



*American*  
**SCHOOL of  
TECHNOLOGY**

## **2012 Catalog**

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[www.ast.edu](http://www.ast.edu)

State of Ohio Registration # 98-09-1499t

**Effective: January 17, 2012**

A Message from the Director.....

As Director of American School of Technology, I would like to welcome you to our school.

Our goal at American School of Technology is to be an outstanding teaching institution.

We pledge to provide a quality education and will do our best to assist graduates in finding employment in his/her field of study.

Our staff has been carefully selected to provide you with quality career training. We stand ready to assist you in achieving your goals.

May the next several months be your stepping stone to a successful career and rewarding future.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy Campagna", with a horizontal line extending to the right.

Timothy Campagna

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## GENERAL INFORMATION

### HISTORY

The school was founded in 1978 as the Institute of Medical-Dental Technology, being organized to provide professionally trained individuals for careers as Medical and Dental Assistants. The Institute was originally located at 1100 Morse Road. In 1985, the Institute became an accredited member of the National Association of Trade and Technical Schools.

In 1986, the Institute was acquired by RETS Tech Center, Inc., of Centerville, Ohio. RETS Tech Center, Inc., founded in 1953, is heir to the success and prestige established by the International RETS organization through many years of servicing the needs of industry. The name of the Institute was changed to RETS Tech Center and the program offerings were expanded to include Travel and Tourism, Secretarial/Word Processing, Hotel/Motel Management, and Heating, Ventilation, and Air Conditioning, thus allowing the school to better serve the needs of the business community.

The school relocated to a larger facility at 1120 Morse Road, which provided additional classroom and laboratory space for the new programs. In January 1990, it became part of Ameri-Ed, Inc. The name changed to American School of Technology in January 1991. The school relocated to 2100 Morse Road in August 1991. In December 1994, the school's ownership changed to Westward Corporation which provided training in *Heating, Ventilation, and Air Conditioning* and *Medical Assisting*.

In December 1995, the school changed ownership to American School of Technology Management, Inc. A *Medical Office Assisting* Certificate Program was added in 1997. A *Computer Administrative Assisting* Diploma Program was added in January 1999. In July 2000, the **Commission on Accreditation of Allied Health Education Programs (CAAHEP)** awarded accreditation to the *Medical Assisting* Diploma Program. In April 2002, the school added 4,000 square feet of additional classroom space to its existing location. In July 2007, the school added a *Business Administration* program. In June 2009, the school added 4,000 square feet of additional classroom and lab space to its existing location. The **National Center for Construction Education and Research (NCCER)** awarded accreditation to the school for construction education programs. In October 2010, the school added a *Personal Fitness Trainer* program under the **National Academy for Sports Medicine (NASM)** approval.

The school remains privately owned and is governed by its Board of Directors. American School of Technology is proud of its history and of the success of each of its graduates and accepts the challenge of training the future leaders of the technical and allied health areas of our work force.

## MISSION

American School of Technology views its mission as one of total dedication to the task of training students for Allied Health, Business, Fitness, and Construction Trades careers to prepare them for entry level positions. The school is committed to providing:

- A school environment conducive to the learning process
- Curricula that are clearly defined and frequently updated to remain relevant to the changing needs of employers
- A cadre of instructors able to present the practical as well as the theoretical
- On-going outcomes assessments to judge quality
- A portfolio of services designed to help students succeed
- A total program exemplifying the highest standards

## PHILOSOPHY

American School of Technology realizes that in order to be successful in business or industry a person must possess a good general knowledge of the field as well as have basic practical experience. The school provides a combination of interesting classroom presentations and meaningful laboratory exercises designed to challenge students to fully develop their personality and potential. Through the guidance and experience of experienced professionals, students will explore the various aspects of their career fields.

American School of Technology recognizes that technology and computers are an integral part of the modern office environment, and have integrated current software programs and keyboarding into its Allied Health and Business programs, thus assuring that graduates will be “computer literate”.

In its technical programs, Heating, Ventilation, and Air Conditioning, American School of Technology provides hands on training with a strong emphasis on troubleshooting, diagnosis and repair, which allows students to test and demonstrate perfect their technical abilities. Throughout all training programs, the school stresses the importance of personal motivation, a dedicated work ethic and cultivation of a strong professional attitude. These are frequently recognized as prerequisites for achievement and advancement in the workplace by our Advisory Committee Members.

## LOCATION, FACILITIES AND EQUIPMENT

American School of Technology in Columbus is recognized as a freestanding main campus by the Accrediting Commission of Career Schools and Colleges of Technology. The school is located at 4599 Morse Centre Road, Columbus, Ohio 43229. It is approximately one mile east of Interstate 71 (I-71) on Morse Road.

The training facility provides classrooms, laboratories, administrative offices, student lounges and a resource area. All classrooms are well lighted and ventilated for student comfort. The classrooms are equipped for discussions and demonstrations, and audio-visual aids are used in many areas of the curriculum. The most important asset to our instructional programs is our competent instructional staff. Each instructor has the working knowledge, background ability, willingness and patience to train students to meet their educational objectives. The usual class size in the programs offered at American School of Technology is twenty (20) students; the maximum is thirty-two (32).

The Medical Assisting Laboratory contains examining tables and specialized equipment such as weight scales, microscopes, autoclave, human skeleton, demonstration infant, artificial limb infusion trainers, electrocardiographs, medical and eye charts, as well as the various instruments, equipment and supplies that might commonly be found in a medical office.

The Heating, Ventilation, Air Conditioning/Refrigeration Laboratories are equipped with equipment, mock-ups, and simulation software to provide training on central and room air conditioning units, as well as furnaces and heat pumps. Electrical boards are used to train students in electrical fundamentals and circuit testing. Students will use manifold gauges for pressure testing and diagnosing live systems in the laboratories. The laboratories are equipped with various gauges, motors and tools that might commonly be found in heating and air conditioning service facilities.

The computer laboratories are equipped with Windows operating systems which allow for many current Windows-based software applications.

The Fitness Lab includes equipment utilized in most gyms and fitness facilities. Students will train on proper use of exercise machines, free weights, cardiovascular and aerobic equipment and other standard fitness materials.

The Business Program will use laptops (after the student's first term in school) and current business software predominantly utilized in the business world today.

## MEMBERSHIP, LICENSURES, APPROVALS AND ACCREDITATIONS

- Memberships:
- Ohio Association of Career Colleges and Schools
  - Association of Private Sector Colleges and Universities ([APSCU](#))
  - Better Business Bureau of Columbus
  - Air Conditioning Contractors of America ([ACCA](#))
  - American Registry of Medical Assistants
  - American Medical Technologists
  - Building Owners & Managers Association ([BOMA](#))
- Approvals:
- Ohio Bureau of Employment Services for training of eligible individuals under the Trade Adjustment Assistance Program (TAA) and the North American Free Trade Agreement (NAFTA).
  - State Board of Career Colleges and Schools
  - Workforce Initiative Act (WIA)
  - Veterans Administration (VA) and State Approving Agency Veteran training
- Accreditations:
- Accrediting Commission of Career Schools & Colleges ([ACCSC](#))
  - The Medical Assisting Program is accredited by the Commission of Allied Health Education Programs ([CAAHEP](#)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).
  - National Center for Construction Education and Research ([NCCER](#)),
  - National Academy of Sports Medicine ([NASM](#))
- Approved Certification Testing Site:
- ESCO Institute Certification exams:
    - EPA Section 608 Air Conditioning & Refrigeration
    - EPA Section 609 Motor Vehicle Air Conditioning
    - R-410A exam
    - HVAC Student Outcome Assessment Exams
  - American Heating & Refrigeration Institute Certification:
    - Industry Competency Examination (ICE) Exams
    - North American Technical Excellence ([NATE](#)) Exams
    - PearsonVUE testing center

## SCHOOL CALENDAR

Classes are in continuous session during all months of the calendar year. All classes are scheduled at the discretion of the school, but they are presented so that students can plan their work schedules around them. See Academic Calendar (Appendix “A”).

## CLASS SCHEDULES

Day classes are held Monday through Friday from 7:00 a.m. until 6:00 p.m., depending on class schedule. Evening classes are held Monday through Thursday from 5:00 p.m. until 10:45 p.m. Friday or Saturday attendance may be required for diploma programs to complete any missed work, make-up assignments, or make-up day/evening sessions resulting from holidays or snow days.

## STUDENT HOLIDAY SCHEDULE

New Years Day  
Martin Luther King Day  
Presidents Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Thanksgiving Day  
Friday after Thanksgiving Day  
Christmas Eve  
Christmas Day  
In-Service Days (as announced)

## TUITION

Tuition is quoted on a program basis. The tuition rate sheet, which is Appendix B, is current as of the date of this publication. The school agrees that there will be no increase in tuition when the student remains in continuous training per terms of the Enrollment Agreement.

## MISCELLANEOUS FEES

Transcripts (one free), each thereafter	\$ 5.00
Replacement of diploma/certificate	\$ 5.00
Check returned by bank	\$35.00

## ADDITIONAL COSTS

In addition to tuition and fees, students are responsible for the cost of housing, meals and transportation to and from the school. High school and GED transcripts will require a fee of \$5.00 to obtain.

## STUDENT UNIFORMS

### **Medical Assistants**

All Medical Assisting students are required to wear uniforms while attending class. Uniforms will be supplied as part of your student supplies. Until uniforms are received, students should dress conservatively. Shorts, tank tops, etc. are not appropriate dress for class. Blue jeans are NOT acceptable except on dates determined by the Director of Education. Exceptions to school uniforms will be if the student wears employer-required uniforms. Additionally, hair must be pulled back, closed-toed shoes must be worn in class and no oversized jewelry may be worn in class, i.e. earrings, rings, necklaces, etc.

### **Medical Billing and Coding**

All Medical Billing and Coding students are required to wear uniforms while attending class. Uniforms will be supplied as part of your student supplies. Until uniforms are received, students should dress conservatively. Shorts, tank tops, etc. are not appropriate dress for class. Blue jeans are NOT acceptable except on dates determined by the Director of Education. Exceptions to school uniforms will be if the student wears employer-required uniforms. Additionally, hair must be pulled back, closed-toed shoes must be worn in class and no oversized jewelry may be worn in class, i.e. earrings, rings, necklaces, etc.

### **Heating, Ventilation, Air Conditioning/Refrigeration**

All Heating, Ventilation, and Air Conditioning students are required to wear “work” uniforms and hard-toe shoes or boots while attending class. HVAC students will also need a pair of gloves for certain portions of their lab exercises, as well as a calculator for class. Uniforms and safety glasses will be supplied as part of your student supplies. Safety glasses are required to be worn in all labs.

Until uniforms are received, students should dress in either long or short sleeve shirts and long pants. Shorts, t-shirts, etc. are not appropriate dress for class. Exceptions to school uniforms will be if the student wears employer-required uniforms, **as long as** they conform to the School’s above-listed requirements. Additionally, hair must be pulled back, shirts must be tucked in, trousers must be worn at the waist and no oversized jewelry may be worn in class, i.e. earrings, rings, necklaces, etc.

