccination (approximately)</b>                              | <b>=</b>  |                      | <b>\$ 15.00</b>    |
| <b>CPR Certification-(Must be live class, no on-line certification will be accepted)</b> | <b>=</b>  |                      | <b>\$ 55.00</b>    |
| <b>National Certification Exam &amp; Seat Fee</b>  |   |                      |                    |
| <b>(must be submitted no less than 30 days prior to exam.)</b>                           | <b>=</b>  |                      | <b>\$ 215.00</b>   |
| <b>Liability Insurance, one year policy</b>  | <b>=</b>  |                      | <b>\$ 45.00</b>    |
| <b>Total all fees for program (approximately)</b>  | <b>=</b>  |                      | <b>\$13,478.00</b> |
| <b>Challenge tests are available for courses.</b>  |   |                      |                    |

**ABDILL CAREER COLLEGE, INC.**  
**Program Course Schedule**

**MEDICAL ASSISTANT**

**Certificate**

**35 Weeks Including Externship**

*(30 weeks full-time externship, or 35 weeks part-time externship. Full-Time/Part-Time externship is site dependent)*

**880 Clock Hours / 48 Quarter Credit Hours**

| <u>Course Name</u>                 | <u>Clock Hours</u> | <u>Credit Hours</u> | <u>Day</u> | <u>Time</u> | <u>Instructor</u>     |
|------------------------------------|--------------------|---------------------|------------|-------------|-----------------------|
| <b>Term 1</b>                      |                    |                     |            |             |                       |
| CS 30 Computer Literacy            | 30                 | 1.5                 | TTR        | 11-2        | East                  |
| EN 50 Business English             | 30                 | 2                   | MWF        | 8-10        | East                  |
| BA 97 Psychology in the Workplace  | 20                 | 1                   | MW         | 10-12       | East                  |
| SK 20 Keyboarding I                | 30                 | 1.5                 | TTR        | 8-11        | East                  |
| BA 55 Files Maintenance            | <u>20</u>          | <u>1</u>            | MW         | 12-2        | East                  |
| <b>Total</b>                       | <b>130</b>         | <b>7</b>            |            |             |                       |
| <b>Term 2</b>                      |                    |                     |            |             |                       |
| MD 86 Anatomy/Physiology I         | 30                 | 2                   | MWF        | 10-12       | Hughes/Schacher       |
| BA 70 Business Communications      | 30                 | 2                   | MWF        | 12-2        | East                  |
| MD 88 Medical Terminology I        | 30                 | 2                   | MWF        | 2-4         | Hughes/Schacher       |
| SK 25 Keyboarding II               | 30                 | 1.5                 | TTR        | 8-11        | East                  |
| SK 35 Word Processing I            | <u>30</u>          | <u>1.5</u>          | TTR        | 2-5         | East                  |
| <b>Total</b>                       | <b>150</b>         | <b>9</b>            |            |             |                       |
| <b>Term 3</b>                      |                    |                     |            |             |                       |
| MD 89 Medical Terminology II       | 30                 | 2                   | TTR        | 11-2        | Hughes/Schacher       |
| MD 90 Medical Assisting A          | 30                 | 2                   | TTR        | 2-5         | Hughes/Schacher       |
| MD 87 Anatomy/Physiology II        | 30                 | 2                   | TTR        | 8-11        | Hughes/Schacher       |
| MD 65 Medical Transcription I      | 30                 | 1.5                 | MWF        | 12-2        | Hughes/Schacher       |
| MD 68 Medical Billing/Coding I     | <u>30</u>          | <u>2</u>            | MWF        | 8-10        | Hughes/Schacher       |
| <b>Total</b>                       | <b>150</b>         | <b>9.5</b>          |            |             |                       |
| <b>Term 4</b>                      |                    |                     |            |             |                       |
| MD 91 Medical Assisting B          | 30                 | 1.5                 | MW         | 12-3        | Hughes/Schacher       |
| MD 70 Medical Office Procedures    | 30                 | 2                   | TTR        | 8-11        | Hughes/Schacher       |
| MD 92 Medical Assisting C          | 30                 | 1.5                 | MW         | 9-12        | Hughes/Schacher       |
| MD 69 Medical Billing/Coding II    | <u>30</u>          | <u>2</u>            | TTR        | 2-5         | Hughes/Schacher       |
| <b>Total</b>                       | <b>120</b>         | <b>7</b>            |            |             |                       |
| <b>Term 5</b>                      |                    |                     |            |             |                       |
| CS 35 Spreadsheets                 | 30                 | 1.5                 | MWF        | 8-10        | East                  |
| MD 69.5 Medical Billing/Coding III | 30                 | 2                   | MWF        | 10-12       | Hughes/Schacher       |
| MD 78 Pharmacology                 | 30                 | 2                   | MWF        | 2-4         | Hughes/Schacher       |
| BA 25 Payroll Accounting           | 30                 | 2                   | MWF        | 4-6         | East                  |
| MD 93 Medical Assisting D          | <u>30</u>          | <u>2</u>            | TTR        | 8-11        | Hughes/Schacher       |
| <b>Total</b>                       | <b>150</b>         | <b>9.5</b>          |            |             |                       |
| <b>Term 6</b>                      |                    |                     |            |             |                       |
| BA 90 Externship                   | 180                | 6                   | TBA        | TBA         | Brown/Hughes/Schacher |

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

## Program Information Page for

### Medical Front Office Management Program

Welcome to the Abdill Career College, Inc. information page regarding the Medical Front Office Management program. At Abdill Career College, Inc. we believe knowledge is a valuable tool and critical component in assisting individuals to make career choices that are right for them. Armed with information and knowledge, prospective students can identify career choices that fit their individual goals and assist them to achieve success on their career path.

In providing information for this program, Abdill Career College, Inc. recommends students visit the Occupational Information Network (O\*NET) website at [www.onetonline.org](http://www.onetonline.org) to explore in depth information regarding this career field and any additional student specific questions that may not be addressed in these pages. The Occupational Information Network (O\*NET) is being developed under the sponsorship of the US Department of Labor/Employment and Training Administration (USDOL/ETA), and is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

To find this program on the O\*NET website you can type in the name of the program or use the O\*NET-SOC code. The SOC code used for this program is 43-6013.00. This will bring up the title; *Medical Secretaries*. Click on the link provided for this title to gain access to a wide variety of information that may be helpful to you in determining if this program is right for your specific career goals.

To assist students with reviewing information regarding this program Abdill Career College, Inc. has compiled a chart on the following page with a summary of information that we believe would be helpful to students in making their career choices at our educational facility. Students may view itemized fees and additional information for this program under the headings listed below on the following pages:

- **Medical Front Office Management Program:** *Provides brief description of program and itemizes textbooks/workbooks required per course and fees associated with each book.*
- **Additional Student Supplies and Information for Medical Front Office Management:** *Provides list of all program required supplies and items obtained from sources other than the school and their approximate fees for program completion, as well as an itemized list of all school related fees associated with the program and its completion.*
- **Abdill Career College, Inc. Program Course Schedule:** *Provides a term-by-term breakdown of courses to be taken as a requirement for program completion. (Please note, schedule of courses are subject to change as necessary, dependant upon student schedules, number of students enrolled in course and other factors.)*

**Please see summary chart of information for this program on the following page.**

*Please note, while Abdill Career College, Inc. makes every effort to assist students with information, knowledge, education, and skills regarding program content, nothing in these pages or in any other document associated with student enrollment or program completion are a guarantee of employment.*

**Summary Chart of Information for Medical Front Office Management Program**

| <b>Occupational Information Network (O*NET) SOC Number and Related Program Information</b>   |   |              |
|--|---|--------------|
| 1.   | <b>Occupational Information Network (O*NET) SOC Title Description:</b> <i>“Medical Secretaries”</i>   |              |
| 2.   | <b>O*NET Summary of types of job duties required in this career field:</b> <i>“Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence, schedule and confirm patient diagnostic appointments, operate office equipment such as voice mail messaging systems, use word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records...”</i> |              |
| 3.   | <b>O*NET Summary of reported job titles for this career field:</b> <i>“Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist,”</i>   |              |
| 4.   | OPEID Number  | 03783400     |
| 5.   | Program CIP Code Number   | 51.0705      |
| 6.   | Education Level for Program   | Certificate  |
| 7.   | <b>Occupational Information Network (O*NET) SOC Number for program.</b> (O*NET can be accessed by going to <a href="http://www.onetonline.org">www.onetonline.org</a> , type in the program name or type in the O*NET-SOC number that you see in the box to the right on this page)   | 43-1011.00   |
| 8.   | <b>O*NET reported median wage for this career field:</b> <i>(Please note, this represents a median wage only as reported for 2015. Students should always check with employers in the local community in which they plan to work for more specific local area data.)</i>  | \$ 15.70 hr. |
| <b>Abdill Career College, Inc. Summary of Specific Program Information, Costs &amp; Fees</b> |   |              |
| 1.   | Registration (Life time total)  | \$ 150.00    |
| 2.   | Lab Fees (Per program) (Additional lab fees of \$20.00 per course for students retaking courses)  | \$ 75.00     |
| 3.   | Tuition (Includes Externship Fee)   | \$ 8,520.00  |
| 4.   | Books   | \$ 2,884.00  |
| 5.   | Program Requirement Fees (Drug Screen, Background Check, Liability Ins.)  | \$ 140.00    |
| 6.   | Agency Licensing/Certification Fees (subject to agency updates)   | \$ 0.00      |
| 7.   | Fees for obtaining required items from outside school sources (approximately)   | \$ 632.00    |
| 8.   | Time frame for normal program completion (30 weeks full-time externship, or 35 weeks part-time externship. Full-time/part-time externship is site dependent).   | 35 weeks     |
| 9.   | Number of total students completing program (current report period)   | 4            |
| 10.  | Number of students who completed program within normal time frame (current report period)   | 4 = (100%)   |
| 11.  | Program employment data for students who graduated from program. (current report period)  | 4 = (100%)   |
| 12.  | Median amount of Student Federal Financial Aid borrowed for program (current report period)   | \$9,500.00   |
| 13.  | Median Student Private Educational Loan Amount Borrowed for program (current report period)   | \$Unknown    |
| 14.  | U.S. Department of Education Federal Financial Aid program budget: Includes; Tuition, Registration Fee, Books, Room & Board, Transportation, Personal, Lab Fees, Miscellaneous.   | \$22,047.00  |

## **MEDICAL FRONT OFFICE MANAGEMENT PROGRAM**

This program is designed to instruct the student in the professional field of Medical Office Management. The program will encompass the administrative duties for the medical front office. The student will learn skills such as scheduling, charting, telephone techniques, computer and typing skills, medical insurance billing and coding, referrals, filing, payroll accounting, accounts receivable, and more. This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities include: *Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Medical Office Bookkeeper, Medical Office Payroll Personnel, and other related positions.* Externship without remuneration is required. Students enrolling in this program will be required to obtain a complete background check and provide a copy to the administrative front office before entering into Externship. The program is designed for six, five-week terms if full-time externship, and seven, five-week terms if part-time externship. Participation in externship in no way implies or suggests employment for the student. Externship without remuneration is required for this program.

Each course is listed below. Textbooks for each course are as listed below and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

| <b><u>Course:</u></b>              | <b><u>Text:</u></b>                                 | <b><u>Prices:</u></b> |
|------------------------------------|---|-----------------------|
| Medical Terminology I & II         | Essentials Medical Language 2 <sup>nd</sup> Edition | \$ 104.00             |
|                                    | Medical Terminology Quick Study Guide               | \$ 10.00              |
| Anatomy/Physiology I & II          | Saunders Essentials of Medical Assisting Text       | \$ 132.00             |
|                                    | Saunders Essential of Medical Assisting Wk. Bk.     | \$ 50.00              |
|                                    | Stedman's Concise Medical Dictionary                | \$ 88.00              |
| Computer Literacy                  | Practical Computer Literacy                         | \$ 188.00             |
| Word Processing I & II             | Microsoft Office Word 2010                          | \$ 140.00             |
|                                    | Word 2010 Quick Study Guide                         | \$ 10.00              |
| Business English                   | Business English 11 <sup>th</sup> Edition           | \$ 220.00             |
|                                    | English Grammar Flipper                             | \$ 10.00              |
| Business Communications            | Essentials of Business Communications               | \$ 250.00             |
|                                    | ACC Student Supplement Business Comm.               | \$ 25.00              |
| Medical Office Procedures          | HIPAA Handbook                                      | \$ 10.00              |
|                                    | Medical Office Procedures                           | \$ 190.00             |
| Medical Billing/Coding I, II & III | CPT   | \$ 117.00             |
|                                    | ICD-10  | \$ 99.00              |
|                                    | Computers in the Medical Office                     | \$ 175.00             |
|                                    | Step-by-Step Medical Coding                         | \$ 99.00              |
| Electronic Calculator              | Solving Business Problems on Electronic Calculator  | \$ 85.00              |
| Files Maintenance                  | Gregg Quick Filing Practices                        | \$ 90.00              |
| Psychology in the Workplace        | Understanding Human Behavior                        | \$ 195.00             |
| Computerized Accounting            | No book required                                    | \$ 00.00              |
| Spreadsheets                       | Microsoft Excel 2010                                | \$ 52.00              |
|                                    | Excel 2010 Quick Study Guide                        | \$ 10.00              |
| Accounting I                       | College Accounting and Workbook (Chapters 1-12)     | \$ 275.00             |
| Payroll Accounting                 | Payroll Records & Procedures                        | \$ 160.00             |
| Keyboarding I, II & III            | Keyboarding Course Lessons 1-25                     | <u>\$ 100.00</u>      |
|                                    | <b>Total approximate cost of books</b>              | <b>\$2,884.00</b>     |

### **ADDITIONAL STUDENT SUPPLIES AND INFORMATION**





**ABDILL CAREER COLLEGE, INC.**  
**Program Course Schedule**

**MEDICAL FRONT OFFICE MANAGEMENT**

**Certificate**

**35 Weeks Including Externship**

*(30 weeks full-time externship, or 35 weeks part-time externship. Full-Time/Part-Time externship is site dependent)*

