



Founded 1999

CATALOG

2018-2019

973-673-6100

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TABLE OF CONTENTS

	Page
The Director's Message	2
Com-Tec's Mission	3
Career in Technology	3
Com-Tec History	3
Com-Tec Philosophy	4
Com-Tec Objective	4
Admission Requirements	4
Enrollment Procedures	5
School Facility	5
Curriculum – Solar Energy Technician	6
Curriculum- Patient Care Technician	13
Curriculum- Phlebotomy/EKG	16
Curriculum – Certified Nursing Assistant	19
Curriculum – Medical Assistant Day.....	21
Curriculum – Medical Assistant Evening.....	27
Curriculum-Certified Home Health Aide	32
School Calendar	34
Program Start Dates/Class Schedules	35
Text Books and Other Materials	35
Evaluation Techniques	35
Tuition	35
Refund Policy	36
Leave of Absence	37
Grading System	37
Withdrawal	38
Grade Point Average	38
Satisfactory Progress Policy	39
Conditions of Dismissal	39
Code of Conduct	39
Student Complaint/Appeal Process	39
Student Services-Advisory-Make-Up Work	40
Employment Assistance	40
Equal Opportunity Statement	41
Sexual Harassment Policy	41
FERPA	41
Payment Plan	42
Parking, Tutoring	42
Career Development	43
Academic Advising	43
Transfer Policy	43
Budget/Personal Financial Planning	44
Monitoring of Attendant	44
Special Needs Plan	45
Unannounced School Closure	45
Student's Grievance Procedures	46

THE DIRECTOR'S MESSAGE

For over 10 years, Com-Tec Institute has provided outstanding educational opportunities to all students who embody these essential, life-transforming characteristics. How well have we done in preparing them for life's challenges? Just ask any of our successful alumni who have made themselves part of our extended family.

Your goal may be to earn a certificate immediately applicable to the world-of-work, or to take specific course sequences in order to enhance your professional standing. Whatever your reason for attending Com-Tec, we have the programs, the courses, the faculty and the support services you need to fulfill your dreams.

At Com-Tec, you'll also find a host of support services, personal and academic counseling, tutoring services, and computer and laboratory facilities.

Best of all, Com-Tec is affordable. Our advisers stand ready to speak with you about our career training and WIA grant programs that are available.

I invite you to become involved at Com-Tec Institute – both academically and socially. We are waiting for your call.

Adeteju Oluokun
CEO/Director

COM-TEC'S MISSION

It is the mission of **Com-Tec** to provide world-class training. We fulfill that mission by providing the most up to date leading-edge allied health and technical training. We offer computer related interactive training in the latest software and equipment, that meet the academic, intellectual, and career development needs of our students and the workforce training needs of the residents and employers of our servicing area.

COM-TEC'S TRAINING + VISION = CAREER IN TECHNOLOGY

A career in allied health and technology offers more opportunities than ever before. At Com-Tec, our goal is to provide you with the training needed to make you part of that success. With your natural talent, desire to achieve, and training you receive at Com-Tec; you can be proficient in the following **"certificate"** courses offered.

- SOLAR PANEL ENERGY TECHNICIAN
- MEDICAL ASSISTANT
- CERTIFIED NURSING ASSISTANT
- HOME HEALTH AIDE

Whether you are just entering the workforce, updating your current skills, or making a career change; completion in one of these programs provides the necessary skills that are in great demand. Your certification will enable you to work with the most interesting people:

- MEDICAL INSURANCE SPECIALISTS
- MEDICAL DOCTORS
- SOLAR ENGINEERS
- ARCHITECTS / BUILDERS / ENGINEERS
- REGISTERED NURSES

COM-TEC HISTORY

Com-Tec main campus is a private vocational school established in November 1999. We are located in the business center of the City of East Orange, at 44 Glenwood Ave. This is the main school controlled by Com-Tec Computer Training Institute, Inc. and doing business as Com-Tec Institute, a New Jersey based Sub-Chapter S Corporation. The Sole owner of the corporation is Adeteju Oluokun. The school started on the third floor at 44 Glenwood Avenue and due to expansion, moved to suite 201, at the second floor of the same building.

The school site is accessible by train and buses. The school has limited ground rear parking spaces for students but abundant street meter parking is also available.

COM-TEC'S PHILOSOPHY: "KEY TO A BRIGHTER FUTURE"

Com-Tec invites you to visit our school and let us answer all your questions. Not only would you be pleased and impress family, but also, you will be making a great contribution to our society. Success at **Com-Tec** is achieved by our well-developed teaching approach, which you will receive holistically by our excellent teaching staff and other teaching support systems.

COM-TEC OBJECTIVE: "QUALITY TECHNICAL EDUCATION"

Our teaching staff along with other support groups in the school will have one goal in mind – you and your chosen profession. We will make sure you become proficient to meet job requirements. Our primary objectives are:

1. Provide opportunities for adults, postsecondary, disadvantaged, and handicapped students to develop occupational competence through application and/or performance skills necessary to gain employment or to up-grade existing skills.
2. Provide the necessary equipment, teaching aids, and facilities to Maintain an up-to-date teaching program.
3. Enable the student to develop desirable work habits, interests, personal traits, attitudes, initiatives, and responsibility.
4. Provide opportunities for students to develop an appreciation for work.

ADMISSION REQUIREMENTS

Com Tec Institute does not discriminate on the basis of an individual's age, sex, race, ethnic origin, color, or religion when admitting students. We require that all students have a High School Diploma or a G.E.D Equivalent Test. Any student under the age of 21 will require a parent or guardian's signature and Co-Maker on the Contract Agreement. If applicants who currently reside in the United States but attend school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources. All students will be required to furnish a social security card, photo identification, a copy of birth certificates, and copy of a High School Diploma or a G.E.D Equivalent.

Applications of credit for previous education, training, work experience (experiential learning), or Institute Level Examination Program (CLEP) must be completed prior to the first day of the course for which the transfer credit is requested. This may require testing by examination to determine credit for previous education, training or work experience. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency by an approved evaluating agency. There will be no

charge for these services except for those charges required by outside agencies. Com Tec Institute does not guarantee the transferability of credits from any of these sources. The transfer-of-credit/clock hours award will be based on:

1. Courses that have a grade of that are not less than B.
2. Course descriptions, objectives, or outcomes
3. Core/major courses must apply to the program; and
4. Course-to-course transfers based on course objectives or outcomes will be made in lieu of academic credit conversions

ENROLLMENT PROCEDURES

Students must apply for entrance to **Com-Tec Institute** programs by a scheduled interview with the School Director. This must be done no later than one week before classes commence. The following guideline is to assure your smooth transition into our “learning environment.”

Be 17 years of age or older (verified by birth certificate/or valid state photo ID)

Have HS diploma or GED or equivalent

Provide emergency contact and 2 references

Have an interview with School Director

Complete enrollment application packet

Submit official transcript

Pay \$25 application fee

Pay \$100 registration fee

Note: Late registration is (2) days after classes start.

SCHOOL FACILITY

Com-Tec features a fully central cooling and heating system, well-lit facility with a reception area, administration offices, library and 3 computer and training classrooms. Each Classroom is 500 sq. ft. and able to accommodate 12 students making teacher-student ratio 1 to 12.

The school has both male and female lavatories available with facilities to serve three students at a time. We do not employ a nurse or have any medical staff available, but there is First Aid Kit in the school. Other facilities also include writing board and projectors with screens, network server lined with various

The school administrative offices are equipped with Pentium III compact disc computer systems, fax and Xerox copier machines. The school lunchroom area is equipped with a water fountain, microwave, table and chairs.

Lighted Exits are located in the access areas. Parking is available in the rear of the building.