## **Business Administration and Fitness Trainer**

All Business and Fitness Trainer Students are required to wear uniforms while attending class. Uniforms will be supplied as part of your student supplies.

Until uniforms are received, students should dress conservatively. Shorts, tank tops, etc. are not appropriate dress for class. Blue jeans are NOT acceptable except on dates determined by the Director of Education. Exceptions to school uniforms will be if the student wears employer-required uniforms.

### PARKING AND PERSONAL PROPERTY

School parking is available. The school assumes no responsibility whatsoever for loss or damage to the students' personal property, or for any damage to any car, or loss by theft of any vehicle or any of its contents in or adjacent to school property. Parking is only in designated parking spaces. Location of student parking will be explained to you on the first day of attendance at the school.

### USE OF TELEPHONE

A pay phone is located in the student lounge, available for student use. In case of emergencies or extenuating circumstances, students may be contacted at (614) 436-4820.

### CHILDREN ON CAMPUS

Children may not attend class or be permitted to remain in the student break room while parents are attending class.

### NOTICE

These premises are considered a FORBIDDEN CARRY ZONE as defined in Section 2923.126(B)R.C.

It is illegal to carry a firearm, deadly weapon, or dangerous ordinance anywhere on these premises.

No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto these premises.

## **ADMISSIONS POLICIES**

### **ADMISSIONS REQUIREMENTS**

American School of Technology requires that an applicant for admission into any offered program be either a high school graduate, or have successfully obtained a GED equivalency certificate.

The school requires students enrolling into the Medical Assisting Program to complete and sign a Student Health Certificate and Affidavit and show proof of TB Mantoux (within one (1) year) prior to externship.

The school provides equal opportunities to all applicants for admission without regard to race, color, creed, national origin, religion, age, ancestry, place of birth or sex.

All interested applicants are invited to visit the school to personally tour the facility.

Persons desiring to make application for admission must come into the school, be interviewed by a representative of the school, pass an entrance test, complete an Enrollment Agreement and submit other information which may be required to determine qualifications.

## **ACADEMIC POLICIES**

### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Federal law requires all post secondary schools to publish their Standards of Academic Progress Policy and ensure that the policy applies to both recipients and non-recipients of federal financial assistance. Through the implementation of this policy the school monitors the academic progress of all students towards the completion of their program. This process is enforced with all other institutional policies and procedures. Satisfactory Academic Progress (SAP) standards apply to all students who attend the American School of Technology.

SAP is monitored using two components; a quantitative component that consists of a maximum timeframe in which a student must complete his/her program and a qualitative component consisting of grades that are measured against a standard:

**Maximum Time Frame (MTF):**

All students must complete their program in a period not to exceed 150% of the published length of the program as measured in credit hours. For example a student may attempt a maximum of 45 hours if the program length is 30 hours ( $30 \times 1.5 = 45$ ). In order to graduate, a student must complete 100% of the required courses within the maximum time frame. All hours attempted, including repeated courses, will apply towards the maximum time frame to complete the program including courses completed with an “F”, “I”, or “W”.

**Cumulative Grade Point Average (CGPA):**

Cumulative Grade Point Average (CGPA) is determined by dividing total quality points by total hours completed. It will be calculated at each evaluation point and include all work completed in the program. Quality points are explained in the grading policy section below.

Successful completion of a course requires a grade of “D” or above. “F” or “I” grades are not considered successful completion. “F” and “I” grades carry zero quality points but will be included in the calculation of the CGPA. A grade of “W” is not considered a successful completion of a course and does not get calculated in the CGPA. Although repeated courses will count towards credit hours attempted, only the grade received on the last repeat will be used in the CGPA calculation.

**Evaluation Points:**

SAP is monitored after the completion of each scheduled ten week term of training known as evaluation points. To be making satisfactory academic progress and complete the program within the maximum time frame, a student must have completed/earned the specified credit hours and maintained the CGPA standard at each evaluation point as outlined in the charts below.

**HEATING, VENTILATION AND AIR CONDITIONING  
DIPLOMA PROGRAM—30 HOURS\***

<b><u>Evaluation Points</u></b>	<b><u># of Credits Earned</u></b>	<b><u>Required CGPA</u></b>
1st term of training	3	1.25
2nd term of training	6	1.50
3rd term of training	12	1.75
4th term of training	18	1.85
5th term of training	24	2.0
6th term of training **	30	2.0

\* HVAC/R students complete four (4) semester credit hours of Externship.

\*\* If a student fails to earn the credits and grade point average required to meet the graduation requirements for this program by this final evaluation point, he/she will be allowed to attempt only one additional term of training or nine semester credit hours to achieve the standards. A student that fails to meet the standards by the end of the next term will be academically dismissed for being unable to complete the program within the maximum time frame (45 credits attempted) and will not be allowed to graduate.

**MEDICAL ASSISTING  
DIPLOMA PROGRAM - 30 HOURS \***

<b><u>Evaluation Points</u></b>	<b><u># of Credits Earned</u></b>	<b><u>Required CGPA</u></b>
1st term of training	3	1.25
2nd term of training	6	1.50
3rd term of training	12	1.75
4th term of training	18	1.85
5th term of training	24	2.0
6th term of training **	30	2.0

\* Medical Assisting students complete four (4) semester credit hours of Externship.

\*\* If a student fails to earn the credits and grade point average required to meet the graduation requirements for this program by this final evaluation point, he/she will be allowed to attempt only one additional term of training or nine semester credit hours to achieve the standards. A student that fails to meet the standards by the end of the next term will be academically dismissed for being unable to complete the program within the maximum time frame (45 credits attempted) and will not be allowed to graduate.

**MEDICAL BILLING AND CODING  
CERTIFICATE PROGRAM - 18 HOURS**

<b><u>Evaluation Points</u></b>	<b><u># of Credits Earned</u></b>	<b><u>Required CGPA</u></b>
1st term of training	3	1.50
2nd term of training	6	1.75
3rd term of training	12	2.0
4th term of training *	18	2.0

- \* If a student fails to earn the credits specified and grade point average required to meet the graduation requirements for this program by this final evaluation point, he/she will be allowed to attempt only one additional term of training or nine semester credit hours to achieve the standards. A student that fails to meet the standards by the end of the additional term will be academically dismissed for being unable to complete the program within the maximum time frame (24 credits attempted) and will not be allowed to graduate.

**BUSINESS ADMINISTRATION  
DIPLOMA PROGRAM - 24 HOURS**

<b><u>Evaluation Points</u></b>	<b><u># of Credits Earned</u></b>	<b><u>Required CGPA</u></b>
1st term of training	3	1.25
2nd term of training	6	1.50
3rd term of training	12	1.75
4th term of training	18	1.85
5th term of training *	24	2.0

- \* If a student fails to earn the credits and grade point average required to meet the graduation requirements for this program by this final evaluation point, he/she will be allowed to attempt only one additional term of training to achieve the standards. A student that fails to meet the standards by the end of the additional term will be academically dismissed for being unable to complete the program within the maximum time frame (36 credits attempted) and will not be allowed to graduate.

**PERSONAL FITNESS TRAINER  
CERTIFICATE PROGRAM-12 HOURS**

<b><u>Evaluation Points</u></b>	<b><u># of Credits Earned</u></b>	<b><u>Required CGPA</u></b>
1st term of training	4	1.50
2nd term of training *	8	2.0

- \* If a student fails to earn the credits and grade point average required to meet the graduation requirements for this program by this final evaluation point, he/she will be allowed to attempt only one additional term of training to achieve the standards. A student that fails to meet the standards by the end of the next term will be academically dismissed for being unable to complete the program within the maximum time frame (18 credits attempted) and will not be allowed to graduate.

## **HOMEWORK**

Homework assignments are an integral component of all classes offered at AST with the exception of the externship classes. These homework assignments are necessary for the proper evaluation of a student's progress and their understanding of the materials being presented. Reading assignments will be given on a daily basis along with written assignments. Written assignments will be graded by the student's instructor and included in the calculation of the student's final grade in the class.

## **GRADING POLICY:**

The school applies the following grading system for all programs offered at the American School of Technology:

Official reports (student evaluation) of student grades are issued at the completion of each term of training. Quizzes, worksheets and other exercises may be used during the term to further evaluate progress. Student evaluation is based upon written tests and quizzes, practical assignments and projects, methodology, overall skills, and equipment usage, and personal abilities. Minimum standards for successful completion of a program require that a student achieve a CGPA of 2.0 ("C" Average) or higher to graduate.

Letter Grade	Numeric Grade	Quality Points
<b>A</b>	90-100%	4
<b>B</b>	80-89 %	3
<b>C</b>	70-79 %	2
<b>D</b>	60-69 %	1
<b>F</b>	50-59 %	0
<b>I</b>	Incomplete	0

The following academic marks are also used but are not included in the calculation of a student's grade point average:

<b>W</b>	Withdrew
<b>TR</b>	Transfer Credit
<b>R</b>	Repeated Course

## **Repeating a Course:**

A student must repeat a required course in which an "F" was earned. The original and repeated course attempts are recorded on the academic record and included in the calculation of credit hours attempted for maximum time frame. The grade of the last

repeat becomes the final grade and will replace all other grades for that course in the CGPA calculation.

Letter grades or academic marks will appear for each course/term of training that a student starts. In the case of repeated courses, the course repeated will be indicated by an “R” on the academic record. Scheduling of repeated courses will be at the school’s discretion.

### **Withdrawal:**

If a student begins a term and withdraws prior to the midpoint (during the first five weeks), the student will receive a “W” indicating he/she has withdrawn from that term. The “W” will appear on the student’s academic record. If a student withdraws after the midpoint of the term, he/she will receive the grade earned for the term. A “W” will not be calculated in the CGPA but will count as credit hours attempted for satisfactory progress.

### **Multiple Attempts:**

Students are allowed to repeat courses as required by the Institution due to academic problems or course withdrawal. No course may be repeated more than twice and only as scheduling allows. Students who fail the same course three times will be academically dismissed.

### **Incomplete Grades:**

All course requirements must be completed by the last day of the term. However, if a student has mitigating circumstances that prevent the student from completing the course requirements by the end of the ten week term, a grade of “I” (Incomplete) may be given. It is emphasized that an incomplete is given at the instructor’s discretion.

Make-up work for all courses, except the externship course in the Medical Assisting program, must be completed by the end of the second week of the following term. Make up work in the externship course must be completed by the midpoint of the following term. In the case of courses other than the externship, if the student does not complete the required coursework, assignments and tests by the deadline, they will receive a grade of zero, (“0”) for the incomplete work. The zero will be averaged into the student’s other grades from the completed work to determine the final grade for the course.

In the case of the externship course, make up work including the completion of the required hours at the work site or the school, must be completed by the midpoint of the

following term or the “I” grade will convert to an “F” and the externship must be repeated.