**830 Clock Hours / 44.5 Quarter Credit Hours**

| <u>Course Name</u>                 | <u>Clock Hours</u> | <u>Credit Hours</u> | <u>Day</u> | <u>Time</u> | <u>Instructor</u> |
|------------------------------------|--------------------|---------------------|------------|-------------|-------------------|
| <b>Term 1</b>                      |                    |                     |            |             |                   |
| CS 30 Computer Literacy            | 30                 | 1.5                 | TTR        | 11-2        | East              |
| SK 20 Keyboarding I                | 30                 | 1.5                 | TTR        | 8-11        | East              |
| EN 50 Business English             | 30                 | 2                   | MWF        | 8-10        | East              |
| BA 29 Accounting I                 | 30                 | 2                   | TTR        | 2-5         | East              |
| BA 55 Files Maintenance            | <u>20</u>          | <u>1</u>            | MW         | 12-2        | East              |
| <b>Total</b>                       | <b>140</b>         | <b>8</b>            |            |             |                   |
| <b>Term 2</b>                      |                    |                     |            |             |                   |
| MD 88 Medical Terminology I        | 30                 | 2                   | MWF        | 2-4         | Hughes/Schacher   |
| MD 86 Anatomy/Physiology I         | 30                 | 2                   | MWF        | 10-12       | Hughes/Schacher   |
| MD 68 Medical Billing/Coding I     | 30                 | 2                   | MWF        | 8-10        | Hughes/Schacher   |
| SK 25 Keyboarding II               | <u>30</u>          | <u>1.5</u>          | TTR        | 8-11        | East              |
| <b>Total</b>                       | <b>120</b>         | <b>7.5</b>          |            |             |                   |
| <b>Term 3</b>                      |                    |                     |            |             |                   |
| CS 35 Spreadsheets                 | 30                 | 1.5                 | MWF        | 8-10        | East              |
| MD 89 Medical Terminology II       | 30                 | 2                   | TTR        | 11-2        | Hughes/Schacher   |
| MD 87 Anatomy/Physiology II        | 30                 | 2                   | TTR        | 8-11        | Hughes/Schacher   |
| MD 69 Medical Billing/Coding II    | <u>30</u>          | <u>2</u>            | TTR        | 2-5         | Hughes/Schacher   |
| <b>Total</b>                       | <b>120</b>         | <b>7.5</b>          |            |             |                   |
| <b>Term 4</b>                      |                    |                     |            |             |                   |
| SK 35 Word Processing I            | 30                 | 1.5                 | TTR        | 2-5         | East              |
| SK 30 Keyboarding III              | 30                 | 1.5                 | TTR        | 8-11        | East              |
| MD 69.5 Medical Billing/Coding III | 30                 | 2                   | MWF        | 10-12       | Hughes/Schacher   |
| SK 55 Electronic Calculator        | 10                 | .5                  | F          | 12-2        | East              |
| BA 31 Computerized Accounting      | <u>30</u>          | <u>1.5</u>          | MWF        | 2-4         | East              |
| <b>Total</b>                       | <b>130</b>         | <b>7</b>            |            |             |                   |
| <b>Term 5</b>                      |                    |                     |            |             |                   |
| MD 70 Medical Office Procedures    | 30                 | 2                   | TTR        | 8-11        | Hughes/Schacher   |
| BA 70 Business Communications      | 30                 | 2                   | MWF        | 12-2        | East              |
| SK 36 Word Processing II           | 30                 | 1.5                 | MWF        | 2-4         | East              |
| BA 25 Payroll Accounting           | 30                 | 2                   | MWF        | 4-6         | East              |
| BA 97 Psychology in the Workplace  | <u>20</u>          | <u>1</u>            | MW         | 10-12       | East              |
| <b>Total</b>                       | <b>140</b>         | <b>8.5</b>          |            |             |                   |
| <b>Term 6</b>                      |                    |                     |            |             |                   |
| BA 90 Externship                   | 180                | 6                   | TBA        | TBA         | Brown/Schacher    |

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## **Program Information Page for Pharmacy Technician Program**

Welcome to the Abdill Career College, Inc. information page regarding the Pharmacy Technician program. At Abdill Career College, Inc. we believe knowledge is a valuable tool and critical component in assisting individuals to make career choices that are right for them. Armed with information and knowledge, prospective students can identify career choices that fit their individual goals and assist them to achieve success on their career path.

In providing information for this program, Abdill Career College, Inc. recommends students visit the Occupational Information Network (O\*NET) website at [www.onetonline.org](http://www.onetonline.org) to explore in depth information regarding this career field and any additional student specific questions that may not be addressed in these pages. The Occupational Information Network (O\*NET) is being developed under the sponsorship of the US Department of Labor/Employment and Training Administration (USDOL/ETA), and is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

To find this program on the O\*NET website you can type in the name of the program or use the O\*NET-SOC code. The SOC code used for this program is 29-2052.00 this will bring up the title; Pharmacy Technicians. Click on the link provided for this title to gain access to a wide variety of information that may be helpful to you in determining if this program is right for your specific career goals.

To assist students with reviewing information regarding this program Abdill Career College, Inc. has compiled a chart on the following page with a summary of information that we believe would be helpful to students in making their career choices at our educational facility. Students may view itemized fees and additional information for this program under the headings listed below on the following pages:

- Pharmacy Technician Program: *Provides brief description of program and itemizes textbooks/workbooks required per course and fees associated with each book.*
- Additional Student Supplies and Information for Pharmacy Technician: *Provides list of all program required supplies and items obtained from sources other than the school and their approximate fees for program completion, as well as an itemized list of all school related fees associated with the program and its completion.*
- Abdill Career College, Inc. Program Course Schedule: *Provides a term-by-term breakdown of courses to be taken as a requirement for program completion. (Please note, schedule of courses are subject to change as necessary, dependant upon student schedules, number of students enrolled in course and other factors.)*

Please see summary chart of information for this program on the following page.

*Please note, while Abdill Career College, Inc. makes every effort to assist students with information, knowledge, education, and skills regarding program content, nothing in these pages or in any other document associated with student enrollment or program completion are a guarantee of employment.*

**Summary Chart of Information for Pharmacy Technician Program**

| <b>Occupational Information Network (O*NET) SOC Number and Related Program Information</b>   |   |                    |
|--|---|--------------------|
| 1.   | <b>Occupational Information Network (O*NET) SOC Title Description: “Pharmacy Technician”</b>  |                    |
| 2.   | <b>O*NET Summary of types of job duties required in this career field: Receive written prescription or refill requests and verify that information is complete and accurate. Establish or maintain patient profiles, including lists of medications taken by individual patients. Maintain proper storage and security conditions for drugs. Answer telephones, responding to questions or requests. Prepack bulk medicines, fill bottles with prescribed medications, and type and affix labels. Mix pharmaceutical preparations, according to written prescriptions. Clean and help maintain equipment or work areas and sterilize glassware, according to prescribed methods. Price and file prescriptions that have been filled. Assist customers by answering simple questions, locating items, or referring them to the pharmacist for medication information. Receive and store incoming supplies, verify quantities against invoices, check for outdated medications in current inventory, and inform supervisors of stock needs and shortages.</b> |                    |
| 3.   | <b>O*NET Summary of reported job titles for this career field: “Pharmacy Technician, Certified Pharmacy Technician, Pharmaceutical Care Associate”.</b>   |                    |
| 4.   | <b>OPEID Number</b>   | <b>03783400</b>    |
| 5.   | <b>Program CIP Code</b>   | <b>51.0805</b>     |
| 6.   | <b>Education Level for program</b>  | <b>Certificate</b> |
| 7.   | <b>Occupational Information Network (O*NET) SOC Number for program. (O*NET can be accessed by going to <a href="http://www.onetonline.org">www.onetonline.org</a>, type in the program name or type in the O*NET-SOC number that you see in the box to the right on this page)</b>  | <b>29-2052.00</b>  |
| 8.   | <b>O*NET reported median wage for this career field: (Please note, this represents a median wage only as reported for 2015. Students should always check with local employers in the community in which they plan to work for more specific local area data.)</b>   | <b>\$16.60 hr.</b> |
| <b>Abdill Career College, Inc. Summary of Specific Program Information, Costs &amp; Fees</b> |   |                    |
| 1.   | <b>Registration (Life time total)</b>   | <b>\$ 150.00</b>   |
| 2.   | <b>Lab Fees (Per program) (Additional lab fees of \$20.00 per course for students retaking courses)</b>   | <b>\$ 75.00</b>    |
| 3.   | <b>Tuition (Includes Externship Fee)</b>  | <b>\$ 8,400.00</b> |
| 4.   | <b>Books</b>  | <b>\$ 2,555.00</b> |
| 5.   | <b>Program Requirement Fees (Drug Screen, Background Check, Liability Ins.)</b>   | <b>\$ 140.00</b>   |
| 6.   | <b>Agency Licensing Fees</b>  | <b>\$ 318.00</b>   |
| 7.   | <b>Fees for obtaining required items from outside school sources (approximately)</b>  | <b>\$ 632.00</b>   |
| 8.   | <b>Time frame for normal program completion (30 weeks full-time externship, or 35 weeks part-time externship. Full-Time/Part-Time externship is site dependent)</b>   | <b>35 weeks</b>    |
| 9.   | <b>Number of total students completing program (current report period)</b>  | <b>1</b>           |
| 10.  | <b>Number of students who completed program within normal time frame (current report period)</b>  | <b>1 (100%)</b>    |
| 11.  | <b>Program employment data for students who graduated from program. (current report period)</b>   | <b>1 (100%)</b>    |
| 12.  | <b>Median amount of Student Federal Financial Aid borrowed for program (current report period)</b>  | <b>\$9,500.00</b>  |
| 13.  | <b>Median Student Private Educational Loan Amount Borrowed for program (current report period)</b>  | <b>\$Unknown</b>   |
| 14.  | <b>U.S. Department of Education Federal Financial Aid Budget for Program, Includes; Tuition, Registration Fee, Books, Room &amp; Board, Transportation, Personal, Lab Fees, Miscellaneous.</b>  | <b>\$21,916.00</b> |

## PHARMACY TECHNICIAN PROGRAM

This program is designed to instruct the student in the professional field of Pharmacy Technician. The program will encompass the administrative and clinical duties for the pharmacy professional setting. The student will learn skills such as; reading prescriptions, retrieve, count, pour, weigh, measure, and mix or compound medications, establish and maintain patient profiles, prepare insurance claim forms, manage inventory, telephone techniques, computer and typing skills, medical insurance billing and coding, laboratory processing, pharmacology, pharmacist assisting and more.

This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities include: *Pharmacy Technician, Certified Pharmacy Technician, Pharmaceutical Care Associate*. Externship without remuneration is required. This group of courses is designed to give the student relevant education in the field in a relatively short period of time. The program is designed for six five-week terms if full-time externship, and seven five-week terms if part-time externship. Participation in externship in no way implies or suggests employment for the student. Externship without remuneration is required for this program.

Each course is listed below. Textbooks for each course are as listed and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

| <u>Course:</u>              | <u>Text:</u>  | <u>Prices:</u>     |
|-----------------------------|---|--------------------|
| Medical Terminology I & II  | Essentials Medical Language 2 <sup>nd</sup> Edition | \$ 104.00          |
|                             | Medical Terminology Quick Study Guide               | \$ 10.00           |
| Anatomy/Physiology I & II   | Saunders Essentials of Medical Assisting Text       | \$ 132.00          |
|                             | Saunders Essentials of Medical Assisting Wk. Bk.    | \$ 50.00           |
|                             | Stedman's Concise Medical Dictionary                | \$ 88.00           |
| Computer Literacy           | Practical Computer Literacy                         | \$ 188.00          |
| Word Processing I           | Microsoft Office Word 2010                          | \$ 140.00          |
|                             | Word 2010 Quick Study Guide                         | \$ 10.00           |
| Business English            | Business English 11 <sup>th</sup> Edition           | \$ 220.00          |
|                             | English Grammar Flipper                             | \$ 10.00           |
| Business Communications     | Essentials of Business Communications               | \$ 250.00          |
|                             | ACC Student Supplement Business Comm.               | \$ 25.00           |
| Medical Office Procedures   | HIPAA Handbook                                      | \$ 10.00           |
|                             | Medical Office Procedures Textbook                  | \$ 190.00          |
| Medical Billing/Coding I    | ICD-10  | \$ 99.00           |
|                             | Step-By-Step Medical Coding                         | \$ 99.00           |
| Files Maintenance           | Gregg Quick Filing Practices                        | \$ 90.00           |
| Psychology in the Workplace | Understanding Human Behavior                        | \$ 195.00          |
| Spreadsheets                | Microsoft Excel 2010                                | \$ 52.00           |
|                             | Excel 2010 Quick Study Guide                        | \$ 10.00           |
| Keyboarding I               | Keyboarding Course Lessons 1-25                     | \$ 100.00          |
| Pharmacology                | Focus on Pharmacology                               | \$ 106.00          |
| Chemistry/Microbiology      | Pharmacy Technician Principles & Practices & Wkbk   | \$ 126.00          |
| Pharmacy Lab A, B, & C      | Pharmacy Technician Principles & Practices & Wkbk   | \$ 00.00           |
|                             | Pharmacy Technician Certification Examination       | \$ 66.00           |
| Pharmaceutical Calculations | Math Calculations for Pharmacy Technicians          | \$ 75.00           |
| Pharmacy Computing          | Pharmacy Management Software for Pharmacy Tech      | \$ 110.00          |
| Pharmacy Specialties        | Pharmacy Technician Principles & Practices          | \$ 00.00           |
|                             | Pharmacy Technician Principles & Practices Wk. Bk   | <u>\$ 00.00</u>    |
|                             | Total approximate cost of books                     | <u>\$ 2,555.00</u> |

**ADDITIONAL STUDENT SUPPLIES AND INFORMATION**  
**FOR**  
**PHARMACY TECHNICIAN**

**REQUIRED:** In addition to the items listed below, each student in this program **MUST** provide a copy of **ALL** documents required for their Externship Documentation Envelope as well as any other required program documents to the administrative front office no later than the **FIRST DAY** of their **THIRD TERM**. Each item required for the envelope **MUST** be presented to an administrative assistant for copying, and placement into the envelope. An administrative assistant will initial and date the day you provided each item required for your envelope. Students who fail to provide **ALL** required documentation by the first day of their third term will be ineligible to attend the Externship Orientation. Students who do not meet the deadline for eligibility may be rescheduled for the next available orientation (Important: externship orientation will only be rescheduled once, failure to provide all required documents by the revised due date as designated by the Externship Coordinator will result in program dismissal). The following documents are also required to be placed in your Externship Orientation Envelope by the required deadline; each student in this program **MUST** obtain a copy of their childhood immunization record including two Measles, Mumps, Rubella, one Pertusis, Diphtheria, Tetanus, and two Chicken Pox vaccines.

