



# **CATALOG**

**2025**

**Volume 6**

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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 develops people - students, faculty, and staff - to meet the evolving needs of the workforce. We are a career solution, committed to advancing opportunity, readiness, and results.

### Vision Statement

To be the leading workforce partner across the communities we serve—transforming lives through people development, empowering careers, and strengthening the talent pipeline for tomorrow's economy.

### 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, Electrical, IT Technician (Online), Massage Therapy, Medical Assistant, Medical Billing and Coding (Online), Medical Office Assistant (Online), 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, 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, Pharmacy Technician, and Surgical Technology.

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](http://www.council.org)

## Approvals and Memberships

Louisiana Workforce Investment and Opportunity Act (LWIOA)

Louisiana Board of Elementary and Secondary Education (BESE)

American Society of Health-Systems Pharmacists (ASHP)

Pharmacy Technician Certification Board

Louisiana Board of Pharmacy

Louisiana Association of Private Colleges and Schools (LAPCS)

Approved Vendor of Louisiana Rehabilitation Services

Career Education Colleges and Universities (CECU)

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

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



## Administrative and Instructional Staff

### Alexandria

#### Administration:

Jo Broussard, Campus President  
Debbie Allbritton, Director of Education  
Chenell Jarreau, Registrar  
Wendy May, Clinical Coordinator  
Jessica Middleton, Career Services Coordinator  
Brittany Vinson, Enrollment Coordinator  
Leshia Castille, Financial Aid Officer  
Amanda Shields, 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  
June Reed, EPT Instructor, PT  
Mary Julyahana Mayeaux, MT Instructor, FT,  
Jennifer Herrin, PT Program Director, FT  
Khorie Frost, PT Instructor, PT  
Trakelia Johnson, MA Instructor, FT  
\*\*\*, MA Instructor, FT

Cassandra Eldridge, MA Instructor, PT

### Baton Rouge

#### Administration:

Britni Smith, Campus President  
Erica Kennedy, Director of Education  
Kristin Redditt, Enrollment Coordinator  
Mildred Davenport, Financial Aid Officer  
Kayla Bullard, Registrar  
Darlithia Doucet, Executive Secretary  
Claire Olden, Clinical Coordinator  
Talia Coleman, Career Services Coordinator  
Isaiah Egharevba, Facilities Coordinator/Security Guard

#### Instructional Staff:

Daphne Haynes, MA Instructor, FT  
Kiara Chavis, MA Instructor, PT  
Tabitha Matson, MT Instructor, FT  
Jennifer Brumfield, MT Instructor, PT  
\*\*\*, PT Program Director, FT  
Carla N Williams, PT Instructor, PT  
Aisha Thomas, EPT Instructor, FT  
Carla M. Williams, EPT Instructor, PT  
Natalie George, EPT Instructor, PT  
Richshell Webb, DA Instructor, FT  
Brittany Martin, DA Instructor, PT

**Houma**Administration:

\*\*\*, Campus President

Darnelle Harmon, Director of Education

Terrilynn Ledet, Clinical Coordinator

Raquel Williams, Career Services Coordinator

Seth Prestenback, Enrollment Coordinator

Kassie Hebert, Financial Aid Officer

Marlyn Brooks, Executive Secretary

Ashley Cauthen, Registrar

\*\*\*, Security Guard

Instructional Staff:

Tammie Theriot, PT Instructor, FT

Crystal Miguez, PT Instructor, PT

Brittney Stewart, DA Instructor, FT

\*\*\*, DA Instructor, PT

Cesali Williams, EPT Instructor, FT

Jacklyn Veazey, EPT Instructor, PT

Euleka Norman, MA Instructor, PT

\*\*\*, MA Instructor, FT

Sharena Lightfoot, MT Instructor, PT

Mary Mayeur, MA Instructor, FT

**Lafayette**Administration:

Heather Alleman, Interim Campus President

Jamie Carter, Director of Education

Kayla Menard, Registrar

Kimberly Bize, Enrollment Coordinator

Shannon Sibley, Enrollment Coordinator

Lorynn Lejeune, Financial Aid Officer

Josie Vincent, Financial Aid Officer

Hannah Dronet, Clinical Coordinator

Stella Theriot, Career Services Coordinator

Amber Thomas, Career Services Coordinator

Tanya Howard, Executive Secretary

Franklin Scott, Sr., Facilities Coordinator, FT

Chester Babineaux, Facilities Coordinator, FT

Instructional Staff:

\*\*\*, DA Instructor, PT

Rockel O'Brien, DA Instructor, FT

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

Shameika Montgomery, ECAC Instructor, PT

Cotina Housley, EPT Instructor, FT

Natasha Thomas, EPT Instructor, PT

Ty Abshire, MT Instructor, FT

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

Lindsey Peltier, MT Instructor, PT

Bralea Stevens, MA Instructor, FT

Teresa Robison, MA Instructor, FT

Susan Valerio, MA Instructor, PT

Somer Lewis, PT Instructor, FT

Kylie Duplantis, PT Program Director, FT

Kiara Lazard, PT Instructor, PT

Donald Picard, ELC Instructor, FT

## Online

### Administration:

Jacob Landry, Online President

Marcia Gallagher, Director of Education

Frannie Gautreaux, Registrar

\*\*\*, Enrollment Coordinator

\*\*\*, Enrollment Coordinator

Bridgette Senette, Financial Aid Officer

Lisa Gary, Financial Officer

Tamara Duncan, Career Services Coordinator

Christy Alford, 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

Jessica Bernard, MBC Instructor, FT

Danielle Washington, MBC Instructor, FT

Melissa Carter, MOA Instructor, FT

MyShawne Stallings, Networking Instructor, FT

## New Orleans

### Administration:

LaRonna Stokes, Campus President

Kirstie Jett, Director of  
Education

\*\*\*, Registrar

Vendetta Ross, Clinical Coordinator

\*\*\*, Career Services Coordinator

\*\*\*, Enrollment Coordinator

Terrell Short, Financial Aid Officer

Asia Gaines, Executive Secretary

### Instructional Staff:

Nakia Clofer, DA Instructor, FT

Natalie Coleman, EPT Instructor, FT

Sakie Merrell, EPT Instructor, PT

Laverne Broussard, MT Instructor, FT

\*\*\*, MA Instructor, FT

Janay Bradley-Robinson, MA Instructor, FT

\*\*\*, MA Instructor, PT

Jonathan Batiste, MA Instructor, PT

Necol Guy, PTP Instructor, FT

Kenitra Harding, PTP Instructor, PT

## West Monroe

### Administration:

Shannon Warren, Campus President

Elizabeth “Liz” Black, Director of Education

Chiaka Brewster, Registrar

Alexis Britton, Clinical Coordinator

Omelia Steward, Career Services Coordinator

Damian Wilson, Enrollment Coordinator

Ja’Mica Ellis, Financial Aid Officer

\*Sarah-Catherine Ellis, Executive Secretary

Sharon Johnson, Facilities Coordinator

Marshall Caples, Security Guard, PT

### Instructional Staff:

Susan Johnson, EPT Instructor, FT

Jocelyn Caskey, EPT Instructor, PT

Jessica Hamilton, MT Instructor, FT

\*\*\*, MT Instructor, PT

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

Keondra Young, PT Instructor, PT

Alexis Wilson, PT Instructor, PT

Caitlyn Scott, MA Instructor, FT

Vanessa Hill, MA Instructor, PT

\*\*\*, MA Instructor, PT

Decquenique Mitchell, ST Program Director, FT

Kajuan Downs, ST Instructor, FT

Amy Porter, ST Instructor, FT

Cameron Tedeton, ST Instructor, FT

## Home Office

Deanna Head, Founder

Noah Brandon, President / Chief Executive Officer

Christopher Bordes, Chief Operating Officer

Brooks Powell, Chief Financial 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