For the purposes of measuring satisfactory academic progress, incompletes will be included in the calculation of the CGPA at the end of the term of training in which the “I” grade was given. If the student completes the required make up work by the respective deadline and receives a new grade for the course which had the “I” grade, academic progress will be re-evaluated at the time the new grade is issued to determine if academic progress is now being maintained.

### **Changing Programs/Transfer Credits:**

If a student elects to change academic programs within the institution, all courses that transfer to the student’s new program of study will be considered when calculating the CGPA and maximum time frame to evaluate satisfactory academic progress. Attempted credit hours and grades earned that do not count towards the new program of study will not be included in the calculation of academic progress.

AST will accept up to **75%** of transfer credits towards a related program at AST from an accredited, postsecondary institution. These transfer credits may be accepted only upon evaluation from an official transcript. This evaluation must be completed prior to the applicant’s class start date. A student can only transfer credits from courses in which a grade of “C” or higher has been earned. It must also be determined that the prior coursework fulfills the specific program requirements and was taken in the last five years.

Those courses which have been accepted as transfer credit from an accredited, postsecondary institution will receive a grade of “TR” on the student’s academic record as noted in the grading policy. Those courses which have been accepted as transfer credits will not be used to determine academic progress and will not be included when calculating CGPA. However, they will be considered when calculating maximum time frame. For example, if a student enrolls in a 24 credit hour program and 6 credit hours are accepted by transfer, the maximum time frame for that student to complete the program is now 18 credits x1.5 or 24 credits.

### **Changing Schedules:**

A student may be allowed to change schedules within the same academic program of study during his/her time in attendance subject to academic policy and course availability. When the student is approved to change their schedule from day to evening classes or evening to day classes the student remains in the same academic program of study. Therefore, all credits attempted and grades earned will be used to evaluate academic progress and will remain a part of the academic record.

Due to the schedule differences (full-time versus part-time) between day and evening classes in the Medical Billing and Coding program, before transfers are permitted in this program, the academic progress standards for the new schedule must be reviewed to ensure students are able to complete the program within the maximum time frame for program length.

### **Academic Probation:**

Students failing to earn the minimum number of credits or minimum CGPA at an evaluation point will be placed on academic probation. The student will be informed in writing of being placed on academic probation. Academic probation will continue for the next ten week term of training. At the next evaluation point, a calculation will occur to determine if satisfactory academic progress has been made. Depending on the outcome of that calculation, the student may either be reinstated to academic good standing or be academically dismissed. However, in some circumstances, students may not be able to earn sufficient credit hours or quality points in their next subsequent academic term in order to return to good academic standing, and as a result, may be placed on extended academic probation. In order to be placed on extended academic probation, the student must have earned credit hours and quality points necessary to continue progress towards completing their academic program within the maximum timeframe.

Extended academic probation may be granted when a student's performance in their current term is at or above the standard of academic progress for that term. In the event that the quality points earned for that academic term were not adequate to enable the student to return to good academic standing, extended academic probation may be granted for an additional academic term. In all cases, the student must be able to complete his/her program of study in the maximum time frame. As is the case with academic probation, the student will also be informed in writing of being placed on extended academic probation and this notice will include the conditions necessary to return to good academic standing.

However, if at any time, the school determines that it will be impossible for a student to obtain the required CGPA by the end of the maximum time frame (1.5 times the normal program credit hours); or determines that the student may have acceptable grades but is not completing at a pace that will permit the student to complete within the maximum time frame, the student will be dismissed from school.

### **Academic Dismissal:**

If after being on academic probation, a student fails to make satisfactory academic progress by the next evaluation point or the school determines that the student will not be able to obtain the required 2.0 CGPA by the end of the maximum time frame (1.5 times the normal program length), the student will be academically dismissed. A student dismissed from school may not be allowed to reapply to the same program. If a student

who has been academically dismissed is allowed to reapply and enroll in a different program, only those courses that apply to the new program will be calculated in the MTF and the CGPA.

As above, a student who has been academically dismissed for failing to meet the satisfactory academic progress standards who has special or unusual circumstances may request continuance as an extended enrollment student through the school's Academic Progress Appeal Procedures.

### **Extended Enrollment Status:**

Students who are dismissed from school for failing to meet satisfactory progress standards may request continuance on an extended enrollment status through the school's appeal process. Upon approval and the appeal being granted by the school director, a student may take classes to meet the minimum satisfactory academic progress requirements. The student may continue in school on an extended enrollment status for two terms as long as progress toward meeting the standards is being made and the student has the ability to complete the program within the maximum program length.

### **Reinstatement Procedures:**

Once a student earns the credits specified and meets the minimum standards for CGPA at the respective evaluation point the student is making satisfactory progress. By doing so, the student will be removed from academic probation or extended enrollment status and be reinstated to academic good standing. To do so, a student may need to retake failed courses to improve his/her CGPA to the minimum CGPA standards. A student may elect to repeat courses completed with a grade of "D" or higher to raise his/her CGPA. However, all repeated courses will count towards the number of credits attempted and will only be allowed if repeating them will not cause the credit hours attempted to exceed 1.5 times the normal program length.

If a student withdraws from school while on academic probation or extended enrollment status, before the student is allowed to return, the school will determine if the student has enough credit hour attempts remaining to complete the program in the maximum time frame. If so, the student will be allowed to return to school and will return on the same status as when he/she withdrew. Academic probation, extended enrollment status and reinstatement policies will apply as stated above.

## **ACADEMIC PROGRESS APPEAL PROCEDURES**

A student may appeal academic dismissal for failing to meet satisfactory academic progress when mitigating circumstances may have contributed to the student's failure. The student must submit his/her appeal in writing to the School Director within five days of the decision. The letter should describe any circumstances the student feels deserve further consideration along with any pertinent documentation to support the appeal. The student will be notified of the results of the appeal within five business days from the date of the submission of the appeal. All decisions are final.

If the appeal of academic dismissal is granted, and it was not the student's last term of training, the student will be allowed to continue for one additional term on academic probation or may continue in school on an extended enrollment status. If the appeal is granted the student will be allowed to take classes to meet the minimum satisfactory academic standards as long as progress toward meeting the standards is being made and the student is able to complete the program within the maximum program length.

### **DEFINITION OF CLOCK HOUR**

American School of Technology defines a clock hour as a Fifty (50) minute period devoted to either classroom lecture or laboratory experience.

### **UNIT OF CREDIT**

American School of Technology uses the semester hour as a unit of credit. One semester credit hour equals thirty (30) clock hours of classroom lecture or laboratory experience with an additional seven and one half (7.5) hours of appropriate homework and study outside of class time per semester credit hour.

### RE-ADMISSION/RE-ENTERS

Students who have withdrawn from American School of Technology may apply for re-admission by following regular admission procedures. Students who have been dismissed from the school for failing to maintain satisfactory academic progress, violation of the school's student conduct policy, or failure to pay tuition and fees will normally not be allowed to re-enter.

### PROGRAM REVISIONS

The school reserves the right to cancel any classes, change the hour of meeting, substitute instructors, and revise or add programs of study as conditions may demand. If the situation warrants, classes will be consolidated. Classes without sufficient numbers of students may be rescheduled. The school reserves the right to postpone the starting date of any class by reason of insufficient enrollment.

### TRANSCRIPTS

A full and complete academic record of every course for which a student registers and/or certification is earned is maintained on Permanent Grade Records. A signed and dated photocopy of these forms represents an Official transcript.

One Official Transcript will be provided free of charge to the student or to any institution or agency designated by the student. There is a charge of Five Dollars, (\$5.00) for each additional Official Transcript issued. Students who have not satisfied their financial obligations to the school are not eligible to receive a copy of the Official Transcript.

### DIPLOMA OR CERTIFICATE

Upon successful completion of the program, the school awards the student a Diploma or Certificate.

### GRADUATION REQUIREMENTS

The candidate for a Diploma or a Certificate must:

1. Have successfully completed all specified requirements for the Diploma or Certificate.
2. Earned a cumulative grade point average of at least 2.0, "C" (70%).
3. Achieve the level of performance in each skill area required for graduation.
4. Be free from all indebtedness to the school.
5. Complete the program within 1.5 times the normal program length.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

American School of Technology is sensitive to the concerns and/or complaints from our students. We operate our institution within the ideals of Title VI of the Civil Rights Act of 1964 which mandates an academic environment free of discrimination. The Director of Education has the responsibility to review charges of sexual, racial and other prohibited forms of discrimination or harassment. The President has the dual function of safeguarding the rights and safety of all members of the institution's population.

Grievance procedures are started by making an appointment to meet with the Director of Education within 7 days of the occurrence or the alleged discrimination or harassment. If the complainant prefers to meet with someone of his/her same sex or race, an appropriate person can be designated by either the Director of Education or the President. The person will be asked to verbally present the alleged charge of discrimination or sexual harassment. At the end of the meeting, the person may be asked to prepare and file written charges.

The Director of Education, under the direction of the President, will discreetly commence an investigation to consider each charge within 5 working days. Part of the investigation may include meeting with both parties in a private setting. The President will make the final determination as to the validity of the grievance and take appropriate action after reviewing the matter and may or may not present his final decision in writing.

Students alleging discrimination or harassment will have the right to be advised by legal counsel at any meeting concerning the grievance. Any charges of discrimination or harassment and written documentation of the investigation will be treated as confidential and will be maintained by the Institution's corporate office.

The school is committed to helping students achieve their goals and objectives. The school is responsive to issues of concern raised by its students. If the student feels that issues remaining unresolved at the school level, they may be directed to the State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215-3138, (614) 466-2752.

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302  
, Arlington, VA 22201, (703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Timothy Campagna, School Director.

## ATTENDANCE POLICY

Class attendance is an important and vital part of the student's education; therefore students are required to attend all class sessions. Attendance records are a valuable tool used by various school departments when working with prospective employers of students. Negligent attendance or tardiness may seriously affect a graduate's prospect to gain employment. Students must strive for perfect attendance and punctuality on a daily basis. A lack of student attendance, **at any level**, is a basis for student academic advising. Instructors will advise students at the beginning of each course about the importance of regular attendance for success in the course, that attendance is required to receive credit for the course and the policy regarding absences.

Absences may include excessive tardiness (See Tardiness section below). Students who miss more than 25 percent of the total class hours will be advised that they are at risk of being withdrawn from the ten-week academic term in which they are enrolled. Students who miss more than 40 percent of the total class hours may be withdrawn from that term. Students who have been absent from all of their scheduled classes for 10 consecutive school days or 14 consecutive calendar days, excluding student holidays, will be withdrawn from that term in which they are enrolled.

If withdrawn, students must successfully appeal their termination within five (5) school days in order to continue their training without interruption (see Student Attendance Appeal Policy). If their termination is not successfully appealed, they will remain withdrawn from the program.

Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation. Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds out that he/she will be unavoidably absent, he/she should notify the school.

### Tardiness

Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who accumulate a total of six tardies will accrue one day of absence on their attendance record.

### Reentry Policy

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the school. Students who are to be terminated for violating the attendance policy may apply for reentry to the school through the appeals process (See Student Appeals Process policy). Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the appropriate documentation and approval of the Director of Education.

