UNITECH
TRAINING ACADEMY

CATALOG

2024

Volume 7

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Campus Information

History of the Institution

Unitech Training Academy was granted a license by the Louisiana State Board of Elementary and Secondary Education on April 24, 1997 and became a fully operational proprietary school. Beginning with one program, the Certified Nursing Assistant program, the school now offers other programs to meet the needs and demands of the community and surrounding parishes. Unitech Training Academy is licensed by the Louisiana State Board of Regents and is accredited by the Commission of the Council on Occupational Education and has been since June 2003.

Mission Statement

Unitech Training Academy is a proprietary school open to all students regardless of age, race, etc. Our philosophy is to maintain a professional outlook and consideration of our students with them in mind. At Unitech, we not only want our students trained (job ready), but also trained on how to keep a job. At Unitech, we believe that the training we do directly and appropriately reflects our students' performance, attitudes, and capabilities of their work. Unitech also realizes the overwhelming need in the community for professionally trained persons. It is Unitech's philosophy to provide the community with a choice of desirable, productive, and well-trained individuals.

Objectives

The primary objective of the school is to offer education at the career school level, and to develop skills with habits conducive to excellence in the business and medical world. Unitech Training Academy will continually update and expand its classroom facilities, equipment, curriculum, and faculty to ensure the success of its graduates.

Organization and Structure

Unitech Training Academy is an S-Corporation with Board of Directors being:
Noah Brandon – President / CEO

Main Campus

Unitech Training Academy has a main campus in Lafayette, Louisiana. The campus is located at 3253 Ambassador Caffery Pkwy., Lafayette, LA 70506, (337) 988-6042. Unitech Training Academy, Lafayette currently offers the following programs: Dental Assisting, Early Childhood Ancillary Certificate, EKG/Phlebotomy Technician, Coding and Scripting (Online), IT Technician (Online), IT Support Specialist (Online), Massage Therapy, Medical Assistant, Medical Billing and Coding (Online), Medical Office Assistant, and Pharmacy Technician.

The Lafayette Campus is comprised of two single-story buildings containing approximately 19,000 square feet of floor space. The entire building is centrally heated and air conditioned for winter and summer comfort. The campus is also equipped with several classrooms, one student break room, testing room, laboratories, several offices, and a reception area. Students are provided with modern, up-to-date equipment for their training.

Branch Campuses: Locations and Facilities

Alexandria

Unitech Training Academy has a branch campus in Alexandria, Louisiana. The campus is located at 2800 S. MacArthur Drive, Suite C, Alexandria, LA 71301, (318) 545-3187. Unitech Training Academy, Alexandria currently offers the following programs: Dental Assisting, Early Childhood Ancillary Certificate, EKG/Phlebotomy Technician, Massage Therapy, Medical Assistant, Medical Office Assistant, and Pharmacy Technician.

The Alexandria Campus is a single-story building containing 21, 000 square feet of floor space. The entire building is centrally heated and air conditioned for winter and summer comfort. The campus is also equipped with several classrooms, one student break room, testing room, laboratories, several offices, and a reception area. Students are provided with modern, up-to-date equipment for their training.

Baton Rouge

Unitech Training Academy has a branch campus in Baton Rouge, Louisiana. The campus is located at 4354 Sherwood Forest Boulevard, Suite D295, Baton Rouge, LA 70816, (225) 262-4411. Unitech Training Academy, Baton Rouge currently offers the following programs: Dental Assisting, EKG/Phlebotomy Technician, Massage Therapy, Medical Assistant, and Pharmacy Technician.

The Baton Rouge Campus is located on the second story of the building and contains approximately 10,400 square feet of floor space. The entire building is centrally heated and air conditioned for winter and summer comfort. The campus is also equipped with several classrooms, one student break room, testing room, laboratories, several offices, and a reception area. Students are provided with modern, up-to-date equipment for their training.

Houma

Unitech Training Academy has a branch campus in Houma, Louisiana. The campus is located at 6007 West Park Avenue, Houma, LA 70364, (985) 223-1756. Unitech Training Academy, Houma currently offers the following programs: Dental Assisting, EKG/Phlebotomy Technician, Massage Therapy, Medical Assistant, and Pharmacy Technician.

The Houma Campus is a single-story building containing 15,600 square feet of floor space. The entire building is centrally heated and air conditioned for winter and summer comfort. The campus is also equipped with several classrooms, one student break room, testing room, laboratories, several offices, and a reception area. Students are provided with modern, up-to-date equipment for their training.

New Orleans

Unitech Training Academy has a branch campus in New Orleans, Louisiana. The campus is located at 5401 Jefferson Hwy, Suite D, New Orleans, LA 70123, (504) 526-1479. Unitech Training Academy, New Orleans currently offers the following programs: Dental Assisting, EKG/Phlebotomy Technician, Massage Therapy, Medical Assistant, and Pharmacy Technician.

The New Orleans Campus is a single-story building containing approximately 14,400 square feet of floor space. The entire building is centrally heated and air conditioned for winter and summer comfort. The campus is also equipped with several classrooms, one student break room, testing room, laboratories, several offices, and a reception area. Students are provided with modern, up-to-date equipment for their training.

West Monroe

Unitech Training Academy has branch campus in West Monroe, Louisiana. The campus is located at 111 Crosley St., West Monroe, LA 71291, (318) 651-8003. Unitech Training Academy, West Monroe currently offers the following programs: EKG/Phlebotomy Technician, Massage Therapy, Medical Assistant, and Pharmacy Technician.

The West Monroe Campus is a single-story building containing approximately 15,000 square feet of floor space. The entire building is centrally heated and air conditioned for winter and summer comfort. The campus is also equipped with several classrooms, one student break room, testing room, laboratories, café, several offices, and a reception area. Students are provided with modern, up-to-date equipment for their training.

State Licensure

Licensed by the Louisiana Board of Regents
Licensed by the Private School Licensure Division of the Alabama Community College System
Licensed by the Mississippi Commission on Proprietary Schools and College Registration, Certificate No. 729.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

Accreditation

Accredited by the Commission of the Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
(800) 917-3790
www.council.org

Approvals and Memberships

LWIOA (Louisiana Workforce Investment and Opportunity Act)
Louisiana Board of Elementary and Secondary Education
American Society of Health-Systems Pharmacists
Pharmacy Technician Certification Board
Louisiana Board of Pharmacy
Louisiana Association of Private Colleges and Schools
Approved Vendor of Louisiana Rehabilitation Services
Career Education Colleges and Universities
Nationally Certified Proctor Site by the National Center for Competency Testing
National Technical Honor Society
Better Business Bureau
American Medical Certification Association
Louisiana Pathways
Louisiana Board of Massage Therapy
Federation of State Massage Therapy Boards
PearsonVUE Test Center (Lafayette Campus)

For information about national and program accreditation, contact Unitech Training Academy.

Administrative and Instructional Staff

Alexandria

Administration:

DeAdrian Ficklin, Director

Debbie Allbritton, Director of Education

Terri Hunter, Registrar

Wendy May, Clinical Coordinator

Jessica Middleton, Career Services Coordinator

Francesca McDowell, Admissions Representative

Leshia Castille, Financial Aid Officer

Katie Bordelon, Executive Secretary

Jessica Durand, Facilities Coordinator

Willie Butler, Facilities Coordinator, FT

Instructional Staff:

Monica Poret, DA Instructor, FT

***, DA Instructor, PT

Pauline Jarrell, ECAC Instructor, FT

Portia Iles, EPT Instructor, FT

Chenell Jarreau, EPT Instructor, PT

Mary Julyahana Mayeaux, MT Instructor, FT,

Jennifer Herrin, PT Program Director, FT

Brett Richardson, PT Instructor, PT

Trakelia Johnson, MA Instructor, FT

Melissa Carter, MA Instructor, FT

***, MA Instructor, PT

***, MOA Instructor, PT

Baton Rouge

Administration:

Britni Smith, Director

LaQuincy Smith, Director of Education

Kristin Redditt, Admissions Representative

Mildred Davenport, Financial Aid Officer

Kayla Bullard, Registrar

Darlithia Doucet, Executive Secretary

Claire Olden, Clinical Coordinator

Ruth Bold, Career Services Coordinator

Instructional Staff:

Daphne Haynes, MA Instructor, FT

Kiara Chavis, MA Instructor, PT

Cherez Marioneaux, MT Instructor, FT

Angelica Howard, PT Program Director, FT

Branton Carter, PT Instructor, PT

Aisha Thomas, EPT Instructor, FT

Natalie George, EPT Instructor, PT

Richshell Webb, DA Instructor, FT

Sheila Dukes, DA Instructor, PT

Houma

Administration:

***, Director

Ami Scrabrough, Director of Education

Karissa Allemand, Clinical Coordinator

Holly Rush, Career Services Coordinator

Seth Prestenback, Admissions Representative

Jacquetta Bartley, Financial Aid Officer

Marlyn Brooks, Executive Secretary

Ashley Cauthen, Registrar

***, Facilities Coordinator

Brent Boudoin, Security Guard

Instructional Staff:

Tammie Theriot, PT Instructor, FT

Ty McKinley, PT Instructor, PT

Jasmin Oxford, DA Instructor, FT

***, DA Instructor, PT

Chasity Pardue, EPT Instructor, FT

Jennifer Sanchez, EPT Instructor, PT

Euleka Norman, MA Instructor, PT

Deborah Robicheaux, MA Instructor, FT

Christine Bordelon, MT Instructor, FT

Mary Mayeur, MA Instructor, FT

Lafayette

Administration:

Sam Winters, Director

Jamie Carter, Director of Education

***, Registrar

Hannah Dronet, Clinical Coordinator

Stella Theriot, Career Services Coordinator

Amber Thomas, Career Services Coordinator

Kamie Poirier, Admissions Representative

Lisa Gary, Financial Aid Officer

Lorynn Lejeuene, Executive Secretary

Franklin Scott, Sr., Facilities Coordinator, FT

Chester Babineaux, Facilities Coordinator, FT

Instructional Staff:

Kayla Menard, DA Instructor, PT

Tanara Thomas, DA Instructor, FT

Zita Scott, ECAC Instructor, FT, Bachelor of Elementary Education, Southern University, New Orleans La

***, ECAC Instructor, PT

Cotina Housley, EPT Instructor, FT

***, EPT Instructor, PT

Ty Abshire, MT Instructor, Program Chair, FT

Susan Salvo, MT Instructor, PT, Doctor of Education, Lamar University, Beaumont, Tx

***, MT Instructor, PT

Linda Lampman, MA Instructor, FT

***, MA Instructor, PT

Somer Lewis, PT Instructor, FT

Skeosha Malveaux, PT Program Director, FT

Dameka Benjamin, PT Instructor, PT

Odette Robinson, MOA Instructor, PT

Online

Administration:

Jessica Washington, Director

Marcia Gallagher, Director of Education

Frannie Gautreaux, Registrar

Kimberly Bize, Admissions Representative

Holden Guillory, Admissions Representative

Bridgete Senette, Financial Aid Officer

Jennifer Nielsen, Financial Aid Officer

Michelle LeBlanc, Executive Secretary

Kelby Daigle, Career Services Coordinator

Tamara Duncan, Career Services Coordinator

Instructional Staff:

Sean O'Neal, ITSS Instructor

Eric Holmes, Security+ Instructor, FT, Bachelor of Science Computer & Network Security, University of MD, Adelphia, MD

Kelli Brooks, Azure Microsoft Instructor, FT, Master of Information Technology, Virginia Polytechnic Institute and State University, Blacksburg, VA

Lindsey Anadore, MBC Instructor, FT

Kara Silvers, MBC Instructor, FT

Brandy Guillory, MBC Instructor, FT

Marcia Gallagher, MBC Instructor, FT

Danielle Washington, MBC Instructor, FT

MyShawne Stallings, Networking Instructor, FT

Sofiia Maksymenkova, Coding and Scripting Instructor, FT

New Orleans

Administration:

Sonja James, Director

***, Director of Education

Derrinesha Washington, Registrar

Vendetta Ross, Clinical Coordinator

Jeffery Heard, Career Services Coordinator

Chavon Jacques, Admissions Representative

Kezia Simeon, Financial Aid Officer

***, Executive Secretary

***, Facilities Coordinator, FT

Instructional Staff:

Nakia Clofer, DA Instructor, FT

Troy Williams, EPT Instructor, FT

***, EPT Instructor, PT

Julia Cajigal-Morrison, MT Instructor, FT

Toni Davison, MA Instructor, FT

***, MA Instructor, FT

Rachel Caromouche, MA Instructor, PT

***, MA Instructor, PT

Myra Ford, PTP Instructor, FT

Kenitra Harding, PTP Instructor, PT

West Monroe

Administration:

Shannon Warren, Director

Chiaka Brewster, Director of Education

Tia Johnson, Registrar

Alexis Britton, Clinical Coordinator

Omelia Steward, Career Services Coordinator

Damian Wilson, Admissions Representative

Ja'Mica Ellis, Financial Aid Officer

*Kathy Wilks, Executive Secretary

Tina Brown, Facilities Coordinator

Marshall Caples, Security Guard, PT

Instructional Staff:

Brooks McLain, EPT Instructor, FT

***, EPT Instructor, PT

Brianna Garza, MT Instructor, FT

Tamaka McDonald-Dorsey, PT
Program Director/Instructor, FT

Keondra Young, PT Instructor, PT,

Natasha Norwood, MA Instructor, FT

Kenandrea Gross, MA Instructor, PT

***, MA Instructor, PT

Home Office

Deanna Head, Founder

Noah Brandon, President / Chief Executive Officer

Brooks Powell, Chief Financial Officer

Christopher Bordes, Chief Operating Officer

Kristi Waltrip, Vice President of Education

Ashley Smith*, Vice President of Compliance

Kristina McCrea, Vice President of Campus Operations

Kelli Harvey, Vice President of Organizational Development

Jobi Arceneaux-Caldarera, Marketing and Content Manager

***, Marketing Coordinator

***, Creative Specialist

Mona Stagg, Director of Career Services

Janna Peterson, Director of Registration

***, Director of Faculty Development

Mike Ryan, Director of Distance Education

***, Director of Externships

Katie Picou, Director of Academic Affairs

Bernice Cotton, Director of Faculty Development

Carla Fontenot, Director of Admissions

Dr. Darren Bridgewater, Associate Director of Admissions

Amy Guidry, Admissions Operations Coordinator

Cassie Ipson, Director of Human Resources

David Morvant, Director of Information Technology

***, IT Systems Coordinator

***, IT Systems Specialist

Dillon Morvant, Information Technology Specialist

Daniel Motes, Information Technology Specialist

Mary-Katherine Hooper, Director of Financial Services

Nichole Arceneaux, Associate Director of Financial Services

Michelle Phelps, Director of Financial Aid

Sadie Cormier, Financial Aid Processor

***, Financial Aid Processor

Wendy Jones, Accounts Payables

Kaliste' Gummer, Accounts Receivables/ Office Manager

*The Designated Campus Safety & Security Authority
***Position currently being filled