Christine Payton, Vice President of Marketing and  
Public Relations

Heather Alleman, Vice President of Workforce  
Partnerships and Credentialing

Jobi Arceneaux-Caldarera, Marketing and Content  
Manager

Mona Stagg, Director of Career Services

Janna Peterson, Director of Registration

Mike Ryan, Director of Distance Education

Katie Picou, Director of Academic Affairs

Bernice Cotton, Director of Faculty Development

Carla Fontenot, Director of Admissions

Dr. Darren Bridgewater, Associate Director of  
Admissions

\*\*\*, Admissions Operations Coordinator

Francesca McDowell, Appointment Coordinator

Leslie Miller, Appointment Coordinator

Ivy Guillot, Appointment Coordinator

Cassie Ipson, Director of Human  
Resources

David Morvant, Director of Information  
Technology

Dillon Morvant, Network Systems Coordinator

Daniel Motes, Information Technology Specialist

Mary-Katherine Hooper, Director of Compliance

Nichole Arceneaux, Director of Financial Services

Sadie Cormier, Associate Director of Financial  
Services

Michelle Phelps, Director of Financial Aid

Jennifer Nielsen, Associate Director of Financial Aid

Kaliste' Gummer, Accounts Receivables/ Office  
Manager

Michelle LeBlanc, Administrative Services  
Coordinator

\*The Designated Campus Safety & Security Authority

\*\*\*Position currently being filled

## Academic Calendar

Event	2025	2026	2027
<b>Martin Luther King Jr. Holiday</b>	January 20	January 19	January 18
<b>Mardi Gras Holiday</b>	March 4	February 17	February 9
<b>Easter Holiday</b>	April 18	April 3	March 26
<b>Memorial Day Holiday</b>	May 26	May 25	May 31
<b>Juneteenth Observance</b>	June 20	June 19	June 18
<b>Independence Day Holiday</b>	July 4	July 3	July 5
<b>Labor Day Holiday</b>	September 1	September 7	September 6
<b>Thanksgiving Holiday</b>	November 27-28	November 26-27	November 25-26
<b>Winter Break Starts</b>	December 22	December 21	December 20
<b>Classes Resume</b>	January 5, 2026	January 4, 2027	January 3, 2028

# 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 for the Electrical program must pass the Wonderlic Entrance Exam with a score of 13 or higher.
6. Applicants for the Surgical Technology program must pass the Wonderlic Entrance Exam with a score of 15 or higher.
7. 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.
8. 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.
9. 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](http://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 program 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 Campus President 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 O-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, Electrical, or Surgical Technology 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. Students who have failed a course may re-enter the program in accordance with the institution's re-entry policy at the time the course is next offered.

## 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 policies. 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 Campus President.

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 Campus President 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, Campus President 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, Campus President, and/or Director of Education merits this conclusion. If permanent removal is the resolution of the situation created by the student, the Campus President 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 HOSPITAL 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, Campus President, 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, Campus President, 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 Campus President and/or Director of Education. After the Campus President 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 Campus President 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 Campus President 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.unitechta.edu](http://www.unitechta.edu), and can be accessed by selecting the “Campus Crime Statistics” link. A hard copy of the report can also be requested from the Campus President.

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 Campus President. At this time, the Campus Safety and Security Authority and/or Campus President 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 Campus President. At this time, the Campus Safety and Security Authority and/or Campus President 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](http://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 Campus President 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 Campus President 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 Campus President 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 Campus President 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.unitechta.edu](http://www.unitechta.edu), 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 possess 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](mailto: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/](http://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 Campus President.

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 of 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 Campus President 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) months 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 Campus President 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 Enrollment Coordinator. These accommodations may include but are not limited to, oral language assistance or written translation. A written request will be reviewed by the Campus President 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 not 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 Campus President. Anyone who makes a grievance will not be retaliated against for doing so.

After the grievance is reviewed and researched by the Campus President; 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 Campus President 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 Campus President. 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 Louisiana 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 Mississippi 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](http://www.mccb.edu/offices/proprietary-schools)

For Alabama 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 Campus President. 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/](http://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 161	Dental Practice Administration	3.0
DA 162	Managing the Dental Front Office	6.25
DA 163	Dental Insurance Programs, Coding, and Billing	3.5
DA 164	Biomedical Sciences	6.0
DA 165	Fundamentals of Dental Radiography	3.5
DA 166	Advanced Techniques in Dental Radiography	3.5
DA 167	Restorative Dentistry	3.5
DA 168	Clinical & Laboratory Essentials in Dentistry	3.5
DA 169	Comprehensive Dental Specialties	5.75
DA 170	Advanced Restorative and Cosmetic Dentistry	5.75
DA 171	Externship	2.0
	<b>Program Totals</b>	<b>46.25</b>

#### Tuition Expenses

Expense	Fee
Tuition	\$10,145.00
Registration	\$100.00
Lab Equipment	\$250.00
<b>Total Cost</b>	<b>\$10,495.00</b>

**Class Schedule: Day Session:** Training will be delivered in-person from 8:30am until 1:30pm Monday through Thursday. In addition, a total of 5 hours of distance education must be completed between Friday and Sunday. Estimated time to completion: 6 months. **Evening Session:** Training will be delivered in-person from 5:30pm until 8:30pm Monday through Wednesday. In addition, a total of 11 hours of distance education must be completed between Thursday and Sunday. Estimated time to completion: 7.5 months.

## 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 111	Introduction to Early Childhood Development	9.0
ECAC 112	Linking Development and Learning	9.0
ECAC 113	Meeting the Needs of Young Children	9.0
ECAC 114	Externship	4.16
	<b>Program Totals</b>	<b>31.16</b>

### Tuition Expenses

Expense	Fee
Tuition	\$4,755.00
Registration	\$100.00
Lab Equipment	\$145.00
<b>Total Cost</b>	<b>\$5,000.00</b>

**Class Schedule: Day Session:** Training will be delivered in-person from 8:30am until 1:30pm Monday through Thursday. In addition, a total of 5 hours of distance education must be completed between Friday and Sunday. Estimated time to completion: 5 months. **Evening Session:** Training will be delivered in-person from 5:30pm until 8:30pm Monday through Wednesday. In addition, a total of 11 hours of distance education must be completed between Thursday and Sunday. Estimated time to completion: 6.25 months.

## 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 161	Cardiovascular Anatomy and Physiology	4.0
EPT 162	Cardiovascular Health and Body System Interactions	4.0
EPT 163	Fundamentals of Cardiac Physiology and Pharmacology	6.0
EPT 164	Cardiovascular Assessment and Diagnostic Techniques	6.0
EPT 165	Cardiovascular Assessment and Diagnostic Monitoring	6.0
EPT 166	Fundamentals of Cardiac Arrhythmias and Pacemaker Technology	6.0
EPT 167	Phlebotomy Essentials	5.0
EPT 168	Phlebotomy Fundamentals	5.0
EPT 169	Blood Collection and Processing	5.0
EPT 170	Phlebotomy Practices	5.0
EPT 171	Specialized Blood Collection Techniques	5.0
EPT 172	Advanced Phlebotomy & Nonblood Techniques	5.0
EPT 173	Externship	2.0
	<b>Program Totals</b>	<b>64.0</b>

### Tuition Expenses

Expense	Fee
Tuition	\$15,495.00
Registration	\$100.00
Lab Equipment	\$300.00
<b>Total Cost</b>	<b>\$15,895.00</b>

**Class Schedule: Day Session:** Training will be delivered in-person from 8:30am until 1:30pm Monday through Thursday. In addition, a total of 5 hours of distance education must be completed between Friday and Sunday. Estimated time to completion: 9 months. **Evening Session:** Training will be delivered in-person from 5:30pm until 8:30pm Monday through Wednesday. In addition, a total of 11 hours of distance education must be completed between Thursday and Sunday. Estimated time to completion: 11.25 months.