### Make-up Work

Students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the school administration.

In the event a student absence prevents the student from completing a class, a grade of **I** (incomplete) may be given (See Incomplete Grade policy).

### Veteran Students

VA students who exceed 20 percent absences of the total class days scheduled for the course will be placed on probation. At the end of the academic period, if the absences exceed 20 percent of the class days scheduled, the VA benefits will be terminated and the student is subject to termination from school.

**Military/Reserve Training:** A veteran or reservist who is required to attend training will be reported to the DVA for this temporary absence.

### Student Attendance Appeal Policy

A student may appeal attendance dismissal for failing to meet the satisfactory attendance requirements when mitigating circumstances may have contributed to the student's inability to attend class. The student must submit his/her appeal in writing to the Director of Education within three days of the dismissal. The letter should describe any circumstances the student feels deserve further consideration along with any pertinent documentation to support the appeal. The student will be notified of the results of the appeal within one business day from the date of the submission of the appeal. All decisions are final.

If successful, the student will be able to continue their training without interruption. If their termination is not successfully appealed, they will remain withdrawn from the program through the end of the academic term. Students who wish to return to school may do so by applying to return through the re-entry policy.

## WEATHER EMERGENCIES

The school reserves the right to close during weather emergencies or other emergencies. The news media will be utilized to broadcast a school closing. Information regarding school closures will be posted on bulletin boards throughout the school. Students will not be considered absent when the school is officially closed.

## STUDENT CONDUCT POLICY

American School of Technology (AST) provides opportunities for students to learn occupational skills, acquire knowledge and enrich their personal lives. Like all

educational communities, AST relies on the good will and integrity of its students in the furtherance of these goals. The school expects its students to conduct themselves as dedicated, mature, and responsible members of this community, and to contribute toward the achievement of both personal and institutional goals during their tenure at AST.

Indeed, without such cooperation and support, the school cannot perform its mission. It is important and necessary that the conduct of students be governed by a clear and reasonable set of standards that are fairly and equitably enforced.

Students are responsible for both familiarizing themselves and complying with the standards of conduct. Students, who after being afforded due process, are found to have any of the following offences, may be subject to disciplinary action. The following rules are therefore intended as minimal guidelines in prohibiting acts that are clearly inconsistent with the purpose and/or efficient functioning of the school.

On-campus conduct for which students are subject to discipline includes:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the School.
2. Forgery, alteration or misuse of school documents, records or identification.
3. Obstruction or disruption of the teaching/learning process, administration, disciplinary procedures or other school activities.
4. Physical abuse of or action which threatens the health or safety of any person on school-owned or controlled property or at school-sponsored functions.
5. Theft of, misuse of, or damage to property.
6. Unauthorized entry to or use of school facilities; unauthorized use of school equipment, property or supplies.
7. Manufacture, possession, control, sale, transmission, or use of substance in violation of state or federal laws. (The school has the policy of full cooperation with law enforcement agencies in such cases.)
8. Disorderly, indecent or obscene conduct on school-owned or controlled property or at school-sponsored functions.
9. Abuse or unauthorized use of alcohol.
10. Conducting any act by another student which violates school policy.
11. Unauthorized representation or contracting in the name of the American School of Technology. (A student may not claim to be an official representative of the school for any commercial purpose.)
12. Verbal or written communication which threatens, or unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property or reputation of another.
13. Sexual harassment will not be tolerated.

14. Dress which fails to meet the established safety or health standards in specific classes and on school-owned or controlled property or at school-sponsored activities.
15. Possession of weapons, fireworks, or explosives. (Weapons are defined as firearms, knives, explosives, inflammable materials, or any other items that may cause bodily injury or damage to property.)
16. Failure to comply with directions of school officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

The Director of Education or President or his/her designee, hereinafter referred to as the “Administrator” will oversee and enforce the student code of conduct. Any violation of an AST rule or policy may serve as a basis for one of the following actions:

- As a first step, a violation will be reported to the Administrator who will determine what, if any, disciplinary action is appropriate.
- The Administrator may temporarily suspend a student pending an investigation when the student’s continued presence might endanger the student or others.

If the Administrator determines that sanctions are appropriate, disciplinary action will occur according to the institution’s published academic policies and procedures.

#### STUDENT INTERNET AND EMAIL POLICY

Electronic information research skills are now fundamental to preparation of future employees. Access to the Internet and email enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.

Students utilizing American School of Technology provided Internet and email access must first have the permission of an AST instructor or staff member. Students utilizing school-provided Internet and email access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of school-provided Internet and email access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the American School of Technology. Access is a privilege, not a right. Access entails responsibility. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access OR email are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and,
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of American School of Technology policy and rules may result in loss of school-provided access to the Internet or e-mail. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The American School of Technology makes no warranties of any kind, neither expressed nor implied, for the Internet and email access it is providing. The American School of Technology will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The American School of Technology will not be responsible for the accuracy, nature, or quality of information stored on American School of Technology diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. The American School of Technology will not be responsible for personal property used to access school computers or networks or for school-provided Internet and email access. The American School of Technology will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet and email.

While the American School of Technology's intent is to make Internet and email access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the school institute technical methods or systems to regulate students' Internet and email access, those methods could not guarantee compliance with the school's acceptable use policy. That notwithstanding, the American School of Technology believes that the benefits to students of access to the Internet and email exceed any disadvantages. Ultimately, however, students are responsible themselves for abiding by the standards set forth in this policy when using media and information sources.

**NOTICE:** This policy and all its provisions are subordinate to local, state, and federal statutes.

## TERMINATION POLICY

Any student who is being considered for termination will normally receive a verbal warning followed by a written warning, administered by a School Official. However, if an incident is determined to be serious enough to threaten the safety and well being of the community, the school reserves the right to move directly to termination without issuing a written warning.

The student will have a hearing with a School Official at the time of a written warning, and at that time a determination will be made as to whether it is feasible for the student to continue his/her education. All records of written warnings or terminations will become part of the student's file.

## CANCELLATION AND SETTLEMENT POLICY

The student has the right to cancel the Enrollment Contract (Enrollment Agreement) at any time. If the student elects to do so, the following terms apply:

A. If an applicant is rejected by the school, all monies paid shall be refunded within twenty-one (21) days.

B. This enrollment agreement may be cancelled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

C. Compliance with appropriate state and local retail installment requirements (e.g., type size, notice to buyer, computation box, etc.) as well as compliance with Federal Truth-In-Lending requirements (Regulation Z) if more than four payments are scheduled (e.g., mention of interest rates) must be outlined. American School of Technology does not charge interest on any payments due, regardless of the number of payments, however, interest rules and regulations related to Title IV funding still apply.

D. For the purpose of withdrawals and refunds, the last date of attendance will be used to calculate the refund. If the student does not notify the school, the midpoint of his/her payment period will be used as the withdrawal date and to calculate refunds to Title IV.

E. This institution honors the Department of Education's Return to Title IV policy.

F. For the purpose of charging tuition and calculating Return to Title IV, tuition and book fees are charged in ten (10) week payment periods. If in event a student withdraws or is dismissed from school, all efforts will be made to return pre-paid amounts for books, fees and supplies except for those that have been consumed. Consumed is defined as items that were special ordered for a particular student and cannot be used or sold to another student. Items that are returned in a condition that prevents them from being used by or sold to new students and individually documented non-refundable fees for goods and services provided by third party vendors. Therefore, any books that are returned in a "new" condition should be refunded at one-hundred percent (100%). The formula for tuition is the total number of days in the payment period divided by the total days attended equals percentage earned. After Sixty-percent (60%) of completion, one-hundred percent (100%) tuition for payment period is charged.

The institution uses the State of Ohio's Refund policy:

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws during the first full calendar week of the academic term shall be obligated for twenty-five per cent of the tuition and refundable fees for that academic term plus the registration fee.
- (3) A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty per cent of the tuition and refundable fees for that academic term plus the registration fee.
- (4) A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five per cent of the tuition and refundable fees for that academic term plus the registration fee.
- (5) A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

#### STUDENT SERVICES

The school maintains a Student Services Department to assist students in fulfilling their education goals. Staff members are available to assist students with financial aid, job search, and other matters pertaining to enrollment.

#### HOUSING

The school does not maintain residential housing facilities on campus; however, adequate apartment and rooming facilities are available in the community within a short distance of the school. Assistance in locating available housing will be provided to any student upon request.

#### FINANCIAL AID

The school is an eligible institution for the participation in Federal Title IV student aid programs, as well as certain local tuition assistance programs. Student aid programs are administered by the Financial Aid Officers, and detailed information on the programs available can be found in the financial aid section of the catalog.

#### CAREER PLACEMENT SERVICES

The primary purpose of the Career Services Department is to assist American School of Technology graduates in obtaining employment in their areas of specialization. Satisfactory completion of program course work and development of personal qualities by the student are the first steps in the employment process. Students are responsible for creating the recommendations that the school can submit to prospective employers.

The student's class record, personal characteristics, manners, attitude and general demeanor will determine the school's evaluation. The Career Services Department will conduct a one-on-one interview with each student.

The Career Services Department will work with each student prior to graduation to determine areas of employment interest and to explore placement options. Students are then notified of appropriate opportunities as they arise. Job placement assistance is available to all American School of Technology graduates who have met graduation requirements. Although it is impossible, as well as prohibited by certain regulations, to guarantee set wages or a job to each graduate, the Career Services Department does work diligently to provide job leads and to send graduates on appropriate interviews.

### STUDENT ADVISING

The faculty of American School of Technology is composed of qualified professional men and women who are willing to devote the time necessary to assist students who seek individualized help and guidance. This individualized help is used in place of remedial classes. A student who encounters difficulty in financing his/her education should consult with the Financial Aid Office for information and assistance in applying for student aid. Placement assistance is available for students. The Student Services coordinator will assist the student in resolving academic, attendance and personal problems which may be interfering with the student's educational progress.

STATEMENT OF COMPLIANCE  
(1974 RIGHTS AND PRIVACY ACT)

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 pertains to him/her. The school must permit a student to examine such records within forty-five (45) days after the submission of a written request and to obtain copies of such records upon payment of the cost of reproduction. There will be a minimum charge of \$5.00 for up to three (3) copies. Additional copies will cost \$1.00 each.

A student may request that the school amend his/her educational records on the grounds that they are inaccurate, misleading, or in violation of his/her right of privacy. In the event the school refuses to so amend records, a student may follow that school's grievance procedure.

"Educational Records" are files, records, or documents maintained by the school, which contain information about the student. Examples include: the student file, placement file and financial aid file. Such records are maintained by the Student Services Department.

The following items are exempt from the Act:

1. Parent's Confidential Statement, Financial Need Analysis Report, and the Pell Grant Student Eligibility Report.
2. Confidential letters of recommendation received by the school prior to January 1, 1975. As to such letters received after 1974, the Act permits a student to waive his/her right of access if the letters are related to admissions, honors, or employment.
3. Records about the student made by a teacher or administrator which are maintained by the school and which are accessible only to him/her.
4. School security records.
5. Employment records for school employees who are not also current students.
6. Records compiled or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting or assisting in such capacity, for treatment purposes, and which are available only to persons providing the treatment.