Academic Calendar

Event	2024	2025	2026
Martin Luther King Jr. Holiday	January 15	January 20	January 19
Mardi Gras Holiday (LAF, HOU, NOLA, and BR)	February 13	March 4	February 17
Easter Holiday (ALEX and WM)	March 29	April 18	April 3
Memorial Day Holiday	May 27	May 26	May 25
Juneteenth Observance	June 19	June 20	June 19
Independence Day Holiday	July 4	July 4	July 3
Labor Day Holiday	September 2	September 1	September 7
Thanksgiving Holiday	November 28-29	November 27-28	November 26-27
Winter Break Starts	December 23	December 22	December 21
Classes Resume	January 6, 2025	January 5, 2026	January 4, 2027

Admissions Information

Admissions Requirements & Procedures

Anyone interested in enrolling at Unitech Training Academy should contact the nearest campus to schedule an appointment. Requirements for admission to the programs offered at Unitech Training Academy are as follows:

1. Applicant must be 17 years of age.
2. Applicant must possess a valid high school diploma or equivalent (GED or valid home school credential).
3. Applicant must successfully complete an admissions interview with appropriate personnel
4. Applicants for the Pharmacy Technician program must pass the Wonderlic Entrance Exam with a score of 13 or higher.
5. Applicants who enroll in programs offered in an online or hybrid delivery format must possess access to internet connectivity as well as the equipment described below.
6. Foreign high school credentials must be verified as equivalent to a U.S. high school credential by an agency approved by the institution. Contact the institution for information on an approved agency.
7. Applicants whose native language is non-English must demonstrate English language proficiency by submitting satisfactory official scores on one of the following tests:
   TOEFL Essentials – a score of 8.5 or higher
   TOEFL iBT – a score of 79 or higher
   IELTS – a score of 6.5 or higher
   PTE Academic – a score of 53 or higher

For additional consumer information, visit www.unitechta.edu and click the "Student Consumer Information" link at the bottom of the home page.

Student State of Residency – Online

Unitech Training Academy is currently authorized to offer post-secondary educational instruction using distance education delivery methods in the following states: Louisiana, Mississippi, and Alabama. Students will need to provide proof of residency in an approved state to enroll in an online post-secondary educational program offered by Unitech Training Academy.

It is the student's responsibility to inform the institution if their location should change during their enrollment. Students must maintain residency in a state where Unitech Training Academy is approved to offer distance education for the duration of their program. A change in residency to a state where Unitech Training Academy is not authorized to offer distance education prior to completing the program will result in the student being dropped from the program of study. Students are advised to contact Unitech Training Academy prior to relocation for information on these possible effects.

Equipment

Applicants who enroll in programs that are offered online must have the hardware, software, and tools described below:

Computer Requirements
- Computer less than 5 years old preferred for optimal use
- Valid email address
- Color monitor
- Sound card with speakers and/or headphones
- 4 GB of RAM
- 1 GB of free disk space
- Broadband Internet Connection (DSL or cable recommended)
- Web browser (Chrome is highly recommended)
- Cookies must be enabled
- JavaScript must be enabled
- Pop-up blocker is turned off

Software Requirements
- Chrome
- Adobe Acrobat Reader
- Adobe Flash
- Word Processing Software will be needed to view some course documents. Microsoft Office is preferred. OpenOffice and Google Docs are also acceptable.

Readmission

Any student who experiences an interruption of their education and chooses to return to Unitech Training Academy to continue a program they were previously enrolled in shall be considered a re-entry student. Students who have been out of their program for longer than one year or who have experienced an interruption in their education in the Early Childhood Ancillary Certificate or IT Support Specialist programs must restart the program from the beginning. Students may experience an interruption of their education for the following reasons.

Voluntary Interruption: A former Unitech Training Academy student who has voluntarily interrupted attendance at the school and who desires to be readmitted must appeal to the Director and/or Director of Education, in writing, two weeks prior to the time the student desires to re-enroll. All records established at the school shall be reviewed.

Involuntary Interruption: A former Unitech Training Academy student who has been dismissed for academic, attendance, or disciplinary reasons must wait at least one month before attempting to return. The former student must appeal to the Director and/or Director of Education, in writing, two weeks prior

to the time the student desires to re-enroll. All records established at the school shall be reviewed. The accomplishments of the student while out of school shall be considered carefully.

Students are allowed to re-enter into Unitech Training Academy up to one year after the assigned drop date. If a student does not re-enter within one year, they will be required to repeat the entire program and all previously earned quarter credits will not be allowed to count towards graduation. Additionally, there will be a $50.00 readmission fee.

Prior Education and Training

Courses taught at Unitech are unique to the area. In the event a situation may arise where a potential student may have prior education and training in their chosen field of study, Unitech Training Academy reserves the right to administer testing toward academic credit to that particular student.

Transfer of Students between Programs & From Other Institutions

a. Students are allowed to transfer between programs within Unitech Training Academy at any time, provided that they are in good academic standing as determined by their Satisfactory Academic Progress and meet the admissions requirements of the new program. The Director of Education will evaluate all previous courses taken for compatibility with the student's new program. If applicable, the student may be awarded credit for the clock hours/quarter credit hours and class work earned in these courses. Refunds will be calculated, if applicable, according to the refund policy as stated in the enrollment agreement and this catalog. All students requesting to transfer programs within Unitech Training Academy will be charged a fee of $20.

b. Unitech Training Academy is accredited by the Commission of the Council on Occupational Education. Any student entering one of the educational programs at Unitech Training Academy may receive academic and financial credit for courses taken at other institutions. Students must take at least 50% of their program at Unitech Training Academy and receive at least a 2.0 in the program. Requests for transfer of credits shall occur prior to the first week of attendance. Students must complete a request for transfer form and submit official transcripts. The Director of Education will evaluate all previous official transcripts and determine which courses, if any, will be accepted by the school. Any credits accepted must come from a source that is accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency. In addition, students must be in good standing at the previous school.

c. Transfer credit for clock hours/quarter credit hours cannot be awarded for enrollment into Unitech Training Academy programs that consist of less than 300 clock hours.

Academic Information

Student Files

Under the authority of the Family Educational Rights and Privacy Act of 1974, a student has the right to examine certain files, records or documents maintained by the school, which pertain to them. The school must permit a student to examine such records within 45 days after submission of written request, and to obtain copies of such records upon payment of the cost of reproduction.

A student may request that the school amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their right to privacy. In the event that the school refuses to amend the records, a student may request a hearing.

Access to Educational Records

Educational Records are all files, records, or documents maintained by the school, which contain information directly related to the student. The only persons allowed access to such records are those personnel who have a legitimate administrative or educational interest. Student must request in writing, if not in person, authorization for all or part of their records.

Review of Records

It is the policy of the School to monitor educational records to insure that they do not contain information, which is inaccurate, misleading or otherwise inappropriate. The School may destroy records that are no longer useful or pertinent to the student's circumstances after the statutory lapse of time.

Tutorial Assistance

Students needing additional assistance in any classes may request individualized tutoring from Instructors. Before and after school assistance is available upon request.

Attendance

Unitech Training Academy's mission statement states*, "…Our Philosophy is to maintain a professional outlook and consideration to our students with them in mind."* That statement demands continuous attention to policies that are in the best interest of students at Unitech Training Academy. The following attendance policy outlines the minimum standards of attendance. Perfect attendance is encouraged to succeed at Unitech Training Academy.

Consecutive Absences:

Attendance is recorded for each class meeting or scheduled work-based activity. Attendance is either recorded as present or absent. The fourteenth calendar day after a student's *last date of attendance*, the student will be terminated from Unitech Training Academy. Once a student is terminated, they must wait at least one month before appealing to reenroll in Unitech Training Academy.

Excused Absences:

Absences can be considered excused when a student provides an approved documented excuse to the Instructor in advance of missing class. In the case of emergencies, documents can be provided to the Instructor when the student returns to school. Students who miss class will always be marked absent; however, students with excused absences are given a two day grace period to make up assignments with no penalty.

The following is a list of examples in which documented excuses could be reviewed for approval:

- Military Duty
- Jury Duty
- Sickness (Doctor's note required)
- Hospitalization

Distance Education Attendance

Daily online attendance equates to a minimum of one substantive post per scheduled class day. These daily posts can include exams, quizzes, participation in a discussion forum, completion of daily assignments, participation in polls, bell ringers, or critical thinking questions. If a student does not submit an academic related post, they will be considered absent for that day.

Massage Therapy Attendance

All Massage Therapy students must achieve 90% of all scheduled attendance for each course within the Massage Therapy program, according to Louisiana Administrative Code Title 46, Part XLIV, Chapter 11, § 1101.C. Failure to successfully achieve 90% attendance in any course will result in a grade of 0-F for that course.

Make-up Assignments

The guidelines for making up missed assignments vary depending on whether the absence is excused or unexcused. In either case, the instructor will enter a zero for the assignment until it becomes necessary to replace the zero with the grade of the make-up assignment.

Excused Absences:

- Student has two days from the date of the original assignment to make it up and still earn the actual grade made on the assignment
- After the two day grace period has expired, five percentage points will be deducted from the possible grade for each day that the assignment is not made up for a maximum of twenty-five percentage points or five days
- If the assignment has not been made up within seven days of the original assignment date, then the student receives a grade of zero on the assignment

Unexcused Absences:

- Student does not have a two-day grace period to earn the actual grade made on the assignment
- Five percentage points will be deducted from the possible grade for each day that the assignment is not made up for a maximum of twenty-five percentage points or five days
- If the assignment has not been made up within five days of the original assignment date, then the student receives a grade of zero on the assignment

Academic Honesty

Unitech Training Academy students are expected to adhere to high standards of academic honesty. In classes where a faculty member has determined that a student is guilty of academic dishonesty, the faculty member shall make certain that there is a prompt, firm and fair response by developing an anecdotal record of the incidence. The penalty for academic dishonesty can include a zero (0) grade for that paper, test, or assignment. A failing grade for the class can be assigned for flagrant academic dishonesty as well as the possibility of disciplinary termination from Unitech Training Academy.

Academic Transcripts

A complete set of the student's records is kept in a permanent file. One copy of a transcript is provided free of charge. Additional copies may be ordered from the school at a cost of $5.00 each.

Grades & Grade Points

Students shall maintain satisfactory progress at all times. Students will be informed of their progress in each course on a regular basis by grades given on tests, papers, and other assignments including a final grade report at the end of each course. At the end of every month, the Instructor summarizes student's academic progress so that if necessary, their grades may be improved before the end of the program. Students are strongly encouraged to consult their Instructors regarding their grades and academic progress throughout the program. The letter grading system and grade point values are as follows:

A	Excellent	93-100%	4.00 Points
B	Good	85-92%	3.00 Points
C	Average	77-84%	2.00 Points
D	Below Average	70-76%	1.00 Points
F	Failure	69 and below	0.00 Points
W	Withdrawn before mid-term		0.00 Points
I	Incomplete		0.00 Points

Quality Points for a course are calculated by multiplying the grade point earned for the course by the assigned quarter credits for the course. A student's cumulative grade point average is computed by dividing the total quality points earned by the total quarter credit hours attempted. A failing grade becomes a part of the student's permanent record.

*Students enrolled in the Early Childhood Ancillary Certificate or IT Support Specialist programs must complete all courses with a grade of at least 70%. Failure of any course will result in immediate dismissal from either of these programs.

Clinical Rotation/Externship

Clinical rotations/externships are an effective means of gaining hands on experience in applicable programs. This phase of training is an integral part of the student's training and is required to successfully complete their program of study and therefore, subject to the same academic and attendance polices. The clinical rotation/externship is under the direction and supervision of the school. All clinical/externship sites must be approved by Unitech Training Academy and a clinical/externship agreement between the site and the school must be in place before the student can begin the clinical rotation/ externship at the site.

Certain clinical rotation/externship sites may require additional background checks, drug screens, TB Tine, Hepatitis Vaccine, etc. in addition to initial requirements set forth by Unitech Training Academy. Students are required to obtain CPR certification prior to beginning clinical rotations/externships for select programs and the certification must be current upon the start of this phase of training.

Students must be prepared to travel to their clinical rotation/externship assignments. The School will attempt to assign sites that are within a 60-mile radius of the School and that are convenient for the students, however, this may not always be possible. Based on clinical site availability, students may be required to complete their clinical rotation/externship at more than one site and site availability could be located anywhere in the Gulf State Region. Students who decline sites may be required to withdraw from the program. In such an event, the School makes no assurances as to when or if other sites will be available.

Students must attend their clinical rotation/externship on the days and hours designed by the site and the school. Days or times may not be rearranged without permission from the School's Clinical Coordinator and the Clinical Rotation/Externship Site Supervisor. In the event a student will be absent, the student must call the site and the School in advance. If the site or school determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be terminated from the program. In any case, if a student misses any days (hours) of clinical rotations/externships without prior approval, the student may be dismissed from school. Students are required to attend 100% of required clinical hours.

Students are expected to demonstrate proficiency in academic, skill performance and attendance as a prerequisite to clinical rotation/externship assignment. No site assignment will be made except through appropriate faculty/staff arrangement with the Site Supervisor.

Students are expected to be present daily at their assigned site no less than fifteen (15) minutes prior to the agreed upon time of arrival. Any emergency absence requires a call to both the Site Supervisor and the appropriate Unitech Director.

Students are still in school at any clinical rotation/externship site and are therefore bound by Unitech Training Academy's rules regarding behavior, dress code, and overall professionalism. Any Site Supervisory may notify a school representative regarding misconduct, poor professionalism, breach of confidentiality or absenteeism of a student. Should this occur, the student will be required to return to school pending further investigation. Disciplinary action shall occur up to and including dismissal from the site or from school.

If a student is dismissed from a site for any reason, that student will receive a grade of "F" on their transcript and may not be re-assigned to another site. The student may also be dropped from their program of study.

Honor Roll

Unitech Training Academy believes in recognizing the hard work and dedication of its students. Students can earn an Honor Roll status each month by maintaining a minimum 3.50 overall GPA. If a student earns the status of Honor Roll, the student's name will be displayed within the school.