## Electrical (Traditional)

### Objective:

In the Electrical program, students will develop technical skills and practical knowledge within the electrical trade. They will perform installation tasks, services, and repairs. Graduates from this program will apply their acquired skills in the fulfillment of positions as electrical assistants within residential, commercial, and industrial enterprises associated with the electrical trade.

### Program Outline:

Course No.	Course Title	Quarter Credit Hours
ELC 101	Electrical Safety	6.0
ELC 102	National Electrical Code NEC®	6.0
ELC 103	Electrical Wiring Residential I	4.5
ELC 104	Electrical Wiring Residential II	4.5
ELC 105	Electrical Wiring Commercial I	4.5
ELC 106	Electrical Wiring Commercial II	4.5
ELC 107	Industrial Wiring I	4.5
ELC 108	Industrial Wiring II	4.5
	<b>Program Totals</b>	<b>39.0</b>

### Tuition Expenses

Expense	Fee
Tuition	\$6,500.00
Registration	\$100.00
Lab Equipment	\$300.00
<b>Total Cost</b>	<b>\$6,900.00</b>

**Class Schedule: Day Session:** Training will be delivered in-person from 8:30am until 1:30pm Monday through Friday. Estimated time to completion: 5 months.

## 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
SHF 161	Computing Components	4.0
SHF 162	Device Support	4.0
SHF 163	Network and Security Concepts	4.0
SHF 164	Operating Systems	4.0
NET 161	Introduction to Networking	4.25
NET 162	Protocols, Cabling, and Wireless Networking	4.25
NET 163	Network Architecture, Segmentation, and Wide Area Networking	4.25
NET 164	Risk Management, Security, and Performance	4.25
SEC 161	Security Foundations and Cryptography	4.0
SEC 162	Device Security	4.25
SEC 163	Infrastructure and Architectures	4.0
SEC 164	Operations and Management	4.0
A+161	A+ Core 1 and 2 Exam Prep	5.0
AZ 161	Azure Cloud Concepts and Core Services	4.25
AZ 162	Azure Core Solutions, Management Tools, and Security	4.25
AZ 163	Azure Identity and Governance	4.5
	<b>Program Totals</b>	<b>67.25</b>

**Tuition Expenses**

Expense	Fee
Tuition	\$7,900.00
Registration	\$100.00
Lab Equipment	\$500.00
<b>Total Cost</b>	<b>\$8,500.00</b>

**Class Schedule:** Training will be delivered using 100% distance education methods. The training schedule will be conducted Monday through Friday in which daily participation is required. Estimated time to completion: 8 months.



## 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 181	Anatomy and Physiology 1: Support, Movement, and Communication	5.5
MT 182	Anatomy and Physiology 2: Transportation, Nourishment, Elimination, and Procreation	5.5
MT 183	Anatomy and Physiology 3: Kinesiology	6.0
MT 184	Massage Therapy 1: Foundations	4.0
MT 185	Massage Therapy 2: Theory and Practice	5.25
MT 186	Massage Therapy 3: Special Populations	4.0
MT 187	Massage Therapy 4: Clinical Applications	4.0
MT 188	Massage Therapy 5: Eastern Practices and Hydrotherapy	1.5
MT 189	Massage Therapy 6: Business Ethics	5.5
MT 190	Clinical Practice	4.0
	<b>Program Totals</b>	<b>45.25</b>

### Tuition Expenses

Expense	Fee
Tuition	\$11,150.00
Registration	\$100.00
Lab Equipment	\$250.00
<b>Total Cost</b>	<b>\$11,500.00</b>

**Class Schedule: Day Session:** Training will be delivered in-person from 8:30am until 1:30pm Monday through Friday. Estimated time to completion: 6.25 months. **Evening Session:** (Lafayette Campus) Training will be delivered in-person from 5:00pm until 10:00pm Monday through Thursday. Estimated time to completion: 8 months. (Baton Rouge Campus) Training will be delivered in-person from 4:00pm until 9:00pm Monday through Thursday. Estimated time to completion: 8 months.

**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](http://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 161	Medical Assistant Foundations	8.25
MA 162	Anatomy and Pathophysiology I	8.25
MA 163	Anatomy and Pathophysiology II	8.0
MA 164	Financial Management, Office, and Administrative Duties for the Medical Assistant	8.0
MA 165	Clinical Procedures I	8.0
MA 166	Clinical Procedures II	8.0
MA 167	Pharmacology I	8.0
MA 168	Pharmacology II	8.0
MA 169	Electronic Health Records	1.5
MA 170	Externship	2.67
	<b>Program Totals</b>	<b>68.67</b>

### Tuition Expenses

Expense	Fee
Tuition	\$15,495.00
Registration	\$100.00
Lab Equipment	\$300.00
<b>Total Cost</b>	<b>\$15,895.00</b>

**Class Schedule: Day Session:** Training will be delivered in-person from 8:30am until 1:30pm Monday through Thursday. In addition, a total of 5 hours of distance education must be completed between Friday and Sunday. Estimated time to completion: 9 months. **Evening Session:** Training will be delivered in-person from 5:30pm until 8:30pm Monday through Wednesday. In addition, a total of 11 hours of distance education must be completed between Thursday and Sunday. Estimated time to completion: 11.25 months.

## 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 161	Introduction to Administrative Medical Assisting	6.5
MBC 162	Health Insurance, Claims, and Reimbursement	6.0
MBC 163	Health Care Programs I	6.0
MBC 164	Health Care Programs II	6.0
MBC 165	ICD-10-CM Coding	6.0
MBC 166	Introduction to CPT Coding	6.0
MBC 167	CPT Coding in Relation to Patient Surgery I	6.0
MBC 168	CPT Coding in Relation to Patient Surgery II	4.0
MBC 169	CPT Coding in Relation to Patient Surgery III	4.0
MBC 170	CPT Pathology, Laboratory, and Medicine	4.0
MBC 171	Medical Front Office Skills I	4.0
MBC 172	Medical Front Office Skills II	4.0
MBC 173	Clinical Procedures	4.0
MBC 174	Billing Procedures	4.0
MBC 175	Job Seeking Skills	1.5
	<b>Program Totals</b>	<b>72.0</b>

### Tuition Expenses

Expense	Fee
Tuition	\$15,695.00
Registration	\$100.00
Lab Equipment	\$100.00
<b>Total Cost</b>	<b>\$15,895.00</b>

**Class Schedule:** Training will be delivered using 100% distance education methods. The training schedule will be conducted Monday through Friday in which daily participation is required. Estimated time to completion: 9 months.

## Medical Office Assistant (Online)

### 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	6.0
MOA 160	Simulated Practicum Experience	5.0
Program Totals		47.75

### Tuition Expenses

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

**Class Schedule:** Training will be delivered using 100% distance education methods. The training schedule will be conducted Monday through Friday in which daily participation is required. Estimated time to completion: 6 months.

## 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 161	Introduction to Pharmacy Technician	8.0
PTP 162	The Community and Institutional Pharmacy	8.0
PTP 163	Health Insurance Billing	8.0
PTP 164	Pharmacy Calculations	8.0
PTP 165	Pharmacology	8.0
PTP 166	Anatomy and Physiology and the Treatment of Disease	12.0
PTP 167	Special Topics	2.5
PTP 168	Preparing for Externship	1.5
PTP 169	Externship	6.67
	<b>Program Totals</b>	<b>62.67</b>

### Tuition Expenses

Expense	Fee
Tuition	\$15,570.00
Registration	\$100.00
Lab Equipment	\$225.00
<b>Total Cost</b>	<b>\$15,895.00</b>

**Class Schedule: Day Session:** Training will be delivered in-person from 8:30am until 1:30pm Monday through Thursday. In addition, a total of 5 hours of distance education must be completed between Friday and Sunday. Estimated time to completion: 9 months. **Evening Session:** Training will be delivered in-person from 5:30pm until 8:30pm Monday through Wednesday. In addition, a total of 11 hours of distance education must be completed between Thursday and Sunday. Estimated time to completion: 11.25 months.