It is the policy of the school to monitor education records to insure that they do not contain information which is misleading, inaccurate, or otherwise inappropriate. The school has the right to destroy records which are no longer useful or pertinent to the student's circumstances.

Directory information is the information that may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released.

Directory information includes: student's name, address, telephone number, date of birth, course of study, last school attended, post-graduate employment, job title, and dates of attendance.

The school may release student information without the written consent of the student to:

1. Other school officials who have legitimate interests.
2. Other schools where students have applied for admission. In this case, the student may be required to sign a form giving permission for the records to be sent and may request a copy of or an opportunity to review and challenge the records.
3. Authorized representatives of the Department of Health, Education, and Welfare or the Comptroller General of the United States.
4. State and local authorities where required.
5. Accrediting agencies.
6. Parent(s) of a student who is a dependent for purposes of the Internal Revenue Code. However, the school is not required to release such records.
7. In connection with student applications for or receipt of financial aid.
8. To comply with a court order or subpoena.
9. In the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

In all other cases, the school shall obtain the written consent of the student prior to releasing such information to any person or organization.

## FINANCIAL AID INFORMATION

American School of Technology maintains a Financial Aid Office to assist students in obtaining the financial assistance they require for their educational expenses. Federal Assistance programs are administered through the Office of Student Financial Assistance—U.S. Department of Education. Any U.S. citizen, national, or person in the U.S. for other than temporary reasons who is enrolled or accepted for enrollment (on at least a half-time basis) may apply for these programs. Most forms of financial assistance are available for each July 1—June 30 award period.

The first step in applying for assistance is the completion of the Free Application for Federal Student Aid. Based upon the information provided, a needs analysis calculation will be performed which will determine the types and amounts of funding for which the student qualifies. Students may be asked to provide supporting documentation to verify the information that they include in the application. If verification is requested and the student is unable to provide it, the student may not receive federal financial aid assistance.

The following federal financial aid programs are available at the American School of Technology for those who qualify:

1. **Federal Pell Grant** (formerly Basic Education Opportunity Grant): The Pell Grant is an important source of gift aid for students who demonstrate financial need. The amount of the award depends upon the student's determination of eligibility, his/her enrollment status, cost of attendance and the payment schedule issued by the U.S. Department of Education.
2. **Federal Stafford Student Loan Program** (formerly the Guaranteed Student Loan program): Under this program, a student who regardless of financial need may borrow to meet his/her educational expenses. The Stafford Loan is designed to make it possible for students to borrow funds, depending on individual eligibility, from participating private lenders to help pay for the cost of education.

Stafford loans have a variable interest rate and repayment begins six months after the student leaves school. To apply for the Stafford Loan, students should contact their lenders or the Financial Aid Office.

**For additional information on the various types of federal financial aid available to students, please refer to the [www.fafsa.gov](http://www.fafsa.gov) website.**

For those students requiring alternate financing for GAP funding or non-Title IV programs, AST utilizes Tuition Options. Tuition Options is a complete institutional loan service provider whose primary focus is to deliver proven results to post-secondary school clients. Tuition Options offers tuition payment solutions and servicing capabilities to meet the needs of their clients.

## THE STUDENT GUIDE

*The Student Guide*, published by the United States Department of Education, is available in the financial aid office. The brochure contains specific information on student's rights and responsibilities, eligibility, need, application deadlines, and detailed descriptions of the financial aid programs available.

## DRAFT REGISTRATION

In order to receive Title IV financial aid, one must be registered for the draft if a male born on or after 1/1/60, at least 18 years of age, and not currently a member of the U.S. Armed Forces. One must sign a certificate of registration, and may be required to prove this registration.

## DRUG-FREE CERTIFICATION

Certain federal programs require that the student aid recipient certify that he/she is not a user of illegal controlled substances. Any illegal use of drugs by the aid recipient would immediately terminate the recipient's access to the financial aid programs.

## PRIOR DEFAULTS OR STUDENT AID VIOLATIONS

At the time of enrollment and initial financial aid processing, student applicants will be asked to disclose prior institutions attended and the status of any previous student loans. A financial aid transcript must be obtained from all prior institutions to verify this information. Federal law clearly prohibits access to additional Title IV financial aid if the student is in default of a previous student loan or owes a refund on a grant. American School of Technology is strongly committed to preserving the integrity of the federal aid system and will report anyone fraudulently attempting to obtain federal student aid funds to the Criminal Investigation Division of the U.S. Department of Education.

## AVAILABILITY TO COMPARABLE INFORMATION

The availability of comparable program information related to tuition and program length is available by contacting:

ACCSC  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212 FAX (703) 247-4533

# Medical Assisting Course Description

## EDUCATIONAL OBJECTIVES

The educational objective of this program is to provide the graduate with the skills necessary for an entry level position in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology. They learn diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices and the processing of medical insurance forms and claims. The graduate should be able to carry out clinical procedures such as vital signs, routine office-lab procedures, EKG, venipuncture, preparing the patient for physical exams and assisting the physician with these exams. The Medical Assistant possesses a thorough understanding of ethical principles and applies them in dealing with the contractual doctor-patient relationship.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills and their services are being sought by medical offices, ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers and pharmaceutical companies.

## PROGRAM OUTLINE:

Daytime Program: 1155 clock hours; 30 credit hours, 50 weeks

Evening Program: 1155 clock hours; 30 credit hours, 50 weeks

Course Number	Course Name	Clock Hours	Credit Hours
AH100	Anatomy & Physiology	75	2
AH110	Principles of Pharmacology	75	2
AH120	Medical Business Practices	112.5	3
AH130	Computer Applications in Health Care	112.5	3
AH140	Computer Keyboarding	75	2
AH150	Medical Terminology	75	2
AH160	Medical Law and Ethics	75	2
CD100	Career Development	37.5	1
MA111	Pharmacology Lab	37.5	1
MA160	Clinical Procedures	225	6
MA170	Practicum	180	4
MA180	Advanced Phlebotomy	37.5	1
MA200	Advanced Medical Assisting Skills	37.5	1
	<b>TOTAL</b>	<b>1155</b>	<b>30</b>

Please note that there will be outside work required for the Medical Assisting program, as detailed on class syllabi.

## **COURSE OUTLINE:**

### **AH100 Anatomy & Physiology**

Credit Hours: 2

This course covers all basic information necessary for a general understanding of the structure and function of the human body with emphasis on anatomical orientation including anatomical online lookup in conjunction with medical terminology. Topics include organization of the body, chemistry of life, cell structure and function, body tissues and membranes, blood, lymphatics, immunity, human development and birth, and human genetics. Body systems covered include integumentary, musculoskeletal, nervous, sensory, endocrine, circulatory, respiratory, digestive, urinary, and reproductive. Included with this course is Pathophysiology which is a study of specific disease processes by human body systems. The course emphasizes the etiology (cause), signs and symptoms, diagnostic tests, treatment, and outcomes of disease

### **AH110 Principles of Pharmacology**

Credit Hours: 2

In this course, emphasis is placed on basic pharmacology which includes the understanding of the action of drugs such as: absorption, distribution, metabolism and excretion of drugs by the body. Students study drug classifications and learn the most commonly prescribed drugs. Students learn what a formulary is and learn to match drugs to common conditions. They also learn how to match drugs to lab findings.

Students also learn the different units of measurement in metric, apothecary and household systems. They learn to identify both abbreviations and symbols used in calculating medication dosages and in writing prescriptions. Students apply mathematical computations to solve equations and demonstrate knowledge of basic math.

### **AH120 Medical Business Practices**

Credit Hours: 3

In this course, students will be introduced to basic practice finances including basic bookkeeping, accounting and banking procedures. They learn the many administrative functions of the medical office including appointment scheduling and monitoring, the filing of medical records, proper telephone techniques, and preparing and maintaining medical records. They are also introduced to the different types of managed care and insurance plans and procedural and diagnostic coding. Students will learn interpersonal skills as they relate to patients and coworkers. They learn how to recognize and understand verbal and nonverbal communication, motivation, concepts and memory processes. They learn the basic needs of life and become skilled at applying these principles to patient behaviors. Common defense mechanisms and stress-induced illnesses and conditions are discussed. Developmental stages of the life cycle are presented and students will learn how to assist patients with special needs. Special emphasis is placed on communication with patients from other cultures, over the phone and through electronic technology.

**AH130 Computer Applications in Health Care**

Credit Hours: 3

Electronic Medical Records and Practice Management software are introduced in this course. Students are trained on two medical office simulators; one practice manager referred to as Medisoft and one electronic medical record (EMR) referred to as Electronic Health Records. They will have hands-on practice in performing common billing and collection procedures, creating an Electronic Medical Record, creating electronic prescriptions and lab requisitions, perform electronic histories and document subjective impressions into an electronic progress note, register patients electronically and perform electronic scheduling functions, complete electronic insurance claim forms and simulate submitting them electronically to the insurance company, and post payments and perform electronic billing procedures.

**AH140 Computer Keyboarding**

Credit Hours: 2

Students are introduced to the components and basic features of a computer system and its operating system. Students learn touch control of the keyboard and make key reaches that are executed quickly and accurately. Many opportunities for measuring skills growth are included. Proper keyboarding techniques as well as building speed and accuracy are a focus of this course. Additionally, students are introduced to an electronic mail system and word processing basics. Students learn the components of business correspondence and medical documents such as reports, chart notes, memos and letter writing.

**AH150 Medical Terminology**

Credit Hours: 2

This course covers the structure, meaning, and use of medical terms related to diseases of and procedures performed on the human body. It is taught in conjunction with anatomy and physiology. It is designed to teach students to accurately spell, pronounce and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

Systems studied include integumentary, musculoskeletal, nervous, sensory organs, endocrine, cardiovascular, respiratory, reproductive, genitourinary, and digestive. Units on psychiatry and pharmacology are also covered. As each body system is introduced, students will be introduced to the basic word-building principles.

**AH160 Medical Law and Ethics**

Credit Hours: 2

This course introduces students to common legal terminology as well as various statutes. The material enables students to understand how to competently and confidently manage legal and ethical issues when they arise in the health care industry. Students discover the makings of the lawsuit from the examination room to the courtroom and learn steps for avoiding a medical malpractice suit. Students learn to identify and respond to issues of confidentiality and perform within legal boundaries. Special emphasis is placed on federal acts that impact those working in the medical industry including HIPAA, ASHA,

ADA (Americans with Disabilities Act), ERISA (Employment Retirement Income Security Act), and FLSA (Fair Labor Standards Act). In this course, students also learn the standards of Ethical Coding of the AHIMA (American Health Information Management Association) and the Code of Ethics for AAMA (American Association of Medical Assistants).