CURRICULUM

SOLAR ENERGY TECHNICIAN

900 Clock Hours / 36 Weeks

COURSE DISCRIPTION

This entire piece is written with a careful consideration of the modules to be covered in the program to help the student to become aware of potential hazards involved in working on a PV system. Safety is a great paramount. Students will be taught to be the first safety factor. A vivid understanding of concepts and principles which shall be enforced will enable the students in both confidence and proficiency in discharge of duties. Hence we shall foster in academic discipline as the course unfolds. These modules are organized to inform and aroused a technical interest as well as to re-enforce with sustainable living in a world of ever growing population, and increase material consumption. The student who goes through our program will be undoubtedly empowered to educate and help foster sustainability for future generation and be able to help guide decision for PV system design and installation. Students will be taught the importance of the PV system in the energy market and be able to understand the components of the energy market.

The modules are arranged to strengthen the student to become successful in understanding the basic concepts of electricity, electrical connections and circuitry as well as the underlying concept of semiconductor technology, which is the spin and principal drive of the ever increasing technology. The understanding of semiconductor will launch the student into appreciating the basics of a PV module and it's functioning as well as types of different mounting systems that might be used.

Students who may successfully complete the course will become equipped with contemporary knowledge about various lists of components and equipment needed for PV system maintenance, and be equipped with hands on training in multiple troubleshooting techniques. The student remains the primary focus for which this curriculum has been put together and our aim is to train the student with the methodological guide of this modules filled with basic concepts, theories and activities to strengthen that purpose. We trust to lift our students to a platform of information and excitement in a new field of a demanding career filled with an array of choices.

COURSE OBJECTIVES

- The purpose of this curriculum is to empower the student with a basic understanding of the photovoltaic system. In this study the individual is taught the principles in PV system designing, installation, energy conservation and efficiency and safety issues relating to electricity and photovoltaic systems.
- Demonstrate a basic understanding of the fundamentals of electricity, solar energy, and photovoltaics by being able to solve simple problems and perform calculations in the above-mentioned topics.

- Apply safety principles in connection with working with electricity, PV components, electrical equipment, and on roofs.
- Identify PV system components and explain their interconnections.
- Understand issues involved with the selection of an appropriate location for a PV system installation.
- Calculate electrical and mechanical loads and perform PV system sizing.
- Perform PV system electrical and mechanical design given a specific installation project.
- Analyze the performance of a PV system.
- Work efficiently in a PV system installation and conduct electrical and system performance measurements.
- Understand issues in connection with maintenance and troubleshooting of a PV system.
- Understand issues related to PV markets, applications, regulations, and policies.

COURSE OUTLINES

1. **CONSERVATION AND EFFICIENCY (25HRS)**
Introduction to the workshop, Covering aspects of what, how and why of the course.
2. **PV MARKET APPLICATION AND ADVANTAGES (50 HRS)**
Introduction to Photovoltaics (PV), Basic Electrical Concepts in PV Systems, Basic Understanding of PV system parts, Example problems will be worked out.
3. **FUNDAMENTALS OF ELECTRICITY (75 HRS)**
Overview of basic electricity, Resistance, Current, Voltage, Power, Energy Series and parallel circuits, Performing electrical calculations, Practice problems.
4. **PV SYSTEM (125HRS)**
PV systems concepts in more detail, Principles of conservation of energy use in buildings and its impact on the PV design. Verifying client needs.
5. **BALANCE OF SYSTEM (75 HRS)**
Sunshine Basics. Path of sun, Finding solar noon, What is full sun, How much full sun is received in a location, NREL data bases for estimating system performance. Best location for PV, Shading issues, Effects of “off south” installation, Collector Angles. Simple experiments and demonstration on electrical concepts, PV panels, wiring, calculating loads, and other exercises.

6. **FACTORS AFFECTING PV PERFORMANCE (50 HRS)**
 How PV Works. The components of a PV system (Module, array, inverter, balance of system) The essential miracle of the semiconductor. V vs. I characteristics. The components of a PV system; Module, array inverter, system interconnection. Blocking diodes, bypass diodes what they are and when to use them. Shading effects on a series string.
7. **GRID - TIED PV SYSTEM (125 HRS)**
 System sizing, Utility synchronous systems, Determining the Residential loads and Energy consumed and generated. System performance using standard data. Use of software packages for system sizing. Design examples and practice problems.
8. **OFF GRID PV SYSTEM (100 HRS)**
 Overview of National Electric code in general for residential systems. Specific review of National electric code for PV Systems. Electrical inspection issues of PV systems and solution approaches. Mechanical consideration for mounting PV panels, Wind loading calculations.
 Evaluating integrity of roof due to weight of panels and wind loading. Discuss different mounting systems available in market. Mounting of PV panels on roofs rack mounts, dealing with steel and aluminum issues. Pole mounts
9. **PV SYSTEM INSTALLATION (125 HRS)**
 Hands-on activity: Install stand-alone systems and measure performance. Students install a small, real-life grid connected PV system on a model roof structure using basic components. They test all components and measure the performance of the system built. Interconnection Requirements, How to obtain an intertie agreement with local utility. Short discussion on commercial interconnection requirements
10. **SAFETY (25 HRS)**
 Safety issues regarding PV on roofs, working on roofs, OSHA Requirements/Guidelines Aesthetic and appearance issues
11. **MAINTENANCE AND TROUBLE SHOOTING (75 HRS)**
 PV Storage and maintenance Systems, type of typical equipment, sizing, handling of batteries and disassembling and troubleshooting system and list of manufacturers. Overview and Summary of entire course, Typical flow of process to put up a residential interconnected PV system from beginning to end including the common dos and don'ts. Review for the NABCEP Entry Level PV exam
12. **JOB READINESS DEVELOPMENT (50 HRS)**
 This course is designed to help students develop the skills needed to fulfill their employment objectives. Various concerns will be covered. In this part of the course students will learn the followings:
 - Punctuality
 - Leadership Development
 - Internship experience
 - Role playing techniques on interviewing

- Proper appearance when interviewing
- Resume preparation and procedures on filling out a job application

PATIENT CARE TECHNICIAN

(850 HRS / 24 weeks)

Program Description:

This Patient Care Technician Program is designed to generate the Patient Care Technician, a vital member of the healthcare team, who is expected to perform clinical and administrative duties in a medical office. At Com-Tec Institute, the objective of this program is to prepare the graduate to apply for entry-level Patient Care Technician positions. The Patient Care Technician is trained to carry out clinical procedures, conduct routine office-lab procedures, assist in minor surgery procedures, perform routine office diagnostic procedures, EKGs, preparing the patient for physical exams, and taking Vital Signs. The Patient Care Technician can demonstrate knowledge of Medical Terminology, Anatomy & Physiology, Clinical and Administrative, EKG, Phlebotomy procedures, Pharmaceutical procedures, and Infection Control procedures. The patient Care Technician is expected to handle administrative office procedures including computer operation, filing and filling, billing, writing reports, preparing protocol, scheduling, and insurance claims.

A Certificate is awarded to a student upon successful completion of all graduation requirements listed in the student catalog.

COURS OUTLINE:

MEDICAL TERMINOLOGY (50 Hrs)

This area helps the participants to learn the Basic Medical Terminology used in the Medical profession. It also helps how to pronounce Medical terms, prefix, suffix, roots according to the Medical Terminology guideline. This area will also cover how they are applied, spelled and pronounced correctly.

ANATOMY & PHYSIOLOGY (50 Hrs)

This area covers Anatomy and Physiology related cells, tissue, skeletal system, muscular system, nervous system, endocrine system, circulatory system, immune system, respiratory system, digestive system, urinary system, reproductive system and metabolism.