### **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](http://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](http://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](http://www.onetonline.org)

## Surgical Technology (Hybrid)

### Objective:

The Surgical Technology program at Unitech Training Academy is designed to prepare the entry-level practitioner to possess the knowledge, skills, and abilities necessary to provide services in the operating room as part of the surgical team in the role of a surgical technologist. Instruction includes components of the basic sciences, operating room practices and procedures, safe patient care, operating room techniques, surgical procedures, and clinical practice. Surgical technologists work in the sterile environment with surgeons, anesthesia personnel and nurses in delivering surgical patient care. Surgical technologists are employed in hospital operating room settings, outpatient surgical centers, maternity units, emergency rooms, central sterile reprocessing units, and in the medical sales field.

### Program Outline:

Course No.	Course Title	Quarter Credit Hours
ST 151	Introduction to Surgical Technology	2.5
ST 152	Anatomy and Physiology	8.0
ST 153	Pathophysiology	6.0
ST 154	Surgical Pharmacology and Anesthesia	3.0
ST 155	Surgical Principles and Practice	5.0
ST 156	Surgical Techniques	9.0
ST 157	Surgical Procedures I	6.5
ST 158	Surgical Procedures II	6.5
ST 159	Certification Review and Strategies	4.0
ST 160	Surgical Externship	6.67
	<b>Program Totals</b>	<b>57.17</b>

### Tuition Expenses:

Expense	Fee
Tuition	\$15,495.00
Registration	\$100.00
Lab Equipment	\$300.00
<b>Total Cost</b>	<b>\$15,895.00</b>

**Class Schedule: Day Session:** Classroom training will be delivered in-person from 8:30am until 1:30pm Monday through Thursday. In addition, a total of 5 hours of distance education must be completed between Friday and Sunday. Estimated time to completion: 8.5 months.



## Course Descriptions

### A+161

### CORE 1 AND 2 EXAM PREP

In this review course, students will prepare for the Core 1 and Core 2 CompTIA A+ certification exams. The course begins with an overview of the exam format, scoring, and question types to familiarize students with the test-taking process. It then reviews the Core 1 and 2 exam objectives, ensuring a thorough understanding of the key topics covered. Finally, students will engage in practice assessments to test their knowledge and readiness, helping them build confidence and improve their performance on the actual exam.

### AZ 161

### AZURE CLOUD CONCEPTS AND CORE SERVICES

This course introduces students to the fundamental concepts and services of Microsoft Azure, a leading cloud computing platform. The first lesson covers cloud concepts, providing a foundational understanding of cloud computing models, deployment options, and the benefits of cloud services. Students will then delve into core Azure services, exploring essential components such as virtual machines, storage solutions, and networking features within the Azure environment. This course equips students with the knowledge necessary to navigate and utilize Azure's cloud services effectively, laying the groundwork for further modules.

### AZ 162

### AZURE CORE SOLUTIONS, MANAGEMENT TOOLS, AND SECURITY

This course provides an in-depth exploration of essential Azure solutions, management tools, and security features. Students will begin by learning about core solutions and management tools on Azure, including how to deploy, manage, and monitor Azure resources effectively. The course then focuses on security, covering both general security practices and specific network security features within the Azure environment. Students will gain a comprehensive understanding of how to safeguard Azure resources, ensuring they are equipped to manage and secure cloud-based infrastructure efficiently.

### AZ 163

### AZURE IDENTITY AND GOVERNANCE

This course focuses on the critical aspects of identity management, governance, and compliance within the Azure cloud environment. Students will start by exploring Azure's identity, governance, privacy, and compliance features, learning how to manage user identities, control access, and ensure regulatory compliance. The course then addresses Azure pricing, service level agreements (SLAs), and resource lifecycles, providing students with the knowledge needed to manage costs, understand service commitments, and effectively handle the lifecycle of Azure resources. This course prepares students to implement robust identity and governance strategies while managing and optimizing Azure cloud services.

**DA 161****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 162****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 163****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 164****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 165****FUNDAMENTALS OF DENTAL RADIOGRAPHY**

In this module, students will develop a solid foundation in dental radiography, focusing on essential aspects of radiographic equipment, safety protocols, and clinical practices. The course covers the operation and maintenance of radiographic equipment, emphasizing radiation safety and infection control. Students will learn how to effectively capture and process dental images, interpret radiographs, and ensure high-quality results. Practical skills in mounting and evaluating radiographs will be developed, preparing students to apply these techniques safely and accurately in a clinical environment.

**DA 166****ADVANCED TECHNIQUES IN DENTAL RADIOGRAPHY**

In this module, students will complete the LDA's "Radiographic Techniques and Safety Online Course," which provides essential practical skills and theoretical knowledge for effective and safe radiographic practice in a dental setting. Students will master the sequence of exposures using bisecting and paralleling techniques, accurately place image receptors for bitewing and periapical radiographs, and perform both manual and automatic processing of radiographs while maintaining processing equipment. They will also review and interpret mounted radiographs in a full-mouth series. Additionally, students will learn to identify and differentiate commonly used dental materials on radiographs, understand the principles and equipment involved in panoramic radiography, and discuss the roles and responsibilities of a dental assistant as a radiographer, focusing on safety and compliance standards.

**DA 167****RESTORATIVE DENTISTRY**

In this module, students will gain a comprehensive understanding of cavity preparation for dental amalgam placement, including the clinical significance of amalgam properties and the detailed procedures for finishing and polishing amalgam restorations. Additionally, they will explore the purpose and techniques of etching and bonding, as well as matrix systems used with composite resins. This will equip students with the knowledge to effectively perform and refine both amalgam and composite restorations, ensuring high-quality outcomes in dental treatments.

**DA 168****CLINICAL & LABORATORY ESSENTIALS IN DENTISTRY**

In this module, students will gain a comprehensive understanding of tooth fracture classifications, the use of dental cement, and the progression and management of dental caries. They will learn to distinguish between different types of provisional materials, recognize their clinical significance, and understand the properties and uses of various materials. Additionally, students will compare and contrast techniques for fabricating custom-made impression trays and grasp the importance of proper storage for alginate impressions to ensure their accuracy and effectiveness.

**DA 169****COMPREHENSIVE DENTAL SPECIALTIES**

In this module, students will gain comprehensive skills in diagnosing and treating diseases of the pulp and periapical tissues, as well as mastering endodontic, orthodontic, and periodontic procedures, including root canal treatments and periapical surgeries. They will explore Oral and Maxillofacial Surgery in depth and focus on pediatric dentistry, learning about the roles of various team members, understanding the behavioral characteristics of children at different developmental stages, and applying effective behavioral management techniques. The module will also cover common pediatric procedures and the specialized equipment used in these practices, preparing students to handle a wide range of clinical scenarios with confidence and expertise.

**DA 170****ADVANCED RESTORATIVE AND COSMETIC DENTISTRY**

This module is designed to equip students with in-depth knowledge and practical skills for managing and maintaining dental prosthetics, as well as understanding cosmetic enhancements. Students will learn effective techniques for gingival retraction, explore various prosthetic appliances and implants including their placement and maintenance, and master the care and upkeep of fixed prosthetic devices. Additionally, the module offers a comprehensive overview of cosmetic dentistry, covering the procedures and materials used to enhance the aesthetic quality of dental work. Through this integrated approach, students will gain a thorough understanding of both the functional and aesthetic aspects of modern dental practice.