### **CD 100 Career Development**

Credit Hours: 1

Career Development takes an in-depth look at the ways to achieve and maximize each student's success in building a future with their newly obtained skills. Through multiple workshops and coursework the Career Development course covers topics such setting and managing goals and personal finances, defining quality of performance in the workplace, recognizing the importance of relational communication and knowing when/where to use it for the most effective outcome, reviewing and understanding steps in the employment process from an employer's point of view, developing successful tools for networking and job searching in today's tough economy, understanding the concepts behind interviewing, answering those tough interview questions, recognizing several aspects of skill sets and building critical marketing documents such as cover letter, resume and thank you letter for landing and securing your future career.

### **MA111 Pharmacology Lab**

Credit Hours: 1

In this course, students will apply their cognitive knowledge of the fundamental principles of pharmacology in performance of the administration of medication. Students learn to prepare medications from a vial, cartridge/syringe unit and an ampule and the parts of a syringe and needle. Students learn proper sites for administering parenteral medication using a variety of routes including IM, Sub-Q and ID. They also learn how to read labels and dispense oral medications, inhalation therapies and optic administration.

### **MA160 Clinical Procedures**

Credit Hours: 6

This course will provide students with a thorough introduction to OSHA guidelines and infection control procedures as well as many safety techniques including the importance of Materials Safety Data Sheets (MSDS) in a healthcare setting. Students will learn and be able to demonstrate the basic principles for interviewing a patient and obtaining a medical history. They will be able to demonstrate aseptic hand washing, vital signs measurement, height and weight and proper positioning and draping of a patient for various examinations and specialty examinations including: physical therapy, pap and pelvic procedures, pregnancy exams and eye and ear procedures. Students are introduced to the fundamentals of preparing for and assisting with minor office surgeries and learn important steps in the sanitization, disinfection and sterilization of instruments.

Students also learn phlebotomy procedures and will perform many CLIA (Clinical Laboratory Improvement Amendments) waived tests.

This course also introduces students to proper procedures in responding to emergencies including; heart attack, breathing cessation, and various injuries. Students will have the opportunity to obtain CPR certification and first aid certification. Students learn to apply electrocardiography (ECG or EKG) leads and record a 12-lead electrocardiogram.

**MA 170 Practicum**

Credit Hours: 4

Upon successful completion of prerequisite course work the students participate in a 160 hour practicum at an approved facility and a 20 hour practicum on campus. The practicum provides the student an opportunity to apply the principles and practices learned in the classroom and utilize entry level medical assisting skills working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site after completion of 160 hours. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. The student receives no remuneration while gaining valuable experience.

The practicum portion provides the student an opportunity to prepare for the certification exam of the American Association of Medical Assistants Endowment. Students work under the general supervision of the school staff. Students are evaluated by an instructor or practicum coordinator at weekly intervals.

**MA180 Advanced Phlebotomy**

Credit Hours: 1

In this course, students continue practicing their phlebotomy techniques to obtain the required number of successful blood draws for certification. They also prepare for and process applications for the Registered Phlebotomy Technician (RPT) exam from the American Medical Technologists (AMT).

**MA200 Advanced Medical Assisting Skills**

Credit Hours: 1

In this course students will incorporate their cognitive knowledge in the performance of psychomotor and affective domains in providing patient care in accordance with regulations, policies, laws and patient rights; communicating effectively, both orally and writing; medical business practices; and applying quality control measures.

They also will prepare for and process applications for the Certified Medical Assistant (CMA) exam from the American Association of Medical Assistants(AAMA).

# Medical Billing & Coding Course Description

## EDUCATIONAL OBJECTIVES

American School of Technology's Medical Billing and Coding program is an academic program that prepares graduates for entry-level billing and coding positions in a variety of health care facilities, health insurance companies, state departments of health, third-party billing companies and more.

A medical billing and coding specialist acquires a working knowledge of coding systems (e.g., CPT, HCPCS level II, and ICD-9-CM), coding principles and rules, government regulations, and third-party payer requirements to ensure that all diagnoses (conditions), services (e.g., office visit), and procedures (e.g., surgery, x-rays) documented in patient records are coded accurately for reimbursement, research, and statistical purposes. Excellent interpersonal skills are required of coding specialists because they communicate with providers about documentation and compliance issues related to the appropriate assignment of diagnosis and procedure/service codes.

### Program Outline:

Daytime Program: 675 Clock Hours; 18 Semester Credit Hours; 30 Weeks

Evening Program: 675 Clock Hours; 18 Semester Credit Hours; 30 Weeks

Course Number	Course Name	Clock Hours	Credit Hours
AH100	Anatomy & Physiology	75	2
AH110	Principles of Pharmacology	75	2
AH130	Computer Applications in Health Care	112.5	3
AH140	Computer Keyboarding	75	2
AH150	Medical Terminology	75	2
AH160	Medical Law and Ethics	75	2
CD100	Career Development	37.5	1
AH170	Medical Insurance/Coding	75	2
AH180	Medical Office Lab	75	2
<b>TOTAL</b>		<b>675</b>	<b>18</b>

Please note that there will be outside work required for the Medical Billing & Coding program, as detailed on class syllabi.

## **Course Outline:**

### **AH100 Anatomy and Physiology**

Credit Hours: 2

This course covers all basic information necessary for a general understanding of the structure and function of the human body with emphasis on anatomical orientation including anatomical online lookup. Topics include organization of the body, chemistry of life, cell structure and function, body tissues and membranes, blood, lymphatics, immunity, human development and birth, and human genetics. Body systems covered include integumentary, musculoskeletal, nervous, sensory, endocrine, circulatory, respiratory, digestive, urinary, and reproductive.

Included with this course is Pathophysiology which is a study of specific disease processes by human body systems. The course emphasizes the etiology (cause), signs and symptoms, diagnostic tests, treatment, and outcomes of disease.

### **AH150 Medical Terminology**

Credit Hours: 2

This course covers the structure, meaning, and use of medical terms related to diseases of and procedures performed on the human body. It is taught in conjunction with anatomy and physiology. It is designed to teach students to accurately spell, pronounce and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

Systems studied include integumentary, musculoskeletal, nervous, sensory organs, endocrine, cardiovascular, respiratory, reproductive, genitourinary, and digestive. Units on psychiatry and pharmacology are also covered. As each body system is introduced, students will be introduced to the basic word-building principles.

### **AH160 Medical Law and Ethics**

Credit Hours: 2

This course introduces students to common legal terminology as well as various statutes. The material enables students to understand how to competently and confidently manage legal and ethical issues when they arise in the health care industry. Students discover the makings of the lawsuit from the examination room to the courtroom and learn steps for avoiding a medical malpractice suit. Students learn to identify and respond to issues of confidentiality and perform within legal boundaries. Special emphasis is placed on federal acts that impact those working in the medical industry including HIPAA, ASHA, ADA (Americans with Disabilities Act), ERISA (Employment Retirement Income Security Act), and FLSA (Fair Labor Standards Act). In this course, students also learn the standards of Ethical Coding of the AHIMA (American Health Information Management Association) and the Code of Ethics for AAMA (American Association of Medical Assistants).

**AH110 Principles of Pharmacology**

Credit Hours: 2

In this course, emphasis is placed on basic pharmacology which includes the understanding of the action of drugs such as: absorption, distribution, metabolism and excretion of drugs by the body. Students study drug classifications and learn the most commonly prescribed drugs. Students learn what a formulary is and learn to match drugs to common conditions. They also learn how to match drugs to lab findings. Students also learn the different units of measurement in metric, apothecary and household systems. They learn to identify both abbreviations and symbols used in calculating medication dosages and in writing prescriptions. Students apply mathematical computations to solve equations and demonstrate knowledge of basic math.

**AH130 Computer Applications in Healthcare**

Credit Hours: 3

Electronic Medical Records and Practice Management software are introduced in this course. Students are trained on two medical office simulators; one practice manager referred to as Medisoft and one electronic medical record (EMR) referred to as Electronic Health Records. They will have hands-on practice in performing common billing and collection procedures, creating an Electronic Medical Record, creating electronic prescriptions and lab requisitions, perform electronic histories and document subjective impressions into an electronic progress note, register patients electronically and perform electronic scheduling functions, complete electronic insurance claim forms and simulate submitting them electronically to the insurance company, and post payments and perform electronic billing procedures.

**AH140 Computer Keyboarding**

Credit Hours: 2

Students are introduced to the components and basic features of a computer system and its operating system. Students learn touch control of the keyboard and make key reaches that are executed quickly and accurately. Many opportunities for measuring skills growth are included. Proper keyboarding techniques as well as building speed and accuracy are a focus of this course. Additionally, students are introduced to an electronic mail system and word processing basics. Students learn the components of business correspondence and medical documents such as reports, chart notes, memos and letter writing

**AH170 Medical Insurance/Coding**

Credit Hours: 2

Medical Insurance/Coding prepares students in all aspects of contemporary insurance billing. Students learn basic diagnosis coding systems with detailed instruction in International Classification of Diseases ICD-9-CM, how to code and guidelines for usage for Volume I, Volume II, and Volume III. They also learn basic procedure coding systems with detailed instruction in basic HCPCS coding with a focus on CPT-4 coding for Anesthesia, E & M, Surgical, Pathology/Laboratory, Radiology and Medicine. HCPCS Level II codes are also taught.

This course introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Students develop proficiency in preparing and processing insurance claims as it relates to government programs, such as Medicaid and Medicare.

**AH180 Medical Office Lab**

Credit Hours: 2

In this course, students are introduced to the Health Insurance Claim Form (CMS-1500) and it will provide the student with the experience of completing various claim forms as part of their hands-on experience. Students will also learn the process of hospital billing and will complete and process the UB-92 claim form. In this course, students develop proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. In simulated practice, students will actually prepare insurance claim forms, both manually and by computer.

**CD100 Career Development**

Credit Hours: 1

Career Development takes an in-depth look at the ways to achieve and maximize each student's success in building a future with their newly obtained skills. Through multiple workshops and coursework the Career Development course covers topics such setting and managing goals and personal finances, defining quality of performance in the workplace, recognizing the importance of relational communication and knowing when/where to use it for the most effective outcome, reviewing and understanding steps in the employment process from an employer's point of view, developing successful tools for networking and job searching in today's tough economy, understanding the concepts behind interviewing, answering those tough interview questions, recognizing several aspects of skill sets and building critical marketing documents such as cover letter, resume and thank you letter for landing and securing your future career.

# Heating, Ventilation & Air Conditioning/Refrigeration Course Description

## Course Description

The American School of Technology is an approved training sponsor for the National Center for Construction Education and Research (NCCER). Our Heating Ventilation and Air Conditioning/Refrigeration program utilizes the (ContrenConnect) curriculum developed by NCCER. ContrenConnect is an interactive web-based tool that partners textbooks and internet driven materials to give the student a multi-dimensional learning experience. Our HVAC/R environment is task oriented, so every student undergoes written and performance-based learning. This hands-on approach successfully prepares our students for employment in various HVAC/R positions in the field. Our instructors are NCCER Craft certified in the HVAC/R field and our facility is designed with technology including overhead projectors, an HVAC/R lab containing various HVAC/R equipment and components, a student-assisted tool crib and web based learning and research work stations for students.