Incomplete

An "I" grade can be issued as a temporary final grade in class when a student has not satisfied the course requirements due to extraordinary extenuating circumstances. "I" grades must be approved by the Director of Education of the campus, who will designate a timeframe for the student to complete the requirements for the course. Students are required to complete all required work on or before the designated timeframe. If the student does not complete the required work in the designated timeframe then they will receive a zero (0) grade on all incomplete work and a final grade will be computed and will replace the "I" grade.

Withdrawal/Dismissal from a Course/Program

Interruptions in a student's progression through their course of study fall into two broad categories:

Voluntary Interruption: A student chooses to withdraw from school for any number of reasons determined by the student. If it is necessary for a student to withdraw from a course or program, they shall first write an appeal explaining the necessity to drop the course or program addressed to the Director and/or Director of Education.

Involuntary Interruption: Unitech Training Academy determines that they must either temporarily or permanently terminate a student from school. Upon recommendation of the Instructor, Director and/or Director of Education any student can be removed from the school for the remainder of the term or permanently removed if the joint judgment of the Instructor, Director, and/or Director of Education merits this conclusion. If permanent removal is the resolution of the situation created by the student, the school Director must make the final ruling. Academics, behavior, attire, or attendance can singularly or in combination be the criteria used for class dismissal or removal from a course.

In either a voluntary or involuntary interruption, if withdrawal is made from any course prior to the halfway mark of the enrolled course, the student will receive a letter grade of "W". When withdrawal from any course occurs after the halfway period, the student will receive the earned grade for the course at the point of withdrawal. Students receiving a "W" have not met the minimum objectives of the course and must repeat the course in order to receive credit.

Repeated Courses

To receive a certificate of completion a student must repeat each required course in which an "F" or "W" grade was earned. When a course is repeated, only the new grade will be used in calculating the GPA, although the original grade will remain on the transcript.

Continuous Review Privileges

The graduate may return to Unitech Training Academy at any time to refresh any previously completed course(s) that are currently being offered excluding CPR. Graduates are required to pay the registration fee for the CPR course. Books and materials are additional.

Satisfactory Progress

All Unitech Training Academy students must make satisfactory progress toward their educational objective. The student must complete their academic program within a maximum specified time. The maximum time frame is 1.5 times the standard program length as set forth in this catalog for normally progressing students of the same enrollment status. The student must successfully complete a specified percentage of clock-hours/quarter credits attempted, known as the student's completion rate. Any withdrawn, failed, or incomplete course will be considered an attempted course that was not completed; therefore, negatively affecting the student's completion rate. Courses transferred from other programs or institutions will be considered attempted and completed. Finally, the student must maintain the required GPA at each of the evaluation points.

EVALUATION POINTS & STANDARDS

*Evaluation Points	GPA	Completion Rate
First Full Month	1.75	60%
Each Subsequent Month	2.00	67%

*An evaluation point may be skipped if it is not possible for the student to complete one entire course before their next evaluation point.

All students should receive a progress report at the end of every month. Should a student fail to maintain the required standards for GPA and/or completion rate at any evaluation point, that student will be placed on academic probation and re-evaluated at the next evaluation point.

Academic Probation

A student who does not make satisfactory progress at an evaluation point will be placed on Academic Probation. If the student has not met satisfactory progress by the next evaluation point, they may be dropped from their program of study. In order to remain in their program of study, the student must appeal as outlined in the *Appeal* section of this catalog. A student may not be placed on Academic Probation greater than four total times.

If a student fails to meet the standards for satisfactory progress after the fourth total Academic Probation, the student must be terminated and will never be allowed to reenter the program of study at Unitech Training Academy.

If a student is not making Satisfactory Academic Progress at the end of the first payment period, then the student must receive a Financial Aid Warning from the Financial Aid Department. If a student is not making Satisfactory Academic Progress at the end of any subsequent payment periods, then the student is not eligible for Title IV, HEA Funds and fund requests cannot be made until the student is in good academic standing once again.

Rules and Regulations

Conduct of Students

At the time one becomes a Unitech Training Academy student, certain behavioral restraints are considered to be a condition of acceptance. In instances of student misconduct, it can be expected that the school will assert authority through the practice of progressive discipline. A student may receive a warning, be placed on disciplinary probation, or even be suspended from the school. Procedural fair play and due process will be provided in every instance. The School Administration reserves the right to discipline each student as an individual and not one of the masses or based upon past similarities. Institutional obligations include, but are not limited to, upholding the law and maintenance of regulations regarding cheating, prejudicial behavior, physical abuse or harassment, impropriety of sexual behavior or illicit use of drugs or intoxicants, especially as these relate to this institution's educational goals.

Rules and Regulations

1. ALL STUDENTS MUST CONDUCT THEMSELVES IN ACCORDANCE WITH ALL SCHOOL RULES AND REGULATIONS, POLICIES AND PROCEDURES AS STATED IN THIS CATALOG, IN THE STUDENT'S ENROLLMENT AGREEMENT AND THE NEW STUDENT ORIENTATION MANUAL.
2. NO SMOKING OR VAPING IS ALLOWED IN THE SCHOOL BUILDING. SMOKING OR VAPING IS PERMITTED ONLY IN DESIGNATED SMOKING AREAS.
3. NO GUNS OR WEAPONS ARE ALLOWED ON CAMPUS AT ANY TIME.
4. NO FOUL LANGUAGE OR DISRESPECT OF INSTRUCTORS, FACULTY, STAFF, OR FELLOW CLASSMATES WILL BE TOLERATED; THIS WILL BE GROUNDS FOR TERMINATION FROM SCHOOL.
5. CELLPHONES ARE TO BE KEPT OFF OR ON SILENT WHILE CLASSES ARE IN SESSION.
6. EATING AND DRINKING ARE NOT ALLOWED IN THE CLASSROOMS. EATING AND DRINKING IS PERMITTED IN THE CAFÉ AND DESIGNATED BREAK AREAS ONLY
7. NO PHYSICAL OR VERBAL ABUSE, INTIMIDATION OR HARRASSMENT OF ANOTHER PERSON OR GROUP OF PERSONS, INCLUDING ANY HARASSMENT BASED ON RACE, RELIGION, COLOR, AGE, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, DISABILITY, GENDER OR ANY OTHER PROTECTED STATUS.
8. A STUDENT WHO IS FOUND TO HAVE COMMITTED OR SUGGESTED AN ACT AGAINST ACCEPTED MORAL STANDARDS TOWARD A PATIENT, ANOTHER STUDENT, EMPLOYEE, OR VISITOR ON HOSPITAL PREMISES IS SUBJECT TO IMMEDIATE TERMINATION AND DISMISSAL FROM SCHOOL
9. GROUNDS FOR TERMINATION FROM UNITECH TRAINING ACADEMY ARE AS FOLLOWS: ANYONE FOUND WITH DRUG AND/OR ALCOHOL PARAPHERNALIA, ANYONE NOTED TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL
10. NO GAMBLING ON SCHOOL PREMISES
11. NO FALSIFICATION OF RECORDS
12. NAME TAGS ARE TO BE WORN AND DISPLAYED AT ALL TIMES
13. NO PARTICIPATION IN CONDUCT DETRIMENTAL TO PATIENT CARE

14. MUST OBEY ALL REASONABLE ORDERS TO CARRY OUT REASONABLE REQUESTS OR ASSIGNMENTS FROM AUTHORIZED SUPERVISORS
15. MUST NOT DIVULGE CONFIDENTIAL PATIENT INFORMATION TO UNAUTHORIZED PERSONS
16. MUST NOT BE FOUND PRESENT IN ANY UNAUTHORIZED WORK AREA DURING WORKING HOURS OR AN UNAUTHORIZED PLACE ANYWHERE IN A HOSPTIAL DURING OFF-DUTY HOURS

Dismissal From Unitech Training Academy

Students must maintain appropriate behavior, full attendance, and achieve at the top level of their ability to remain in Unitech Training Academy. Upon recommendation of the Instructor, Director, and/or Director of Education any student can be removed from the school for the remainder of the term or permanently removed if the joint judgment of Instructor, Director, and/or Director of Education merits this conclusion. Academics, behavior, attire, or attendance can be singularly, or in combination, be the criteria used for dismissal from Unitech Training Academy.

Appeals

In some instances, a student will have legitimate reasons and/or extenuating circumstances, which may cause failure. The student must appeal the decision in writing to the Director and/or Director of Education. After the Director and/or Director of Education have consulted with the student and instructor, a decision will be made as to whether to accept or deny the appeal. The decision of the Director and/or Director of Education shall also be in writing and be final. The written document, along with the student's written appeal, will be retained as a permanent part of the student's file.

New Student Orientation

In order for all new students to become adjusted to the newness of school, they are required to attend an orientation session. Orientation has proven to be invaluable in making an easy adjustment to a new environment. New students are informed of school policies and review a copy of the school catalog. Orientations are conducted online and student are allotted two days to complete prior to beginning school. All students must attend an orientation session prior to the start of class.

Dress Code

Unitech Training Academy has set forth the following guidelines concerning mandatory dress code and appearance. The guidelines seek to foster an environment, which promotes respect for authority, increased safety for students and staff and preparation for students into the workforce.

The Director and/or Director of Education will make the final decision as to the appropriateness of attire and appearance. Any student who violates the dress code will be subject to disciplinary action.

- All students are required to wear an appropriate uniform, including white shoes for students in medical programs.
- Students are required to wear nametags at ALL times.
- Jewelry is allowed; however, during clinical rotations, students are only allowed to wear wedding bands and stud earrings.
- All students are required to have their fingernails clean and trimmed at all times. No acrylic nails are allowed. Colored nails are not allowed during clinical rotations and job interviews, they should only be clear or nude colored.
- Students must wear the appropriate uniform and nametag when attending a field trip.
- All clothing must fit and be worn appropriately.

Prohibited
- Pants cannot be worn lower than the top of the hipbone.
- Baggy pants (when undergarments are exposed), distressed jeans, biker pants and leggings are prohibited.
- See through, tight fitting, or that which exposes the mid-section which includes halter tops, tank tops, crop tops, sundresses, spaghetti straps, and mesh tops.
- Flip-flops, slippers, and beach shoes.
- Hats, caps, wave caps, hoods, and bandannas. Sunglasses
- Tattoos should not be visible during clinical rotations, field trips, Career Services events, and job interviews. Vulgar tattoos should never be visible.
- Hair should be cleaned and well groomed.
- Facial hair should be neatly groomed.
- Spiked choke collars, chains on pants, occult type jewelry, unnatural hair color, or anything distracting to the educational process is prohibited.
- Body piercings, other than stud earrings, should not be visible during clinical rotations, field trips, Career Services events, and job interviews.
- Any article of clothing that displays alcohol or drug slogans, which symbolize anti-social group members.

Students should dress in a manner that would be acceptable in the job field for which they are training. Since many employers visit Unitech Training Academy to give lectures and conduct job interviews, it is important that students convey a professional image at all times.

Failure to comply with the guidelines for dress, appearance, or uniforms will result in disciplinary action.

Safety and Security Policies

Unitech Training Academy is committed to providing a safe and secure campus. In order to identify Unitech Training Academy students, they are required to wear their nametag and uniform at all times. All visitors must check in at the reception desk before going anywhere in the school. During all hours of operations, a designated staff member is on duty if something out of the ordinary should occur. The facility remains locked during non-business hours.

Annual Security Report

Each campus has a designated Campus Safety and Security Authority, who is the designated individual to whom all incidents and criminal offenses should be reported. The Campus Safety and Security Authority maintains the Campus Crime Log of all reported criminal offenses on campus and in the surrounding public property as provided by the local police department. The Campus Crime Log is available for viewing by request. Unitech Training Academy reports these campus crime statistics annually in the Annual Security Report. The report is posted on the Unitech Training Academy website, www.unitechtrainingacademy.com, and can be accessed by selecting the "Campus Crime Statistics" link. A hard copy of the report can also be requested from the Director of the campus.

The Campus Safety and Security Authority also provides annual in-service training to the students and employees of Unitech Training Academy on all of the campus security policies and procedures as well as practices to encourage students and employees to be responsible for their own security and the security of others.

Reporting Criminal Actions or Other Emergencies

If any student and/or employee is aware of a crime, observes a suspicious person or incident, or is a victim you must promptly report the crime or incident. Although criminal actions and other emergencies can be reported to anyone listed in the Administrative and Instructional Staff section of this catalog, it is recommended that reports go through the Campus Safety and Security Authority.

Non-emergency:

If the crime or incident is a non-emergency, report it immediately to the Campus Safety and Security Authority and/or Director of the campus. At this time, the Campus Safety and Security Authority and/or Director will assess the nature of the crime or incident to determine the best course of action. If necessary the local police department will be contacted. The local police department has jurisdiction over the campus.

Emergency:

If the crime or incident is an emergency, call 911 immediately. As soon as it is safely possible, report the crime or incident to the Campus Safety and Security Authority and/or Director. At this time, the Campus Safety and Security Authority and/or Director will assess the nature of the crime or incident to determine the best course of action. In the event that the school authorities determine there is an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued to the students through class announcements from faculty and staff and postings on campus bulletin boards. Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community, the warning may also be posted on the school website www.unitechta.edu

Confidential:

Unitech Training Academy does not have procedures for confidential reporting of criminal offenses

In the case of either an emergency or non-emergency, once the situation has been handled, the Campus Safety and Security Authority will document what happened. In the case of an accident or injury, they will complete and file an incident report. Additionally, any criminal incidents will be added to the Campus Crime Log for entry into the Annual Security Report.

Emergency Response and Evacuation Procedures

In cases of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees that is more wide-ranging such as, but not limited to, gas leaks, contagious viruses, tornadoes, etc…, the Campus Safety and Security Authority and/or Director will assess the nature of the threat to determine the best course of action. The school authorities may determine that the threat requires immediate evacuation or that there is an ongoing or continuing threat. Each case has an appropriate associated emergency response.

Immediate Evacuation:

All Unitech Training Academy employees and students are trained annually on how to initiate and implement a safe evacuation from the building. Training occurs through workshops, unannounced fire drills, and other drills using air horns kept in designated areas. In the case of a real emergency requiring evacuation from the building, staff and students swiftly follow posted evacuation routes once the alarm is sounded by authorized individuals and wait for further direction once the building has been evacuated.