**REQUIRED:** **Dress code for this program:** approximately \$ 250.00  
 White lab coat, professional medical top,  
 white pants, white shoes (tennis okay).

**REQUIRED:** **Hepatitis B series (3 @ \$44.00 each)** \$ 132.00

**REQUIRED:** **TB Vaccination Test ( 2@ \$15.00 each)** \$ 30.00

**REQUIRED:** **Current year's Influenza Vaccination (approximately)** \$ 15.00

**REQUIRED:** **Liability insurance - (one year policy)** \$ 45.00

**REQUIRED:** **CPR certification - (Must be live class, no on-line certification will be accepted)**  
 approximately \$ 55.00

**REQUIRED:** **Lab fee** \$ 75.00

**REQUIRED:** **Miscellaneous student supplies:** approximately \$ 150.00  
 Notebook, paper, pens, pencils, watch  
 with a second hand, calculator w/ tape,  
 one memory stick, one package ring binder tabbed index  
 sheets (five to a package), 1" 3-ring  
 binder, highlighter marker.

**REQUIRED:** Fees paid to agencies for License/Certification: (OBOP) Provisional Licence application Fee - \$50, OBOP Background Check Fee - \$52, Passport photo - \$ 20, Fingerprint Card - \$35, NHA Certification Exam - \$105, and NHA Practice Preparation Package - \$56 = \$318.00

**REQUIRED:** **Complete Background Check** (verification required) **approximately \$ 60.00**  
 (Complete Background Check must include all four (4) required elements to be valid)

|  |   |                    |
|--|---|--------------------|
| <b>Total Tuition for Program</b>   | = | <b>\$ 8,400.00</b> |
| <b>(\$720.00 of which is externship fee)</b>   |   |                    |
| <b>Lab Fee</b>   | = | <b>\$ 75.00</b>    |
| <b>Maximum Registration Fee</b>  | = | <b>\$ 150.00</b>   |
| <b>Total Book Estimate</b>   | = | <b>\$ 2,555.00</b> |
| <b>Clothing Cost Estimate</b>  | = | <b>\$ 250.00</b>   |
| <b>Miscellaneous Supplies Estimate</b>   | = | <b>\$ 150.00</b>   |
| <b>Complete Background Check</b>   | = | <b>\$ 60.00</b>    |
| <b>Hepatitis B Series (injections)</b>   | = | <b>\$ 132.00</b>   |
| <b>TB Vaccination Test ( 2@ \$15.00 each)</b>  | = | <b>\$ 30.00</b>    |
| <b>Current year's Influenza Vaccination (approximately)</b>                                | = | <b>\$ 15.00</b>    |
| <b>CPR Certification - (Must be live class, no on-line certification will be accepted)</b> | = | <b>\$ 55.00</b>    |
| <b>Externship Pre-placement Drug Screen</b>  | = | <b>\$ 35.00</b>    |
| <b>National Certification Exam &amp; Seat Fee</b>  |   |                    |
| <b>(must be submitted no less than 30 days prior to exam.)</b>                             | = | <b>\$ 318.00</b>   |
| <b>Liability Insurance, one year policy</b>  | = | <b>\$ 45.00</b>    |
| <b>Total all fees for program (approximately)</b>  | = | <b>\$12,270.00</b> |

**Challenge tests are available for courses.**

**ABDILL CAREER COLLEGE, INC.**  
**Program Course Schedule**

**PHARMACY TECHNICIAN**

**Certificate**

**35 Weeks Including Externship**

*(30 weeks full-time externship, or 35 weeks part-time externship. Full-Time/Part-Time externship is site dependent)*

**820 Clock Hours / 44 Quarter Credit Hours**

| <u>Course Name</u>                | <u>Clock Hours</u> | <u>Credit Hours</u> | <u>Day</u> | <u>Time</u> | <u>Instructor</u> |
|-----------------------------------|--------------------|---------------------|------------|-------------|-------------------|
| <b>Term 1</b>                     |                    |                     |            |             |                   |
| CS 30 Computer Literacy           | 30                 | 1.5                 | TTR        | 11-2        | East              |
| EN 50 Business English            | 30                 | 2                   | MWF        | 8-10        | East              |
| BA 97 Psychology in the Workplace | 20                 | 1                   | MW         | 10-12       | East              |
| SK 20 Keyboarding I               | 30                 | 1.5                 | TTR        | 8-11        | East              |
| BA 55 Files Maintenance           | <u>20</u>          | <u>1</u>            | MW         | 12-2        | East              |
| <b>Total</b>                      | <b>130</b>         | <b>7</b>            |            |             |                   |
| <b>Term 2</b>                     |                    |                     |            |             |                   |
| MD 86 Anatomy/Physiology I        | 30                 | 2                   | MWF        | 10-12       | Hughes/Schacher   |
| MD 88 Medical Terminology I       | 30                 | 2                   | MWF        | 2-4         | Hughes/Schacher   |
| PT 15 Pharmacy Lab A              | 30                 | 1.5                 | TTR        | 8-11        | TBA               |
| SK 35 Word Processing I           | <u>30</u>          | <u>1.5</u>          | TTR        | 2-5         | East              |
| <b>Total</b>                      | <b>120</b>         | <b>7</b>            |            |             |                   |
| <b>Term 3</b>                     |                    |                     |            |             |                   |
| MD 87 Anatomy/Physiology II       | 30                 | 2                   | TTR        | 8-11        | Hughes/Schacher   |
| MD 89 Medical Terminology II      | 30                 | 2                   | TTR        | 11-2        | Hughes/Schacher   |
| PT 25 Pharmacy Lab B              | 30                 | 1.5                 | TTR        | 2-5         | TBA               |
| PT 10 Chemistry/Microbiology      | 30                 | 2                   | MWF        | 12-2        | TBA               |
| MD 68 Medical Billing/Coding I    | <u>30</u>          | <u>2</u>            | MWF        | 8-10        | Hughes/Schacher   |
| <b>Total</b>                      | <b>150</b>         | <b>9.5</b>          |            |             |                   |
| <b>Term 4</b>                     |                    |                     |            |             |                   |
| MD 70 Medical Office Procedures   | 30                 | 2                   | TTR        | 8-11        | Hughes/Schacher   |
| PT 20 Pharmaceutical Calculations | 30                 | 2                   | MWF        | 10-12       | TBA               |
| PT 35 Pharmacy Lab C              | 30                 | 1.5                 | TTR        | 11-2        | TBA               |
| CS 35 Spreadsheets                | <u>30</u>          | <u>1.5</u>          | MWF        | 8-10        | East              |
| <b>Total</b>                      | <b>120</b>         | <b>7</b>            |            |             |                   |
| <b>Term 5</b>                     |                    |                     |            |             |                   |
| BA 70 Business Communications     | 30                 | 2                   | MWF        | 12-2        | East              |
| MD 78 Pharmacology                | 30                 | 2                   | MWF        | 2-4         | TBA               |
| PT 30 Pharmacy Computing          | 30                 | 1.5                 | MWF        | 4-6         | TBA               |
| PT 40 Pharmacy Specialties        | 30                 | 2                   | MWF        | 8-10        | TBA               |
| <b>Total</b>                      | <b>120</b>         | <b>7.5</b>          |            |             |                   |
| <b>Term 6</b>                     |                    |                     |            |             |                   |
| BA 90 Externship                  | 180                | 6                   | TBA        | TBA         | Brown/TBA         |

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

## **Program Information Page for Phlebotomy Technician Program**

Welcome to the Abdill Career College, Inc. information page regarding the Phlebotomy Technician program. At Abdill Career College, Inc. we believe knowledge is a valuable tool and critical component in assisting individuals to make career choices that are right for them. Armed with information and knowledge, prospective students can identify career choices that fit their individual goals and assist them to achieve success on their career path.

In providing information for this program, Abdill Career College, Inc. recommends students visit the Occupational Information Network (O\*NET) website at [www.onetonline.org](http://www.onetonline.org) to explore in depth information regarding this career field and any additional student specific questions that may not be addressed in these pages. The Occupational Information Network (O\*NET) is being developed under the sponsorship of the US Department of Labor/Employment and Training Administration (USDOL/ETA), and is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

To find this program on the O\*NET website you can type in the name of the program or use the O\*NET-SOC code. The SOC code used for this program is 31.9097.00. This will bring up the title; *Medical and Clinical Laboratory Technicians*. Click on the link provided for this title to gain access to a wide variety of information that may be helpful to you in determining if this program is right for your specific career goals.

To assist students with reviewing information regarding this program Abdill Career College, Inc. has compiled a chart on the following page with a summary of information that we believe would be helpful to students in making their career choices at our educational facility. Students may view itemized fees and additional information for this program under the headings listed below and on the following pages:

- **Phlebotomy Technician Program:** *Provides brief description of program and itemizes textbooks/workbooks required per course and fees associated with each book.*
- **Additional Student Supplies and Information for Phlebotomy Technician:** *Provides list of all program required supplies and items obtained from sources other than the school and their approximate fees for program completion, as well as an itemized list of all school related fees associated with the program and its completion.*
- **Abdill Career College, Inc. Program Course Schedule:** *Provides a term-by-term breakdown of courses to be taken as a requirement for program completion. (Please note, schedule of courses are subject to change as necessary, dependant upon student schedules, number of students enrolled in course and other factors.)*

**Please see summary chart of information for this program on the following page.**

*Please note, while Abdill Career College, Inc. makes every effort to assist students with information, knowledge, education, and skills regarding program content, nothing in these pages or in any other document associated with student enrollment or program completion are a guarantee of employment.*



**Summary Chart of Information for Phlebotomy Technician Program**

| <b>Occupational Information Network (O*NET) SOC Number and Related Program Information</b>   |   |              |
|--|---|--------------|
| 1.   | <b>Occupational Information Network (O*NET) SOC Title Description:</b> “ <i>Phlebotomist</i> ”  |              |
| 2.   | <b>O*NET Summary of types of job duties required in this career field:</b> “Match laboratory requisition forms to specimen tubes, dispose of contaminated sharps in accordance with applicable laws, standards, and policies, draw blood from veins by vacuum tube, syringe, or butterfly venipuncture methods. Draw blood from capillaries by dermal puncture, collect fluid or tissue samples, using appropriate collection procedures...” <i>(Please visit <a href="http://www.onetonline.org">www.onetonline.org</a> for more detailed tasks involved with this career choice.)</i> |              |
| 3.   | <b>O*NET Summary of reported job titles for this career field:</b> “ <i>Phlebotomist, (Please note, while the O*NET website lists the following titles, Abdill Career College, Inc. does not offer specific programs in these career fields.) Medical Laboratory Assistant (Lab Assistant), Patient Service Technician, Phlebotomist Supervisor/Instructor, Phlebotomy Director...</i> ”  |              |
| 4.   | OPEID Number  | 03783400     |
| 5.   | Program CIP Code Number   | 51.1009      |
| 6.   | Education Level for Program   | Certificate  |
| 7.   | <b>Occupational Information Network (O*NET) SOC Number for program.</b> (O*NET can be accessed by going to <a href="http://www.onetonline.org">www.onetonline.org</a> , type in the program name or type in the O*NET-SOC number that you see in the box to the right on this page)   | 31-9097.00   |
| 8.   | <b>O*NET reported median wage for this career field:</b> <i>(Please note, this represents a median wage only as reported for 2015. Students should always check with employers in the local community in which they plan to work for more specific local area data.)</i>  | \$ 16.17 hr. |
| <b>Abdill Career College, Inc. Summary of Specific Program Information, Costs &amp; Fees</b> |   |              |
| 1.   | Registration (Life time total)  | \$ 150.00    |
| 2.   | Lab Fees (Per program) (Additional lab fees of \$20.00 per course for students retaking courses)  | \$ 75.00     |
| 3.   | Tuition (Includes Externship Fee)   | \$ 5,880.00  |
| 4.   | Books   | \$ 1,911.00  |
| 5.   | Program Requirement Fees (Drug Screen, Background Check, Liability Ins.)  | \$ 140.00    |
| 6.   | Agency Licensing/Certification Fees (subject to agency updates)   | \$ 175.00    |
| 7.   | Fees for obtaining required items from outside school sources (approximately)   | \$ 632.00    |
| 8.   | Time frame for normal program completion (25 weeks full-time externship, or 30 weeks part-time externship. Full-time/part-time externship is site dependent).   | 30 weeks     |
| 9.   | Number of total students completing program (current report period)   | 10           |
| 10.  | Number of students who completed program within normal time frame (current report period)   | 10 = (100%)  |
| 11.  | Program employment data for students who graduated from program. (current report period)  | 10 = (100%)  |
| 12.  | Median amount of Student Federal Financial Aid borrowed for program (current report period)   | \$7,125.00   |
| 13.  | Median Student Private Educational Loan Amount Borrowed for program (current report period)   | \$Unknown    |
| 14.  | U.S. Department of Education Federal Financial Aid program budget: Includes; Tuition, Registration Fee, Books, Room & Board, Transportation, Personal, Lab Fees, Miscellaneous  | \$17,227.00  |