**DA 171****EXTERNSHIP**

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

**ECAC 111****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. Candidates will be trained in Pediatric CPR, First Aid and AED.

**ECAC 112****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.

**ECAC 113****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 114****EXTERNSHIP**

Students will apply practical experience in an authorized child care facility as assigned and coordinated by the school for 125 hours.

**ELC 101****Electrical Safety**

Electrical safety highlights safety topics such as personal safety, tool and equipment safety, hazardous working environments, and standards for safety organizations such as OSHA and NFPA 70E in a way that is easy for the novice reader to understand.

**ELC 102****National Electrical Code NEC®**

This course will provide the information needed to understand and apply the National Electrical Code ®. Detailed information will be presented in a format that is easy to understand and apply in the workforce.

**ELC 103****Electrical Wiring Residential I**

This course will guide students with basic requirements of the National Electrical Code ®, then continuing on to the more advanced wiring methods. Students will learn safety requirements for wiring a residential job, equipment, tools, and supplies needed to begin the residential job, reading residential construction plans, and grounding and bonding.

**ELC 104****Electrical Wiring Residential II**

This course will guide the student room-by-room through the common wiring of a single-family residence and builds a foundation of knowledge by starting with the basic requirements of the National Electrical Code ®, then continuing on to the more advanced wiring methods.

**ELC 105****Electrical Wiring Commercial I**

This course will guide students in how to practice safety standards in the commercial workplace and reading commercial building plans and specifications. The student will know how to prepare with the right equipment, tools, and supplies for the commercial job. The student will also learn how to plan for future growth of a commercial facility and plan accordingly by making load calculations in conformance with the National Electrical Code ®.

**ELC 106****Electrical Wiring Commercial II**

This course will guide the students to the basics of commercial wiring by offering insight into the planning of a typical commercial installation, carefully demonstrating how the load requirements are converted into branch circuits then to feeders, and finally into the building's main electrical service.

**ELC 107****Industrial Wiring I**

This course will prepare students to have the knowledge of what the industrial electrician is responsible for in the installation of electrical service, power, lighting, and special systems in new construction. Preparing for the industrial job site, proper tools and equipment needed, and supplies needed while following the National Electrical Code ® standards and guidelines.

**ELC 108****Industrial Wiring II**

This course is a step-by-step walk through of an industrial building, providing the basics on installing an industrial wiring system. The student will be able to work with specialized systems, read plans and site work specs, and apply concepts of each wiring process.

**EPT 161****Cardiovascular Anatomy and Physiology**

This introductory course offers a comprehensive overview of the heart's structure and function within the circulatory system. Students will learn to identify the directional positions of the heart and recognize its key anatomical features. The course will cover the characteristics and roles of three types of cardiac cells, and examine the key differences between arteries and veins. Additionally, learners will diagram the flow of oxygenated and deoxygenated blood through the heart and vascular system, providing a foundational understanding of cardiovascular physiology. This course is ideal for those new to the study of the heart and its functions.

**EPT 162****Introduction to Cardiovascular Health and Body  
System Interactions**

This entry-level course covers key concepts in cardiovascular pharmacology and heart electrical function. Topics include myocardial cell functions, electrolyte movement, and electrical conduction, as well as primary and secondary prevention drugs, cardiac medications, and angiotensin hormones. Students will study arrhythmias, beta-blockers, antihyperlipidemic therapy, and the differences between antiplatelet and anticoagulant drugs. The course also addresses drug interactions, patient heart health, and terms like diastole, systole, and cardiac output. Additional content includes pacemakers, intrinsic firing ranges, and conduction abnormalities, providing foundational knowledge in cardiovascular pharmacology and electrical health.

**EPT 163****Fundamentals of Cardiac Physiology and  
Pharmacology**

This course provides an overview of cardiac physiology and pharmacology, focusing on the heart's structure, electrical and mechanical processes, and regulation of rhythm and output. Key topics include myocardial action potentials, the cardiac cycle, blood flow, hemodynamics, and pharmacological treatments for cardiovascular disorders. Emphasis is placed on understanding heart function and drug interventions for common heart conditions. By the end, students will have a foundational understanding of cardiac function and related pharmacology.



**EPT 164****Cardiovascular Assessment and  
Diagnostic Techniques**

This entry-level course covers essential cardiovascular assessment and monitoring techniques. Students will learn HIPAA privacy laws, vital sign measurements, pulse oximetry, heart rate variability, and jugular venous pressure (JVP). Topics also include the ankle-brachial index (ABI), diabetes classifications, cardiac blood tests, and ECG fundamentals. Students will explore ECG theory, lead placements, and how to perform and document a 12-lead ECG. The course also covers patient consent procedures and assessment tools like SAMPLE and OPQRST. By the end, students will be equipped with foundational skills in cardiovascular diagnostics and monitoring.

**EPT 165****Cardiovascular and Diagnostic  
Monitoring**

This entry-level course students will learn to measure key ECG parameters, including duration and voltage, and gain an understanding of waveforms, including the isoelectric line and positive and negative wave reflections. The course covers Einthoven's triangle and its waveforms, helping students differentiate between key terms such as interval, segment, complex, and wave. Learners will also acquire the ability to calculate heart rate, analyze common ECG rhythms, and identify artifacts. Emphasis will be placed on recognizing limb and precordial lead reversals, understanding normal R wave progression, and mastering the basics of ECG interpretation. This course is ideal for those new to ECG and electrocardiography.

**EPT 166****Fundamentals of Cardiac  
Arrhythmias and Pacemaker  
Technology**

This entry-level course covers the fundamentals of cardiac arrhythmias, including the major classifications and atrial arrhythmias. Students will learn to differentiate between premature junctional complexes and accelerated junctional rhythms, as well as identify the QRS complex differences in ventricular tachycardia and fibrillation. The course also explains pulseless electrical activity vs. asystole, pacemaker spike identification on ECGs, and the basics of pacemakers and implantable defibrillators. Additional topics include pacemaker malfunctions, stages of acute myocardial infarction (AMI), and emergency cardiac medications. Ideal for healthcare professionals new to cardiac rhythm analysis.

**EPT 167****Phlebotomy Essentials**

This course equips entry-level phlebotomy students with the essential knowledge and skills needed to meet NAACLS competencies, emphasizing ethical practices, patient rights, and legal responsibilities. Students will gain a deep understanding of phlebotomy procedures, quality assurance, and future trends, while also mastering communication, documentation, and computerization in a clinical setting. The course prepares students for professional certification, focusing on practical application through case studies and real-world scenarios related to clinical laboratory activities.

**EPT 168****Phlebotomy Fundamentals**

This course provides entry-level phlebotomy students with essential skills in infection control, safety, and an understanding of medical terminology and anatomy, aligned with NAACLS competencies. Students will learn procedures for infection prevention, emergency response, and safety in clinical settings, along with a thorough overview of major organ systems, the cardiovascular system, and hemostasis. Emphasis is placed on practical applications, ensuring readiness for professional practice in the phlebotomy field.

**EPT 169****Blood Collection and Processing**

This course provides essential training for phlebotomists in recognizing and managing patient reactions, handling phlebotomy complications, and ensuring proper sample collection, preparation, and transport. Key topics include understanding how to address different patient responses during venipuncture, dealing with common phlebotomy complications that may result in failed collections, and identifying when samples need to be re-collected or rejected. The course also covers the best methods for preparing and handling samples, including special considerations for temperature-sensitive tests. Participants will learn how to prioritize sample collection, manage blood specimens from patients in special conditions such as those receiving anticoagulant therapy or those with damaged veins, and understand how preexamination errors can affect laboratory results. The course emphasizes safety, accuracy, and efficiency in the laboratory environment.