Continuing Threat:

In cases of a continuing threat, it becomes necessary to inform and communicate a message to affected individuals using an "emergency notification." Emergency notifications can require a variety of modes of communication depending on how wide-reaching the message must extend. The Campus Safety and Security Authority along with the Director will determine the appropriate content of the notification ensuring that it in no way compromises efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The notification will be issued to the students through class announcements from faculty and staff and postings on campus bulletin boards. The Director will contact all staff members to inform them of the information in the notification. The Director of Education will contact all instructors to inform them of the information in the notification and to let them know that they must contact their students. The Director will change the message on the voicemail to inform callers of pertinent emergency information. Depending on the particular circumstances, especially in situations that could pose an immediate threat to the community, the emergency notification may also be posted on the school website www.unitechtrainingacademy.com, and the media may be contacted by the Campus Safety and Security Authority. In cases of looming weather threats, Unitech Training Academy is closed if the local parish public schools are closed.

Campus Law Enforcement

All Unitech Training Academy Staff Members along with the Campus Safety and Security Authority have the authority to ask persons for identification and to determine whether individuals have lawful business at Unitech Training Academy. However, they do not posses arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Unitech Training Academy Campus Safety and Security Authority maintains a highly professional working relationship with the local police department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Safety and Security Authority and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Campus Sexual Assault and Crime Prevention Program

An educational campus sexual assault and crime prevention program to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses is part of the New Student Orientation program, which is a mandatory program for all incoming students. These sex offenses may include:

Dating Violence: dating violence means violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.
(ii) The type of relationship.
(iii) The frequency of interaction between the persons involved in the relationship.

Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth (ages 11-24) victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking: means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Sexual Assault: means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also unlawful sexual intercourse, including the following:

- Rape—Any penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent.
- Sodomy—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault With An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- Fondling—The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- Incest—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Louisiana law.
- Statutory Rape—Non-forcible sexual intercourse with a person who is under Louisiana's statutory age of consent.

Sexual Harassment: conduct on the basis of sex that satisfies one or more of the following: (1) An employee of Unitech Training Academy conditioning the provision of an aid, benefit, or service of Unitech Training Academy on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Unitech Training Academy education program or activity; or (3) Sexual assault, dating violence, domestic violence, or stalking.

Title IX

Unitech Training Academy does not discriminate on the basis of sex in any education program or activity that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about the application of Title IX and its regulations to Unitech Training Academy may be referred to the Title IX Coordinator, the Department of Education, and/or the Office for Civil Rights.

If you are a victim of sexual assault at Unitech Training Academy, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. It is strongly recommended that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Any incident of sexual assault or harassment should be reported directly to a Unitech Training Academy Staff Member particularly the Title IX Coordinator, who can assist you with supportive measures and with information concerning filing a formal complaint.

Title IX Coordinator – Kelli Harvey
Vice President of Organizational Development
227-B Bendel Road
Lafayette, LA 70503
(337)988-4042 Office
(318)278-1981 Cell
kharvey@unitechta.edu

For more information concerning Unitech Training Academy's complete Title IX policy including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual assault or harassment, and how Unitech Training Academy will respond, please visit

www.unitechta.edu/title-ix-policy/

The Title IX Coordinator can also assist with the filing of a police report if necessary.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

A list of registered sex offenders in Louisiana is available from the Louisiana Department of Public Safety & Corrections at http://www.lsp.org

Drug and Alcohol Abuse Prevention Programs and Policies

The single most egregious problem a student can bring upon themselves is that of the abuse of substances which alter the chemistry of the body whether they are prescription drugs taken in improper amounts or illegal drugs carried, sold, used, or in any manner supported as normal behavior. If you use, carry, or sell drugs while a student at Unitech Training Academy, you will be summarily removed from the school and not be readmitted.

Unitech Training Academy does not permit anyone to consume or possess alcohol in any public or private area of the campus including the campus parking lot. Individuals or groups violating this policy will be subject to termination from Unitech Training Academy. This includes the unlawful selling, furnishing or providing of alcohol to persons under the age of 21.

A drug and substance abuse prevention program to inform students of the Federal penalties for the possession, use and illegal distribution of drugs; the common health and life risks associated with substance abuse; and resources available to help with substance abuse problems is part of the New Student Orientation program, which is a mandatory program for all incoming students.

Job Related Health, Safety, & Fire Prevention

A Job Related Health, Safety & Fire Prevention Program to inform students of the risks and preventative measures associated with those risks for a variety of occupations is part of the New Student Orientation program, which is a mandatory program for all incoming students.

Computer and Electronic Communications

Unitech Training Academy maintains a business telephone system, computer equipment, provides e-mail capability, facsimile equipment, and Internet access. These systems, as well as all equipment and supplies, are provided exclusively to assist employees in their jobs and students in their educational activities. The use of any of these systems for personal use is prohibited.

Downloading, distributing, or sending pornographic or obscene materials are prohibited. This includes viewing or book-marking any such web sites, or opening or forwarding such email or fax. Any communication by the employees or students via email or fax that may constitute verbal abuse, slander, or defamation or may be considered offensive, harassing, vulgar, obscene, or threatening is prohibited. Offensive content included, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of their age, race, sex, color, religion, national origin, handicap, disability, or veteran's status. Any individual with a complaint should contact the school director.

By using the school's computer equipment and communications devices, all employees and students knowingly and voluntarily consent to their use of these systems being monitored, and acknowledge the school's right to conduct such monitoring. The media and equipment are intended to be used for business and educational purposes only, and any other use by student or employees may result in disciplinary action, up to and including termination.

Graduation

Double Major Accomplishment

Students electing to complete two majors must first enroll in and complete their first choice of program. Upon completion of the first program, the second major can be pursued.

Graduation Requirements

Candidates for graduation shall:
- Complete all requirements of their program of study and maintain a minimum GPA of 2.00.
- Complete their academic program within a maximum specified time of 1.5 times the standard program length
- Meet the minimum skill requirements according to their program objectives
- Complete the required Externship and submit required timesheets and evaluation to Unitech.
- Return all property belonging to the school
- Fulfill all financial obligations to the school prior to graduation and attend a graduation rehearsal and financial exit interview.

The length of time required to graduate varies by program and is dependent upon Satisfactory Academic Progress. A credit hour is equivalent to a minimum of each of the following: one quarter credit hour for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours or work-based activities.

The credential of a diploma is awarded to the student upon the completion of all graduation requirements for the program in which the student was enrolled, per the enrollment agreement signed by the student.

Graduation Honors

Students who have successfully completed all course requirements and have an overall GPA of 3.50 or better will be designated as Honors Graduates.

Criteria for Awards

THE HEATHER AWARD (LAFAYETTE CAMPUS ONLY):

- Must be a Pharmacy Technician Graduate
- Graduate shall have a cumulative grade point average of 2.50, not to include extra points
- Graduate shall have a very good attitude towards life
- Willingness to learn and face new challenges
- Be recommended by Instructor and fellow classmates
- Good attendance

This award will be chosen by Ms. Donna Faulk (Mother of Heather, whom award is given in honor of), President and Education Department

VALEDICTORIAN*:*
Grade point average will be calculated on graduates' actual grades earned. Highest grade point in each individual class will determine this award.

In case of a tie concerning academic achievements, graduates will be given consideration in regard to attendance, attitude, community service, and recommendations. The Director and Director of Education will make the decision.

NTHS

Unitech Training Academy has a charter with the National Technical Honor Society. The qualifications for membership are as follows:
- Maintain an overall GPA of 3.50
- Two faculty and/or staff recommendations
- Nominees should be enrolled at least 30 days
- Students cannot exceed 5 unexcused absences
- Nominations are made quarterly

General Information

Housing

Unitech Training Academy does not provide housing at this time.

Vaccinations

Unitech Training Academy does not prohibit admission based on the following criteria but does inform students of limitations that may occur to ensure that students make an informed decision to enroll. Unitech Training Academy encourages all students to remain current on vaccinations as suggested by appropriate health authorities.

Those allied health programs requiring externships or clinical practice as part of the program curriculum may require documented proof of certain vaccinations, including but not limited to MMR (Measles, Mumps and Rubella), Varicella, Tetanus and/or Influenza. Additionally, certain clinical sites may require the student to pass a TB (Tuberculosis) test, provide a health history from the student's physician and/or provide proof of personal health insurance coverage. All allied health students are recommended to undergo the Hepatitis B Series vaccination. In the event vaccination or other documentation is required, the Clinical Coordinator must receive validation of these requirements before the student is able to begin the externship or clinical practice portion of the program.

Illnesses of Students

When students discover they are too ill to report to school, it is in their best interest to make a contact with the school and report it. If the absence continues, the student will have the responsibility to call the school and ask the school Director of Education to secure their assignments so that the work being missed can be completed at home. If the student becomes ill at school, arrangements must be made immediately with their emergency contact to pick them up from campus.

Leave of Absence

Students, in good academic standing, who meet certain conditions, can be granted a temporary leave of absence from their period of enrollment. Those conditions include but are not limited to military duty, maternity leave, severe illness, etc. In addition, a leave will be granted to a student for emergencies pertaining to the individual student, spouse of student, or child of student. Any student requesting a leave of absence must have been enrolled for a period of at least 30 days and adhere to the policy and procedures established by Unitech Training Academy.

All students must submit a request in writing to the Director of Education along with supporting documentation to explain the specific reason the leave is needed. The request should be submitted at least 5 days prior to the effective date of the LOA unless unforeseen circumstances prevent the student from doing so. Before granting an LOA, the student must show that there is reasonable expectation that the student will return from the LOA. The LOA cannot exceed a combined total of 180 days in any 12 month period. Although the student is granted a leave of absence, the student is liable to complete the program within 1.5 times the program length.

If the student is not granted an LOA, the student will be required to officially withdraw from the institution.

As stipulated by federal regulations, students receiving Title IV assistance shall be granted a leave of absence under the following conditions:

- The student will remain in an in-school status.
- The student will not be assessed any additional charges during a LOA.
- The student will not be awarded any additional Title IV aid until the student has completed the required quarter credits hours for the payment period he or she previously paid.
- The student has to show that there is reasonable expectation that he/she will return from the LOA on the specified date.
- If the student fails to return at the end of the approved LOA, the student is considered to have withdrawn from the institution as of the first day in which the LOA was granted. In addition, the student understands the consequences of withdrawal for all Title IV aid received.

Voter's Registration

The 1998 Higher Education Act requires all post-secondary institutions to make an effort to distribute voter registration forms to its degree-seeking or certificate-seeking students. The forms have been provided to the institution by the Louisiana Secretary of State. This provision applies to general and special elections for federal, state, and local offices.

To comply with the HEA, students are able to obtain information and forms to register to vote from the Financial Aid Officer at each campus. Students must meet the requirements indicated on the form in order to register. Forms must be submitted before the registration cut-off date for every federal and state election. In addition, students are able to register to vote online. Below you can find the link to register to vote online as well as obtain additional information.

http://www.sos.la.gov/

Personal Property

Unitech Training Academy assumes no responsibility for loss or damage to a student's personal property or vehicle.

Designated Parking

There are designated parking areas for employees and students of Unitech Training Academy. Any employee or student found parking in the customer parking areas are in violation of the shopping center rules and will be towed at their own expense.

Career Services

Unitech Training Academy cannot guarantee or promise employment; however, reasonable efforts will be made to assist the student in securing employment. Unitech provides career services for all graduates who seek employment. Who will be hired depends on the employer. The employer is influenced by factors such as training, character, attendance/punctuality, personality traits, favorable appearance, work ethic, dependability, and the ability to easily converse with others.
Services provided may include but not be limited to:
1. Employment orientation prior to graduation. This orientation will provide the essential information relating to interviews, resumes and appointments, with emphasis on dress, appearance and applications.
2. Assistance with applications and employment forms.
3. Efforts to provide interviews with prospective employers.
4. Contacts with employers to identify job openings.
5. Information concerning employment opportunities with local, state, and federal agencies.

The success or failure of the placement efforts of the school will be influenced to a great extent by the attendance, academic records, and personal appearance of the graduate.

Financial Assistance

Several forms of financial assistance are available to students who qualify to attend school at Unitech Training Academy. These include, Title IV funding, Workforce Investment and Opportunities Act, Individual Payment Plans, Tuition Options, Credit Card Payments, Veterans Benefits, Louisiana Rehabilitation Services, and Louisiana Pathways. Each of these options will be covered in more detail during the financial aid interview conducted by the financial aid officer upon consideration of enrollment. Students receiving federal financial aid shall make satisfactory academic progress and meet acceptable attendance requirements.

If a student is not making Satisfactory Academic Progress at the end of the first payment period, then the student must receive a Financial Aid Warning. If a student is not making Satisfactory Academic Progress at the end of any subsequent payment periods, then the student is not eligible for Title IV, HEA Funds and fund requests cannot be made until the student is in good academic standing once again.

All students obtaining Federal Financial Aid must attend a financial aid entrance interview upon enrollment and also attend a financial aid exit interview upon completion or withdrawal of their program of study.

Veteran Affairs Educational Benefits

VA Chapter 31 and Chapter 33 – Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), Unitech Training Academy adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill®® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Unitech Training Academy will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students are required to:

- Produce the VA Certificate of Eligibility (COE) or Form 28-1905 by the first day of class;
- Submit a request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.
- Make payment arrangements for a difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about the education benefits offered by VA is available at the official U.S. Government website (https://www.benefits.va.gov/gibill/).

Declined Payment of Checks

A check received for payment of fees, which are returned unpaid, will cause the assessment of a non-refundable charge of $35.00. The check will be placed in the student's record and the student will be notified. The check will be subject to a collection fee. Unitech Training Academy will withhold grades, certificates, and transcripts until all fees owed are collected.

Return to Title IV Funds

When a Title IV recipient withdraws from school before completing 60% of the payment period for which the student has been charged, the institution will be required to return a portion of the Title IV funds it received. The return amount will be calculated using the ratio of days the student attended in the payment period to the total number of days in the payment period. Calculations are done to determine the percent of financial aid earned and unearned for the payment period.

Title IV financial aid recipients who receive an overpayment resulting from changes in enrollment, cost of attendance, general eligibility, and additional financial aid award(s) will be required to return funds in the amount necessary to eliminate the overpayment. The student will be notified if a Return of Title IV funds is due. Failure to return Title IV funds will result in the loss of eligibility for financial aid.

Institutional Refund Policy - Louisiana

(Programs 300 hours or longer)

1. REFUNDS FOR CLASSES CANCELLED BY THE INSTITUTION:

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

2.   THREE-BUSINESS-DAY CANCELLATION:

I understand that if for any reason I am unable to enter; all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

3. CANCELLATION AFTER THE THREE-BUSINESS-DAY-CANCELLATION PERIOD BUT BEFORE COMMENCEMENT OF CLASSES BY THE STUDENT:

Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than $100.00 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 45 days of the start of a quarter, term, or semester.