## PHLEBOTOMY TECHNICIAN PROGRAM

This program is designed to instruct the student in the professional field of Phlebotomy. This program will encompass the administrative and clinical duties of a Phlebotomist. The Phlebotomy Technician program prepares students to draw blood from adults, pediatric, and neonatal patients for the purposes of clinical laboratory analysis. Upon successful completion of the program, the student will proficiently perform the following: proper site preparation and collection of capillary and venous specimens utilizing a variety of collection techniques, proper labeling of patient specimens, preparation of specimens for transport to the laboratory to insure stability of the sample, proper use of universal precautions, promoting good public relations with patients and personnel, logging specimens into the laboratory, and processing of laboratory specimens. Students will learn theory and principles relating to blood collection during the didactic portion of their program, will practice blood collection skills in the student laboratory, and will gain proficiency in the performance of these skills during the externship portion of this program. Employment opportunities include: hospitals, clinics, physicians offices and other health care settings. Upon successful completion of the program the student will be eligible to take the National Phlebotomy Certification Examination. The program is designed for five, five-week terms if full-time externship, and six, five-week terms if part-time externship. Participation in externship in no way implies or suggests employment for the student. *(Students Please Note: Students will perform venipunctures and other techniques on each other during class/lab times. Practice shall be done on true/live patient, ALL TPO's will be done on true/live patient. All students will participate in both the patient and assistant role during all lab procedures.)*

Each course is listed below. Textbooks for each course are as listed and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

| <u>Course:</u>              | <u>Text:</u>  | <u>Prices:</u>    |
|-----------------------------|---|-------------------|
| Medical Terminology I       | Essentials Medical Language 2 <sup>nd</sup> Edition | \$ 104.00         |
|                             | Medical Terminology Quick Study Guide               | \$ 10.00          |
| Anatomy/Physiology I        | Saunders Essentials of Medical Assisting Text       | \$ 132.00         |
|                             | Saunders Essentials of Medical Assisting Wk. Bk.    | \$ 50.00          |
|                             | Stedman's Concise Medical Dictionary                | \$ 88.00          |
| Computer Literacy           | Practical Computer Literacy                         | \$ 188.00         |
| Word Processing I & II      | Microsoft Office Word 2010                          | \$ 140.00         |
|                             | Word 2010 Quick Study Guide                         | \$ 10.00          |
| Business English            | Business English 11 <sup>th</sup> Edition           | \$ 220.00         |
|                             | English Grammar Flipper                             | \$ 10.00          |
| Business Communications     | Essentials of Business Communications               | \$ 250.00         |
|                             | ACC Student Supplement Business Comm.               | \$ 25.00          |
| Medical Office Procedures   | HIPAA Handbook                                      | \$ 10.00          |
|                             | Medical Office Procedures Textbook                  | \$ 190.00         |
| Files Maintenance           | Gregg Quick Filing Practices                        | \$ 90.00          |
| Psychology in the Workplace | Understanding Human Behavior                        | \$ 195.00         |
| Keyboarding I & II          | Keyboarding Course Lessons 1-25                     | \$ 100.00         |
| Phlebotomy Lab A, B,& C     | Phlebotomy for the Healthcare Professional          | \$ 99.00          |
|                             | <b>Total approximate cost of books</b>              | <b>\$1,911.00</b> |

**ADDITIONAL STUDENT SUPPLIES AND INFORMATION**  
**FOR**  
**PHLEBOTOMY TECHNICIAN**

REQUIRED: In *addition to the items listed below*, each student in this program **MUST** provide a copy of **ALL** documents required for their Externship Documentation Envelope as well as any other required program documents to the administrative front office no later than the **FIRST DAY** of their **THIRD TERM**. Each item required for the envelope **MUST** be presented to an administrative assistant for copying, and placement into the envelope. An administrative assistant will initial and date the day you provided each item required for your envelope. Students who fail to provide **ALL** required documentation by the first day of their third term will be ineligible to attend the Externship Orientation. Students who do not meet the deadline for eligibility may be rescheduled for the next available orientation (Important: externship orientation will only be rescheduled once, failure to provide all required documents by the revised due date as designated by the Externship Coordinator will result in program dismissal). The following documents are also required to be placed in your Externship Orientation Envelope by the required deadline; each student in this program **MUST** obtain a copy of their childhood immunization record including two Measles, Mumps, Rubella, one Pertussis, Diphtheria, Tetanus, and two Chicken Pox vaccines, and provide two (2) negative TB results within 3 weeks of each other. (*Students Please Note: Students will perform venipunctures and other techniques on each other during class/lab times. Practice shall be done on true/live patient, ALL TPO's will be done on true/live patient. All students will participate in both the patient and assistant role during all lab procedures.*)

|                         |   |                                |
|-------------------------|---|--------------------------------|
| <b><u>REQUIRED:</u></b> | <b>Dress code for this program:</b>   | <b>approximately \$ 250.00</b> |
|                         | White lab coat, professional medical top, white pants, white shoes (tennis okay).<br>No open toed shoes of any kind. (Please see dress code handout for complete listing of dress code requirements). |                                |
| <b><u>REQUIRED:</u></b> | <b>Hepatitis B series (3 @ \$44.00 each)</b>  | <b>\$ 132.00</b>               |
| <b><u>REQUIRED:</u></b> | <b>TB Vaccination Test ( 2@ \$15.00 each (within 3 weeks of each other))</b>  | <b>\$ 30.00</b>                |
| <b><u>REQUIRED:</u></b> | <b>Current year's Influenza Vaccination (approximately)</b>   | <b>\$ 15.00</b>                |
| <b><u>REQUIRED:</u></b> | <b>Liability insurance - (one year policy)</b>  | <b>\$ 45.00</b>                |
| <b><u>REQUIRED:</u></b> | <b>Externship Pre-placement Drug Screen</b>   | <b>\$ 35.00</b>                |
| <b><u>REQUIRED:</u></b> | <b>CPR certification - (Must be live class, no on-line certification will be accepted)</b>  | <b>approximately \$ 55.00</b>  |
|                         | <b>National Certification Exam (\$115.00) &amp; Seat Fee (\$60.00)</b>  | <b>\$ 175.00</b>               |
| <b><u>REQUIRED:</u></b> | <b>Lab fee</b>  | <b>\$ 75.00</b>                |
| <b><u>REQUIRED:</u></b> | <b>Miscellaneous student supplies:</b>  | <b>approximately \$ 150.00</b> |
|                         | Notebook, paper, pens, pencils, one memory stick, one package ring binder tabbed index sheets (five to a package), one sponge wrist rest for keyboarding, 1" 3-ring binder, highlighter marker.       |                                |
| <b><u>REQUIRED:</u></b> | <b>Complete Background Check (verification required)</b>  | <b>approximately \$ 60.00</b>  |
|                         | <b>(Complete Background Check must include all four (4) required elements to be valid)</b>  |                                |

|  |                   |                    |
|--|-------------------|--------------------|
| <b>Total Tuition for Program</b>   | =                 | <b>\$ 5,880.00</b> |
| <b>(\$720.00 of which is externship fee)</b>   |                   |                    |
| <b>Lab Fee</b>   | =                 | <b>\$ 75.00</b>    |
| <b>Maximum Registration Fee</b>  | =                 | <b>\$ 150.00</b>   |
| <b>Total Book Estimate</b>   | =                 | <b>\$ 1,911.00</b> |
| <b>Clothing Cost Estimate</b>  | =                 | <b>\$ 250.00</b>   |
| <b>Miscellaneous Supplies Estimate</b>   | =                 | <b>\$ 150.00</b>   |
| <b>Complete Background Check</b>   | =                 | <b>\$ 60.00</b>    |
| <b>Hepatitis B Series (injections)</b>   | =                 | <b>\$ 132.00</b>   |
| <b>TB Vaccination Test ( 2@ \$15.00 each (within 3 weeks of each other))</b>               | =                 | <b>\$ 30.00</b>    |
| <b>Current year's Influenza Vaccination</b>  | = (approximately) | <b>\$ 15.00</b>    |
| <b>CPR Certification - (Must be live class, no on-line certification will be accepted)</b> | =                 | <b>\$ 55.00</b>    |
| <b>Externship Pre-placement Drug Screen</b>  | =                 | <b>\$ 35.00</b>    |
| <b>National Certification Exam &amp; Seat Fee</b>  |                   |                    |
| <b>(must be submitted no less than 30 days prior to exam.)</b>                             | =                 | <b>\$ 175.00</b>   |
| <b>Liability Insurance - one year policy</b>   | =                 | <b>\$ 45.00</b>    |
| <b>Total all fees for program (approximately)</b>  | =                 | <b>\$ 8,963.00</b> |
| <b>Challenge tests are available for courses.</b>  |                   |                    |

**ABDILL CAREER COLLEGE, INC.**  
**Program Course Schedule**

**PHLEBOTOMY TECHNICIAN**  
**Certificate**

**30 Weeks Including Externship**

*(25 weeks full-time externship, or 30 weeks part-time externship. Full-Time/Part-Time externship is site dependent)*

**610 Clock Hours / 30 Quarter Credit Hours**

| <u>Course Name</u>                | <u>Clock Hours</u> | <u>Credit Hours</u> | <u>Day</u> | <u>Time</u> | <u>Instructor</u> |
|-----------------------------------|--------------------|---------------------|------------|-------------|-------------------|
| <b>Term 1</b>                     |                    |                     |            |             |                   |
| CS 30 Computer Literacy           | 30                 | 1.5                 | TTR        | 11-2        | East              |
| EN 50 Business English            | 30                 | 2                   | MWF        | 8-10        | East              |
| SK 20 Keyboarding I               | 30                 | 1.5                 | TTR        | 8-11        | East              |
| BA 55 Files Maintenance           | <u>20</u>          | <u>1</u>            | MW         | 12-2        | East              |
| <b>Total</b>                      | <b>110</b>         | <b>6</b>            |            |             |                   |
| <b>Term 2</b>                     |                    |                     |            |             |                   |
| MD 88 Medical Terminology I       | 30                 | 2                   | MWF        | 2-4         | Hughes/Schacher   |
| MD 86 Anatomy/Physiology I        | 30                 | 2                   | MWF        | 10-12       | Hughes/Schacher   |
| SK 25 Keyboarding II              | 30                 | 1.5                 | TTR        | 8-11        | East              |
| PH 35 Phlebotomy Lab A            | <u>30</u>          | <u>1.5</u>          | TTR        | 11-2        | Hughes/Schacher   |
| <b>Total</b>                      | <b>120</b>         | <b>7</b>            |            |             |                   |
| <b>Term 3</b>                     |                    |                     |            |             |                   |
| BA 70 Business Communications     | 30                 | 2                   | MWF        | 12-2        | East              |
| PH 36 Phlebotomy Lab B            | 30                 | 1.5                 | MWF        | 4-6         | Hughes/Schacher   |
| SK 35 Word Processing I           | <u>30</u>          | <u>1.5</u>          | TTR        | 2-5         | East              |
| <b>Total</b>                      | <b>90</b>          | <b>5</b>            |            |             |                   |
| <b>Term 4</b>                     |                    |                     |            |             |                   |
| BA 97 Psychology in the Workplace | 20                 | 1                   | MW         | 10-12       | East              |
| SK 36 Word Processing II          | 30                 | 1.5                 | MWF        | 2-4         | East              |
| PH 37 Phlebotomy Lab C            | 30                 | 1.5                 | TTR        | 5-8pm       | Hughes/Schacher   |
| MD 70 Medical Office Procedures   | <u>30</u>          | <u>2</u>            | TTR        | 8-11        | Hughes/Schacher   |
| <b>Total</b>                      | <b>110</b>         | <b>6</b>            |            |             |                   |
| <b>Term 5</b>                     |                    |                     |            |             |                   |
| BA 90 Externship                  | 180                | 6                   | TBA        | TBA         | Brown/Hughes      |

**NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.**

## **Program Information Page for Veterinary Assistant Program**

Welcome to the Abdill Career College, Inc. information page regarding the Veterinary Assistant program. At Abdill Career College, Inc. we believe knowledge is a valuable tool and critical component in assisting individuals to make career choices that are right for them. Armed with information and knowledge, prospective students can identify career choices that fit their individual goals and assist them to achieve success on their career path.

In providing information for this program, Abdill Career College, Inc. recommends students visit the Occupational Information Network (O\*NET) website at [www.onetonline.org](http://www.onetonline.org) to explore in depth information regarding this career field and any additional student specific questions that may not be addressed in these pages. The Occupational Information Network (O\*NET) is being developed under the sponsorship of the US Department of Labor/Employment and Training Administration (USDOL/ETA), and is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

To find this program on the O\*NET website you can type in the name of the program or use the O\*NET-SOC code. The SOC code used for this program is 31-9096.00 this will bring up the title; Veterinary Assistants and Laboratory Animal Caretakers. Click on the link provided for this title to gain access to a wide variety of information that may be helpful to you in determining if this program is right for your specific career goals.