## Educational Objectives

This program is designed for women and men regardless of previous training in heating, Ventilation, and Air Conditioning. The objective of the program is to provide the student with an understanding of HVAC/R systems, their operation, and diagnosis to obtain job entry skills or advancement within the heating and refrigeration industry. The graduate may have opportunities in many facets of the industry including but not limited to Heating/Cooling Technician, Refrigeration Technician, industrial Maintenance Technician or Parts and Service Staff.

## Program Outline:

Daytime Program: 1155 clock hours; 30 credit hours, 50 weeks  
Evening Program: 1155 clock hours; 30 credit hours, 50 weeks

## Course Outline:

Course Number	Course Name	Clock Hours	Credit Hours
H100-1	Core & Basic HVAC/R Skills	225	6
H110-1	Advanced Heating	225	6
H120-2	Advanced Cooling & Refrigeration	225	6
H130-1	Advanced Associated Skills	225	6
CD100	Career Development	37.5	1
H140	Tools for Success for the Construction Industry	37.5	1
H160	Externship	180	4
<b>Totals</b>		<b>1155</b>	<b>30</b>

Please note that there will be outside work required for the HVAC/R program, as detailed on class syllabi.

## **Course Outline:**

### **H100 Core & Basic HVAC/R Skills**

**6 Credit Hours**

In this course students will be introduced to the HVAC/R profession and learn Basic Safety. They will be introduced to construction math, trade math, hand tools, power tools and construction drawings. Students will be introduced to cooling and heating, basic electricity and refrigerants and oils. Material handling is also covered and copper and plastic piping practices. This course also touches on basic employability skills and communication skills.

### **H110 Advanced Heating**

**6 Credit Hours**

In this course, students will learn to make basic temperature, air pressure, and velocity measurements in an air distribution system. Students learn how to properly install and service air quality equipment. They will learn how to properly vent different types of furnaces and chimneys, vents and flues. Students also learn the proper instruments and tools used to troubleshoot gas and oil furnaces. Students are introduced to Hydronic and steam systems and will demonstrate how to operate selected hot-water, and steam systems.

### **H120 Advanced Cooling & Refrigeration**

**6 Credit Hours**

In this course, students practice soldering and brazing. They learn basic service procedures and equipment to troubleshoot repair and/or maintain correct operation of the mechanical refrigeration system including leak detection, evaluation and dehydration, recovery and charging. Students demonstrate the procedures used to remove and install a compressor. Students will be able to explain the function of metering devices and troubleshoot cooling systems and components. Students will also demonstrate heat pump installation and service procedures and troubleshoot heat pumps. Students learn the mechanical operation of refrigeration apparatus in the retail refrigeration industry.

### **H130 Advanced Associated Skills**

**6 Credit Hours**

In this course, student will learn alternating and direct current related to the HVAC trade. The student will be trained to use wiring diagrams to troubleshoot electrical and electronic circuits. The installation, maintenance and troubleshooting of air quality equipment will be taught.

### **CD100 Career Development**

**1 Credit Hour**

Career Development takes an in-depth look at the ways to achieve and maximize each student's success in building a future with their newly obtained skills. Through multiple workshops and coursework the Career Development course covers topics such setting and managing goals and personal finances, defining quality of performance in the workplace, recognizing the importance of relational communication and knowing

when/where to use it for the most effective outcome, reviewing and understanding steps in the employment process from an employer's point of view, developing successful tools for networking and job searching in today's tough economy, understanding the concepts behind interviewing, answering those tough interview questions, recognizing several aspects of skill sets and building critical marketing documents such as cover letter, resume and thank you letter for landing and securing your future career.

### **H140 Tools for Success for the Construction Industry**

**1 Credit Hour**

This class is designed specifically for students who have chosen a career in the construction trades. Students will cover various topics including fundamental and advanced skills necessary for success in the HVAC/R industry. Being a competently-skilled technician is important but in today's competitive workplace, skills that deal in handling human relations, or so-called "soft skills", have become equally important to obtaining employment in the field.

Topics covered include:

- Essential workplace skills
- Building team relationships
- Teamwork
- Effective Communication skills
- Written and Verbal skills
- Resolving Conflict
- Stress Management
- Critical Thinking and Problem Solving
- Giving and Receiving Criticism
- Sexual Harassment
- Drug and Alcohol Abuse on the Job

### **H160 Externship**

**4 Credit Hours**

Upon successful completion of prerequisite course work the students participate in a 180 hour externship at an approved facility. The externship provides the student with an opportunity to apply the principles and practices learned in the classroom and utilize entry level HVAC/R skills. HVAC/R externs work under the direct supervision of qualified personnel at the participating extern sites, and under general supervision of the school staff.

Externs are evaluated by supervisory personnel at the site after completion of 180 hours. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

# Business Administration Course Description

## EDUCATIONAL OBJECTIVES

The educational objective of this program is to provide the graduate with employable skills for entry level positions in sales, customer service, bookkeeping, and office support. These include staff roles in retail and sales offices, manufacturing offices, banking and insurance offices, and other general places of business.

The graduate may have opportunities in many facets of Business, including Sales Person, Bookkeeper, Administrative Assistant, Office Assistant, and numerous other entry-level positions required in today's business offices.

### Program Outline

Day Program: 900 clock hours; 24 credit hours, 40 weeks

Evening Program: 900 clock hours; 24 credit hours, 40 weeks

### Course Outline:

<u>Course Number</u>	<u>Course Name</u>	<u>Clock Hours</u>	<u>Credit Hours</u>
BA 110	Principles of Business	112.5	3
BA 111	Business Communication	112.5	3
BA 120	Introduction to Business Management*	112.5	3
BA 130	Introduction to Business Computers	112.5	3
BA 140	Accounting Fundamentals	112.5	3
BA 141	Computer-Based Accounting**	112.5	3
BA 150	Introduction to Spanish for Business	112.5	3
CD 110	Professional Development	<u>112.5</u>	<u>3</u>
	Totals	900	24

\* *Prerequisite: BA110*

\*\* *Prerequisite: BA140*

Please note that there will be outside work required for the Business Administration program, as detailed on class syllabi.

## **COURSE OUTLINE:**

### **BA 110 Principles of Business**

Credit Hours: 3

This course will give the student an overview of the major topics of business, including management, marketing, sales, accounting, economics, human resources, and the current business environment and forces impacting it, both internally and externally. Upon completion, the student should have a solid understanding of today's business environment, factors surrounding it, and knowledge on how to work in it.

### **BA 111 Business Communication**

Credit Hours: 3

Professional, clear communication is vital when working in today's Business world. This course will help students learn how to effectively communicate in common business situations. Topics covered will include letter and email writing, basic business terminology, and business communication etiquette. Upon completion, the student should be able to effectively and efficiently communicate in various business environments.

### **BA 120 Introduction to Business Management**

Credit Hours: 3

In this course, students will gain an understanding of the business functions and how business decisions are made. Students will be introduced to basic business strategy, decision-making, time management, the free enterprise system, types of business organizations and the managerial process. Upon completion, the student will have a working knowledge of the managerial process for Business. \* *Prerequisite: BA 110*

### **BA 130 Introduction to Business Computers**

Credit Hours: 3

Every business today uses computers as a fundamental basis for operation, whether it is for sales, marketing, research, record keeping, or inventory control. This course will give the student a basic, working understanding of word-processing, spreadsheets, and presentation software most commonly used today in Business. Students will also gain knowledge on browsing the internet and on using e-mail software. Upon completion, the student should possess general computer skills and have good working knowledge of the most common computer software utilized in businesses today.

### **BA 140 Accounting Fundamentals**

Credit Hours: 3

Major advances in technology have drastically changed how bookkeepers and financial clerks perform their job responsibilities. This course will give the student a basic understanding of general accounting principles, and will touch upon the basics of cost and managerial accounting within framework of general business. Upon completion, the student should be able to understand the accounting environment, record business transactions, work within accounts payable and receivable, and payroll.

**BA141 Computer-Based Accounting \***

Credit Hours: 3

Technology advances have changed the Accounting profession and have pushed the use of computers and accounting software such as QuickBooks™ into all businesses. Demand has rapidly grown for professionals to use their computer skills to complete everyday business tasks in jobs like Accounting Clerk, Bookkeeper, Data Entry Clerk and Payroll Clerk. This class will give the student entry-level skills to successfully work in a computerized accounting environment, with emphasis on QuickBooks™ accounting software.      \* *Prerequisite: BA 140*

**BA150 Introduction to Spanish for Business**

Credit Hours: 3

The Spanish speaking population in the United States is growing rapidly. In this course, the student will be introduced to basic Spanish language business concepts and vocabulary terms. Students in this class will actively learn and be responsible for using Spanish structures and vocabulary. Upon completion, the student will have a basic Spanish business language competency to work in today's bi-lingual workplace.

**CD110 Professional Development**

Credit Hours: 3

Career Development takes an in-depth look at the ways to achieve and maximize each student's success in building a future with their newly obtained skills. Through multiple workshops and coursework the Career Development course covers topics such setting and managing goals and personal finances, defining quality of performance in the workplace, recognizing the importance of relational communication and knowing when/where to use it for the most effective outcome, reviewing and understanding steps in the employment process from an employer's point of view, developing successful tools for networking and job searching in today's tough economy, understanding the concepts behind interviewing, answering those tough interview questions, recognizing several aspects of skill sets and building critical marketing documents such as cover letter, resume and thank you letter for landing and securing your future career. It will also provide information on current employment policies and practices that will include an introduction to public speaking, offer practical experience in preparing various employment documents, and offer instruction in effective interview dress and procedure.

# Personal Fitness Trainer Course Description

## EDUCATIONAL OBJECTIVES

The American School of Technology is utilizing program curriculum and materials developed by the National Academy of Sports Medicine (NASM). The program features high-quality, best-in-class educational resources and materials from various publishers coupled with the robust lesson-plan and assessment materials created by NASM fitness experts. The lesson plans, presented in both hourly and topical formats, provide a flexible structure that specifically develops critical fitness skills.

Students will benefit from the activities created by fitness experts that have occupational relevant themes. The program was developed and is updated on an annual basis by a team of educators, fitness experts and employers experienced in personal fitness training.

## PROGRAM OUTLINE:

Daytime Program: 450 Clock Hours; 12 Credit Hours; 20 Weeks

## COURSE OUTLINE:

<i>Course Number</i>	<i>Course Name</i>	<i>Clock Hours</i>	<i>Credit Hours</i>
PFT100	Nutrition & Supplementation	75	2
PFT110	Professional Development	75	2
PFT120	Human Movement Assessment	75	2
PFT130	Current Concepts of Integrated Training	75	2
PFT140	Design of Fitness Programs	75	2
BA160	Entrepreneurship	75	2
		—	—
		450	12

Please note that there will be outside work required for the Personal Fitness Trainer program, as detailed on class syllabi.