4.   I UNDERSTAND THAT THE WITHDRAWAL AFTER COMMENCEMENT OF CLASSES REFUND POLICY SHALL BE:

a) After the first week of classes, the institution shall refund at least 90% of tuition, thereafter;
b) During the next three weeks of classes, the institution shall refund at least 75% of the tuition, thereafter;
c) During the first 25% of the course, the institution shall refund at least 55% of the tuition, thereafter;

d) During the second 25% of the course, the institution shall refund at least 30% of the tuition, thereafter,

e) During the third and fourth 25% of the course, the institution shall retain 100% of the stated course price. Percentages of course completion are to be computed on the basis of clock hours. For programs longer than one year (12 calendar months) in length, 100% of stated course price attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.

Refunds when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminated the student or determines withdrawal by the student. All refunds shall be made within 45 days of the student's last day of attendance.

(Programs less than 300 hours)

1. **REFUNDS FOR CLASSES CANCELLED BY THE INSTITUTION:**

    If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

2. **THREE-BUSINESS-DAY CANCELLATION:**

    I understand that if for any reason I am unable to enter, all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

3. **CANCELLATION AFTER THE THREE-BUSINESS-DAY-CANCELLATION PERIOD BUT BEFORE COMMENCEMENT OF CLASSES BY THE STUDENT:**

    Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than $100.00 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 45 days of the start of a quarter, term, or semester.

4. **WITHDRAWAL AFTER COMMENCEMENT OF CLASSES REFUND POLICY SHALL BE:**

    a) After a student has completed less than 15% of the program, the institution shall refund at least 80% of the tuition, thereafter;

    b) After a student has completed less than 25% of the program, the institution shall refund at least 70% of the tuition, thereafter;

    c) After a student has completed 25% but less than 50% of the program, the institution shall refund at least 45% of the tuition, thereafter;

    d) After a student has completed 50% or more of the program, the institution may retain 100% of the tuition. Percentages of program completion are to be computed on the basis of clock hour.

Refunds when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminated the student or determines withdrawal by the student.

Institutional Refund Policy – Mississippi and Alabama

1. **REFUNDS FOR CLASSES CANCELLED BY THE INSTITUTION:**

   If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected must be refunded. The refund shall be made within (30) days of the planned starting date.

2. **REFUNDS FOR STUDENTS WHO WITHDRAW ON OR BEFORE THE FIRST DAY OF CLASS**

   If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars ($100) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

3. **REFUNDS FOR STUDENTS ENROLLED PRIOR TO VISITING THE INSTITUTION**

   Student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

4. **REFUNDS FOR STUDENTS AFTER INSTRUCTION HAS BEGUN**

   Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) moths or less shall be as follows:

   a) After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;

   b) After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;

c)   After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and

d) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

U.S. Constitution Day

Unitech Training Academy recognizes the U.S. Constitution Day. Unitech Training Academy's students and employees recite the Preamble to the U.S. Constitution and have a brief discussion of the Constitution.

Student Accommodations

Any student may apply for special accommodations as defined by the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) which provides comprehensive civil rights and protections for persons with disabilities. Unitech Training Academy considers it an honor as well as a privilege to provide reasonable accommodations for students with special needs. If a student is in need of special accommodations, they should inform their Instructor. The instructor along with the Director of Education and Director will review the request to determine whether the accommodation is reasonable and appropriate to Unitech Training Academy's educational environment.

Unitech Training Academy does not offer English as a Second Language courses at this time. Unitech Training Academy may however provide reasonable accommodations for students with Limited English Proficiency which may present barriers in the classroom. If a student is in need of special accommodations, they should inform their admissions representative. These accommodations may include but are not limited to, oral language assistance or written translation. A written request will be reviewed by the Director to determine whether the accommodation is reasonable and appropriate to Unitech Training Academy's educational environment.

Designated Break Areas

During break time students are not allowed to loiter in the front of the building or around any other business in the area. Students are to utilize Unitech's designated break areas which are the café, back porch, benches in the hallway, and their assigned classrooms.

Activities

Extracurricular activities have been developed as a natural accompaniment to the student's course of study to afford avenues of expression and socialization for the student. Their purposes are to develop qualities of leadership, teach technical skills, promote lasting friendships, encourage a desire to serve the community, and develop a sense of business responsibility.

Emergency Calls

Personal calls must be kept at a minimum. If there is an emergency, the front office may be called and you will be notified immediately. Cell phone usage is <u>not</u> allowed in the classrooms.

Learning Resource Center

Unitech Training Academy maintains a general reference library containing resources directly related to subjects taught at the school. This resource of books, reference materials, and periodicals may be used for additional preparation of assignments or leisure reading. The Learning Resource Center is available to Unitech students during normal business hours.

Grievance Policy

While enrolled at Unitech Training Academy, it is hoped that all students are comfortable with the environment that they are in. However, from time to time individuals may experience situations and circumstances which give rise to unhappiness or discomfort. Unitech Training Academy desires to assist students in resolving any such issue.

It is the policy of Unitech Training Academy not to discriminate against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, or disability etc. If a student believes that they have been discriminated against, they have the right to file a grievance.

It is recommended but not required that the student speak first about the concerns to their Instructor. Anyone wishing to file a formal grievance may do so in writing (including, if possible, dates and details of all incidents) and submit the grievance to the Director. Anyone who makes a grievance will not be retaliated against for doing so.

After the grievance is reviewed and researched by the School Director; if required, a meeting will be scheduled with all parties involved which will allow each party to outline their concerns.

At the end of the meeting the Director should ideally provide an immediate decision and any appropriate action required. However, in exceptional circumstances the final decision may be deferred. The outcome of the meeting will be confirmed in writing to all parties involved.

Complaint Procedure

The student shall have the right to appeal any sanction of probation or suspension, dismissal, or expulsion regardless of whether this sanction is imposed by the decision of the Director. The appeal must be made in writing within seven (7) days of the date of the decision.

If the student wishes to appeal the decision of Unitech Training Academy, the student may appeal in writing their student complaints related to actions of school officials.

For <u>Louisiana</u> resident students all correspondence shall be addressed to:

Louisiana Board of Regents, Division of Planning, Research, and Performance,
Proprietary Schools Section
P.O. Box 3677
Baton Rouge, LA 70821
Phone (225) 342-4253

For <u>Mississippi</u> resident students all correspondence shall be addressed to:

MS Commission on Proprietary Schools & College Registration
3825 Ridgewood Road
Jackson, MS 39211
Phone (601) 432-6518
www.mccb.edu/offices/proprietary-schools

For <u>Alabama</u> resident students all correspondence shall be addressed to:

The Private School Licensure Division of the Alabama Community College System
Visit the following link and follow the procedure for submission of a formal complaint:
https://www.accs.edu/about-accs/private-school-licensure/complaints/

This step should only be taken after the student has unsuccessfully resolved the matter with the school, and having first filed a written and signed complaint with the School Director. The Council on Occupational Education may also be utilized if grievance is not settled at institutional level, complaints shall be addressed to: Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, Phone 1-800-917-2081, website www.council.org/contact-info/

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

  -School officials with legitimate educational interest;
  -Other schools to which a student is transferring;
  -Specified officials for audit or evaluation purposes;
  -Appropriate parties in connection with financial aid to a student;
  -Organizations conducting certain studies for or on behalf of the school;
  -Accrediting organizations;
  -To comply with a judicial order or lawfully issued subpoena;
  -Appropriate officials in cases of health and safety emergencies; and
  -State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact the U.S. Department of Education at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Professional Licensure Disclosures

Unitech Training Academy's programs are designed to prepare students to sit for applicable licensure required in the state of Louisiana. If you plan to pursue licensure or certification in a state other than Louisiana, please review state educational requirements for licensure in that state.

Institutions providing distance education are required to identify the programs that lead to licensure and to provide information about licensure requirements for the states in which they are authorized to offer distance education. Unitech Training Academy is currently authorized to offer distance education in the state of Louisiana. Please review the information for our licensure programs below to view state specific information relating to licensure.

Massage Therapy (Traditional)

Unitech Training Academy has designed an educational program curriculum in the field of Massage Therapy, which if successfully completed **is sufficient to meet** the licensure and certification requirements for a massage therapy license in Louisiana.

Unitech Training Academy **has not determined** whether its educational program curriculum in the field of Massage Therapy, if successfully completed, is sufficient to meet the licensure and certification requirements for a massage therapy license in all other states.

Pharmacy Technician

Unitech Training Academy has designed an educational program curriculum in the field of Pharmacy Technician, which if successfully completed **is sufficient to meet** the licensure and certification requirements for a pharmacy technician license in Louisiana.

Unitech Training Academy **has not determined** whether its educational program curriculum in the field of Pharmacy Technician, if successfully completed, is sufficient to meet the licensure and certification requirements for a pharmacy technician license in all other states.

School Jurisdiction

The school reserves the right to modify the offering of courses, programs of study, tuition, hours of class, the school calendar, book prices, and any other material listed in this publication or herein attached or inserted. Changing conditions and requirements may be dictated at any time.

Instructional Program Information

Dental Assisting (Hybrid)

Objective:

The Dental Assisting program will help students to develop satisfactory dental assisting skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include: preliminary examination procedure, assisting chair side using fourhanded dentistry, charting, appointment scheduling, keeping patients records and sterilizing instruments. Graduates will be qualified to assume entry-level positions as a dental assistant in dental offices and clinics performing the lab techniques and office procedures described above.

Program Outline:

Course No.	Course Title	Quarter Credit Hours
DA 151	Dental Practice Administration	3.0
DA 152	Managing the Dental Front Office	6.25
DA 153	Dental Insurance Programs, Coding, and Billing	3.0
DA 154	Biomedical Sciences	6.0
DA 155	Dental Sciences	14.0
DA 156	Clinical Sciences	11.5
CS 101	Capstone	0.4
DA 157	Externship	2.0
	Program Totals	**46.15**

Tuition Expenses

Expense	Fee
Tuition	$10,145.00
Registration	$100.00
Lab Equipment	$250.00
Total Cost	**$10,495.00**

Early Childhood Ancillary Certificate (Hybrid)

Objective:

The Early Childhood Ancillary Certificate program will ensure that candidates obtain the knowledge, skills and competencies necessary to provide positive classroom environments and learning experiences for children birth to five. This high quality teacher preparation program supports the efforts and mission of Louisiana Believes thus learning how to prepare students for kindergarten. Effective teaching and evaluation methods will be discussed as well as the development of children and the educational aspects and CLASS™ knowledgeable. Candidates will learn the role of a lead teacher in a high-quality child care center, thus demonstrating how to build and maintain successful early childhood education programs. The program will also offer insight into the role of federal and state governments in child care as well as accreditation and licensing in Louisiana. Graduates will have gained the knowledge of best practices and positive guidance reflected by CLASS™ observation scoring.

Program Outline:

Course No.	Course Title	Quarter Credit Hours
ECAC 101	Introduction to Early Childhood Development	9.0
ECAC 102	Linking Development and Learning	9.0
ECAC 103	Meeting the Needs of Young Children	9.0
CS 101	Capstone	0.4
ECAC 104	Externship	4.0
	Program Totals	**31.4**

Tuition Expenses

Expense	Fee
Tuition	$4,755.00
Registration	$100.00
Lab Equipment	$145.00
Total Cost	**$5,000.00**

EKG/Phlebotomy Technician (Hybrid)

Objective:

The EKG/Phlebotomy Technician program is designed to prepare students to become skilled entry-level technicians who work closely with doctors, nurses, and other allied health professionals. The program includes the correct and accurate method of obtaining of an EKG tracing and cardiac monitoring while focusing on the ability to interpret normal and abnormal EKG. The student will also be taught safe practices of phlebotomy such as collecting adequate and correct blood specimens by capillary or venipuncture on adults, children, and neonates. The program consists of classroom, simulated laboratory settings, and clinical externship.

Program Outline:

Course No.	Course Title	Quarter Credit Hours
EPT 151	Coronary Anatomy and Physiology	8.0
EPT 152	The Electrocardiograph and The Patient	12.0
EPT 153	EKG Interpretation & Clinical Significance	12.0
EPT 154	Phlebotomy	10.0
EPT 155	Phlebotomy II	10.0
EPT 156	Phlebotomy III	10.0
CS 101	Capstone	0.4
EPT 157	Externship	2.0
	Program Totals	**64.4**

Tuition Expenses

Expense	Fee
Tuition	$15,495.00
Registration	$100.00
Lab Equipment	$300.00
Total Cost	**$15,895.00**

Coding and Scripting (Online)

Objective:

The Coding and Scripting Program will build student knowledge and proficiency in computer programming languages to prepare them to work in specialized entry-level jobs. Students will work towards gaining an understanding of four programming languages (Java, Python, PowerShell, SQL) and will build a digital portfolio of work during the program to help them showcase their knowledge and skills for the job market. A computer programming fundamentals course will be required at the start of the program.

Program Outline:

Course No.	Course Title	Quarter Credit Hours
PLD 101	Programming Logic and Design	10.0
FJP 101	Foundational Java Programming	10.0
FPP 101	Foundational Python Programming	10.0
SQL 101	SQL Queries	10.0
SQL 102	SQL Queries II	10.0
WPS 101	Windows PowerShell	10.0
WPS 102	Windows PowerShell II	10.0
	Program Totals	**70.0**

Tuition Expenses

Expense	Fee
Tuition	$8,400.00
Registration	$100.00
Lab Equipment	$500.00
Total Cost	**$9,000.00**

IT Technician (Online)

Objective:

The IT Technician Program affords the opportunity for a student to obtain five certifications. The ITSS 151-159 courses will allow students to build on user-level knowledge and experience with personal computer software and hardware to learn fundamental skills and concepts used on the job. Students will acquire the essential skills and information needed to install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on PCs, digital services, and operating systems. The program will lead to preparation to become a CompTIA A+ Certified Professional. The MSF 101-102 courses teach students the fundamentals of Microsoft 365 services and concepts along with Microsoft 365 security, pricing, and support. This program leads to MS-900 certification in two weeks. NET 101-104 uses the CompTIA approved study guide that helps students master all the topics on the Network exam, including Computer networks and the OSI model Network components, Ethernet IP addressing, Routing traffic, Wide Area Networks (WANs), Wireless Technologies, Network Performance, Command-line utilities, Network Management, Network policies and best practices, and Network Security Troubleshooting. In SEC 101-108 students will learn, prepare, and practice for CompTIA Security SY0-601 exam success with this CompTIA approved Cert Guide. AZ 101-106 is an 8-week program that will help students demonstrate a fundamental understanding of Microsoft Azure and cloud services while preparing them to take the Microsoft AZ-900 certification exam.