To assist students with reviewing information regarding this program Abdill Career College, Inc. has compiled a chart on the following page with a summary of information that we believe would be helpful to students in making their career choices at our educational facility. Students may view itemized fees and additional information for this program under the headings listed below on the following pages:

- *Veterinary Assistant Program: Provides brief description of program and itemizes textbooks/workbooks required per course and fees associated with each book.*
- *Additional Student Supplies and Information for Veterinary Assistant: Provides list of all program required supplies and items obtained from sources other than the school and their approximate fees for program completion, as well as an itemized list of all school related fees associated with the program and its completion.*
- *Abdill Career College, Inc. Program Course Schedule: Provides a term-by-term breakdown of courses to be taken as a requirement for program completion. (Please note, schedule of courses are subject to change as necessary, dependant upon student schedules, number of students enrolled in course and other factors.)*

Please see summary chart of information for this program on the following page.  
*Please note, while Abdill Career College, Inc. makes every effort to assist students with information, knowledge, education, and skills regarding program content, nothing in these pages or in any other document associated with student enrollment or program completion are a guarantee of employment.*

**Summary Chart of Information for Veterinary Assistant Program**

| <b>Occupational Information Network (O*NET) SOC Number and Related Program Information</b>   |   |                             |
|--|---|-----------------------------|
| 1.   | <b>Occupational Information Network (O*NET) SOC Title Description: “<i>Veterinary Assistants and Laboratory Animal Caretakers</i>”</b>  |                             |
| 2.   | <b>O*NET Summary of types of job duties required in this career field: “<i>Monitor animals recovering from surgery notify veterinarians of any unusual changes or symptoms. Clean/maintain kennels, animal holding areas, examination or operating rooms, or animal loading/unloading facilities to control spread of disease. Hold or restrain animals during veterinary procedures. Administer medication, immunizations, or blood plasma to animals as prescribed by veterinarians. Provide emergency first aid to sick/injured animals. Assist veterinarians in examining animals to determine the nature of illnesses or injuries. Clean, maintain, &amp; sterilize instruments or equipment. Perform routine lab/diagnostic tests, such as taking or developing x-rays. Administer anesthetics during surgery and/or monitor the effects on animals. Prepare surgical equipment, pass instruments/materials to veterinarians during surgical procedures.</i>”</b> |                             |
| 3.   | <b>O*NET Summary of reported job titles for this career field: “<i>Veterinary Assistant, Kennel Technician, Kennel Assistant, Animal Caregiver, Animal Care Provider, Kennel Attendant</i>”.</b>  |                             |
| 4.   | <b>OPEID Number</b>   | <b>03783400</b>             |
| 5.   | <b>Program CIP Code</b>   | <b>51.0808</b>              |
| 6.   | <b>Education Level for program</b>  | <b>Certificate</b>          |
| 7.   | <b>Occupational Information Network (O*NET) SOC Number for program. (O*NET can be accessed by going to <a href="http://www.onetonline.org">www.onetonline.org</a>, type in the program name or type in the O*NET-SOC number that you see in the box to the right on this page)</b>  | <b>29-2056.00</b>           |
| 8.   | <b>O*NET reported median wage for this career field: (Please note, this represents a median wage only as reported for 2015. Students should always check with local employers in the community in which they plan to work for more specific local area data.)</b>   | <b>\$10.95 hr. starting</b> |
| <b>Abdill Career College, Inc. Summary of Specific Program Information, Costs &amp; Fees</b> |   |                             |
| 1.   | <b>Registration (Life time total)</b>   | <b>\$ 150.00</b>            |
| 2.   | <b>Lab Fees (Per program) (Additional lab fees of \$20.00 per course for students retaking courses)</b>   | <b>\$ 75.00</b>             |
| 3.   | <b>Tuition (Includes Externship Fee)</b>  | <b>\$ 9,480.00</b>          |
| 4.   | <b>Books</b>  | <b>\$ 2,593.00</b>          |
| 5.   | <b>Program Requirement Fees (Drug Screen, Background Check, Liability Ins.)</b>   | <b>\$ 325.00</b>            |
| 6.   | <b>Agency Licensing Fees</b>  | <b>\$ 0.00</b>              |
| 7.   | <b>Fees for obtaining required items from outside school sources (approximately)</b>  | <b>\$ 632.00</b>            |
| 8.   | <b>Time frame for normal program completion (30 weeks full-time externship, or 35 weeks part-time externship. Full-Time/Part-Time externship is site dependent)</b>   | <b>35 weeks</b>             |
| 9.   | <b>Number of total students completing program (current report period)</b>  | <b>7</b>                    |
| 10.  | <b>Number of students who completed program within normal time frame</b>  | <b>7 (100%)</b>             |
| 11.  | <b>Program employment data for students who graduated from program.</b>   | <b>5 (71.0%)</b>            |
| 12.  | <b>Median amount of Student Federal Financial Aid borrowed for program</b>  | <b>\$9,500.00</b>           |
| 13.  | <b>Median Student Private Educational Loan Amount Borrowed for program</b>  | <b>\$Unkown</b>             |
| 14.  | <b>U.S. Department of Education Federal Financial Aid Budget for Program, Includes; Tuition, Registration Fee, Books, Room &amp; Board, Transportation, Personal, Lab Fees, Miscellaneous.</b>  | <b>\$22,946.00</b>          |

## VETERINARY ASSISTANT PROGRAM

This program is designed to instruct the student in the professional field of Veterinary Assisting. The program will encompass the administrative and clinical duties for the veterinary assisting professional setting. The student will learn skills such as; monitor animals recovering from surgery and notify veterinarians of any unusual changes or symptoms. Clean and maintain kennels, animal holding areas, examination or operating rooms, or animal loading or unloading facilities to control the spread of disease. Hold or restrain animals during veterinary procedures. Administer medication, immunizations, or blood plasma to animals as prescribed by veterinarians. Provide emergency first aid to sick or injured animals. Assist veterinarians in examining animals to determine the nature of illnesses or injuries. Clean, maintain, and sterilize instruments or equipment. Perform routine laboratory tests or diagnostic tests, such as taking or developing x-rays. Assist credentialed team members performing anesthetic procedures. Prepare surgical equipment and pass instruments or materials to veterinarians during surgical procedures and more.

This core group of courses is designed to give the student quality education in this field in a relatively short period of time. Employment opportunities include: *Veterinary Assistant, Certified Veterinary Assistant, Kennel Technician, Animal Care giver, Animal Care Provider, and/or Kennel Attendant*. Externship without remuneration is required. The program is designed for six five-week terms if full-time externship, and seven five-week terms if part-time externship. Participation in externship in no way implies or suggests employment for the student. Externship without remuneration is required for this program.

Each course is listed below. Textbooks for each course are as listed and will be purchased at Abdill Career College, Inc. Please note that all book prices are approximate and may be subject to change without prior notice.

| <u>Course:</u>                          | <u>Text:</u>  | <u>Prices:</u>    |
|---|---|-------------------|
| Accounting I                            | College Accounting & Workbook (Chapter 1-12)                | \$ 275.00         |
| Business Communications                 | Essentials of Business Communications                       | \$ 250.00         |
|   | ACC Student Supplement Business Comm.                       | \$ 25.00          |
| Business English                        | Business English 11 <sup>th</sup> Edition                   | \$ 220.00         |
|   | English Grammar Flipper                                     | \$ 10.00          |
| Business Math                           | Practical Business Math Procedures                          | \$ 240.00         |
| Computerized Accounting                 | NO BOOK REQUIRED  | \$ 00.00          |
| Computer Literacy                       | Practical Computer Literacy                                 | \$ 188.00         |
| Files Maintenance                       | Gregg Quick Filing Practices                                | \$ 90.00          |
| Keyboarding I, II, & III                | Keyboarding Course Lessons 1-25                             | \$ 100.00         |
| Payroll Accounting                      | Payroll Records and Procedures                              | \$ 160.00         |
| Psychology in the Workplace             | Understanding Human Behavior                                | \$ 195.00         |
| Spreadsheets                            | Microsoft Excel 2010  | \$ 52.00          |
|   | Excel 2010 Quick Study Guide                                | \$ 10.00          |
| Word Processing I                       | Microsoft Office Word 2010                                  | \$ 140.00         |
|   | Word 2010 Quick Study Guide                                 | \$ 10.00          |
| Veterinary Anatomy/Physiology<br>I & II | Introduction to Veterinary Anatomy & Physiology<br>Textbook | \$ 72.00          |
| Veterinary Lab A, B, C, & D             | Veterinary Assistant Fundamentals & Applications            | \$ 143.00         |
| Veterinary Office Procedures            | Front Office Management for the Veterinary Team             | \$ 80.00          |
| Veterinary Pharmacology                 | Fundamentals of Pharmacology For Veterinary Tech            | \$ 108.00         |
| Veterinary Terminology I & II           | Veterinary Medical Terminology                              | \$ 145.00         |
| Veterinary Radiology                    | Lavins Radiology for Veterinary Technicians                 | \$ 80.00          |
|   | <b>Total approximate cost of books</b>                      | <b>\$2,593.00</b> |





**ABDILL CAREER COLLEGE, INC.**  
**Program Course Schedule**

**VETERINARY ASSISTANT**

**Certificate**

**35 Weeks Including Externship**

*(30 weeks full-time externship, or 35 weeks part-time externship. Full-Time/Part-Time externship is site dependent)*

**910 Clock Hours / 47.5 Quarter Credit Hours**

| <u>Course Name</u>                     | <u>Clock Hours</u> | <u>Credit Hours</u> | <u>Day</u> | <u>Time</u> | <u>Instructor</u> |
|--|--------------------|---------------------|------------|-------------|-------------------|
| <b>Term 1</b>                          |                    |                     |            |             |                   |
| EN 50 Business English                 | 30                 | 2                   | MWF        | 8-10        | East              |
| BA 55 Files Maintenance                | 20                 | 1                   | MW         | 12-2        | East              |
| SK 20 Keyboarding I                    | 30                 | 1.5                 | TTR        | 8-11        | East              |
| CS 30 Computer Literacy                | 30                 | 1.5                 | TTR        | 11-2        | East              |
| BA 29 Accounting I                     | 30                 | 2                   | TTR        | 2-5         | East              |
| <b>Total</b>                           | <b>140</b>         | <b>8</b>            |            |             |                   |
| <b>Term 2</b>                          |                    |                     |            |             |                   |
| VA 20 Veterinary Lab A                 | 30                 | 1.5                 | MWF        | 8-10        | TBA               |
| VA 50 Veterinary Terminology I         | 30                 | 2                   | MWF        | 2-4         | TBA               |
| SK 25 Keyboarding II                   | 30                 | 1.5                 | TTR        | 8-11        | East              |
| VA 10 Veterinary Anatomy/Physiology I  | 30                 | 2                   | MWF        | 4-6         | TBA               |
| SK 35 Word Processing I                | 30                 | 1.5                 | TTR        | 2-5         | East              |
| <b>Total</b>                           | <b>150</b>         | <b>8.5</b>          |            |             |                   |
| <b>Term 3</b>                          |                    |                     |            |             |                   |
| SK 30 Keyboarding III                  | 30                 | 1.5                 | TTR        | 8-11        | East              |
| VA 25 Veterinary Lab B                 | 30                 | 1.5                 | TTR        | 11-2        | TBA               |
| VA 15 Veterinary Anatomy/Physiology II | 30                 | 2                   | TTR        | 2-5         | TBA               |
| VA 45 Veterinary Pharmacology          | 30                 | 2                   | MWF        | 12-2        | TBA               |
| VA 51 Veterinary Terminology II        | 30                 | 1.5                 | MWF        | 2-4         | TBA               |
| <b>Total</b>                           | <b>150</b>         | <b>8.5</b>          |            |             |                   |
| <b>Term 4</b>                          |                    |                     |            |             |                   |
| CS 35 Spreadsheets                     | 30                 | 1.5                 | MWF        | 8-10        | East              |
| BA 70 Business Communications          | 30                 | 2                   | MWF        | 12-2        | East              |
| VA 40 Veterinary Office Procedures     | 30                 | 2                   | MWF        | 6-8         | TBA               |
| BA 25 Payroll Accounting               | 30                 | 2                   | MWF        | 4-6         | East              |
| VA 30 Veterinary Lab C                 | 30                 | 1.5                 | MWF        | 10-12       | TBA               |
| <b>Total</b>                           | <b>150</b>         | <b>9</b>            |            |             |                   |
| <b>Term 5</b>                          |                    |                     |            |             |                   |
| BA 97 Psychology in the Workplace      | 20                 | 1                   | MW         | 10-12       | East              |
| BA 31 Computerized Accounting          | 30                 | 1.5                 | MWF        | 2-4         | East              |
| VA 55 Veterinary Radiology             | 30                 | 1.5                 | TTR        | 8-11        | TBA               |
| BA 75 Business Math                    | 30                 | 2                   | TTR        | 11-2        | East              |
| VA 35 Veterinary Lab D                 | 30                 | 1.5                 | TTR        | 5-8         | TBA               |
| <b>Total</b>                           | <b>140</b>         | <b>7.5</b>          |            |             |                   |
| <b>Term 6</b>                          |                    |                     |            |             |                   |
| BA 90 Externship                       | 180                | 6                   | TBA        | TBA         | Brown/TBA         |

NOTICE: While Abdill Career College, Inc. strives to provide our students with a planned schedule, please note all schedules are subject to change without prior notice. However, once a course has begun, the schedule will not change unless written approval has been received from the student and the school.

## Course Clock Hour/Credit Hour and Fee Chart

| Course ID Number | Course                           | Clock Hours-Lecture     | Clock Hours-Lab | Total Quarter Credits | Cost to Take/Challenge Course |
|------------------|----------------------------------|-------------------------|-----------------|-----------------------|-------------------------------|
| BA 29            | Accounting I                     | 30                      | 0               | 2.0                   | \$360                         |
| BA 30            | Accounting II                    | 30                      | 0               | 2.0                   | \$360                         |
| BA 32            | Accounting III                   | 30                      | 0               | 2.0                   | \$360                         |
| DA 65            | Administrative Dental Procedures | 30                      | 0               | 2.0                   | \$360                         |
| BA 76            | Advanced Business Math           | 30                      | 0               | 2.0                   | \$360                         |
| MD 86            | Anatomy/Physiology I             | 30                      | 0               | 2.0                   | \$360                         |
| MD 87            | Anatomy/Physiology II            | 30                      | 0               | 2.0                   | \$360                         |
| BA 70            | Business Communications          | 30                      | 0               | 2.0                   | \$360                         |
| EN 50            | Business English                 | 30                      | 0               | 2.0                   | \$360                         |
| BA 75            | Business Math                    | 30                      | 0               | 2.0                   | \$360                         |
| PT 10            | Chemistry/Microbiology           | 30                      | 0               | 2.0                   | \$360                         |
| CS 30            | Computer Literacy                | 20                      | 10              | 1.5                   | \$360                         |
| BA 31            | Computerized Accounting          | 20                      | 10              | 1.5                   | \$360                         |
| DA 73            | Dental Anatomy/Physiology        | 30                      | 0               | 2.0                   | \$360                         |
| DA 68            | Dental Lab A                     | 20                      | 10              | 1.5                   | \$360                         |
| DA 69            | Dental Lab B                     | 20                      | 10              | 1.5                   | \$360                         |
| DA 74            | Dental Radiology I               | 30                      | 0               | 2.0                   | \$360                         |
| DA 75            | Dental Radiology II              | 20                      | 10              | 1.5                   | \$360                         |
| DA 66            | Dental Terminology I             | 30                      | 0               | 2.0                   | \$360                         |
| DA 67            | Dental Terminology II            | 30                      | 0               | 2.0                   | \$360                         |
| SK 55            | Electronic Calculator            | 5                       | 5               | 0.5                   | \$120                         |
| BA 90            | Externship                       | 180 Hours of Externship |                 | 6.0                   | \$720                         |
| BA 55            | Files Maintenance                | 20                      | 0               | 1.0                   | \$240                         |
| BA 60            | Introduction to Basic Income Tax | 30                      | 0               | 2.0                   | \$360                         |
| SK 20            | Keyboarding I                    | 20                      | 10              | 1.5                   | \$360                         |
| SK 25            | Keyboarding II                   | 20                      | 10              | 1.5                   | \$360                         |
| SK 30            | Keyboarding III                  | 20                      | 10              | 1.5                   | \$360                         |
| LG 90            | Legal Documents I                | 30                      | 0               | 2.0                   | \$360                         |
| LG 91            | Legal Documents II               | 30                      | 0               | 2.0                   | \$360                         |