THE HEALTHCARE TEAM (50 Hrs)

This segment addressed interactions of medical assistants with all health professionals and includes a brief history of medicine to provide background information on those events that have led to today's medical accomplishments, modern forms of medical practice, and current types of medical care. The cornerstones of medical ethics, from historical codes to AMA's Principles of Medical Ethics, are discussed in some detail. The legal responsibilities and limitations of practicing medical assistant as well as those of

physicians are included in Medicine and the Law. This segment guides the medical assistant in relations with his or her employer, colleagues, and patients.

THE ADMINISTRATIVE PROCEDURE (70 Hrs)

The participant is introduced to clinical requirements for the front office such as accounts receivable, accounts payable, written correspondence, telephone techniques, appointment scheduling, and how to fill out health insurance claim forms for physician's offices. This portion includes instruction in the areas generally described as "front-office", including appointment scheduling and patient reception, records management, fees and collections, accounting systems, computer applications, banking, and health and accident insurance. An entirely new chapter on dictation and transcription has been added to this edition. Section IV includes extensive material on management responsibilities and the office environment.

PHLEBOTOMY (70 Hrs)

This course is providing the student with Basic Knowledge of Medical Terminology, of the Phlebotomist's Role in the Healthcare Setting, History of Phlebotomy, Professionalism, Comprehensive Theory of the Cardiovascular System, Basic Infection Control Techniques, Phlebotomy Procedures, Special Collection Procedures as well as Hands-On Dummy Arms.

EKG (50 Hrs)

Students are introduced to Basic Knowledge of Medical Terminology related to EKG, Cardiovascular System, Infection Control; Operation of the EKG Machine, Interpret and Analyze EKG Strips, Theory and EKG Applications of Disarrhythmia and Myocardial Infarction are taught in this course.

PATIENT ASSESSMENT (25 Hrs)

This section will cover obtaining patient history, assessing signs, and performing CPR of adults, CPR of child, and infant.

PHARMACY (50 Hrs)

Students are introduced to Basic Medical Terminology related to Pharmacy, Basic Math Calculations related to Drugs. Students get familiar with Prescriptions, Drug Order forms, and Drugs as well as Parental Applications.

CLINICAL PROCEDURE (75 Hrs)

The participant is introduced to how to properly take a medical history, how to write it in a medical chart and how to file this chart. The participant will learn aseptic techniques, various types of instruments, how to sterile procedure, and how to position and drape the patient for an examination with the physician. The proper procedures for hand washing, cleansing, and disinfecting instruments in the medical office will be covered with the participants also receiving "hands on" experience in this course with actually taking his/her classmate's vital signs (blood pressure, pulse, respiration, and temperature). The participants learn how to operate and "hook up" a patient for an electrocardiogram, how to perform routine urinalysis on a urine sample, how to perform preparing of syringe for four types of injections, as well as bandaging. The participant will also learn how to look up medications in the physician's desk reference.

The student clinical procedures will be to learn the proper techniques for venipuncture, fingerstick, hematocrit and minor hematological procedures. This area presents basic clinical medical assisting principles and procedures. The chapter sequence follows the logical progression of training of the medical assistant, from the basic to the advanced level of learning and competency. Each chapter is an entire learning package and serves as a “learning loop” that ties to the previous chapters and to those that follow. Added every lesson are discussion of the medical assistant’s responsibilities concerning patient education and legal and ethical matters as they specifically relate to the content of that chapter. Highlights include Acquired Immune Deficiency Syndrome (AIDS), an updated material on nutrient, and on surgery. In starting with the generic examination techniques and procedures, unit, and concluding with types of specific specialty examination. The medical assistant’s role in assessing the patient, which is specific to each type of examination, is described.

NURSING ASSISTANT (90 Hrs)

This section introduces the student to the concept of long-term care. It helps the student to define the job duties of a nurse aide. It discusses the following:

The losses experienced by resident in being admitted to a long term care facility

Ways to promote resident rights

Appropriate communication technique

Ways of preventing spread of infections

Method of caring for the residents’ environment and equipment

Proper ways of making a bed

Safety measures to prevent accidents like burns and falls

Fire and disaster practices and emergency health care practices

This section focuses on the psychosocial characteristics of resident living in long-term care facilities, wherein basic needs of man, individual, responses to the aging process, and emotional needs and support of the resident are discussed. Ways of dealing with residents with abnormal behavior or cognitive impairment such as reminiscence, therapeutic use of touch and reality orientation will also be discussed.

In this section physical needs and ways to meet these needs will be discussed, demonstrated and return demonstrated. This includes the performance of the following procedures: Lifting and moving techniques, bathing, backrub, observing and reporting physical changes, positioning, incontinent care, prevention of pressure sores, dressing and undressing, provision of mouth care and denture care, feeding the resident, personal grooming, shaving and beard care, morning and evening care, provision of rest, measuring intake and output, taking vital signs, serving bedpan/urinal, weighing the resident, application of anti-embolic stockings, specimen collection and ambulating the resident who needs assistance. The student will also learn signs and symptoms of certain disorders like diabetes, thyroid disorders, urinary tract disorders, fractures, parkinsonism, stroke and seizure disorders. It is in this section that sexuality in the elderly will be discussed.

In this section, the student will learn ways of meeting the spiritual, recreational and activity needs of the elderly. Types and value of activities will be discussed as well as helping residents and family how to cope with death and dying. The role of nurse aide in postmortem care will also be discussed/demonstrated.

INJECTION 25 Hrs)

Participants will learn and demonstrate how to perform intramuscular, parental and subcutaneous injection.

EXTERNSHIP

Participants will be sent for Clinical Externship at current Institute-affiliated hospitals, clinics, doctor's offices and will be participating in assisting doctors in routine physical examinations, taking vital signs, assisting in minor surgery, and performing administrative tasks.

The student will observe all cases and perform the physical examinations with and without assistance under the supervision of assigned licensed practice of their respective department, maintain log of studies; schedule appointments; maintain medical records in office.

PHLEBOTOMY & EKG TECHNICIAN

250 Clock Hours /10 Weeks

COURSE DESCRIPTION

This Phlebotomy & EKG Program is designed to generate the Phlebotomy & EKG, a vital member of the healthcare team, who is expected to perform clinical and administrative duties in a medical office. At Healthcare Training Institute, the objective of this program is to prepare the graduate to apply for entry-level Phlebotomy & EKG position. The Phlebotomy & EKG is trained to carry out clinical procedures, conduct routine office-lab procedures, assist in minor surgery procedures, perform routine office diagnostic procedures, Medical Billing procedures, EKGs, preparing the patient for physical exams, and taking Vital Signs. The Phlebotomy & EKG can demonstrate knowledge of Medical Terminology, Anatomy & Physiology, Clinical and Administrative, Medical Billing, EKG, Phlebotomy procedures, Pharmaceutical procedures, and Infection Control procedures. The Phlebotomy & EKG is expected to handle administrative office procedures including computer operation, filing and filling, billing, writing reports, preparing protocol, scheduling, and insurance claims.

A Certificate is awarded to a student upon successful completion of all graduation requirements listed in the student catalog.

COURSE OBJECTIVES:

Upon Completion of the Phlebotomy & EKG Technician Program, the student will be able to:

1. Define and discuss the anatomy and physiology associated with cell-brain, spinal cord special sense organ
2. Contrast the operation of negative and positive feedback system related to cardiovascular, blood, endocrine, digestive, urinary and nervous systems
3. Describe the structure and function of cellular organelle and explain structure and function of plasma membrane and nucleus

4. Define a tissue and list the structure, location and function for epithelial and connective tissue
5. Identify the bones of vertebral column, thorax pectoral, upper limb, pelvic, lower limb and their principal markings
6. Define an articulation and classify the joints on basis of structure and function
7. Describe the different types of skeletal muscle fibers and compare them to cardiac and smooth muscle fibers

1. **MEDICAL TERMINOLOGY** (25 HRS)

This area helps the participants to learn the Basic Medical Terminology used in the Medical profession. It also helps how to pronounce Medical Terms, prefix, suffix, roots according to the Medical terminology guideline. This area will also cover how they are applied, spelled and pronounced correctly.