Program Outline:

Course No.	Course Title	Quarter Credit Hours
ITSS 151	Hardware	2.25
ITSS 152	Networking	2.25
ITSS 153	Mobile Devices	0.45
ITSS 154	Virtualization and Cloud Computing	0.45
ITSS 155	Hardware and Networking Troubleshooting	1.35
ITSS 156	Operating Systems	2.25
ITSS 157	Security	2.25
ITSS 158	Software Troubleshooting	0.9
ITSS 159	Operational Procedures	1.35
MSF 101	Microsoft 365 Services and Concepts	2.0
MSF 102	Microsoft 365 Security, Pricing, and Support	2.0
NET 101	Networking Fundamentals and Components	2.75
NET 102	IP Networking Concepts	4.75
NET 103	Networking Configuration and Management	5.25
NET 104	Networking Policies and Troubleshooting	3.25
SEC 101	Threats, Attacks, and Vulnerabilities	2.0
SEC 102	Accessing Security Protocols	2.0
SEC 103	Architecture and Design	2.0

SEC 104	Security Controls and Concepts	2.0
SEC 105	Implementation	2.0
SEC 106	Authentications	2.0
SEC 107	Operations and Incident Response	2.0
SEC 108	Governance, Risk, and Compliance	2.0
AZ 101	Azure Cloud Concepts	3.25
AZ 102	Azure Core Services	4.25
AZ 103	Azure Core Solutions and Management Tools	4.25
AZ 104	Azure Security and Network Security Features	2.25
AZ 105	Azure Identify, Governance, Privacy, and Compliance Features	2.25
AZ 106	Azure Pricing, SLA's, and Lifestyles	1.5
	Program Totals	**67.25**

Tuition Expenses

Expense	Fee
Tuition	$7,900.00
Registration	$100.00
Lab Equipment	$500.00
Total Cost	**$8,500.00**

IT Support Specialist (Online)

Objective:

The IT Support Specialist program will prepare individuals for a career as an entry-level information technology professional. Students will build on user-level knowledge and experience with personal computer software and hardware to learn fundamental skills and concepts that will be used on the job. Students will acquire the essential skills and information needed to install, configure, optimize, troubleshoot, repair, upgrade, and perform preventive maintenance on PCs, digital services, and operating systems. The program will lead to preparation to become a CompTIA A+ Certified Professional.

Program Outline:

Course No.	Course Title	Quarter Credit Hours
ITSS 151	Hardware	2.25
ITSS 152	Networking	2.25
ITSS 153	Mobile Devices	0.45
ITSS 154	Virtualization and Cloud Computing	0.45
ITSS 155	Hardware and Networking Troubleshooting	1.35
ITSS 156	Operating Systems	2.25
ITSS 157	Security	2.25
ITSS 158	Software Troubleshooting	0.9
ITSS 159	Operational Procedures	1.35
	Program Totals	**13.5**

Tuition Expenses

Expense	Fee
Tuition	$1,800.00
Registration	$100.00
Lab Equipment	$100.00
Total Cost	**$2,000.00**

Massage Therapy (Traditional)

Objective:

The core training received will prepare the student to be an effective massage therapist, competent in the fundamentals of body structure, function of the various body systems relating to massage therapy, and applicable massage modalities. Upon obtaining a Massage Therapy Diploma, graduates will have gained the knowledge and skills necessary to sit for the Licensing Exam for Massage Therapists. Graduates will be eligible to work in a variety of public and private setting such as spas, massage therapists offices, hospitals, and other rehabilitation settings.

Program Outline:

Course No.	Course Title	Quarter Credit Hours
MT 171	Anatomy and Physiology 1: Support, Movement, and Communication	5.5
MT 172	Anatomy and Physiology 2: Transportation, Nourishment, Elimination, and Procreation	5.5
MT 173	Anatomy and Physiology 3: Kinesiology	6.0
MT 174	Massage Therapy 1: Foundations	4.0
MT 175	Massage Therapy 2: Theory and Practice	5.25
MT 176	Massage Therapy 3: Special Populations	4.0
MT 177	Massage Therapy 4: Clinical Applications	4.0
MT 178	Massage Therapy 5: Eastern Practices and Hydrotherapy	1.5
MT 179	Massage Therapy 6: Business Ethics	5.0
CS 101	Capstone	0.4
MT 180	Clinical Practice	4.0
	Program Totals	**45.15**

Tuition Expenses

Expense	Fee
Tuition	$11,150.00
Registration	$100.00
Lab Equipment	$250.00
Total Cost	**$11,500.00**

Licensure: The Louisiana Board of Massage Therapy requires that in order to become a licensed massage therapist in Louisiana, you must meet certain educational qualifications, pass one of the board approved examinations (MBLEx, NCBTMB, NCCAOM) and you must apply for and pass the Louisiana Board of Massage Therapy Oral Examination. For more information on the qualifications for licensure, please visit the Louisiana Board of Massage Therapy at www.labmt.org .

Medical Assistant (Hybrid)

Objective:

The Medical Assistant program prepares students to perform duties under direction of a physician/practitioner, including preparing examination rooms, taking vital signs, assisting in minor surgical procedures, giving injections, performing venipuncture, assisting in laboratory operations, performing urinalysis along with various other laboratory tests, assisting in radiological procedures and administering electrocardiograms. Medical assistants also learn to function in an administrative capacity, including patient communications, maintaining patient records, billing, scheduling appointments, ordering supplies and processing insurance claims.

Program Outline:

Course No.	Course Title	Quarter Credit Hours
MA 151	Introduction to Medical Assisting	2
MA 152	Anatomy and Pathophysiology	13
MA 153	Patient Education and Safety in the Medical Office	1.5
MA 154	Admin. Duties, Office and Administrative Duties for the Medical Assistant	16
MA 155	Clinical Medical Assisting Duties	16
MA 156	Pharmacology	16
MA 160	Electronic Health Records	1.5
CS 101	Capstone	0.4
MA 158	Externship	2.67
	Program Totals	**69.07**

Tuition Expenses

Expense	Fee
Tuition	$15,495.00
Registration	$100.00
Lab Equipment	$300.00
Total Cost	**$15,895.00**

Medical Billing and Coding (Online)

Objective:

The Medical Billing and Coding program will provide students with a variety of skills necessary to seek entry level employment in physician's offices, clinics, laboratories, hospitals, group practices, specialty practices, health insurance, offices and nursing homes. A graduate of this program will have learned medical terminology, medical office procedures, such as: medical insurance billing/coding foundations and medical transcription.

Program Outline:

Course No.	Course Title	Quarter Credit Hours
MBC 151	Introduction to Administrative Medical Assisting	6.5
MBC 152	Billing and Coding Procedures	12.0
MBC 153	Applying CPT Coding and Its Modifiers	12.0
MBC 154	Using Coding in Relation to Patient Surgery and the Body Systems	16.0
MBC 155	Radiology, Pathology, Medicine, and Inpatient Coding	8.0
MBC 156	The Electronic Health Record and Its Software	8.0
MBC 157	Medical Front Office Skills; Learned and Applied	8.0
MBC 158	Job Seeking	1.9
	Program Totals	**72.4**

Tuition Expenses

Expense	Fee
Tuition	$15,695.00
Registration	$100.00
Lab Equipment	$100.00
Total Cost	**$15,895.00**

Medical Office Assistant (Hybrid)

Objective:

The Medical Office Assistant program is designed to provide students with sufficient knowledge and specialized skills for an entry-level administrative position in allied health. The program will cover computer applications, medical terminology, recording patient data, scheduling, and medical insurance basics. Graduates from the Medical Office Assistant program may be able to work in a front-office role in hospitals, clinics, nursing homes, medical supply businesses, and other healthcare facilities.

Program Outline:

Course No.	Course Title	Quarter Credit Hours
MOA 151	Fundamentals of the Medical Office	6.0
MOA 152	Introduction to Anatomy, Medical Terminology, and Pharmacology	10.25
MOA 153	Fundamentals of Ambulatory Care Administration	10.25
MOA 154	Introduction to Medical Billing	10.25
MOA 155	Advanced Ambulatory Care Administration	5.5
CS 101	Capstone	0.4
MOA 156	Externship	2.67
	Program Totals	**45.32**

Tuition Expenses

Expense	Fee
Tuition	$10,650.00
Registration	$100.00
Lab Equipment	$250.00
Total Cost	**$11,000.00**

Pharmacy Technician (Hybrid)

Objective:

The Pharmacy Technician program will provide students with the skills to acquire entry-level employment within retail and/or hospital pharmacy settings while stressing the importance of professionalism, confidentiality, and ethics. Graduates will gain an understanding of medical and pharmaceutical terminology and the pharmacology of medications in relation to the anatomy they affect. The Pharmacy Technician program will also equip graduates with the skill and confidence necessary to excel in the range of responsibilities they will assume as pharmacy technicians, from interpreting physician orders and prescriptions and preparing and distributing medications to performing pharmaceutical calculations, processing insurance billing, and controlling inventory.

Program Outline:

Course No.	Course Title	Quarter Credit Hours
PTP 151	Introduction to Pharmacy Technician	8.0
PTP 152	The Community and Institutional Pharmacy	8.0
PTP 153	Health Insurance Billing	8.0
PTP 154	Pharmacy Calculations	8.0
PTP 155	Pharmacology	12.0
PTP 156	Anatomy and Physiology and the Treatment of Disease	8.0
PTP 157	Special Topics	2.5
PTP 158	Preparing for Externship	1.5
CS 101	Capstone	0.4
PTP 159	Externship	6.67
	Program Totals	**63.07**

Tuition Expenses

Expense	Fee
Tuition	$15,570.00
Registration	$100.00
Lab Equipment	$225.00
Total Cost	**$15,895.00**

Licensure:

The Louisiana Board of Pharmacy requires that in order to become a licensed pharmacy technician, an individual must be 18 years of age and obtain a pharmacy technician candidate registration to complete the training requirements. The applicant shall demonstrate successful completion of the program and pass a board-approved pharmacy technician certification examination (PTCB or NHA). The applicant shall also submit to a Criminal Background Check (CBC) and complete an *Application for New Louisiana Pharmacy Technician Certificate* for a fee of $100.00 to the Louisiana Board of Pharmacy. For more information on the qualifications for licensure, please visit the Louisiana Board of Pharmacy at www.pharmacy.la.gov.

To gain or maintain national certification (PTCB), candidates are also required to disclose any and all criminal matters which they are subject, including but not limited to, investigations or disciplines by a government agency or other authority such as a State Board of Pharmacy, a professional association, or a credentialing organization. Candidates with a criminal history must provide a complete, detailed explanation of the circumstances related to their disclosure including but not limited to the final dispositions or resolutions related to these matters. The PTCB will determine whether a candidate is: eligible for certification; temporarily or permanently disqualified from eligibility; and/or subject to eligibility conditions. For more information, please visit www.ptcb.org.

For information concerning salary expectations for Louisiana residents in the field of Pharmacy Technician, please click the following link: www.onetonline.org

Course Descriptions

AZ 101	AZURE CLOUD CONCEPTS

The focus of AZ 101 is to give an overview of cloud concepts. Students will learn skills including identifying the benefits and considerations of using cloud services, describing the differences between categories of cloud services, and describing the differences between types of cloud computing.

AZ 102	AZURE CORE SERVICES

Students will dive into the core Azure services in AZ 102. They will describe the core Azure architectural components and describe core resources available in Azure.

AZ 103	AZURE CORE SOLUTIONS AND MANAGEMENT TOOLS

This module teaches students skills to describe core solutions available in Azure including IoT Hub and IoT Central, Azure Sphere, Azure Synapse Analytics, HDInsight, Azure Databricks, Azure Bot Service, and more. Students will then learn Azure management tools like Azure portal, Powershell, CLI, Cloud Shell, Azure Advisor, among others.

AZ 104	AZURE SECURITY AND NETWORK SECURITY FEATURES

By the end of this module students will be able to describe Azure security features including Azure Security Center, Key Vault, Azure Sentinel, and Azure Dedicated Host. Students will also be able to describe Azure network security including Network Security Groups, Azure Firewall, and Azure DDoS Protection.

AZ 105	AZURE IDENTITY, GOVERNANCE, PRIVACY, AND COMPLIANCE FEATURES

AZ 105 asks students to describe core Azure identity services like Azure Active Directory and Single Sign-On (SSO). They will understand Azure governance features including Role-based access control (RBAC), recourse locks, tags, and Azure Policy and Blueprints. Finally, students will describe the various Azure privacy and compliance resources.

AZ 106	AZURE PRICING, SLA'S, AND LIFECYCLES

The final program module will give students information about Azure pricing and describe methods for planning and managing costs. Students will also learn Azure service level agreements (SLAs) and service lifecycles. They will understand how to interpret the terms of an SLA and learn about the service lifecycle in Azure.

CS 101 — CAPSTONE

Culmination of skills and knowledge demonstrated in a final exit exam. It covers externship interviews, appropriate attitudes, etiquette, and the development of working professional relationships. The students will also cover the benefits of completing an externship, real life case studies and beginning the job search.

DA 151 — DENTAL PRACTICE ADMINISTRATION

The dental assistant student can defend the importance of being fluent in dental/medical terminology. Students will learn the history of dentistry, describe career skills of the direct and indirect care dental team members, explain the job responsibilities and roles of the dental team members, identify career opportunities for a dental assistant. Students will also learn how Maslow's hierarchy of needs relates to communication in today's dental office, how to achieve resolution in conflicts related to office stress and discuss techniques to communicate with people from diverse cultures. Students will learn how to explain how jurisprudence is related to the dental assistant and discuss violations of law in a dental setting. Identify the responsibilities of the dental team in relation to HIPAA and the individual roles OSHA (Occupational Safety and Health Act), EPA, FDA, CDC (Centers for Disease Control) (Centers for Disease Control), OSP, NIOSH.