## Course Clock Hour/Credit Hour and Fee Chart

Continued

| Course ID Number | Course                      | Clock Hours-Lecture | Clock Hours-Lab | Total Quarter Credits | Cost to Take/Challenge Course |
|------------------|-----------------------------|---------------------|-----------------|-----------------------|-------------------------------|
| LG 92            | Legal Documents III         | 30                  | 0               | 2.0                   | \$360                         |
| LG 80            | Legal Office Procedures     | 30                  | 0               | 2.0                   | \$360                         |
| LG 85            | Legal Transcription         | 20                  | 10              | 1.5                   | \$360                         |
| MD 90            | Medical Assisting A         | 30                  | 0               | 2.0                   | \$360                         |
| MD 91            | Medical Assisting B         | 20                  | 10              | 1.5                   | \$360                         |
| MD 92            | Medical Assisting C         | 20                  | 10              | 1.5                   | \$360                         |
| MD 68            | Medical Billing/Coding I    | 30                  | 0               | 2.0                   | \$360                         |
| MD 69            | Medical Billing/Coding II   | 30                  | 0               | 2.0                   | \$360                         |
| MD 69.5          | Medical Billing/Coding III  | 30                  | 0               | 2.0                   | \$360                         |
| MD 70            | Medical Office Procedures   | 30                  | 0               | 2.0                   | \$360                         |
| MD 88            | Medical Terminology I       | 30                  | 0               | 2.0                   | \$360                         |
| MD 89            | Medical Terminology II      | 30                  | 0               | 2.0                   | \$360                         |
| MD 65            | Medical Transcription I     | 20                  | 10              | 1.5                   | \$360                         |
| BA 80            | Office Procedures           | 30                  | 0               | 2.0                   | \$360                         |
| BA 25            | Payroll Accounting          | 30                  | 0               | 2.0                   | \$360                         |
| MD 78            | Pharmacology                | 30                  | 0               | 2.0                   | \$360                         |
| PT 20            | Pharmaceutical Calculations | 30                  | 0               | 2.0                   | \$360                         |
| PT 30            | Pharmacy Computing          | 30                  | 0               | 2.0                   | \$360                         |
| PT 15            | Pharmacy Lab A              | 20                  | 10              | 1.5                   | \$360                         |
| PT 25            | Pharmacy Lab B              | 0                   | 30              | 1.5                   | \$360                         |
| PT 35            | Pharmacy Lab C              | 0                   | 30              | 1.5                   | \$360                         |
| PT 40            | Pharmacy Specialties        | 30                  | 0               | 2.0                   | \$360                         |
| PH 35            | Phlebotomy Lab A            | 20                  | 10              | 1.5                   | \$360                         |
| PH 36            | Phlebotomy Lab B            | 10                  | 20              | 1.5                   | \$360                         |
| PH 37            | Phlebotomy Lab C            | 10                  | 20              | 1.5                   | \$360                         |
| BA 97            | Psychology in the Workplace | 20                  | 0               | 1.0                   | \$300                         |
| RA 10            | Radiology I                 | 0                   | 30              | 1.5                   | \$360                         |
| RA 11            | Radiology II                | 0                   | 30              | 1.5                   | \$360                         |
| RA 12            | Radiology III               | 0                   | 30              | 1.5                   | \$360                         |

## Course Clock Hour/Credit Hour and Fee Chart

Continued

| Course ID Number | Course                           | Clock Hours-Lecture | Clock Hours-Lab | Total Quarter Credits | Cost to Take/Challenge Course |
|------------------|----------------------------------|---------------------|-----------------|-----------------------|-------------------------------|
| RA 13            | Radiology IV                     | 30                  | 0               | 2.0                   | \$360                         |
| RA 14            | Radiology V                      | 20                  | 10              | 1.5                   | \$360                         |
| RA 15            | Radiology VI                     | 0                   | 30              | 1.5                   | \$360                         |
| DA 70            | Restorative Dentistry I          | 20                  | 10              | 1.5                   | \$360                         |
| DA 71            | Restorative Dentistry II         | 20                  | 10              | 1.5                   | \$360                         |
| DA 72            | Restorative Dentistry III        | 20                  | 10              | 1.5                   | \$360                         |
| CS 35            | Spreadsheets                     | 20                  | 10              | 1.5                   | \$360                         |
| VA 10            | Veterinary Anatomy/Physiology I  | 30                  | 0               | 2.0                   | \$360                         |
| VA 15            | Veterinary Anatomy/Physiology II | 30                  | 0               | 2.0                   | \$360                         |
| VA 20            | Veterinary Lab A                 | 20                  | 10              | 1.5                   | \$360                         |
| VA 25            | Veterinary Lab B                 | 10                  | 20              | 1.5                   | \$360                         |
| VA 30            | Veterinary Lab C                 | 0                   | 30              | 1.5                   | \$360                         |
| VA 35            | Veterinary Lab D                 | 0                   | 30              | 1.5                   | \$360                         |
| VA 45            | Veterinary Pharmacology          | 30                  | 0               | 2.0                   | \$360                         |
| VA 40            | Veterinary Office Procedures     | 30                  | 0               | 2.0                   | \$360                         |
| VA 55            | Veterinary Radiology             | 10                  | 20              | 1.5                   | \$360                         |
| VA 50            | Veterinary Terminology I         | 30                  | 0               | 2.0                   | \$360                         |
| VA 51            | Veterinary Terminology II        | 20                  | 10              | 1.5                   | \$360                         |
| SK 35            | Word Processing I                | 20                  | 10              | 1.5                   | \$360                         |
| SK 36            | Word Processing II               | 20                  | 10              | 1.5                   | \$360                         |





**BA 97            Psychology in the Workplace -            1 quarter credit hours (20 classroom hours)**

This course is designed to teach students effective ways of dealing with stressful situations in relation to the medical profession. The course is designed to teach students how to identify certain mental disorders and how to assist patients with distress. This course is excellent for health care professionals who work within today's ever changing medical profession. Also covered will be the psychological aspects of working with patients and office personnel in a medical setting as well as students' personal behavior with patients and the approach to critical care and the relationships of patients and families.

**CS 30            Computer Literacy -            1.5 quarter credit hours (30 classroom/lab hours)**

This course is for beginner. Learn about software, hardware, and operating systems, communications and Internet. Explore word processing, spreadsheets, databases and graphics. Become comfortable with your keyboard, file management, printing, editing, formatting and exploring new programs.

**CS 35            Spreadsheets -            1.5 quarter credit hours (30 classroom/lab hours)**

This course provides an introduction to the principles and utilization of spreadsheets in the business environment. Specific topics include spreadsheet design, maintenance, formatting, functions, and graphics. Students will learn practical and timely applications of spreadsheets, including spreadsheet terminology, commands and functions. In addition, the student will experience a variety of business applications using Microsoft Excel 2010. The student will also learn more advanced features of spreadsheets including "IF" functions. Students will learn to analyze, chart, and map data, including: Working with worksheets and templates, using advanced features and functions including "IF" functions, charting and graphing data, applying their skills to personal, business and financial applications.

**DA 65            Administrative Dental Procedures -            2 quarter credit hours (30 classroom hours)**

This course is designed to give the student a working knowledge of Administrative Dental Office procedures, including scheduling appointments, using the telephone, managing records and using the office equipment. This course includes the Ethical and Legal aspects of Dentistry and handling Dental/Medical Emergencies. Knowledge of HIPPA regulations and rules will also be included in this course.

**DA 66            Dental Terminology I & Tooth Morphology - 2 quarter credit hours (30 classroom hours)**

Introduction to Dental Terminology used in the professional dental office. Students will learn and use dental terms in order to form a solid foundation in which to build an accurate vocabulary. Tooth Morphology and overview of dentition will also be taught and consist of learning the forms and structures of the dentition. Learn to explain how the size and shape of the teeth determine the functions of different types of teeth. Name and identify the location of each tooth surface. Learn the difference between primary, mixed and permanent dentition. Learn the terms occlusions, centric occlusions, and malocclusion. Identify the teeth using the Universal/National System, the Palmer Notation System, and the ISO/FDI System.

**DA 67            Dental Terminology II & Oral Pathology - 2 quarter credit hours (30 classroom hours)**

This course is a continuation of Dental Terminology I. Students will further enhance their dental vocabulary for each area of the dental fields. Oral Pathology will involve learning the process of disease, learning to recognize and understand how pathology and prevention can effect the patient's overall care. In this course students will also learn about dental caries, the decay process, diagnosis of caries, and methods of caries intervention. Understanding of plaque, the tooth structure, and the importance of saliva. Recognize and understand the different oral disease, lesions, oral cancer, HIV related infections, implications of Chemotherapy and radiation treatment. Learn the factors that contribute to diseases genetically and environmentally. Cleft palate, anodontia, over growth of bone and more developmental disturbances. Bruxism and TMJ disorders will also be covered.

**DA 68            Dental Lab A -                            1.5 quarter credit hours (30 classroom/lab hours)**

This course is designed to prepare students for the Oregon Board of Dentistry's written exam in expanded functions for the chair-side dental assistants (EFDA). Expanded functions are determined by the Oregon Board of Dentistry. The exam is administered by the Dental Assisting National Board. Students will still need a licensed dentist endorsement before becoming EFDA certified (EFDA Certification: Pathway III). This class is designed to prepare students for the following sections: Polish amalgam restorations using a slow speed hand piece, polish coronal surfaces of the teeth, assembling a tofflemire retainer and placing a matrix band, and all aspects of fabricating whitening trays.

**DA 69            Dental Lab B -                            1.5 quarter credit hours (30 classroom/lab hours)**

This course is designed to prepare students for the Oregon Board of Dentistry's written exam in expanded functions for the chair-side dental assistants (EFDA). To be EFDA certified in Oregon, dental assistants must successfully complete all of the requirements for Pathway III that requires students to: 1) have an Oregon Radiologic Proficiency Certificate; 2) pass the Oregon Basic Dental Assisting Exam (ORB); 3) pass the Oregon Expanded Functions: General Dental Assisting Exam (ORXG); and 4) provide certification from a licensed dentist stating the applicant has completed clinical requirements. Students must take and pass Dental Lab A to take this course. Students will have hands on practice in the following skills: Mix different types of temporary restorative materials and permanent cements, ZOE (zinc oxide eugenol), IRM (intermediate restorative material). Use correct instruments to handle cements. Place permanent cement into prepared crown. Place temporary restorative material into prepared tooth. Fabricate temporary crown. Check contacts and occlusion with articulating paper. Using a slow speed handpiece and polishing disc to contour temporary crown. Remove excess supra-gingival cement from crowns. Cement temporary crown with temporary cement. Learn the look and feel of setting times during preparation. Remove temporary crown and clean teeth for final cementation of permanent crown. Use polishing cup and polishing agents.

**DA 70            Restorative Dentistry I & Lab -        1.5 quarter credit hours (30 classroom/lab hours)**

This is a beginning course designed to familiarize and instruct students on the materials used to restore teeth to normal function and appearance. This course will include disinfection, and further discuss sterilization of dental instruments. Cleaning of treatment rooms. Discuss microbiology different types of bacteria and viral diseases. Immunizations for Hepatitis, tetanus, and influenza. Disease transmission and infection control. Pharmacology, drugs commonly prescribed their uses and effects. Moisture control with



using suctions, rubber dams, and cotton rolls. Delivery of dental care. Using suctions; HVE and saliva ejectors. Instrument design, sequence and uses. Passing instruments, mirror skills, use of fulcrum, and positioning of the dental team. Uses of dental handpieces; low speed, high speed, ultrasonic, and laboratory handpieces. Oral diagnosis and treatment planning. Rotary instruments. Students will use the dental lab for hands on practice of these procedures. (Note: students may be required to travel to an alternate location (possibly out of the Medford area) one to two days per week for completion of this course.)

**DA 71 Restorative Dentistry II & Lab - 1.5 quarter credit hours (30 classroom/lab hours)**

This is an intermediate course for Restorative Dentistry. This course will provide more depth regarding products used in the dental office, chemical and waste management; OSHA standards and requirements review. Hazardous chemicals; exposure to chemicals and nitrous, acute and chronic chemical toxicity, hand protection, latex allergies and causes, eye protection, protective clothing, inhalation protection, patient care and protection. General precautions for storing chemicals, disposal of hazardous waste, dental unit waterlines, maintenance of the water lines, restorative and esthetic dental materials, uses for amalgam and composite resins, dental cavity liners, bases and bonding systems, fluoride varnishes, toothbrushing techniques, fluoridation, alginate and elastomeric impression materials, Coronal polishing, types of stains, uses of the dental handpieces for polishing, classifications of cavities, tooth whitening procedures, matrix systems, prosthodontics, inlays, onlays, crowns, and bridges, provisional crowns, removable prosthodontics, partials and dentures. Students will use the dental lab for hands on practical application of these procedures. (Note: students may be required to travel to an alternate location (possibly out of the Medford area) one to two days per week for completion of this course.)