*\*\* This program is not eligible for Title IV funding at this time.*

## **COURSE OUTLINE:**

### **Nutrition & Supplementation.**

Credit Hours: 2

Students in this course will be exposed to the theories and principles of integrated training and the Optimum Performance Training model. Of particular focus will be the study of nutrition and the healthy composition of diet. This course will also explore the efficacy and practice of dietary supplementation as well as professional ethics and boundary-setting applied to the health and fitness industry.

### **Professional Development.**

Credit Hours: 2

This course will explore professionalism and business ethics. It will provide information on current employment policies and practices will include an introduction to public speaking, give practical experience in preparing various employment documents, and offer instruction in effective interview dress and procedure. Students will also focus on various age-specific and chronic diseased populations and the psychological aspects of client-relations and provide a systematic approach to targeted goal setting. Additionally, training and Red Cross certification will occur in CPR and Defibulator use.

### **Human Movement Assessment.**

Credit Hours: 2

Paramount to student success is the comprehension and application of a dynamic relationship between the articular system, muscular system and nervous system. Students in this class will explore a detailed look at anatomy, physiology, and kinesiology and will apply that gained knowledge to a variety of assessments intended to evaluate the existence and impact of human movement impairments.

### **Current Concepts of Integrated Training.**

Credit Hours: 2

This course will provide in-depth study to the interdependent and intradependent relationship of the components to integrated training. Specifically, students will focus on theory and systematic, progressive application of flexibility training core training, balance training, and plyometric training.

### **Design of Fitness Programs.**

Credit Hours: 2

Students in this course will study the practice of resistance training to enhance neuromuscular function and development and design goal-specific Optimum Performance Training fitness programs, stabilization programs, strength programs, power programs, and cardiorespiratory training programs. Additionally, this course provides in-depth study of the theories and progressive applications of linear speed, multi-directional agility, and quickness activities.

### **Entrepreneurship**

Credit Hours: 2

This course will introduce the student to the principles of entrepreneurship and business ethics as they examine all the major steps involved in starting a new business, including the marketing, financing, managing, and legal aspects. It will provide the student with the knowledge needed to realistically evaluate their potential as a business owner.

ADMINISTRATIVE STAFF AND FACULTY

**ADMINISTRATION**

Timothy Campagna	President/School Director
Scott Cohen	Vice President
Melissa Howell	Director of Financial Aid
Cheryl Niblett	Director of Academic Affairs
Sarah Kiepper	Director of Education
Beth Keener	Director of Student Services
Katherine Leslie	Director of Admissions
Bill Kingery	Director of Career Services
Martine Knisley	Career Services Representative
Vickie Terada	Career Services Representative
Tiffany Rice	Administrative Assistant
Angela Lauer	Administrative Assistant
Marjorie Furay	Business Office Representative
Patricia Bennett	Assistant Director of Financial Aid
Erica Shafer	Financial Aid Officer
Lindsey Clement	Financial Aid Officer
Chad Kays	Admissions Representative
Julian Robinson	Admissions Representative
Duane Landrum	Admissions Representative

## FACULTY

### HVAC/R Department

Wilson Detty	Instructor
Lowell Ford	Instructor
Ian Reed	Instructor
Joseph Alexander	Instructor
Richard French	Instructor
Jeff Weaver	Instructor
Gary Meale	Instructor
Jeff Weaver	Instructor

### Allied Health Department

Darlene Stalter	Instructor/Department Chairperson
Sally Conley	Instructor
Cheveon Whittaker	Instructor
Deborah Rhoades	Instructor
Peg Bunnell	Instructor
Becky Johnston	Instructor

### Personal Fitness Department

Anthony Castore	Instructor
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### Business Administration Department

Jewelene Henson	Instructor
Deb Dooley	Instructor

**APPENDIX “A”**

**ACADEMIC CALENDAR  
2010 - 2012**

<b>Start Date</b>	<b>PFT Grad Date</b>	<b>MBC Grad Date</b>	<b>HVAC Grad Date</b>	<b>MA Grad Date</b>	<b>BA Grad Date</b>
8/15/11	1/13/12	3/23/12	8/17/12	8/17/12	6/1/12
9/19/11	2/17/12	4/27/12	9/21/12	9/21/12	7/13/12
10/24/11	3/23/12	6/1/12	10/26/12	10/26/12	8/17/12
12/5/11	4/27/12	7/13/12	11/30/12	11/30/12	9/21/12
1/16/12	6/1/12	8/17/12	1/18/13	1/18/13	10/26/12
2/20/12	7/13/12	9/21/12	2/22/13	2/22/13	11/30/12
3/26/12	8/17/12	10/26/12	3/29/13	3/29/13	1/18/13
4/30/12	9/21/12	11/30/12	5/3/13	5/3/13	2/22/13
6/4/12	10/26/12	1/18/13	6/7/13	6/7/13	3/29/13
7/16/12	11/30/12	2/22/13	7/19/13	7/19/13	5/3/13
8/20/12	1/18/13	3/29/13	8/23/13	8/23/13	6/7/13
9/24/12	2/22/13	5/3/13	9/27/13	9/27/13	7/19/13
10/29/12	3/29/13	6/7/13	11/1/13	11/1/13	8/23/13
12/3/12	5/3/13	7/19/13	12/6/13	12/6/13	9/27/13
1/21/13	6/7/13	8/23/13	1/24/14	1/24/14	11/1/13

Scheduled Student Breaks:

- January 2, 2012
- April 6, 2012
- October 8, 2012
- January 16, 2012
- July 2-6, 2012
- November 22-23, 2012
- February 20, 2012
- September 3, 2012
- December 24-31, 2012

## **School Location Map**

To access a map of the American School of Technology or to use MapQuest.com for driving directions to the school:

**[CLICK HERE](#)**

*Note: Click on the link above with your mouse while holding down the Ctrl key at the same time*

## Gainful Employment Disclosure Information

Program	CIP Code	SOC Code	Onet Link	Completion	Placement (Latest reported Cohort)	Median Loan Debt
<b>Heating Ventilation &amp; Air Conditioning/ Refrigeration</b>	15.0501	49-9021.00	<a href="http://www.onetonline.org/link/summary/49-9021.00">http://www.onetonline.org/link/summary/49-9021.00</a>	66%	38%	\$11,250
"	"	49-9031.00	<a href="http://www.onetonline.org/link/summary/49-9031.00">http://www.onetonline.org/link/summary/49-9031.00</a>	"	"	"
"	"	49-9098.00	<a href="http://www.onetonline.org/link/summary/49-9098.00">http://www.onetonline.org/link/summary/49-9098.00</a>	"	"	"
"	"	41-2022.00	<a href="http://www.onetonline.org/link/summary/41-2022.00">http://www.onetonline.org/link/summary/41-2022.00</a>	"	"	"
"	"	41-4012.00	<a href="http://www.onetonline.org/link/summary/41-4012.00">http://www.onetonline.org/link/summary/41-4012.00</a>	"	"	"
"	"	49-1011.00	<a href="http://www.onetonline.org/link/summary/49-1011.00">http://www.onetonline.org/link/summary/49-1011.00</a>	"	"	"
"	"	49-9042.00	<a href="http://www.onetonline.org/link/summary/49-9042.00">http://www.onetonline.org/link/summary/49-9042.00</a>	"	"	"
<b>Medical Assisting</b>	51.0801	31-9092.00	<a href="http://www.onetonline.org/link/summary/31-9092.00">http://www.onetonline.org/link/summary/31-9092.00</a>	49%	79%	\$11,250
"	"	43-4051.03	<a href="http://www.onetonline.org/link/summary/43-4051.03">http://www.onetonline.org/link/summary/43-4051.03</a>	"	"	"
"	"	43-6013.00	<a href="http://www.onetonline.org/link/summary/29-6013.00">http://www.onetonline.org/link/summary/29-6013.00</a>	"	"	"
"	"	31-9094.00	<a href="http://www.onetonline.org/link/summary/31-9094.00">http://www.onetonline.org/link/summary/31-9094.00</a>	"	"	"
"	"	31-9099.01	<a href="http://www.onetonline.org/link/summary/31-9099.01">http://www.onetonline.org/link/summary/31-9099.01</a>	"	"	"
"	"	29-2071.00	<a href="http://www.onetonline.org/link/summary/29-2071.00">http://www.onetonline.org/link/summary/29-2071.00</a>	"	"	"
<b>Medical Billing and Coding</b>	51.0713	29-2071.00	<a href="http://www.onetonline.org/link/summary/29-2071.00">http://www.onetonline.org/link/summary/29-2071.00</a>	57%	75%	\$6,334
"	"	43-9041.00	<a href="http://www.onetonline.org/link/summary/43-9041.00">http://www.onetonline.org/link/summary/43-9041.00</a>	"	"	"
"	"	43-4051.03	<a href="http://www.onetonline.org/link/summary/43-4051.03">http://www.onetonline.org/link/summary/43-4051.03</a>	"	"	"
<b>Business Administration</b>	52.9999	43-9199.00	<a href="http://www.onetonline.org/link/summary/43-9199.00">http://www.onetonline.org/link/summary/43-9199.00</a>	*	*	\$11,250
"	"	43-3071.00	<a href="http://www.onetonline.org/link/summary/43-3071.00">http://www.onetonline.org/link/summary/43-3071.00</a>	*	*	"

"	"	43-4141.00	<a href="http://www.onetonline.org/link/summary/43-4141.00">http://www.onetonline.org/link/summary/43-4141.00</a>	*	*	"
"	"	41-1011.00	<a href="http://www.onetonline.org/link/summary/41-1011.00">http://www.onetonline.org/link/summary/41-1011.00</a>	*	*	"
"	"	41-1012.00	<a href="http://www.onetonline.org/link/summary/41-1012.00">http://www.onetonline.org/link/summary/41-1012.00</a>	*	*	"
"	"	43-3031.00	<a href="http://www.onetonline.org/link/summary/43-3031.00">http://www.onetonline.org/link/summary/43-3031.00</a>	*	*	"
"	"	43-1011.00	<a href="http://www.onetonline.org/link/summary/43-1011.00">http://www.onetonline.org/link/summary/43-1011.00</a>	*	*	"
<b>Personal Fitness Trainer</b>	39-9031.00	39-9031.00	<a href="http://www.onetonline.org/link/summary/39-9031.00">http://www.onetonline.org/link/summary/39-9031.00</a>	**	**	\$4,800
"	"	41-3099.00	<a href="http://www.onetonline.org/link/summary/41-3099.00">http://www.onetonline.org/link/summary/41-3099.00</a>	**	**	"
"	"	39-9032.00	<a href="http://www.onetonline.org/link/summary/39-9032.00">http://www.onetonline.org/link/summary/39-9032.00</a>	**	**	"
"	"	29-9091.00	<a href="http://www.onetonline.org/link/summary/29-9091.00">http://www.onetonline.org/link/summary/29-9091.00</a>	**	**	"

- First class started on 9/19/2011. No data available.

\*\* First class started on 7/11/2011. No data available.