DA 152 — MANAGING THE DENTAL FRONT OFFICE

This module will cover the strategies that are part of a good prevention plan, demonstrate tooth brushing techniques, evaluate oral self-care using disclosing agents and biofilm indices. Students will learn the role of carbohydrates in the diet and its effects on the teeth and discuss the dental assistant's role in nutrition. Students will learn the design of the dental office, experience the purpose of each area, the appearance and function of the equipment, and the routine to open and close the dental office. This module also covers standardized procedures, preparation of tray setups, the names, functions, and parts of the hand instruments, the compare cutting, surgical, vulcanite, finishing burs, and the care of burs, abrasive rotary instruments, and polishing instruments. Students will learn how to demonstrate proper positioning for operator, assistant, and patient during four-handed dentistry, demonstrate the types of instrument grasps and transfer of instruments for a procedure. They will learn the importance of effective moisture control in clinical practice, and demonstrate proper positioning and placement of saliva ejector, HVE, and air/water syringe. The student will discuss the role of the dental assistant during a limited/emergency examination and a new patient examination, recognize several types of dental charts, interpret charting symbols and abbreviations, tooth numbering and identification systems, and taking patient's vitals. Students will learn types of local anesthetics and topical anesthetics, techniques, and administration list the steps of the assessment phase, components of the dental hygiene care plan, documentation of treatment, and the importance of the evaluation visit. Students will be taught the appropriate types of polishing methods, correct attachment for polishing, indications for professional topical fluoride, and list indications and contraindications for dental sealants.

| DA 153 | DENTAL INSURANCE PROGRAMS, CODING AND BILLING |

This module will explore the different ideas of marketing for dentistry, cover the information needed before placing an order for dental supplies and equipment, scheduling appointments, sending appointment reminders, and handling patient correspondence, greeting patients, maintain the patient chart filing system and records, patient forms to be used, preparing for the dental day appointments, posting patient charges, balancing day sheets, filing insurance claims. Students will be able to describe the difference between telephone, communication, and business office technology and its uses, demonstrate how to file radiographs in a chart, managing appointment books, dental patient record management, accounts payable, and accounts receivable. They will learn how to properly post payments to the patient account, handle collection calls and create a payment plan, learn the overhead costs of a dental practice, complete a deposit slip, and make a bank deposit and properly process an invoice. Students will learn to identify and explain types of dental plans, dental procedure codes, business office systems, dental office software, and computer safety. Students will learn ways in which computers are used in the dental office, how database management concepts can be used in the dental office, how to access Denorex Learning Edition software, patient management, and practice management systems.

| DA 154 | BIOMEDICAL SCIENCE |

In this module, the student will become familiar with the function and structure of the body systems, body planes and directions, the cavities of the body and describe the structure and function of the cell, explain the functions and divisions of the skeletal system, identify the composition of the bone, and the types of joints. Identify the landmarks of the face and oral cavity, including the tongue, floor of the mouth, and salivary glands, explain why a patient's head and neck exam is important during a dental visit. Students will learn the steps to achieving asepsis techniques, OSHA requirements, hazardous material handling and disposal of hazardous materials in the dental office, identify the purpose of each component of personal protective equipment (PPE), the steps in maintaining a contaminated patient tray in the sterilization area, identify that factors that can impact disinfectant efficiency. Students will also learn about prenatal growth and development, tissue function, and the structures of the oral cavity around the teeth. The structure and forms of human teeth and their location in the mouth along with the eruption schedule and function of each tooth in the primary and permanent dentition. Students will learn about miscellaneous disorders affecting the oral cavity, conditions, and lesions related to HIV and AIDS and pharmacology for the types of drugs commonly administered in a dental office, recognize commonly used dental anesthetics by name and concentration and medication on the medical history that may impact dental care. Students will also learn prevention of a medical emergency through collection of accurate patient history and management of diseases and conditions in the dental office will be covered and the particular care for patients with disabilities, the effects of aging, and dental management of the older patient.

DA 155   DENTAL SCIENCES

Students will learn the components of the dental x-ray machine, the purpose of the dental radiographs, several types of interactions that can take place with x-rays, types, of radiation produced, somatic effects and genetic effects of radiation, the qualities of a diagnostic image, principles of shadow casting and occupational exposure and nonoccupational exposure maximum permissible dose. Students will be taught the sequence of exposures in the bisecting technique and the paralleling technique, image receptor placement for bitewing and periapical images, manual processing technique and the auto processing technique, maintenance of processing equipment, and viewing mounted radiographs in a full mouth series. This module prepares students to identify various commonly used dental materials as they appear on a dental radiograph, discuss panoramic radiography and machine, and the responsibilities of the dental assistant as the radiographer. Students will learn how to differentiate between classifications of tooth fractures, mixing dental cement, and signs, symptoms, and treatment of the progression of dental caries. This module also prepares students for the treatment of cavity preparation for placement of dental amalgam, the clinical importance of the properties of amalgam, and steps in finishing and polishing an amalgam restoration. Students will explain the purpose of etching and bonding, matrix systems used with composite resins, and restorations. Students will also learn to identify properties of provisional materials and indicate their clinical importance, the two types of provisional materials, differences, and similarities in techniques of common methods of fabricating custom-made impression trays and explain why an alginate impression must be stored properly.

DA 156   CLINICAL SCIENCES

This module also prepares students to deal with diagnosis and treatment of diseases of the pulp and periapical tissues, endodontic, orthodontics and periodontics procedures, root canal treatment, and periapical surgical procedures. Oral and Maxillofacial Surgery will be discussed as well as pediatric dentistry in relation to the role of team members, behavioral characteristics of children of various ages, behavioral management techniques, common pediatric procedures, and equipment used. Gingival retraction will be covered as well as prostheses, implants, and techniques for maintaining fixed prosthetic appliances and finally, cosmetic dentistry will be discussed.

DA 157   EXTERNSHIP

Students will practice techniques on volunteers at school and may also be assigned to dental offices for practical experience.

ECAC 101 — INTRODUCTION TO EARLY CHILDHOOD DEVELOPMENT

The candidate in this module will gain a foundation for how the field of early childhood education has changed rapidly in the last ten years as scientific knowledge about young children has highlighted the impact of high quality early childhood education on children. Students preparing to be early childhood professionals are guided by professional standards, developmentally appropriate best practices and a Code of Ethics. Early childhood professionals will understand the importance and use of appropriate assessment as a key component for planning instruction. This module explains the purpose and value of evaluation and outlines several instructional strategies (CLASS) used to assess young children's knowledge and skills. Early childhood professionals have a responsibility to advocate for high quality early childhood education and accessibility for all children. Candidates will be taught the fundamental of the CLASS tool and how teachers are grading according to Domains and Dimensions using the scoring system for assessment.

ECAC 102 — LINKING DEVELOPMENT AND LEARNING

Candidates will build on instructional strategies and focus specifically on infants and toddlers and preschool ages in regard to what they're like, motor development, cognitive development, language development, psychosocial, emotional, and mental health along with accommodating diversity and while understanding the linear relationship between CLASS domains and dimensions. Candidates will study how to create quality learning environments and programs, early childhood professionals must understand the distinct developmental milestones of infant and toddler growth and development in all domains. Candidates will apply knowledge gained thus being evaluated in two CLASS observations. Candidates will be trained in Pediatric CPR, First Aid and AED.

ECAC 103 — MEETING THE NEEDS OF YOUNG CHILDREN

Students will be taught how to help children become responsible by identifying and applying ten steps to guide behavior, analyze the problems associated with physical punishment, identifying the social constructivism approach to guiding behavior, and being able to define behavior guidance specifically using CLASS standards for Behavior Management. Students will learn how to infuse multicultural content into curriculum, programs and activities, understand and identify reasons why America is multicultural and discuss how to teach English language learners. Children with diverse needs will be covered and discussed including how to help homeless children receive a quality education, explain how the student can help children who are abused and neglected and determine what can be done to help them and methods to support gifted and talented children. Children with disabilities will also be discussed. Students will be introduced to dealing with parents, families and the community. They will learn how changes in parents and families influence teachers and schools. Students will be subjected to community resources that are available to help students meet the needs of children and families and to identify the six types of parental involvement and be able to explain how each one can be used.

ECAC 104 — **EXTERNSHIP**

Students will apply practical experience in an authorized child care facility as assigned and coordinated by the school for 120 hours.

EPT 151 — **Coronary Anatomy and Physiology**

Introduction to the heart and its blood vessels. Students will be able to describe blood flow, structures of the heart, blood vessels, the function of the coronary arteries, etc. Students will also be taught how to calculate heart rate while tending to the patient.

EPT 152 — **The Electrocardiograph and the Patient**

The student will learn to identify the control features of an EKG machine and describe the functions of each, be able to differentiate between artifact and a real rhythm, how to troubleshoot and identify artifact versus rhythm. Student will learn how to perform an EKG and how to interpret a rhythm strip.

EPT 153 — **EKG Interpretation and Clinical Significance**

The student will learn the process of evaluating EKG tracings and describe the various rhythms and dysrhythmias.

EPT 154 — **Phlebotomy**

This section covers the roles and functions of a phlebotomist in the health care industry, provides information about safety and infection control in the workplace, and the basics of anatomy and physiology concentrating on the circulatory system.

EPT 155 — **Phlebotomy II**

This course provides updated information and a description of actual techniques used in phlebotomy. Documentation, specimen handling, and transportation procedures needed for safe handling of biohazardous specimens, and reviews clinical and technical complications that may occur during the procedure.

EPT 156 — **Phlebotomy III**

Pediatric phlebotomy procedures, arterial and IV collections, and special considerations for the elderly, homebound, and long-term care patients.

EPT 157   Externship

Students will apply practical experience in an authorized medical facility as assigned and coordinated by the school.

FJP 101   FOUNDATIONAL JAVA PROGRAMMING

This module uses a step-by-step approach to introduce students to programming in Java. Procedural programming and control structures and methods are covered before object-oriented programming. This ensures that students understand fundamental programming and problem-solving concepts. Every chapter includes easy-to-read code listings, practical real-world examples and an abundance of exercises.

FPP 101   FOUNDATIONAL PYTHON PROGRAMMING

This module introduces programming concepts and problem-solving skills using Tony Gaddis' accessible approach. Control structures are discussed before classes to familiarize new programmers with the fundamentals. Every chapter includes easy-to-read code listings, practical examples and application exercises to help students gain confidence in their skills and learn to recognize the logic of developing high-quality programs.

ITSS 151   HARDWARE

Students will learn the hardware and operating system aspects of the A+ objectives as well as the role of BIOS and the relation to the motherboard and how it interacts with the operating system. Components of the motherboard and CPU will be addressed as well as connectors, peripheral devices, and video and sound configuration. Printer install and configuration are also part of the module to help students begin to develop a mindset of troubleshooter.

ITSS 152   NETWORKING

This module will focus on a workstation's role on a network and how to configure a SOHO (small office-home office) network. Students will learn critical network concepts and terminology that can help the technician to grasp basic troubleshooting and understanding of the logic of a network as data moves in and out of the network.

ITSS 153   MOBILE DEVICES

Students will learn to configure, troubleshoot, and repair mobile devices, especially laptops. Students will learn how to identify and replace mobile device components with the highest failure rate and to provide support for mobile digital services.

ITSS 154   VIRTUALIZATION AND CLOUD COMPUTING

Students will learn virtualization concepts and terms to help with understanding cloud computing, server types, and embedded computing. Mobile operating systems will also be addressed.

ITSS 155   HARDWARE AND NETWORKING TROUBLESHOOTING

Students will learn and apply the six-step CompTIA troubleshooting theory while performing processes in a lab environment. They will learn the importance of the client interview and analysis of the environment to help determine the most likely source(s) of a problem with either hardware or network components.

ITSS 156   OPERATING SYSTEMS

This module will address and compare different versions of Windows and cover the installation of the operating system. Students will learn to troubleshoot Window operating system problems and learn to utilize command line and operating system features and tools. Networking Windows for printer mapping and group sharing will also be covered as well as system restoration. Compare features in OS X and Linux to those in Windows desktop and Windows command prompt. Linux and OS backup utilities will be reviewed as well as tools and Windows counterparts.

ITSS 157   SECURITY

Students will learn common threats and vulnerabilities in the security of devices and networks. This will include operating system settings, prevention, and best practices per workstation. The importance of data disposal and destruction will also be addressed.

ITSS 158   SOFTWARE TROUBLESHOOTING

This module will focus on operating system-related troubleshooting for both desktop and mobile operating systems. Students will learn the principles of dealing with specific issues and specific tools in relation to the various operating systems.

ITSS 159   OPERATIONAL PROCEDURES

Students will learn to follow appropriate safety procedures associated with being a technician and potential environmental impacts and laws governing the disposal of old computer parts. Privacy and policy concepts as well as communication techniques and professionalism are integral parts of this module.

MA 151   Introduction to Medical Assisting

This introductory course describes the medical assisting profession including education, training and certification as well as the career options for the medical assistant and environments and specialty areas in which the MA may work. Medical Law and Ethics will be discussed along with maintaining compliance with the numerous regulations and standards. This course also covers medical terminology, symbols and abbreviations and the application of medical language in the healthcare field.

MA 152   Anatomy and Pathophysiology

This course teaches human anatomy and physiology to the student as well as common disorders associated with each system.

MA 153   Patient Education and Safety in the Medical Office

This course prepares the medical assistant for his/her duties relating to patient education, maintaining the safety of coworkers and patients, universal precautions, medical and surgical asepsis, office security and quality assurance.

MA 154   Financial Management, Office and Administrative Duties for the Medical Assistant

This course defines the knowledge and skills required to perform the many administrative tasks in the front office of a physician's office or similar medical facility. Topics include patient reception, appointment scheduling, telephone techniques, handling medical records, opening and closing the medical office, office communication, maintenance of office equipment supplies, basic banking and bookkeeping procedures, medical insurance billing and coding, and insurance claims processing.

MA 155   Clinical Medical Assisting Duties

This course explains skills and knowledge required for the medical assistant to perform authorized clinical duties in the medical office. Topics include the procedures for equipment sterilization and infection control, assisting with various medical examinations and assisting with minor surgery performed in the medical office such as blood and urine testing, radiological procedures, electrocardiography, and pulmonary function testing. Students also learn the role and responsibilities of medical assistants in physical therapy and rehabilitation modalities and how to address specific needs of special populations. The course also discusses the role and legal responsibilities of the medical assistant tasks to be performed in an emergency, emergency supplies and equipment and basic first aid procedures for common medical office emergencies.

MA 156   Pharmacology

This course explains knowledge and skills required for the medical assistant to accurately and safely administer medications under the supervision of a physician. Students apply basic math skills to pharmacology and drug administration; learn the pharmacological properties of common drugs related to each body system, and the appropriate routes and methods of drug administration. Additionally, students review the safety precautions and guidelines related to drug administration and related patient care.

MA 157   Preparing for Externship

This course will provide students the information they need to make their externship a success. It covers externship interviews, appropriate attitudes, etiquette, and the development of working professional relationships. The students will also cover the benefits of completing an externship, real life case studies and beginning the job search.

MA 158   Externship

Students will apply practical experience in an authorized medical facility as assigned and coordinated by the school.