**DA 72 Restorative Dentistry III & Lab - 1.5 quarter credit hours (30 classroom/lab hours)**

This is an advanced course for Restorative Dentistry. This course will provide the student with further knowledge and skills regarding specialty dental offices. Understand endodontic procedures including root canals, pulp vitality, apicoectomy and apical curettage. Understanding of periodontics procedures including prophylaxis, gingival curettage, tissue grafts, scaling and root planing. Understand Pediatric dentistry; stages of childhood behavior, special needs, preventive dentistry and oral hygiene. Understanding of oral and maxillofacial surgery, operating rooms, specialized instruments, surgical asepsis, sterile field, surgical scrub, and surgical procedures. Understanding of orthodontics; occlusion, malocclusion, and benefits of orthodontic treatment. Understanding of dental implants; indication for implants, specialized radiographs, diagnostic cast and surgical stents, types of implants. Endosteal, sub-periosteal, and transcranial implants. Students will use the dental lab for hands on practical application of these procedures. (Note: students may be required to travel to an alternate location (possibly out of the Medford area) one to two days per week for completion of this course.)

**DA 73 Dental Anatomy/Physiology - 2 quarter credit hours (30 classroom hours)**

In this course students will learn to identify body planes, structural parts, and the body cavities. They will be able to identify and list the bones of the skull and relate them to dentistry. Students will learn the development of the tooth, tooth tissues, and the anatomy of the tooth.

**DA 74            Dental Radiology I -                            2 quarter credit hours (30 classroom hours)**

This is a course in which a certified instructor (approved by the Oregon Board of Dentistry) will teach radiation safety, nature of x-rays, interaction of matter, infection control, principles of x-ray machine and the principles and practices of each. (Note: Students may be required to travel to an alternate location (possibly out of the Medford area) one to two days per week for completion of this course.)

**DA 75            Dental Radiology II - (Pre-Requisite DA 74) 1.5 quarter credit hours (30 classroom/lab hours)**

This course is a continuation of Dental Radiology I. In this course students will learn more about x-rays in the dental field. The material covered will encompass darkroom processing, film critique, and other aspects of radiology required by the Oregon Board of Dentistry. Students will apply lecture and textbook training to these principles in the lab setting. ( Note: Students may be required to travel to an alternate location (possibly outside of the Medford area) one to two days per week for the completion of this course.)

**EN 50            Business English -    2 quarter credit hours (30 classroom hours)**

This is a programmed course in effective business correspondence covering business grammar, punctuation, sentence structure, and style. The assigned writing applications correspond to the units on grammar, sentence-building usage, and punctuation and are designed to complement the programmed instruction.

**LG 80            Legal Office Procedures -                                2 quarter credit hours (30 classroom hours)**

This course is designed to introduce the student to the law office environment and to Federal and State legal systems, legal terminology, ethics, confidentiality, the unauthorized practice of law, and Oregon Rules of Civil Procedure, focusing on the role of the legal assistant/secretary.

**LG 85            Legal Transcription - (Pre-Requisite LG 91) 1.5 quarter credit hours (30 classroom/lab hours)**

This course is designed to develop the ability to transcribe Legal Documents correctly and efficiently, including correspondence and proper use of Legal Terminology.

**LG 90            Legal Documents I -                                        2 quarter credit hours (30 classroom hours)**

This course is designed to help the student understand and prepare Legal Documents, gain a basic foundation of Legal Terminology, and learn how to research court rules and Oregon Laws.

**LG 91            Legal Documents II - (Pre-Requisite LG 90) 2 quarter credit hours (30 classroom hours)**

This course is a continuation of Legal Documents I, and focuses on the civil trial process, criminal law, legal research, and legal citation.

**LG 92            Legal Documents III - (Pre-Requisite LG 91) 2 quarter credit hours (30 classroom hours)**

This course is a continuation of Legal Documents II, and focuses on family law, wills & probate, real property, and contracts.

**MD 65            Medical Transcription I - (Pre-Requisite MD 88) 1.5 quarter credit hours (30 classroom/lab hours)**

This course is designed to give the student a working knowledge of the conversion of audio-recorded dictation to typewritten copy. Use of English essentials and computer skills to produce mailable /electronically submitted transcribed documents. This course will cover reports, formats and general medical language, emphasizing grammar, editing and neatness.

**MD 68            Medical Billing/Coding I -                    2 quarter credit hours (30 classroom hours)**

Five weeks of instruction in basic ICD-9-CM coding: and CMS-1500 submissions. The student will have a basic knowledge of ICD -9 coding, guidelines, locating and determining appropriate codes, and other aspects associated with the successful coding process. The student will understand the CMS-1500 and the importance of accurate completion.

**MD 69            Medical Billing/Coding II -                    2 quarter credit hours (30 classroom hours)**

Five weeks of instruction in basic CPT-4. The student will gain an understanding of CPT -4 coding and its usage in the physicians office, outpatient services, and hospital setting. Students will gain knowledge and skills in understanding the research of finding correct codes, and demonstrate accurate coding applications. The student will understand the CMS-1500 and the importance of accurate completion.

**MD 69.5        Medical Billing/Coding III -                    2 quarter credit hours (30 classroom hours)**

Five weeks of instruction in the basic knowledge of electronic medical billing and coding. Students will learn techniques in HIPAA Compliance, Backing Up MediSoft, Restoring Data, Confidentiality Requirement Do's and Don'ts, Payment and Collection Policies, Using Allowed Amounts, Claim Rejection, Daily Schedules, Setting Up New Patients, Updating Patient Information, Entering Procedural Codes, Printing Receipts, Creating a Patient by Insurance Carrier Report and Exporting to PDF, Entering Payments and Co-payments from Insurance Carriers, Collection Agencies, Patients, and Third Party Payors, Entering and/or Changing Insurance Carriers for Patients, Entering Rejected RA Amounts, Correcting Transactions, Patient Day Sheets, Patient Face Sheets, Scheduling/Rescheduling Appointments, Patient Referrals, Creating Insurance Claim Forms, Using Quick Balance, Reviewing Audit/Edit Reports, Processing Refunds, Correcting Errors, Printing Co-payment Reports, Entering Prior Authorization Numbers, Entering Additional Diagnosis Codes, Closing Cases, Looking up ICD-9 Codes, Using Final Draft, MediSoft's Integrated Word Processor, Run and Process Patients by Insurance Report, Create Reminder Statements, Balancing/Comparing Patient Day Sheets and Balances, Analysis Reports, Patient Aging Reports. Students complete simulated exercises in the classroom using the Medisoft program.

**MD 70            Medical Office Procedures -            2 quarter credit hours (30 classroom hours)**

This course is designed to give the student a working knowledge of Medical Front Office skills and procedures, receiving patients, essential telephone skills, scheduling appointments, managing records and utilizing office equipment. Patient confidentiality, procedures, law and ethics are an integral part of this course.

**MD 78            Pharmacology -            2 quarter credit hours (30 classroom hours)**

This course is designed to familiarize students with pharmacology and the role it plays in the health care profession. Students will be educated on the history, present use and future use of medications on the body systems. Students will be instructed on use of the Physicians Desk Reference (PDR), recording and storing medications, communicate using abbreviations, medication names, methods of administering medications, and understanding the prescription pad. Students will gain an understanding of prescription and non-prescription drugs including their indications, contraindications, allergies, therapeutic effects, adverse affects, and toxic effects. Emphasis will be placed on patient safety as well as continuing self education throughout the professional career regarding current and new medications to ensure compliance of maximum health care standards.

**MD 86            Anatomy & Physiology I -            2 quarter credit hours (30 classroom hours)**

Introduction to Anatomy and Physiology. Students are introduced to the structure and function of each body system in health and illness. The systems to be covered in this course include: Introduction to the Human body, Skeletal System, Muscular System, Cardiovascular System, Respiratory System and Urinary System, Blood, Lymphatic, and Immune Systems.

**MD 87            Anatomy & Physiology II - (Pre-Requisite MD 86) 2 quarter credit hours (30 classroom hours)**

Continuation of the study of the body systems of Anatomy/Physiology. The specific systems to be covered include Nervous System, Integumentary System, Digestive System, Endocrine System, and the Reproductive System.

**MD 88            Medical Terminology I -            2 quarter credit hours (30 classroom hours)**

This course is an introduction to medical terminology used in the medical office environment. Students are introduced to suffixes, prefixes and medical terms in order to form a solid foundation in which to build an accurate vocabulary.

**MD 89            Medical Terminology II - (Pre-Requisite MD 88) 2 quarter credit hours (30 classroom hours)**

Builds upon the medical terminology of Medical Terminology 1 and increases the vocabulary of each body system as it is explored.





**PH 36            Phlebotomy Lab B - (Pre-Requisite PH 35) 1.5 quarter credit hours (30 classroom/lab hours)**

This course is a continuation of Phlebotomy Lab A, and will further explore; body systems, review Universal Safety Precautions, Infection Control Needle Stick Safety, Blood Borne Pathogens, Airborne Pathogens and laboratory safety, as well as instruct the student on bleeding times, blood cultures, urinalysis, specimen processing and labeling, Identifying Various Blood Tubes and their purposes, factors affecting laboratory values, Patient Rights, compliance, disease transmission, personal protection equipment. **(Note: students will perform venipunctures and other techniques on each other during class time.)**

**PH37            Phlebotomy Lab C - (Pre-Requisite PH 36) 1.5 quarter credit hours (30 classroom/lab hours)**

This course is a continuation of the Phlebotomy Lab A & B courses specifically designed to provide the student with additional skills, practice and review on Universal Safety Precautions, Blood Borne Pathogens, Air Borne Pathogens, infection control, laboratory safety, ethics, patient rights, blood composition, fasting specimens, timed specimens, stat specimens, glucose testing, and pediatric and geriatric blood collections. **(Note, Students will perform venipunctures and other techniques on each other during class times.)**

**PT 10            Chemistry/Microbiology -            2 quarter credit hours (30 classroom/lab hours)**

This course provides students with a basic knowledge and understanding of evolution, microbiology, taxonomy, history of antibiotics, human diseases and conditions, viruses, atom structure, enzymes, metabolism, and amino acids and their concepts.

**PT 15            Pharmacy Lab A -            1.5 quarter credit hours (30 classroom/lab hours)**

This course provides students with a basic knowledge and understanding of the history of medicine and pharmacy, pharmacy federal laws and regulations, pharmacy ethics, competencies, associations and settings, dosage forms, routes of administration, drug classifications, drug abbreviations, and medication safety and error prevention.

**PT 20            Pharmaceutical Calculations -            2 quarter credit hours (30 classroom/lab hours)**

This course provides students with a basic knowledge and understanding of basic math skills, measurements used in health care and conversions between measurement systems, medication and prescription orders and their calculations, special medication calculations.

**PT 25            Pharmacy Lab B - (Pre-Requisite PT 15) 1.5 quarter credit hours (30 classroom/lab hours)**

This course provides students with a basic knowledge and understanding of instruction on drug information references, prescription processing, over the counter medications, repackaging and compounding.

**PT 30 Pharmacy Computing - 1.5 quarter credit hours (30 classroom/lab hours)**

This course provides students with a basic knowledge and understanding of community and institutional pharmacy practices, reports, and assessments as they relate to a computerized pharmacy data base.

**PT 35 Pharmacy Lab C - (Pre-Requisite PT 25) 1.5 quarter credit hours (30 classroom/lab hours)**

This course provides students with review of all pharmacy systems and further hands on practice of ; Drug information references, prescription processing, repackaging and compounding, review of law and ethics as they relate to the pharmacy technician, abbreviations, medication safety and error prevention, conversions between measurements, medication and prescription orders and their calculations,. (*Pre-requisites - Pharmacy Lab A & B*)

**PT 40 Pharmacy Specialties - 2 quarter credit hours (30 classroom/lab hours)**

This course provides students with a basic knowledge and understanding of complimentary and alternative medicines, hospital pharmacies, and aseptic techniques.

**RA 10 Radiology I - 1.5 quarter credit hours (30 classroom hours)**

This course is designed to provide students with the required education to properly position and image the upper extremities. In this course the student will learn skills in regard to the area of the Upper Extremities as they relate to the Limited X-Ray Machine Operator. This course will cover Anatomic Diagrams, Lay Terms, Anatomic Landmarks, Pathological Conditions, and Radiographic Positioning of hand, wrist, forearm, elbow, humerus, shoulder, scapula and clavicle and include image critique. This course requires 30 hours of instruction. *The Oregon Board of Medical Imaging (OBMI) requires students to have a certificate from the school confirming satisfactory completion of all six radiology courses to be eligible to apply for their Temporary Permit with the OBMI. Only upon successful completion of all six radiology courses will the student receive a certificate from the school stating successful completion of each specific category. Students who complete only a portion of the six required categories (Radiology courses) will not be eligible to receive the necessary certificate required to apply for their Temporary Permit with the Oregon Board of Medical Imaging.*

**RA 11 Radiology II -(Pre-Requisite RA 10) 1.5 quarter credit hours (30 classroom/lab hours)**

This course is designed to provide students with the required education to properly position and image the lower extremities. In this course students will learn lay terms, pathological conditions, anatomic landmarks, anatomical regions and radiographic positioning of the knee, hip, lower leg, and femur as related to the Limited X-Ray Machine Operator. The students will learn proper positioning of these areas of the body as well as manipulation of the equipment to attain high quality, diagnostic radiographs, and include image critique. Positional terminology as well as selection of technique factors will be re-enforced. This course requires 30 hours of instruction. *The Oregon Board of Medical Imaging (OBMI) requires students to have a certificate from the school confirming satisfactory completion of all six radiology courses to be eligible to apply for their Temporary Permit with the OBMI. Only upon successful completion of all six radiology courses will the student receive a certificate from the school stating successful completion of each specific category. Students who complete only a portion of the six required categories (Radiology courses) will not be eligible to receive the necessary certificate required to apply for their Temporary Permit with the Oregon Board of Medical Imaging.*



**RA 12                    Radiology III - (Pre-Requisite RA 11)                    1.5 quarter credit hours (30 lab hours)**

This course will cover the anatomical regions of the Spine as they relate to the Limited X-Ray Machine Operator. This course will cover Anatomical Diagrams, Lay terms, Anatomical Landmarks, Pathological Conditions and Radiographic Positioning of the Cervical Spine, Thoracic Spine, Lumbar Spine, Lumbar Obliques (Lumbar-Lumbro Sacral Apophysial Joint), Sacrum, Sacro-Iliac Joint, and Coccyx, and include image critique . This course requires 30 hours of instruction. *The Oregon Board of Medical Imaging (OBMI) requires students to have a certificate from the school confirming satisfactory completion of all six radiology courses to be eligible to apply for their Temporary Permit with the OBMI. Only upon successful completion of all six radiology courses will the student receive a certificate from the school stating successful completion of each specific category. Students who complete only a portion of the six required categories (Radiology courses) will not be eligible to receive the necessary certificate required to apply for their Temporary Permit with the Oregon Board of Medical Imaging.*