2. **ANATOMY & PHYSIOLOGY** (50 HRS)

This area covers Anatomy and Physiology related cells, tissue, skeletal system, muscular system, nervous system, endocrine system, circulatory system, immune system, respiratory system, digestive system, urinary system, reproductive system and metabolism.

3. **THE HEALTHCARE TEAM** (20 HRS)

This segment addresses interactions of Phlebotomy & EKGs with all health professionals and includes a brief history of medicine to provide background information on those events that have led to today's medical accomplishments, modern forms of medical practice, and current types of medical care. The cornerstones of medical ethics, from historical codes to AMA's Principles of Medical Ethics, are discussed in some detail. The legal responsibilities and limitations of practicing Phlebotomy & EKG as well as those of physicians are included in Medicine and the Law. This segment guides the Phlebotomy & EKG in relations with his or her employer, colleagues, and patients.

4. **THE ADMINISTRATIVE PROCEDURE** (30 HRS)

The participant is introduced to clinical requirements for the front office such as accounts receivable, accounts payable, written correspondence, telephone techniques, appointment scheduling, and how to fill out health insurance forms for physician's offices. This portion includes instruction in the areas generally described as "front-office", including appointment scheduling and patient reception, records management, fees and collections, accounting systems, computer applications, banking, and health and accident insurance. An entirely new chapter on dictation and transcription has been added to this edition. Section IV includes extensive material on management responsibilities and the office environment.

6. **PHLEBOTOMY** (85 HRS)

This course is providing the student with Basic Knowledge of Medical Terminology, of the Phlebotomist's Role in the Healthcare Setting, History of Phlebotomy, Professionalism, Comprehensive Theory of the Cardiovascular System, Basic Infection Control Techniques, Phlebotomy Procedures, Special Collection Procedures as well as Hands-On Dummy Arms.

7. **EKG** (85 HRS)

Students are introduced Basic Knowledge of Medical Terminology related to EKG, Cardiovascular System, Infection Control; Operation of the EKG Machine, Interpret and Analyze EKG Strips, Theory and EKG Applications of Disarrhythmia and Myocardial Infarction are taught in this course.

9. **CLINICAL PROCEDURE** (85 HRS)

The participant is introduced to how to properly take a medical history, how to write it in a medical chart and how to file this chart. The participant will learn aseptic techniques, various types of instruments, how to sterile procedure, and how to position and drape the patient for an examination with the physician. The proper procedures for hand washing, cleansing, and disinfecting instruments in the medical office will be covered with the participants also receiving "hands on" experience in this course with actually taking his/her classmate's vital signs (blood pressure, pulse, respiration, and temperature). The participants learn how to operate and "hook up" a patient for an electrocardiogram, how to perform routine urinalysis on a urine sample, how to perform preparing of syringe for four types of injections, as well as bandaging. The participant will also learn how to look up medications in the physician's desk reference. The student clinical procedures will be to learn the proper techniques for venipuncture, finger sticks, hematocrit and minor hematological procedures. This area presents basic clinical medical assisting principles and procedures. The chapter sequence follows the logical progression of training of the Phlebotomy & EKG, from the basic to the advanced level of learning and competency.

10. **SAFETY** (10 HRS)

Safety issues regarding Human body, OSHA Requirements/Guidelines Aesthetic and appearance issues.

12. **JOB READINESS DEVELOPMENT** (10 HRS)

This course is designed to help students develop the skills needed to fulfill their employment objectives. Various concerns will be covered. In this part of the course students will learn the following:

- Punctuality
- Leadership Development
- Internship experience
- Role playing techniques on interviewing
- Proper appearance when interviewing
- Resume preparation and procedures on filling out a job application

CERTIFIED NURSING ASSISTANT

90 Clock Hours / 6 Weeks

COURSE DESCRIPTION

The Nurse Aide in Long-Term Care Facilities Course is a New Jersey Department of Health and Senior Services approved training course, which consists of 90 hours of training (50 hours of classroom instruction and 40 hours of clinical instruction in a New Jersey licensed long-term care facility). This is offered based on the belief that all residents in long-term care facilities are entitled to receive an optimum level of health and personal care services. It is predicated on that belief and further embodies the concept of Human Caring. Human Caring is viewed as respect for the dignity, worth and uniqueness of the resident, other staff and self and facilitates the protection, maintenance and restoration of the resident. Excellence in the basic care given to each resident requires skill, information, commitment, compassion, respect and consideration. The concept of Human Caring encompasses the roles of the learner, caregiver, and humanitarian.

COURSE OBJECTIVES:

Upon completion of the Nurse Aide in Long-Term Care Facilities Course, the student will be able to:

- ❑ Utilize the required knowledge and skills to practice beginning level competencies for direct resident care under the supervision of licensed nursing staff.
- ❑ Apply communication principles when interacting with residents, peers and other health team members/providers.
- ❑ Demonstrate respect for the dignity, worth and uniqueness of the resident, other staff and self.
- ❑ Accept responsibility for the effectiveness of his/her own direct resident care.
- ❑ Identify the qualities required of a nurse aide caregiver.
- ❑ Consider from a caring perspective the residents' beliefs, interests and needs at all times.
- ❑ Perform protective maintenance and restorative interventions with residents.
- ❑ Utilize problem-solving steps to meet the needs of the resident as part of the resident plan of care.
- ❑ Integrate knowledge into practice decisions that include values and the ethical, moral and legal aspects of performance.
- ❑ Integrate the concept of caring into his/her practice decisions.

COURSE OUTLINES

1. **INTRODUCTION TO MEDICAL TERMINOLOGY** (25 HRS)
 - A. Introduction to Medical Terminology Disease
 - B. Diagnosis
 - C. Treatment Cardiovascular
 - D. Lymphatic System Respiratory and Digestive Systems Urinary

- E. Endocrine and Integumentary Systems
- F. Reproductive Systems and Development
- G. Nervous system
- I. Special Senses Skeletomuscular System.

2. **MODULE 1** (20 HRS)

- A. Introduction to the concept of Long-Term Care
- B. Responsibilities of the Nurse Aide
- C. Communication and Interpersonal skills
- D. Resident/Staff Infection Control
- E. Infection Precautions
- F. Importance of Cleanliness and Sanitation
- G. Care of Resident Items/Equipment
- H. Maintaining a Pleasant Facility Environment
- K. Making an unoccupied bed
- I. The Resident Environment
- J. Comfort and safety in bed
- L. Accident Prevention
- M. Fire and Disaster Practices
- N. Disaster Safety Plan
- O. Life Saving Carries for Non-Ambulatory Residents
- P. Emergency Health Care

3. **MODULE 11** (20 HRS)

- A. Psycho-Social Characteristics of Resident Living in Long-Term Care Facilities
- B. Individual Responses to the Aging Process
- C. Emotional Needs and Support of the Resident
- D. Characteristics of the Resident with Abnormal Behavior or Cognitive Impairment
- E. Residents with Dementia (Alzheimer's disease)
- F. Concept of Reality Orientation

3. **Module 111** (25 HRS)

- A. Lifting and Moving Technique Transfer and Positioning
- B. Bathing, Partial bed bath, showers, tub bath, backrub, and bed making
- C. Observation of Physical Changes
- D. Care of Hands and Feet
- E. Skin Changes with Aging
- F. Dressing and Undressing
- G. Mouth Care
- H. Personal Grooming
- I. Shaving and Beard Care
- J. Morning and Evening Care
- K. Rest and Sleep
- L. Importance of Fluids
- M. Serving Fluids to Residents
- N. Monitoring of Fluid Intake
- O. Cardiovascular & Respiratory Change with Aging
- P. Gastrointestinal changes with Aging
- Q. Endocrine Disorder Changes with Aging
- R. Urinary Changes with Aging