**EPT 170****Phlebotomy Practices**

This course provides comprehensive training in blood collection techniques for entry-level phlebotomists, covering essential equipment, venipuncture procedures, and capillary blood collection. Students will learn about various blood collection tools, safety measures, and detailed procedures for effective and safe specimen collection. Emphasis is placed on practical skills, including patient preparation, equipment handling, and performing venipuncture and skin punctures accurately.

**EPT 171****Specialized Blood Collection  
Techniques**

This course equips entry-level phlebotomists with essential skills for handling pediatric and geriatric patients, as well as performing specialized and point-of-care collections. Students will learn age-specific care considerations, techniques for collecting blood from various sources, and procedures for blood cultures and advanced testing methods. Emphasis is placed on practical applications, including handling IV lines, central venous catheters, and point-of-care testing for glucose and other parameters.

**EPT 172****Advanced Phlebotomy &  
Nonblood Techniques**

This comprehensive course is designed for students with essential knowledge and hands-on skills for mastering phlebotomy techniques, along with nonblood sample collection procedures. It covers the key competencies required to perform safe and accurate blood draws, while also addressing patient diversity and ethical considerations in healthcare settings. In addition to phlebotomy, this course includes in-depth training on nonblood sample collection, such as urine, semen, sputum, throat, fecal (stool), and breath tests, as well as specialized procedures for tuberculin skin tests, drug detection in newborns, and genetic testing.

**EPT 173****Externship**

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

**MA 161****Medical Assistant Foundations**

This introductory course provides a comprehensive overview of the medical assisting profession, including the required education, training, and certification pathways. Students will explore various career options available to medical assistants, as well as the diverse environments and specialty areas in which they may work. The course teaches Medical Law and Ethics, emphasizing the importance of compliance with numerous regulations and standards. In addition, students will gain proficiency in medical terminology, symbols, and abbreviations, along with the application of medical language within the healthcare field. This course is preparing medical assistants for their responsibilities related to maintaining the safety of coworkers and patients, office security, and quality assurance. Students will also be introduced to foundational concepts in professionalism, equipping them with the interpersonal skills and ethical grounding necessary for a successful career in healthcare.

**MA 162****Anatomy and Pathophysiology I**

This course provides an in-depth exploration of human anatomy, focusing on the structure and function of the body's major systems. Students will begin with an overview of body structure and function, laying the foundation for understanding the complexities of the human body. The students will study the Integumentary System, Skeletal System, Muscular System, Nervous System, as well as the Sensory Organs.

**MA 163****Anatomy and Physiology II**

This course offers an extensive study of human anatomy, focusing on the body systems essential to sustaining life and maintaining health. Students will explore the Circulatory, Lymphatic, and Immune Systems, the Respiratory System, the Digestive System, the Urinary System, Reproductive System, as well as the Endocrine System. By the end of this course, students will have a comprehensive understanding of these critical systems, preparing them for a successful career in the medical field.

**MA 164****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 165****Clinical Procedures I**

This course explains skills and knowledge required for the medical assistant to perform authorized clinical duties in the medical office. Topics include learning to accurately measure and record Vital Signs, assisting with physical exams, the laboratory in a physician's office, to collect and process diagnostic testing. By the end of this course, students will be proficient in a wide range of clinical procedures, essential for providing high-quality patient care in any medical setting.

**MA 166****Clinical Procedures II**

This course explains skills and knowledge required for the medical assistant to perform authorized clinical duties in the medical office. Topics include: OB/GYN examinations, assisting with Life Specialties, focusing on the unique needs of pediatric and geriatric patients, Assisting with Medical Emergencies, Emergency Preparedness, and First Aid, Physical Therapy and Rehabilitation, Radiology, and Electrocardiography (EKG). By the end of this course, students will be equipped with the skills needed to assist in a wide range of clinical procedures, preparing them for success in diverse medical settings.

**MA 167****Pharmacology I**

This course provides an in-depth introduction to pharmacology, with a strong emphasis on patient education and the mathematical skills necessary for safe medication administration. Students will explore the principles of pharmacology, including drug classifications, mechanisms of action, and the therapeutic effects of various medications. Students will learn how to effectively communicate with patients about their medications, including: proper usage, potential side effects, and the importance of adherence to prescribed treatments. Students will also develop proficiency in Math for Pharmacology, learning to accurately calculate dosages, convert between measurement systems, and understand the mathematical concepts essential for administering medications safely.

**MA 168****Pharmacology II**

This course offers a comprehensive study of pharmacology, focusing on the principles of drug action and the safe administration of medications. Students will explore various drug classifications, understanding their mechanisms of action, therapeutic uses, and potential side effects. The course emphasizes the importance of accuracy and safety in medication administration, teaching students the skills required to prepare and administer medications via various routes, including oral, topical, and injectable forms. By the end of this course, students will be proficient in the knowledge and practices necessary for administering medications safely and effectively in a healthcare setting.

**MA 169****Electronic Health Records**

This course provides comprehensive training in essential medical front office skills with a focus on checking in patients, posting insurance co-payments, and handling administrative requests. It is designed for individuals preparing for administrative roles in healthcare settings, emphasizing practical skills required for effective administrative tasks. Students will develop proficiency in managing patient interactions, processing payments, and fulfilling various administrative duties. This course also provides a comprehensive overview of essential clinical procedures, focusing on documenting clinical encounters, managing provider orders, and effective patient communication. It also covers the management of prescriptions and the use of electronic prescriptions (eRx). Designed for individuals preparing for roles in clinical settings, the course emphasizes practical skills required for accurate documentation, order management, and prescription handling, enhancing the quality of patient care and streamlining clinical operations.

**MA 170****Externship**

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

**MBC 161****Introduction to Administrative Medical Assisting**

In this introductory course, students will explore the career of a Health Insurance Specialist, learn the basics of health insurance and managed care, and understand revenue management in healthcare. They'll gain essential foundational skills in medical billing and coding, preparing them for administrative roles in the healthcare industry.

**MBC 162****Health Insurance, Claims, and Reimbursement**

In this course, students will learn about revenue management, including insurance claims, appeals, and credit and collections. They will also explore the legal aspects of health insurance and reimbursement, along with CMS reimbursement methodologies, equipping them with the knowledge and skills to handle complex billing and reimbursement processes in healthcare.

**MBC 163****Health Care Programs I**

This Module contains instructions for completing fee-for-service claims that are generally accepted nationwide by most commercial health insurance companies (or private health insurance companies), including Aetna, United Healthcare, Prudential, Cigna, and others. (Instructions for submitting BlueCross BlueShield, Medicare, Medicaid, TRICARE, CHAMPVA, and workers' compensation claims are found in later chapters.)

**MBC 164****Health Care Programs II**

In this course, students will gain a comprehensive understanding of BlueCross BlueShield (BCBS) health plans, one of the most well-recognized and established medical insurance programs in the United States. Students will explore the historical development, structure, and evolution of BCBS health plans, as well as their impact on the healthcare system and insurance industry. This course will cover the origins of BCBS, its transformation from separate prepaid health plans into a unified entity, and its status in providing comprehensive health coverage.

**MBC 165****ICD-10-CM Coding**

This module is designed to provide students with a comprehensive understanding of career opportunities in medical coding, the benefits of professional development and networking, and essential coding practices. It covers the importance of professional associations, obtaining coding credentials, and leveraging technology in the coding process. Students will also learn about clinical documentation improvement, the physician query process, and health data collection methods.

**MBC 166****Introduction to CPT Coding**

This module is designed to provide students with a comprehensive understanding of career opportunities in medical coding, the benefits of professional development and networking, and essential coding practices. It covers the importance of professional associations, obtaining coding credentials, and leveraging technology in the coding process. Students will also learn about clinical documentation improvement, the physician query process, and health data collection methods.