**RA 13                    Radiology IV -(Pre-Requisite RA 12)                    2 quarter credit hours (30 lab hours)**

This course is designed to provide students with the required education in Radiation Use and Safety. In this course students will learn: Basic Physics for Radiography, Production and Properties of x-rays, Radiographic Equipment, Screen/Film Image Receptor Systems, and Principles of Exposure & Image Quality, (Image Production), X-Ray Circuit and Tube Heat Management, Digital Image Receptor Systems and computer generated radiographic imaging, X-Ray Darkroom & Film Processing, quality assurance, Developing & Using technique charts. This course requires 52 hours of instruction, as a result this course will be continued into Radiology V. *The Oregon Board of Medical Imaging (OBMI) requires students to have a certificate from the school confirming satisfactory completion of all six radiology courses to be eligible to apply for their Temporary Permit with the OBMI. Only upon successful completion of all six radiology courses will the student receive a certificate from the school stating successful completion of each specific category. Students who complete only a portion of the six required categories (Radiology courses) will not be eligible to receive the necessary certificate required to apply for their Temporary Permit with the Oregon Board of Medical Imaging.*

**RA 14                    Radiology V - (Pre-Requisite RA 13)                    1.5 quarter credit hours (30 lab hours)**

This course is structured as two sections. The first 22 hours of this course will be Radiation Use and Safety, to include; formulating x-ray techniques, Radiobiology & Radiation safety, Biologic effects of Radiation Exposure, monitoring & radiation units, Ethics, Legal Considerations & Professionalism, Applicable Federal and State radiation regulations, Safety & Infection Control, Interaction of X-Rays with Matter, Radiographic Quality and Principles of Radiation Protection, Radiographic Positioning Terminology, Assessing Patients and Managing Acute Situations, Patient Care, Low-dose techniques and minimizing patient exposure, Personal Protection, Film & Image Critique, Scatter radiation and its control (Interaction of Radiation with Matter), review of anatomy, positioning, and pathology, proper positioning techniques, body planes and positions, body position and body movement terminology, types of movement and anatomic terminology. During the second part of the course students will receive instruction regarding the foot and ankle. Students will learn lay terms, pathological conditions, anatomic landmarks, anatomical regions, and radiographic positioning of the foot and ankle, to include aspects of foot, ankle, toes, gait, weight bearing, and non-weight bearing and all other aspects as

required in relation to the Limited X-Ray Machine Operator. This course requires 30 hours of instruction. *(Students are required to submit photocopies of the completed OBMI application, all OBMI required attachments, and verification that ALL OBMI required fees for taking the ARRT exam are submitted to the instructor in the form of the "Exam Packet" no later than Final Exam time as a requirement for completing this course.)* The Oregon Board of Medical Imaging (OBMI) requires students to have a certificate from the school confirming satisfactory completion of all six radiology courses to be eligible to apply for their Temporary Permit with the OBMI. Only upon successful completion of all six radiology courses will the student receive a certificate from the school stating successful completion of each specific category. Students who complete only a portion of the six required categories (Radiology courses) will not be eligible to receive the necessary certificate required to apply for their Temporary Permit with the Oregon Board of Medical Imaging.

**RA 15                      Radiology VI - (Pre-Requisite RA 14)                      1.5 quarter credit hours (30 lab hours)**

This course is structured as two sections. The first 18 hours of this course will cover the anatomical region of the Skull/Sinus as they relate to the Limited X-Ray Machine Operator. The second 12 hour portion of this course will cover the anatomical region of the Chest as it relates to the Limited X-Ray Machine Operator. In this course students will learn skills needed for these anatomical regions, such as Synonyms and Lay Terms, Pathological Conditions, Anatomical Diagrams, Bones and Anatomical Structures, Anatomical Landmarks, and Radiographic Positioning of the Head and Chest, and include Image Critique . This course requires 30 hours of instruction. *The Oregon Board of Medical Imaging (OBMI) requires students to have a certificate from the school confirming satisfactory completion of all six radiology courses to be eligible to apply for their Temporary Permit with the OBMI. Only upon successful completion of all six radiology courses will the student receive a certificate from the school stating successful completion of each specific category. Students who complete only a portion of the six required categories (Radiology courses) will not be eligible to receive the necessary certificate required to apply for their Temporary Permit with the Oregon Board of Medical Imaging.*

**SK 20                      Keyboarding I -                      1.5 quarter credit hours (30 classroom/lab hours)**

This course is designed to give students basic instruction on the computer keyboard. Students will learn the layout of the keyboard and the correct fingering for each key. Students will learn to key alphabetic and special symbol keys by touch. Keyboarding instruction will include the use of screen covers as needed. Material for the final exam is pre-determined and will be announced on the day of the exam. The final timing will be given the last day of class. The final timing will consist of a three minute timing given toward the end of the class period. Successful completion of this course may require practice outside of scheduled class hours.

**SK 25                      Keyboarding II - (Pre-Requisite SK 20) 1.5 quarter credit hours (30 classroom/lab hours)**

This course is designed to increase the speed and accuracy of beginning typist. Using the computer keyboard, students will expand their typing skills through the consistent practice of keying text containing words, numbers, and symbols. Keyboarding instruction will include the use of screen covers as needed. The final timing will be given the last day of class. The final timing will consist of three minute timings given toward the end of the class period. The best timing of two (2) attempts will be turned into the instructor for the final grade. Successful completion of this course may require practice outside of scheduled class hours.

**SK 30            Keyboarding III - (Pre-Requisite SK 25) 1.5 quarter credit hours (30 classroom/lab hours)**

This course is designed to build speed and accuracy using the computer keyboard. Students will concentrate on building their skills by touch to increase keyboarding speed and accuracy of documents containing words, numbers and symbols. Keyboarding instruction will include the use of screen and keyboard covers as needed. No keyboarding method other than that taught during the five-week course is acceptable for use in class. The student is required to use only the instructed keyboarding method to complete all assignments, exams and timed writings. Material for the final exam is pre-determined and will be announced until the day of the exam. Successful completion of this course may require practice outside of scheduled class hours.

**SK 35            Word Processing I -                            1.5 quarter credit hours (30 classroom/lab hours)**

This course presents the basic functions of word processing including document management, editing skills, formatting enhancements, formatting letters, memos, and multiple page documents. The student will be familiar with and demonstrate successfully, the following concepts: a solid understanding of Word 2010, the incorporation of keystroke commands, formatting and function keys, the understanding of file management, the ability, with confidence, to explore and use program features.

**SK 36            Word Processing II - (Pre-Requisite SK 35) 1.5 quarter credit hours (30 classroom/lab hours)**

This course presents the key functions of word processing enabling the student to fully access and create documents, memos, envelopes and labels, and complete mail merges. Additional features will include working with styles and themes, templates, tables, columns, graphics and mail merge. The student will be familiar with and demonstrate successfully, the following concepts: a solid understanding of Word 2010, the incorporation of keystroke commands, formatting and function keys, the understanding of file management, the ability, with confidence, to explore and use program features.

**SK 55            Electronic Calculator -                        .5 quarter credit hours (10 classroom/lab hours)**

This course is designed to meet all of the criteria of electronic calculation by touch to solve mathematical problems. Students will learn basic arithmetic operations, constant multiplication and division, multiplying three or more factors, mixed operations, accumulative multiplication, finding percentages and rounding/estimating.

**VA 10            Veterinary Anatomy/Physiology I - 2 quarter credit hours (30 classroom/lab hours)**

This course provides students with a basic knowledge and understanding of canine and feline anatomy/physiology, principles of cell biology, tissues and body cavities, skeletal system, muscular system, nervous system and special senses, endocrine system, blood vascular system, respiratory system, digestive system, urinary system, reproductive system, and common integuments.



**VA 40            Veterinary Office Procedures -            2 quarter credit hours (30 classroom/lab hours)**

Define and recognize various roles of veterinary health team members; list various methods of team empowerment success; understand veterinary ethics and legal issues; an overview of human resources as they apply to veterinary team members; ways to identify and cope with stress and burnout; practice design and office technology; the role of outside diagnostic laboratory services; marketing the veterinary practice; client communications, including interacting with the grieving client; appointment management system; medical records, inventory, and controlled substances management; office accounting and budget review, recognizing occupational hazards and safety issues, including security and clinical assisting.

**VA 45            Veterinary Pharmacology -            2 quarter credit hours (30 classroom/lab hours)**

This course provides students with a basic knowledge and understanding of pharmacy and pharmacology, pain management, and veterinary anesthesia.

**VA 50            Veterinary Terminology I -            2 quarter credit hours (30 classroom/lab hours)**

This course provides students with a foundation in the language of veterinary terminology common to a variety of animal species, and a basic knowledge and understanding of the cells, body structure and organization, hematopoietic system, lymphatic system, musculoskeletal system, cardiovascular system, respiratory system, nervous system, eye, ear, digestive system, the urinary system, the reproductive system, endocrine system, integumentary system.

**VA 51            Veterinary Terminology II -            1.5 quarter credit hours (30 classroom/lab hours)**

Builds upon the veterinary terminology of Veterinary Terminology I and increases vocabulary of each body system as it is explored.

**VA 55            Veterinary Radiology-            1.5 quarter credit hours (30 classroom/lab hours)**

This course provides students with a basic knowledge and understanding of: labeling of radiographic films, parts of the x-ray machine, production of x-rays, legal records, film identification, filing of the radiograph, basic principles-production of x-rays, radiologic image formation, interactions of radiation with tissue and radiation protection, heel effect, tube rating chart. The physics of radiation production, scatter radiation, exposure factors - milliamperage, exposure times, kilovoltage, focal film distance, x-ray equipment - portable units, mobile units - stationary units. Technique charts, x-ray cassette, image formation, intensifying screens, screen speed, x-ray film, grids, the darkroom - film processing. Radiographic film quality. Radiation safety - radiation filtration, radiation measurement. Including Roentgen, rad, rem, maximum permissible dose, personal monitoring, protection officer, protection practices (big 3 three, time, distance, and shielding), Radiation Safety practices. Radiographic contrast agents, positioning, restraint. Understanding computed tomography, diagnostic ultrasound, nuclear medicine, magnetic resonance imaging, digital radiography, computed radiography, DICOM, radiographic technique charts, radiographic problem solving, and patient positioning.

## CURRENT TEXTBOOKS USED AT ABDILL CAREER COLLEGE, INC.

For the convenience of our students we have provided information on each of the textbooks used in courses here at our school. The information contains the title of each book, the ISBN number, and the price to purchase the book(s) from Abdill Career College, Inc. Textbooks, workbooks, and student quick study guides are available for purchase in our administrative front office. Please note that some books used in specific courses are made by the school and do not contain ISBN numbers for locating them from alternate vendors.

Students who desire to purchase textbooks, workbooks, and/or study guide material from alternate vendors should be sure to discuss obtaining these books from alternate vendors with an administrative office staff member prior to making purchases. No textbooks, workbooks, or student study guides will be acceptable in any course if the textbooks, workbooks, or student study guides have missing pages, incorrect ISBN number, or highlighting/writing of any kind from previous owners of the book(s). All textbooks, workbooks, and student study guides purchased from vendors outside of the school must be brought to the administrative front office for approval PRIOR to the first day of any term. (While Abdill Career College, Inc strives to provide our students with a complete and up to date book list it may be necessary to change and/or update the information with or without prior notice.)

| <b>Book Title</b>   | <b>ISBN Number</b>    | <b>Price from Abdill Career College, Inc.</b> |
|---|-----------------------|---|
| <b>ACC Student Supplement for Business Communications</b>                               | <b>Made by School</b> | <b>\$25.00</b>                                |
| <b>ACC Student Supplement for Introduction to Basic Income Tax &amp; Tax Forms</b>      | <b>Made by School</b> | <b>\$25.00</b>                                |
| <b>Accounting I Quick Study</b>   | <b>1572225122</b>     | <b>\$8.00</b>                                 |
| <b>Bontrager's Handbook for Radiographic Positioning &amp; Techniques</b>               | <b>9780323083898</b>  | <b>\$55.00</b>                                |
| <b>Business English 11<sup>th</sup> Edition</b>   | <b>9781133627500</b>  | <b>\$220.00</b>                               |
| <b>College Accounting Chapters 1-12 11<sup>th</sup> Edition Text and Workbook</b>       | <b>9781133905356</b>  | <b>\$275.00</b>                               |
| <b>College Accounting Chapters 1-24 11<sup>th</sup> Edition Text and working papers</b> | <b>9781285150406</b>  | <b>\$480.00</b>                               |
| <b>Computers in the Medical Office</b>  | <b>9780073402130</b>  | <b>\$175.00</b>                               |
| <b>CPT 2016 Professional Edition</b>  | <b>9781622022045</b>  | <b>\$117.00</b>                               |
| <b>English Grammar Flipper</b>  | <b>1878383019</b>     | <b>\$10.00</b>                                |
| <b>Essentials of Business Communications 10<sup>th</sup> Edition</b>                    | <b>9781285858913</b>  | <b>\$250.00</b>                               |
| <b>Essentials Medical Language 2<sup>nd</sup> Edition</b>                               | <b>9780073374611</b>  | <b>\$104.00</b>                               |

**CURRENT TEXTBOOKS USED AT ABDILL CAREER COLLEGE, INC.**  
Continued

| <b>Book Title</b>   | <b>ISBN Number</b>   | <b>Price from Abdill Career College, Inc.</b> |
|---|----------------------|---|
| <b>Excel 2010 Quickstudy Guide</b>  | <b>9781423214267</b> | <b>\$10.00</b>                                |
| <b>Focus on Pharmacology</b>  | <b>9780132499668</b> | <b>\$106.00</b>                               |
| <b>Front Office Management for the Veterinary Team</b>  | <b>9781437704464</b> | <b>\$80.00</b>                                |
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