4. **Module 1V** (20 HRS)

- A. Resident Needs for Activity & Recreation
- B. Spiritual Needs of the Resident
- C. Coping with Death &
- D. Age Adjustment to Loss
- E. Care Giver Skills
- F. The Resident with Terminal Illness
- G. Postmortem Care

5. **SAFETY** (20 HRS)

Safety issues regarding Long Term Care in Nursing Facilities, OSHA Requirements/Guidelines Aesthetic and appearance issues

6. **JOB READINESS DEVELOPMENT** (20 HRS)

This course is designed to help students develop the skills needed to fulfill their employment objectives. Various concerns will be covered. In this part of the course students will learn the following:

- Punctuality
- Leadership Development
- Internship experience
- Role playing techniques on interviewing
- Proper appearance when interviewing
- Resume preparation and procedures on filling out a job application

MEDICAL ASSISTANT (Day)

900 Clock Hours /26 Weeks

COURSE DESCRIPTION

This Medical Assistant Program is designed to generate the Medical Assistant, a vital member of the healthcare team, who is expected to perform clinical and administrative duties in a medical office. At Healthcare Training Institute, the objective of this program is to prepare the graduate to apply for entry-level Medical Assistant position. The Medical Assistant is trained to carry out clinical procedures, conduct routine office-lab procedures, assist in minor surgery procedures, perform routine office diagnostic procedures, Medical Billing procedures, EKGs, preparing the patient for physical exams, and taking Vital Signs. The Medical Assistant can demonstrate knowledge of Medical Terminology, Anatomy & Physiology, Clinical and Administrative, Medical Billing, EKG, Phlebotomy procedures, Pharmaceutical procedures, and Infection Control procedures. The Medical Assistant is expected to handle administrative office procedures including computer operation, filing and filling, billing, writing reports, preparing protocol, scheduling, and insurance claims.

A Certificate is awarded to a student upon successful completion of all graduation requirements listed in the student catalog.

COURSE OBJECTIVES:

Upon Completion of the Medical Assistant Technician Program, the student will be able to:

8. Define and discuss the anatomy and physiology associated with cell-brain, spinal cord special sense organ
9. Contrast the operation of negative and positive feedback system related to cardiovascular, blood, endocrine, digestive, urinary and nervous systems
10. Describe the structure and function of cellular organelle and explain structure and function of plasma membrane and nucleus
11. Define a tissue and list the structure, location and function for epithelial and connective tissue
12. Identify the bones of vertebral column, thorax pectoral, upper limb, pelvic, lower limb and their principal markings
13. Define an articulation and classify the joints on basis of structure and function
14. Describe the different types of skeletal muscle fibers and compare them to cardiac and smooth muscle fibers
15. Define the criteria employed in naming skeletal muscle
16. Describe the protection, gross anatomical features and circulation of central nervous system
17. Define a cranial nerve and identify the 12 pairs of cranial nerves by name, number, types, location and function as well as a plexuses (cervical, brachial, lumbar and sacral)
18. Define autonomic nervous system and its principle parts and function
19. Define the major organs of endocrine system and discuss the function of endocrine and nervous system in maintaining Homeostasis
20. Define the function and physical characteristic of the various components of blood and compare the origins histology and functions of the formed elements in blood
21. Describe the location of heart and structure and function of wall, chambers, great vessels and valves of the heart
22. Identify the principal arteries and veins and describe the flow of blood through systemic, hepatic portal, pulmonary and fetal circulation
23. Explain the purpose of medical terminology

24. Define the terms word root, suffix and prefix
25. Explain how combining vowels are used in forming medical words
26. Pronounce words according to the pronunciation guide in this text
27. Define the suffix and prefixes and its employed in medical terminology
28. Understand the basic medical terminology associated with the cells, tissues integumentary, skeletal muscle, articulations nervous tissue, endocrine gland cardiovascular blood, immunity respiratory system, digestive system, urinary system, reproductive and development
29. Identify at least five skill areas in which the medical assistant should be proficient
30. Differentiate between administrative and clinical responsibilities of the medical assistant
31. Briefly describe the past and present history of medicine and its evaluation from stone age up to present
32. Differentiate between the terms ethics and etiquette
33. Identify the earliest written code of ethical conduct for medical practice
34. Name the ancient Greek oath that remains an inspiration to physicians today
35. Discuss the application of ethics in dealing with fees and charges
36. Explain the difference between a crime and a tort
37. Define a contract and explain its importance in a health care facility
38. Define medical professional liability
39. List the six components of informed consent
40. List four nonverbal communication tactics
41. List and summarize five communication methods other than listening
42. Clarify sexual harassment
43. Briefly explain four responsibilities of the student during externship
44. Explain how a student will benefit from the externship experience

45. Distinguish among the three types of computer systems
46. Demonstrate the ability to use the elementary language of computer effectively
47. Cite at least ten medical office functions that can be performed using a computer
48. List six ways that a computer can improve the medical assistant's working environment
49. State the reason for establishment of security guidelines for computerized data in the medical office
50. Briefly discuss seven steps in collating patient charts for a day's appointments
51. Identify and discuss the importance of the three components of greeting an arriving patient
52. Discuss ways a medical assistant might help a physically impaired, uncomfortable, or ill patient
53. List and explain the three basic guidelines to follow in scheduling appointments
54. State the reason for recording a failed appointment on the patient's chart

COURSE OUTLINE

1. MEDICAL TERMINOLOGY (25 HRS)

This area helps the participants to learn the Basic Medical Terminology used in the Medical profession. It also helps how to pronounce Medical Terms, prefix, suffix, roots according to the Medical terminology guideline. This area will also cover how they are applied, spelled and pronounced correctly.

2. ANATOMY & PHYSIOLOGY (100 HRS)

This area covers Anatomy and Physiology related cells, tissue, skeletal system, muscular system, nervous system, endocrine system, circulatory system, immune system, respiratory system, digestive system, urinary system, reproductive system and metabolism.

3. THE HEALTHCARE TEAM (50 HRS)

This segment addresses interactions of medical assistants with all health professionals and includes a brief history of medicine to provide background information on those events that have led to today's medical accomplishments, modern forms of medical practice, and current types of medical care. The cornerstones of medical ethics, from historical codes to AMA's Principles of Medical Ethics, are discussed in some detail. The legal responsibilities and limitations of practicing medical assistant as well as those of

physicians are included in Medicine and the Law. This segment guides the medical assistant in relations with his or her employer, colleagues, and patients.

4. THE ADMINISTRATIVE PROCEDURE (50 HRS)

The participant is introduced to clinical requirements for the front office such as accounts receivable, accounts payable, written correspondence, telephone techniques, appointment scheduling, and how to fill out health insurance forms for physician's offices. This portion includes instruction in the areas generally described as "front-office", including appointment scheduling and patient reception, records management, fees and collections, accounting systems, computer applications, banking, and health and accident insurance. An entirely new chapter on dictation and transcription has been added to this edition. Section IV includes extensive material on management responsibilities and the office environment.

5. MEDICAL BILLING & Coding (75 HRS)

The Medical Billing curriculum has been tailored in such a way as to allow the student to gain a full understanding of expectations, job knowledge, and mastery of skills needed for job performance. Through acquaintance and learning of Anatomy and Physiology, Medical Terminology, Insurance Terminology, CPT, ICD-9, HCFA-1500, UB-92 Hospital Billing Form, General Office Procedures and logic knowledge of computerized billing or claims processing systems.