**MBC 167****CPT Coding in Relation to Patient Surgery I**

This module provides comprehensive instruction on the assignment of Current Procedural Terminology (CPT) service and procedure codes. These codes are crucial for accurately reporting medical services and procedures on insurance claims, ensuring proper reimbursement and compliance with billing regulations.

**MBC 168****CPT Coding in Relation to Patient Surgery II**

This course provides an in-depth exploration of CPT (Current Procedural Terminology) coding as it relates specifically to patient surgical procedures. Designed for students seeking to enhance their expertise in medical coding, this course focuses on the principles and practices of accurately assigning CPT codes to various types of surgical interventions. Students will gain a thorough understanding of the coding process, including the selection, application, and documentation of surgical codes in accordance with the CPT coding guidelines.

**MBC 169****CPT Coding in Relation to Patient Surgery III**

This course, resources will continue to provide an in-depth exploration of CPT (Current Procedural Terminology) coding as it relates specifically to patient surgical procedures. Designed for students seeking to enhance their expertise in medical coding, this course focuses on the principles and practices of accurately assigning CPT codes to various types of surgical interventions. Students will gain a thorough understanding of the coding process, including the selection, application, and documentation of surgical codes in accordance with the CPT coding guidelines.

**MBC 170****CPT Pathology, Laboratory, and Medicine**

This course provides an in-depth exploration of CPT (Current Procedural Terminology) coding for Radiology, Pathology, and Medicine. It focuses on accurately assigning CPT codes for diagnostic imaging, laboratory procedures, and various medical services. Students will gain a comprehensive understanding of coding practices and guidelines for these three critical areas of healthcare, enhancing their proficiency in medical coding and documentation.

**MBC 171****Medical Front Office Skills I**

This course provides comprehensive training in essential medical front office skills, focusing on patient registration, appointment scheduling, and preparing patient appointments. Designed for individuals aiming to excel in administrative roles within healthcare settings, this course covers the fundamental practices required to efficiently manage the front office of a medical facility. Students will learn the skills necessary for effective patient interactions, accurate data management, and the organization of daily operations in a clinical environment.

**MBC 172****Medical Front Office Skills II**

This course provides comprehensive training in essential medical front office skills with a focus on checking in patients, posting insurance co-payments, and handling administrative requests. It is designed for individuals preparing for administrative roles in healthcare settings, emphasizing practical skills required for effective patient management, financial transactions, and administrative tasks. Students will develop proficiency in managing patient interactions, processing payments, and fulfilling various administrative duties.

**MBC 173****Clinical Procedures**

This course provides a comprehensive overview of essential clinical procedures, focusing on documenting clinical encounters, managing provider orders, and effective patient communication. It also covers the management of prescriptions and the use of electronic prescriptions (eRx). Designed for individuals preparing for roles in clinical settings, the course emphasizes practical skills required for accurate documentation, order management, and prescription handling, enhancing the quality of patient care and streamlining clinical operations.

**MBC 174****Billing Procedures**

This course provides a comprehensive exploration of billing procedures in healthcare settings, focusing on preparing electronic encounter forms for billing, processing insurance claims, posting and tracking insurance payments, and managing patient billing and collections. Designed for administrative professionals in healthcare, the course covers the essential skills needed to handle billing tasks efficiently, ensure accuracy in financial transactions, and effectively manage patient accounts.



**MBC 175****Job Seeking Skills**

This course provides a comprehensive guide to essential job-seeking skills, focusing on preparing for the job search journey, crafting an effective resume, successfully applying for jobs, and shining at interviews. Designed for individuals entering or re-entering the job market, this course offers practical strategies and tools to enhance job search effectiveness, create standout resumes, and navigate the job application process with confidence.

**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.

**MOA 160****Simulated Practicum Experience**

The Simulated Practicum Experience for the Medical Office Assistant program is designed to provide students with an immersive experience in managing electronic health records (EHR) and practice management tasks within a realistic medical office environment. Through the use of SimChart® for Medical Office, students will reinforce their competencies by engaging in interactive assessments and practical exercises that mirror real-world scenarios. By the end of this course, students will be adept at handling EHR systems, performing essential charting tasks, and navigating the complexities of modern medical office operations, thereby equipping them with the skills necessary for a successful career in medical administration.

**MT 181****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 182****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 183****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 184**

**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 185**

**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 186**

**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 187**

**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 188**

**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 189**

**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 190****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 161****Introduction to Networking**

In this course, students will be introduced to the fundamentals of networking, including key concepts and protocols. They will also learn about network infrastructure and the importance of proper documentation in managing networks. Additionally, the course covers addressing, a critical component of network configuration and management. By the end, students will have a solid introduction to networking, preparing them for more advanced topics later in the program.

**NET 162****Protocols, Cabling, and Wireless Networking**

In this course, students will explore essential networking protocols that enable communication between devices, including TCP/IP protocols, encryption protocols, and remote access protocols. They will also learn about cabling, including transmission basics. They will discover different types of cabling and how to troubleshoot them. Finally, they will delve into wireless networking, covering setup, configuration, and troubleshooting. This course equips students with the knowledge and skills needed to manage both wired and wireless networks effectively.

**NET 163****Network Architecture, Segmentation, and Wide Area Networking**

In this course, students will study network architecture, including physical architecture, virtual architecture, and cloud architecture. They will explore segmentation, a technique used to improve network performance and security, including concepts of subnetting and VLANs. Finally, students will gain insights into Wide Area Networking (WAN), which connects networks across large geographical areas. They will learn routing protocols, securing WAN connections, and troubleshooting WAN connections.

**NET 164****Risk Management, Security, and Performance**

In this course, students will focus on critical aspects of network security and resilience. They will learn about risk management, identifying and mitigating potential threats to network integrity. The course also covers incorporating security into network design, ensuring that networks are both secure and efficient. Additionally, students will explore performance optimization and recovery strategies to maintain network functionality during and after disruptions.

**PTP 161****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. Pharmacy law and ethics will be discussed while covering prescription and processing components.

**PTP 162****Pharmacy Practice Settings**

This course explores the fields of the hospital pharmacy and community pharmacy along with software used most commonly in the pharmacy field. Advanced pharmacy practices will be discussed while students learn compounding skills and aseptic techniques.

**PTP 163****Administrative Skills**

This course provides the students with an introduction to three main components of pharmacy administrative skills to include insurance and billing, inventory control and management, and business math. Students will learn various types of private health insurance and government insurance plans and the process of adjudication regarding coverage. Purchasing, ordering and receiving process, and returns will be discussed. The students will learn about medication errors and safety and administrative math skills.

**PTP 164****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 165****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 166****Anatomy and Physiology with Medication  
Effects on Body Systems**

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 167****Special Topics**

This course gives students an introduction to special considerations in pharmacy practice. Practice considerations related to pharmaceutical information and references and safety in the workplace will be taught.

**PTP 168****Pharmacy Technician Certification Exam Review**

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.

**PTP 169****Externship**

Students are required to complete 200 clock hours of an externship position in a pharmacy prior to graduation to suffice educational requirements determined between Unitech and the Louisiana Board of Pharmacy.

**SEC 161****Security Foundations and Cryptography**

In this course, students will explore the fundamentals of protecting digital information through a detailed examination of various security principles, threat actors, and attack vectors. The first lesson covers the essentials of information security, including types of threats such as cybercrime, insider threats, and nation-state actors, as well as frameworks, regulations, and resources for managing security. The second lesson delves into pervasive attack surfaces and controls, addressing social engineering, physical security, and data protection strategies. The course also includes an in-depth study of cryptography, starting with fundamental concepts and moving to advanced topics like digital certificates, public key infrastructure (PKI), and secure communication protocols. Through hands-on projects and case studies, students will develop practical skills in safeguarding information and implementing effective security measures.