MA 160   Electronic Health Records

This course will provide students with and understanding of electronic health records using scenario-based activities (SimChart for the Medical Office) to provide real-world situations that students will encounter in the medical field.

MBC 151   Introduction to Administrative Medical Assisting

The MBC student in this module will discuss their role and duties along with medical terminology, communication skills, telephone etiquette, appointment scheduling, computers in the medical office, managing medical records, electronic medical records, and financial and medical office management along with hands-on training in many of the areas mentioned.

MBC 152   Billing and Coding Procedures

Students will learn medical insurance billing along with learning how to file medical insurance claims. Medical Coding will be taught including ICD-9 CM and ICD-10 CM. Students will learn how medical coding and medical billing work together in regards to the patient.

MBC 153	Applying CPT Coding and Its Modifiers

Students will learn the purpose of CPT-4 coding along with the use of the CPT Manual and its importance in the coding world. A review of Category II and III CPT codes along with the major features of level II National Codes, HCPCS will be covered. Students will also demonstrate the ability to assign HCPCS codes. Evaluation Management Services will also be explained. In-depth teaching will continue as the MBC student learns to understand the theory and application of medical coding.

MBC 154	Using Coding in Relation to Patient Surgery and The Body Systems

Students will be subjected to coding and billing in relation to anesthesia, surgery guidelines and the body systems.

MBC 155	Radiology, Pathology, Medicine and Inpatient Coding

Students will be taught and also demonstrate the ability to code Radiology and Pathology services and procedures. Students will also be able to code special services, procedures and reports including but not Limited to psychiatric services, chemotherapy services, physical and rehabilitation services and Medicine section codes. Differences between inpatient and outpatient coding, principal diagnosis, reporting additional diagnosis and present on admission (POA) will be explained and taught how to be applied.

MBC 156	The Electronic Health Record and its Software

Students will become educated in all aspects of the Electronic Health Record (EHR). The student will begin with what is an introduction to EHRs, how to install and use the EHR software, transitioning from paper charts to EHRs, and administrative use along with reimbursements.

MBC 157	Medical Front Office Skills; Learned and Applied

Students will work with software applications as well as real front office supplies that go along with the text book. Students will be provided with a practice kit which will simulate a 10-day internship/externship in the Medical Front Office.

MBC 158	Career Development

Students will learn how to organize a job search, prepare a resume, and complete a job application and interview for a job.

MOA 151 — Fundamentals of the Medical Office

The Medical Office student will be able to explain the job responsibilities of the medical front office assistant, the characteristic of medical professionals, explain HIPAA guidelines and privacy issues, identify specialties within the medical profession, discuss the importance of first impressions, diversity, communication, and become acquainted with healthcare laws and ethics.

MOA 152 — Introduction to Anatomy, Medical Terminology, and Pharmacology

In this module, the student will become familiar with the terminology, functions of the body systems, and the physiology of the human body. Students will also learn about the basic principles of pharmacology affecting the human body.

MOA 153 — Fundamentals of Ambulatory Care Administration

This course emphasizes the knowledge and skills used by successful managers. Topics include the history of management, making decisions, planning for success, organization, human resources, and business ethics. Activities are designed to familiarize students with the use of computers in business management.

MOA 154 — Introduction to Medical Billing

This course provides students with the basic billing principles and methodologies associated with filing medical claims. Students will also learn the types of health insurance as well as key insurance terminology and definitions. This course is designed to introduce skills required to be knowledgeable of health insurance to include computerized billing and office management techniques. Students will learn how to perform administrative tasks within the healthcare setting to include patient information, operational tasks, and workplace proficiencies.

MOA 155 — Advanced Ambulatory Care Administration

This course emphasizes the advanced knowledge and skills used by successful office managers and builds upon the fundamentals of ambulatory care administration. Topics include the traits of a successful office manager, handling emergencies, patient accounts and practice management, and advanced roles in administration.

MOA 156 — Externship

Students will be assigned to a medical office for practical experience.

MSF 101 — Microsoft 365 Services and Concepts

The first half of the program (MSF 101) will build student understanding of cloud concepts including the benefits and considerations of using cloud services and the different types of cloud services available. Students will then learn core Microsoft 365 components and services, compare core services in Microsoft 365 with corresponding on-premises services, understand the concept of modern management, 365 ProPlus, collaboration and mobility, and analytics capabilities.

MSF 102 — Microsoft 365 Security, Pricing, and Support

MSF 102 will begin with a lesson on security, compliance, privacy, and trust in Microsoft 365. Students will study concepts including security and compliance concepts, identity protection and management, security usage scenarios and services, and the Service Trust Portal and Compliance Manager. Students will then build understanding of Microsoft 365 pricing and support, including licensing options, pricing, support offerings for Microsoft 365 services, and the service lifecycle of Microsoft 365.

MT 171 — Anatomy and Physiology 1: Support, Movement, and Communication

Medical terminology, introduction to the human body, skeletal and muscular systems, musculoskeletal pathologies, integumentary system and pathologies, nervous system and pathologies, endocrine system and pathologies will be taught in this section of the program.

MT 172 — Anatomy and Physiology 2: Transportation, Nourishment, Elimination, and Procreation

This course teaches students the reproductive system and pathologies, cardiovascular system and pathologies, lymphatic system and pathologies, respiratory system and pathologies, digestive system and pathologies, urinary system and pathologies, and basic life support.

MT 173 — Anatomy and Physiology 3: Kinesiology

Students will learn muscles of the body along with their attachments and actions, bones, and body landmarks. Basic palpation skills are developed in laboratory hands-on activities.

MT 174 — Massage Therapy 1: Foundations

Students will be introduced to the world of massage through its history, proper equipment to be utilized, room set-up, safety training, standard precautions, draping, bolstering and body mechanics. Also included are self-care and nutrition, practice standards, treatment planning, pharmacology, contraindications, documentation, and evidence-based practice.

MT 175 — Massage Therapy 2: Theory and Practice

Therapeutic massage theory, techniques, stretches, and joint mobilizations, table massage sequence as well as chair massage sequence will be discussed and demonstrated.

MT 176 — Massage Therapy 3: Special Populations

This section will include pregnancy massage, massage for infants and children, advancing age and geriatric massage, cancer and oncology massage, massage for clients with disabilities and impairments, massage for clients with mental disorders, sports massage, hospital-based massage, and hospice massage.

MT 177 — Massage Therapy 4: Clinical Applications

Students will review massage therapy basics and then proceed to advanced topics such as pain theories, orthopedic assessments, trigger points, myofascial release techniques, cupping therapy, manual lymphatic drainage, kineotaping, and massage for specific conditions including temporomandibular disorders.

MT 178 — Massage Therapy 5: Eastern Practices and Hydrotherapy

Areas of discussion and demonstration will be Asian bodywork therapies of shiatsu, acupressure, Thai massage, reflexology, and lomi lomi. Also included are hydrotherapy, aromatherapy, and energetic practices such as reiki and polarity.

MT 179 — Massage Therapy 6: Business and Ethics

Students will learn about codes of ethics and state law, cultural competency, business planning and development, marketing, and accounting.

MT 180 — Clinical Practice

Students will be responsible for performing a minimum of 20 massages under the direction of a Licensed Massage Therapist. Students will be required to demonstrate skills learned in the program throughout the curriculum, such as an understanding of laws and ethics, client interactions, proper techniques, and treatment planning.

NET 101 — Networking Fundamentals and Components

Students will define networks by geography, topology, and resource location; learn the purpose of the OSI Reference Model; discuss various network components including network infrastructure devices, specialized network devices, virtual network devices, and voice over IP protocols; and learn the principles and features of ethernet technology.

NET 102 — IP Networking Concepts

In IP Networking Concepts, students will learn how to assign IPv4 and IPv6 addresses, review the basic IP routing process, learn routing protocol characteristics and give routing examples, discuss Wide Area Networks (WANs), and get an introduction to wireless technologies.

NET 103 — Network Configuration and Management

This module gives a broad overview of Network optimization, management, security, policies and best practices, and troubleshooting. Students will also cover command-line tools including Windows and UNIX commands.

NET 104 — Network Policies and Troubleshooting

This section focuses on the development of procedures, practices, and policies designed to mitigate procedural and/or legal problems and maximize appropriate usage of network resources. Students will learn how to begin an establishment of a plan for troubleshooting a network, including physical activity, software solutions, and a hierarchy of steps needed to correct any network problems.

PLD 101 — Programming Logic and Design

Get hands-on experience in complex programming with the Programming Logic & Design course and lab. The course provides a vivid introduction to current programming languages with clear and approachable code snippets and programs for better understanding. The course and lab offer easy-to-understand pseudocode, flowcharts, and other tools. It illustrates how to design the logic of programs with a firm emphasis on logical thought processes and models. Programming Logic & Design uses a language-independent approach to teach programming concepts and problem-solving skills.

PTP 151 — Introduction to Pharmacy Technician

This introductory course describes the history of pharmacy practice, characteristics needed to become a Pharmacy Technician, communication and customer care, terminology and abbreviations related to pharmacy.

PTP 152 — The Community and Institutional Pharmacy

This course explores the fields of the retail pharmacy and the health-system pharmacy along with software used most commonly in the pharmacy field. Automation and robotics will also be discussed in regards to bar-coding equipment, prescription filling robots, automated medication delivery systems and automated storage and retrieval systems. Students will learn inventory control and management including purchasing, the ordering and receiving process, returns, insurance billing, compounding, aseptic and sterilization techniques.

PTP 153 — Health Insurance Billing

This course provides the students with an introduction to medical insurance as it pertains to the job of the pharmacy technician. The students will focus on three key aspects of insurance billing - knowledge of procedures, health information technology skills, and communication skills.

PTP 154 — Pharmacy Calculations

This course prepares the student for the role of Pharmacy Technician by reviewing basic math skills, teaching the measurement systems, dosage calculations, concentrations and dilutions, allegations and parenteral calculations.

PTP 155 — Pharmacology

This course defines the knowledge and skills required to perform an important role of a Pharmacy Technician. Drug formulations, drug administrations, addiction and drug classifications and drug reactions in the body will be taught. Biopharmaceuticals will also be introduced to the student.

PTP 156 — Anatomy and Physiology and the Treatment of Disease

This course explains the anatomical structure and function of the human body. Common diseases of each body system will be covered along with the explanation of how each class of drugs works in regards to certain diseases or conditions. Vital signs will also be taught as a part of training.

PTP 157   Special Topics

This course gives students an introduction to special considerations in pharmacy practice. Practice considerations related to pediatric, neonatal and geriatric patients will be taught.

PTP 158   Preparing for Externship

Students can practice a certification exam review of topics presented while in class. Math and dosage calculation reviews along with drug classifications can be refreshed prior to the externship experience. This course will provide students the information they need to make their externship a success.

PTP 159   Externship

Students are required by the Louisiana Board of Pharmacy to complete 200 clock hours of an externship position in a pharmacy prior to graduation. 400 hours of pharmacy practice is required by the Louisiana Board of Pharmacy after completion of the Pharmacy Technician program for a total combination of 600 hours practical experience prior to application for state licensure.

SEC 101   Threats, Attacks, and Vulnerabilities

This module covers different social engineering techniques such as phishing, smishing, vishing, identity fraud, and many others. Students will also learn about different types of potential attacks including malicious software, password attacks, physical attacks, application attacks, and network attacks.

SEC 102   Assessing Security Protocols

Students will build on the concepts of NS 101 and learn about threat actors and their attributes as well as attack vectors and threat intelligence sources. They will build an understanding of security concerns, learn the techniques used in security assessments as well as penetration testing.

SEC 103   Architecture Design

The Architecture and Design module helps students understand the importance of security concepts in the enterprise environment. Virtualization and cloud computing concepts will also be covered. In addition, students will learn to summarize secure application development, deployment, automation concepts, and authentication and authorization design concepts.

SEC 104   Security Controls and Concepts

Students will start this module by learning all about cybersecurity resilience and implementation methods. They will come to understand the security implications of embedded and specialized systems. The importance of physical security controls will also be discussed, as well as the basics of cryptographic concepts.

SEC 105   Implementation

Implementation will cover secure protocols and their uses along with application security solutions. Students will learn about secure network designs with topics such as network segmentation, virtual private networks, port security, network appliances, and others. They will also learn protocols for installing and configuring wireless security settings and implementing secure mobile solutions.

SEC 106   Authentications

This module begins with an overview of applying cybersecurity solutions to the cloud. It will then transition to concepts of identity and account management controls. Next, students will discuss implementing identity and account management controls, authentication and authorization solutions, and public key infrastructure.

SEC 107   Operations and Incident Response

Assessing organizational security and the appropriate tools used for this task are the first topics in the module. Students will then learn the importance of policies, processes, and procedures for incident response. The focus will then transition to using appropriate data sources to support an investigation before students learn mitigation techniques to secure an environment. Finally, students will come to understand the key aspects of digital forensics.

SEC 108   Governance, Risk, and Compliance

Students will begin this module by learning the various control categories and types. They will then focus on the regulations, standards, and frameworks that impact organizational security. The importance of policies to organizational security is the next topic in the module, followed by the concepts and processes of risk management. The final topic is for students to understand privacy and sensitive data concepts in relation to security.

SQL 101   SQL Queries

SQL is the standard language for communicating with most database systems. Any time you import data into a spreadsheet or perform a merge into a word processing program, you're most likely using SQL in some form or another. Learn SQL and gain a hands-on experience in SQL with this module. This course is designed for a beginning database user and it is also for an expert user who is suddenly faced with solving complex problems or integrating multiple systems that support SQL. This course has well-descriptive interactive lessons containing knowledge checks, quizzes, flashcards, and glossary terms to get a detailed understanding of SQL Queries.

SQL 102   SQL Queries II

The second half of SQL Queries will have an emphasis on data and data sets. Other concepts covered are "NOT" and "AND" problems, Condition Testing, and using "Driver" tables.

WPS 101   Windows PowerShell

Gain hands-on expertise in Windows PowerShell with Windows PowerShell in course and performance-based labs. Performance-based labs simulate real-world, hardware, software and command line interface environments and can be mapped to any text-book, course & training. This course and lab provide the understanding of PowerShell module, its usage for different functions and give experience in installing and configuring PowerShell, finding and discovering Windows PowerShell commands, managing Windows PowerShell providers, and more.

WPS 102   Windows PowerShell II

Students will continue learning about PowerShell concepts and features in this module. It will cover topics including workflow, WMI and CIM, OneGet, and Scripting. It will also cover management of Active Directory, SQL Server, SharePoint Server, and Microsoft Azure.