6. PHLEBOTOMY (100 HRS)

This course is providing the student with Basic Knowledge of Medical Terminology, of the Phlebotomist's Role in the Healthcare Setting, History of Phlebotomy, Professionalism, Comprehensive Theory of the Cardiovascular System, Basic Infection Control Techniques, Phlebotomy Procedures, Special Collection Procedures as well as Hands-On Dummy Arms.

7. EKG (75 HRS)

Students are introduced Basic Knowledge of Medical Terminology related to EKG, Cardiovascular System, Infection Control; Operation of the EKG Machine, Interpret and Analyze EKG Strips, Theory and EKG Applications of Disarrhythmia and Myocardial Infarction are taught in this course.

8. PHARAMCY (75 HRS)

Students are introduced to Basic Medical Terminology related to Pharamacy, Basic Math Calculations related to Drugs, Students get familiar with Prescriptions, Drug Order forms, and Drugs as well as Parental Applications.

9. CLINICAL PROCEDURE (100 HRS)

The participant is introduced to how to properly take a medical history, how to write it in a medical chart and how to file this chart. The participant will learn asptic techniques, various types of instruments, how to sterile procedure, and how to position and drape the patient for an examination with the physician. The proper procedures for hand washing, cleansing, and disinfecting instruments in the medical office will be covered with the participants also receiving "hands on" experience in this course with actually taking his/her classmate's vital signs (blood pressure, pulse, respiration, and

temperature).The participants learn how to operate and “hook up” a patient for an electrocardiogram, how to perform routine urinalysis on a urine sample, how to perform preparing of syringe for four types of injections, as well as bandaging. The participant will also learn how to look up medications in the physician’s desk reference. The student clinical procedures will be to learn the proper techniques for venipuncture, finger sticks, hematocrit and minor hematological procedures. This area presents basic clinical medical assisting principles and procedures. The chapter sequence follows the logical progression of training of the medical assistant, from the basic to the advanced level of learning and competency. Each chapter is an entire learning package and serves as a “learning loop” that ties to the previous chapters and to those that follow. Added every lesson are discussion of the medical assistant’s responsibilities concerning patient education and legal and ethical matters as they specifically relate to the content of that chapter. Highlights include Acquired Immune Deficiency Syndrome (AIDS), an updated material on nutrient, and on surgery. In starting with the generic examination techniques and procedures, unit, and concluding with types of specific to each type of examination, is described.

10. **SAFETY** (25 HRS)

Safety issues regarding Human body, OSHA Requirements/Guidelines Aesthetic and appearance issues.

11. **EXTERNSHIP** (200 HRS)

Participants will be sent for Clinical Externship at current institute-affiliated hospitals, clinics, doctor’s offices and will be participating in assisting doctors in routine physical examinations, taking vital signs, assisting in minor surgery, and performing administrative tasks. Student must comply with rules and regulations of externship stated in the Student Bulletin.

The student will observe all cases and perform the physical examinations with assistance under the supervision of assigned licensed practice of their respective department; maintain log of studies; schedule appointments; maintain medical records in office.

12. **JOB READINESS DEVELOPMENT** (25 HRS)

This course is designed to help students develop the skills needed to fulfill their employment objectives. Various concerns will be covered. In this part of the course students will learn the following:

- Punctuality
- Leadership Development
- Internship experience
- Role playing techniques on interviewing
- Proper appearance when interviewing
- Resume preparation and procedures on filling out a job application

MEDICAL ASSISTANT (Evening)

600 Clock Hours /24 Weeks

COURSE DESCRIPTION

This Medical Assistant Program is designed to generate the Medical Assistant, a vital member of the healthcare team, who is expected to perform clinical and administrative duties in a medical office. At Comtec Institute, the objective of this program is to prepare the graduate to apply for entry-level Medical Assistant position. The Medical Assistant is trained to carry out clinical procedures, conduct routine office-lab procedures, assist in minor surgery procedures, perform routine office diagnostic procedures, Medical Billing procedures, EKGs, preparing the patient for physical exams, and taking Vital Signs. The Medical Assistant can demonstrate knowledge of Medical Terminology, Anatomy & Physiology, Clinical and Administrative, Medical Billing, EKG, Phlebotomy procedures, Pharmaceutical procedures, and Infection Control procedures. The Medical Assistant is expected to handle administrative office procedures including computer operation, filing and filling, billing, writing reports, preparing protocol, scheduling, and insurance claims.

A Certificate is awarded to a student upon successful completion of all graduation requirements listed in the student catalog.

COURSE OBJECTIVES:

Upon Completion of the Medical Assistant Technician Program, the student will be able to:

55. Define and discuss the anatomy and physiology associated with cell-brain, spinal cord special sense organ
56. Contrast the operation of negative and positive feedback system related to cardiovascular, blood, endocrine, digestive, urinary and nervous systems
57. Describe the structure and function of cellular organelle and explain structure and function of plasma membrane and nucleus
58. Define a tissue and list the structure, location and function for epithelial and connective tissue
59. Identify the bones of vertebral column, thorax pectoral, upper limb, pelvic, lower limb and their principal markings
60. Define an articulation and classify the joints on basis of structure and function
61. Describe the different types of skeletal muscle fibers and compare them to cardiac and smooth muscle fibers
62. Define the criteria employed in naming skeletal muscle

63. Describe the protection, gross anatomical features and circulation of central nervous system
64. Define a cranial nerve and identify the 12 pairs of cranial nerves by name, number, types, location and function as well as a plexuses (cervical, brachial, lumbar and sacral)
65. Define autonomic nervous system and its principle parts and function
66. Define the major organs of endocrine system and discuss the function of endocrine and nervous system in maintaining Homeostasis
67. Define the function and physical characteristic of the various components of blood and compare the origins histology and functions of the formed elements in blood
68. Describe the location of heart and structure and function of wall, chambers, great vessels and valves of the heart
69. Identify the principal arteries and veins and describe the flow of blood through systemic, hepatic portal, pulmonary and fetal circulation
70. Explain the purpose of medical terminology
71. Define the terms word root, suffix and prefix
72. Explain how combining vowels are used in forming medical words
73. Pronounce words according to the pronunciation guide in this text
74. Define the suffix and prefixes and its employed in medical terminology
75. Understand the basic medical terminology associated with the cells, tissues integumentary, skeletal muscle, articulations nervous tissue, endocrine gland cardiovascular blood, immunity respiratory system, digestive system, urinary system, reproductive and development
76. Identify at least five skill areas in which the medical assistant should be proficient
77. Differentiate between administrative and clinical responsibilities of the medical assistant
78. Briefly describe the past and present history of medicine and its evaluation from stone age up to present
79. Differentiate between the terms ethics and etiquette
80. Identify the earliest written code of ethical conduct for medical practice

81. Name the ancient Greek oath that remains an inspiration to physicians today
82. Discuss the application of ethics in dealing with fees and charges
83. Explain the difference between a crime and a tort
84. Define a contract and explain its importance in a health care facility
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98. Identify and discuss the importance of the three components of greeting an arriving patient
99. Discuss ways a medical assistant might help a physically impaired, uncomfortable, or ill patient
100. List and explain the three basic guidelines to follow in scheduling appointments
101. State the reason for recording a failed appointment on the patient's chart

COURSE OUTLINE

1. MEDICAL TERMINOLOGY (25 HRS)

This area helps the participants to learn the Basic Medical Terminology used in the Medical profession. It also helps how to pronounce Medical Terms, prefix, suffix, roots according to the Medical terminology guideline. This area will also cover how they are applied, spelled and pronounced correctly.

2. ANATOMY & PHYSIOLOGY (75 HRS)

This area covers Anatomy and Physiology related cells, tissue, skeletal system, muscular system, nervous system, endocrine system, circulatory system, immune system, respiratory system, digestive system, urinary system, reproductive system and metabolism.