**SEC 162****Device Security**

In this course on Device Security, students will gain a deep understanding of protecting various types of devices from vulnerabilities and attacks. The course begins with an exploration of endpoint vulnerabilities, including malware attacks and application vulnerabilities, and covers strategies for securing and hardening endpoint devices through effective patch management. It then addresses the security of mobile and embedded devices, focusing on risks, protection methods, and secure coding techniques for applications. The course also delves into Identity and Access Management (IAM), covering various authentication credentials, best practices for secure authentication, and access control schemes. Through hands-on projects and case studies, students will develop practical skills for safeguarding endpoints, mobile devices, and managing user access effectively.

**SEC 163****Infrastructure and Architectures**

In this course on Infrastructure and Architectures, students will explore advanced topics in securing IT environments. The course begins with an examination of infrastructure threats and security monitoring, including various network attacks and methods for monitoring and alerting. Students will learn about security appliances, secure infrastructure design, and technologies such as VLANs, DMZs, and Zero Trust. The course also covers wireless network attacks and defenses, including vulnerabilities and protections for various wireless technologies. Finally, students will delve into cloud and virtualization security, covering cloud computing models, vulnerabilities, and security controls, as well as virtualization security concerns. Through hands-on projects and case studies, students will gain practical skills in safeguarding complex IT infrastructures.

**SEC 164****Operations and Management**

In the "Operations and Management" course, students will delve into key aspects of managing and maintaining information security. The course begins with vulnerability management, covering scanning, threat intelligence, and addressing vulnerabilities through audits and penetration testing. Students will then focus on incident preparation and investigation, learning about business continuity, incident response planning, and digital forensics. The course also includes oversight and operations, emphasizing governance, compliance, security operations, and the role of automation and artificial intelligence in security management. Finally, students will explore information security management, focusing on asset protection, change management, and risk management. Through hands-on projects and case studies, students will develop practical skills in securing and managing IT environments.

**SHF 161****Computing Components**

This course provides students with a foundational understanding of the essential hardware components of a computer system. Students will use lab simulation software to learn the basics of taking a computer apart and putting it back together, developing practical skills in assembling and disassembling computer systems. The course then delves into motherboards, covering their features, functions, and how to support and troubleshoot them. Students will also learn about supporting processors and upgrading memory, gaining the knowledge needed to optimize a computer's performance. Finally, the course addresses power supplies and troubleshooting computer problems, equipping students with the skills to diagnose and resolve common hardware issues.

**SHF 162****Device Support**

This course focuses on the essential skills needed to support and troubleshoot a wide range of devices in the IT environment. Students will begin by learning about hard drives and other storage devices, including installation, maintenance, and troubleshooting techniques. The course then covers input/output (I/O) devices, such as keyboards, mice, displays, and fingerprint readers, providing students with the knowledge to support and resolve issues with peripheral devices. In the third lesson, students will explore mobile device support, addressing the unique challenges of smartphones, tablets, and other portable technologies. The course concludes with supporting printers, where students will gain the skills to manage and troubleshoot printing devices, a common task in IT roles. This course prepares students to handle the diverse range of devices they will encounter in the field.

**SHF 163****Networking and Security Concepts**

This course provides a comprehensive overview of networking and security principles essential for any IT professional. Students will start with networking fundamentals, covering key concepts such as network topologies, protocols, and devices. The course then explores network infrastructure and cloud computing, giving students insight into modern network setups and the integration of cloud services. Security strategies are emphasized, teaching students how to protect systems from threats and vulnerabilities. The course also covers securing and sharing Windows resources, ensuring students can manage and protect data within Windows environments. Mobile device security is addressed, focusing on safeguarding portable devices. Finally, students will learn about network security and troubleshooting, gaining practical skills in identifying and resolving security issues in networked environments. This course equips students with the foundational knowledge needed to secure and manage networks effectively.

**SHF 164****Operating Systems**

This course dives into the core responsibilities of IT professionals in managing and supporting various operating systems. Students will begin by exploring the complex world of IT professionals, understanding the diverse roles and challenges in the field. The course then focuses on Windows, starting with installation, followed by maintaining the system for optimal performance. Students will also learn to troubleshoot both startup issues and post-startup problems, developing critical diagnostic skills. Beyond Windows, the course expands to supporting MacOS, equipping students with the knowledge to manage and troubleshoot Apple's operating system. Finally, students will explore Linux and scripting, gaining hands-on experience with alternative operating systems and essential scripting techniques. This comprehensive course prepares students to effectively support and manage a wide range of operating systems in any IT environment.



**ST 151****Introduction to Surgical Technology**

This introductory course offers students an overview of the history of surgical technology, the roles of surgical team members, hospital management, and the physical environment of the operating room. It covers fundamental patient care concepts and addresses ethical, moral, and legal responsibilities.

**ST 152****Anatomy and Physiology**

Anatomy & Physiology is the study of the structure and function of the human body, and how these systems interact. The course covers the body's major systems, structure and functions of the body, levels of organization of the human body, and the levels of organization in the human body from chemical and cellular levels to tissues, organs, and organ systems.

**ST 153****Pathophysiology**

This course will cover how diseases affect the body's systems, causing functional changes that can lead to health consequences. They combine the study of pathology, the causes and effects of disease, with physiology, the study of how the body's systems function.

**ST 154****Surgical Pharmacology and Anesthesia**

In this course, students will focus on the identification of drugs commonly used before, during, and after surgery. Discussions of where these drugs come from, how they are classified, the different ways they can be administered, their potential side effects, and any interactions between them. Students will also learn terminology, abbreviations, and calculations related to pharmaceuticals. Students will learn how to prepare and manage medications for surgical patients, while also gaining an understanding of the laws, regulations, scope of practice, and ethical standards involved in administering and dispensing drugs in the perioperative setting. Topics covered in Anesthesia Concepts include methods, agents, and techniques. The application of homeostasis knowledge, including explanations of anesthesia monitoring devices, preparation, complications, and interventions.

**ST 155****Surgical Principles and Practice**

In this course, students will learn about disinfection, decontamination, and sterilization standards and practices in the operating room. The primary topics covered include basic patient care, aseptic technique, preoperative routines (such as transporting, transferring, and positioning the patient), instrumentation, surgical preparation, draping, urinary catheterization, and other surgical support measures related to the care of the surgical patient. The course emphasizes the application of aseptic techniques, managing environmental hazards, and infection control in the surgical field.

**ST 156****Surgical Techniques**

This course is designed to improve students' understanding of anesthesia and surgical pharmacology, as well as the concepts related to patient care, medications, anesthetics, drug calculations, and the legal policies and responsibilities involved. The surgical technique covers preoperative, intraoperative, and postoperative case planning and implementation, including sutures, suturing devices, counts, wound care with regard to drains and dressings, tissue handling, and specimen care.

**ST 157****Surgical Procedures I**

In this course, students will apply the knowledge and skills they have learned to perform basic surgical and diagnostic procedures in an operating room suite. The course aims to build on the students' understanding of minor surgical procedures, using clinical simulations to provide practical experience.

**ST 158****Surgical Procedures II**

In this course, students will apply the knowledge and skills they have learned to perform basic surgical and diagnostic procedures in an operating room suite. The course aims to build on the students' understanding of major surgical procedures, using clinical simulations to provide practical experience.

**ST 159****Certification Review and Strategies**

This comprehensive course is designed to help students prepare for the certification exam in Surgical Technology by providing in-depth content review, test-taking strategies, and focused practice.

**ST 160****Surgical Externship**

The student has the opportunity to demonstrate a working knowledge of the skills required of a surgical technologist to function during minor cases under the supervision of a preceptor in the scrub role in a state-approved healthcare facility.