3. THE HEALTHCARE TEAM (25 HRS)

This segment addresses interactions of medical assistants with all health professionals and includes a brief history of medicine to provide background information on those events that have led to today's medical accomplishments, modern forms of medical practice, and current types of medical care. The cornerstones of medical ethics, from historical codes to AMA's Principles of Medical Ethics, are discussed in some detail. The legal responsibilities and limitations of practicing medical assistant as well as those of physicians are included in Medicine and the Law. This segment guides the medical assistant in relations with his or her employer, colleagues, and patients.

4. THE ADMINISTRATIVE PROCEDURE (25 HRS)

The participant is introduced to clinical requirements for the front office such as accounts receivable, accounts payable, written correspondence, telephone techniques, appointment scheduling, and how to fill out health insurance forms for physician's offices. This portion includes instruction in the areas generally described as "front-office", including appointment scheduling and patient reception, records management, fees and collections, accounting systems, computer applications, banking, and health and accident insurance. An entirely new chapter on dictation and transcription has been added to this edition. Section IV includes extensive material on management responsibilities and the office environment.

5. MEDICAL BILLING (25 HRS)

The Medical Billing curriculum has been tailored in such a way as to allow the student to gain a full understanding of expectations, job knowledge, and mastery of skills needed for job performance. Through acquaintance and learning of Anatomy and Physiology, Medical Terminology, Insurance Terminology, CPT, ICD-9, HCFA-1500, UB-92 Hospital Billing Form, General Office Procedures and logic knowledge of computerized billing or claims processing systems.

6. PHLEBOTOMY (65 HRS)

This course is providing the student with Basic Knowledge of Medical Terminology, of the Phlebotomist's Role in the Healthcare Setting, History of Phlebotomy, Professionalism, Comprehensive Theory of the Cardiovascular System, Basic Infection

Control Techniques, Phlebotomy Procedures, Special Collection Procedures as well as Hands-On Dummy Arms.

7. **EKG** (65 HRS)

Students are introduced Basic Knowledge of Medical Terminology related to EKG, Cardiovascular System, Infection Control; Operation of the EKG Machine, Interpret and Analyze EKG Strips, Theory and EKG Applications of Disarrhythmia and Myocardial Infarction are taught in this course.

8. **PHARAMCY** (60 HRS)

Students are introduced to Basic Medical Terminology related to Pharamacy, Basic Math Calculations related to Drugs, Students get familiar with Prescriptions, Drug Order forms, and Drugs as well as Parental Applications.

9. **CLINICAL PROCEDURE** (50 HRS)

The participant is introduced to how to properly take a medical history, how to write it in a medical chart and how to file this chart. The participant will learn asptic techniques, various types of instruments, how to sterile procedure, and how to position and drape the patient for an examination with the physician. The proper procedures for hand washing, cleansing, and disinfecting instruments in the medical office will be covered with the participants also receiving “hands on” experience in this course with actually taking his/her classmate’s vital signs (blood pressure, pulse, respiration, and temperature).The participants learn how to operate and “hook up” a patient for an electrocardiogram, how to perform routine urinalysis on a urine sample, how to perform preparing of syringe for four types of injections, as well as bandaging. The participant will also learn how to look up medications in the physician’s desk reference. The student clinical procedures will be to learn the proper techniques for venipuncture, finger sticks, hematocrit and minor hematological procedures. This area presents basic clinical medical assisting principles and procedures. The chapter sequence follows the logical progression of training of the medical assistant, from the basic to the advanced level of learning and competency. Each chapter is an entire learning package and serves as a “learning loop” that ties to the previous chapters and to those that follow. Added every lesson are discussion of the medical assistant’s responsibilities concerning patient education and legal and ethical matters as they specifically relate to the content of that chapter. Highlights include Acquired Immune Deficiency Syndrome (AIDS), an updated material on nutrient, and on surgery. In starting with the generic examination techniques and procedures, unit, and concluding with types of specific to each type of examination, is described.

10. **SAFETY** (10 HRS)

Safety issues regarding Human body, OSHA Requirements/Guidelines Aesthetic and appearance issues.

11. **EXTERNSHIP** (150 HRS)

Participants will be sent for Clinical Externship at current institute-affiliated hospitals, clinics, doctor’s offices and will be participating in assisting doctors in routine physical examinations, taking vital signs, assisting in minor surgery, and performing

administrative tasks. Student must comply with rules and regulations of externship stated in the Student Bulletin.

The student will observe all cases and perform the physical examinations with assistance under the supervision of assigned licensed practice of their respective department; maintain log of studies; schedule appointments; maintain medical records in office.

12. **JOB READINESS DEVELOPMENT** (25 HRS)

This course is designed to help students develop the skills needed to fulfill their employment objectives. Various concerns will be covered. In this part of the course students will learn the following:

- Punctuality
- Leadership Development
- Internship experience
- Role playing techniques on interviewing
- Proper appearance when interviewing
- Resume preparation and procedures on filling out a job application

CERTIFIED HOME HEALTH AIDE

76 Clock Hours /3Weeks

COURSE DESCRIPTION

The Home Health Aide program is designed for the individual seeking a career in home and patient care. Students will perform direct service tasks such as personal care, client ambulation and exercise, assistance with client medication, reporting changes in client condition and client needs, and documentation of clinical reports and program records. At the end of the training the students will be prepared to work with the acute and chronically ill, the elderly, new mothers and individuals with mental, physical or social challenges. This course provides sound preparation for Home Health Aide Certification.

COURSE OBJECTIVES:

Upon completion of the Home Health Aide Course, the student will be able to:

- Utilize the required knowledge and skills to practice beginning level competencies for direct resident care under the supervision of licensed nursing staff.
- Apply communication principles when interacting with residents, peers and other health team members/providers.
- Demonstrate respect for the dignity, worth and uniqueness of the resident, other staff and self.
- Accept responsibility for the effectiveness of his/her own direct resident care.
- Identify the qualities required of a nurse aide caregiver.
- Consider from a caring perspective the residents' beliefs, interests and needs at all times.

- Perform protective maintenance and restorative interventions with residents.
- Utilize problem-solving steps to meet the needs of the resident as part of the resident plan of care.
- Integrate knowledge into practice decisions that include values and the ethical, moral and legal aspects of performance.
- Integrate the concept of caring into his/her practice decisions.

COURSE OUTLINES

The following is a sequence of Outlines:

1. INTRODUCTION TO HOME CARE (2HRS)

The roles of the UAP in nursing care settings
 Responsibilities of a Home Health Aide
 Working with people

2. FOUNDATIONS FOR WORKING WITH PEOPLE (6 HRS)

Concepts of communication
 Understanding basic human needs
 Understanding and work with the ill
 Understanding the elderly
 Introduction to bed making and vital signs

3. SAFETY (7.5 HRS)

Accident Prevention, home safety
 Emergency care
 Preventing Infraction

4. SYSTEMS AND RELATED CARE (34.5 HRS)

Nutritional Problems
 Urinary and Bowel issues
 Fluid Requirements
 Understanding children
 Nutrition and home management
 Food & Nutrition
 Comfort, sleep, and rest
 Home management
 Anatomy and physiology
 Accident prevention and home safety (Review-
 Rehabilitation
 Body mechanics
 Exercise and activity
 Assistive devices
 Personal care
 Reporting signs/symptoms and changes in conditions
 Simple procedures
 Assisting with medications
 Understanding mental health and illness

5. HOME CARE MEDULE (10HRS)

Nursing home
Bathing/feeding/vital signs
Transfers/dressing/weights
Total care and linen change
Customer Service/Bedside Manner

6. JOB READINESS DEVELOPMENT (25 HRS)

This course is designed to help students develop the skills needed to fulfill their employment objectives. Various concerns will be covered. In this part of the course students will learn the following:

- Punctuality
- Leadership Development
- Internship experience
- Role playing techniques on interviewing
- Proper appearance when interviewing
- Resume preparation and procedures on filling out a job application

SCHOOL CALENDAR

The school will observe the following holidays, and classes will not be held during these times. Holidays are not counted as part of your regularly scheduled program.

HOLIDAYS:

Independence Day
Labor Day
Thanksgiving
Christmas
New Year's Day
Martin Luther King's Day
President's Day
Memorial Day

PROGRAM START DATES / CLASS SCHEDULES

Classes are scheduled to begin on the first Monday of every month. Be aware that all dates are subject to change without announcement. Prospective student is advised to call the school for next start date of a program.

HOURS:

Day Classes: 9:00 a.m.-2:30 p.m.*

Evening Classes: 5:00 p.m.-10:00 p.m.*

Saturday Classes: 9:00 a.m. – 2:30 p.m.**

**Regularly scheduled classes are daily, Monday thru Friday.*

TEXTBOOKS AND OTHER MATERIALS:

Instructor Recommended Books

EVALUATION TECHNIQUES

Daily attendance is mandatory. Attendance is strictly monitored. Students with excessive absences are subject to dismissal. **Make-Up Work** for days missed is referred to the make-up policy of the school. Students with attendance problems are referred to the Director of Education and/or Student Advisor. It is the responsibility of the student to be in class regularly and on time.

Students receive one (1) ten-minute break, one (1) half hour lunch break and one (1) 5 minutes break. Students must be at workstation before ten minutes after start of class. If not, one (1) half hour is counted as absence.

TUITION

All programs are offered to you at low, affordable cost. At the time of enrollment, all students are responsible for these charges: \$3,725.00 Tuition Fee, \$25.00 Application Fee, \$100.00 Registration Fee and \$150.00 Books & Supplies Fee. Tuition will be paid once a month with

the payment due the first of each month. Since the classes at Com-Tec Institute are 20 days in length each, there will be 3 equal payments due. For example, if the tuition is \$300.00 you will be required to make three equal payments of \$100.00 each (see enrollment agreement for details). Should tuition due date happen to fall on a holiday, the tuition payment will be due the first day of class after the holiday.

Students should also consider other expenses that the school does not charge for at this time (meals, transportation, etc.), which may vary widely from student to student. A student, whose funds are limited, must plan carefully for a workable budget. Full payment of tuition and fees may be in cash, check, or money order.

REFUND POLICY

- A. An applicant not accepted by the school should be entitled to a refund of all monies paid.
- B. If student (or in case of a student under legal age. His/her parents or guardian) cancels his /her enrolment, the school will refund his/her money back within three business days of the signing of the contract or enrollment agreement, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark in written notification, if the dated said information is delivered to the school owner/administrator in person. This policy applies regardless of whether or not the student has actually started training.
- C. If a student cancels his/her enrollment after three business days after signing but prior to entering classes, he/she shall be entitled to a refund of all moneys paid to the school less a registration or enrollment fee of \$25.00.
- D. For student who enrolls in and begins classes, the following schedule of tuition adjustment is authorized.

State of New Jersey Department of Education Refund Requirements. Refunds for students who withdraw or terminated by the school will be computed as follows:

TIME OF WITHDRAWAL	AMOUNT STUDENT PAYS
During the first week of program	10% of total tuition price plus application/registration fee
After the first week but before the third week of program is completed	20% of total tuition price plus application/registration fee
After three weeks but before 25% of program is completed	45% of tuition price plus application/registration fee
After 25% but before 50% of program is completed	70% of total tuition price plus application/registration fee
After 50% of program is completed	100% of total tuition price plus application/registration fee

Enrollment agreement is defined as the time elapsed between the actual starting date and the date of the physical attendance in the school. Any monies due the applicant or student shall be refunded within (30) days of formal termination by the school, which shall occur no more than 20 days from the last day of physical attendance.

- E. In case of disabling accident or other circumstances beyond, the student's control as determined by the Director of School, the school will be making a settlement which is fair and reasonable.
- F. If the school is permanently closed and no longer offering instruction after a student has enrolled; the student shall be entitled to a pro – rate refund of tuition.
- G. If a course is canceled subsequent to a student's enrollment, the school shall at its option:
 - 1. Provide a full refund of all moneys paid or
 - 2. Provide a completion of the course.
- H. The cost of the books, and supplies are not included in the tuition adjustment computations.
- I. These items become the property of the student when issued and are non-refundable except as stated in items A B and C above.

LEAVE OF ABSENCE

The school does not allow any student to take a leave of absence for more than 60 days period. If a leave of absence extends this time, the student is automatically terminated. Terminated students must re-register in order to return to training. If a student is absent for more than 20 consecutive days without contact with the school, the student will be considered withdrawn. If she/he wishes to re-enter in the school a new contract must be signed and a re-enter fee of \$25.00 or 15% of the contract price, whichever is less, will be charged.

Students who sign an enrolment agreement before visiting the school may cancel their enrolment within 3 business days following either the scheduled orientation or a tour of the school's facilities.

GRADING SYSTEM

The competencies taught in the courses offered at **Com-Tec Institute** will be evaluated by both written examinations and practical computer application test. The minimum grade for graduation is 2.0 Students who achieve lower than 2.0, but who have not failed the course may participate in private tutoring or independent study in order to increase their grade point average.

<u>Letter Grade</u>	<u>Number Grade</u>	<u>Weight in Points</u>	<u>Description</u>
A	90-100	4	Excellent
B	80-89	3	Above Average
C	70-79	2	Average
F	Below 60	0	Failure
INC		0	Incomplete
WD		0	Withdrawal
WP		0	Withdrawal Passing
WU		0	Withdrawal Unsatisfactory

Final grades of A (90-100), B (80-89), C (70-79), W (Withdrawal), or I (Incomplete) are issued based on the instructor's evaluation. Grades are based primarily on the following:

Weekly quizzes (40%)

Attendance (10%)

Examinations (50%)

Incomplete grades must be converted within two (2) weeks or they automatically revert to F (Failure)

WITHDRAWAL

Students who wish to withdraw totally from the school must contact the school advisor to discuss financial responsibilities, grant implications, and other important implications. Failure to attend classes or merely notifying one's faculty member(s) is not an official notice of withdrawal.

In cases of emergency, written notice may be mailed to the advisor. Such written notice becomes effective one day after the letter is postmarked. Students may apply for and receive a grade of "W" up to the 4th week of the program. The last day for withdrawals shall be posted for each program at the student advisory office and the school notice board.

GRADE POINT AVERAGE

Academic achievement during a program measured by a student's grade point average (GPA).

A student's GPA is determined in the following way:

1. Allowing 4 points for an "A," 3 points for a "B," 2 points for a "C," 1 point for a "D," and 0 points for an "F," multiply the number of points equivalent to the letter grade received in each course by the number of hours for the course, thus arriving at the grade points earned for each course.
2. Add the grade points in each course to obtain the sum of grade points for the programs' work.
3. Divide the total grade points by the total number of hours attempted. The result is the grade point average.

The following example illustrates the GPA of a student with grades in ten courses.

Course	Grade	Hours	Point Equivalent	Grade Points
Data Entry Development	A	30	4	120
MS Windows	B	10	3	30
MS Word I	C	30	2	60
MS Word II	B	30	3	90
MS Excel I	B	30	3	90
MS Excel II	A	30	4	120
Medical Terminology I	C	25	2	50
Medical Terminology II	B	25	3	75
Medical Billing & Procedures	A	70	4	280
Job Readiness	B	20	3	60
		300		975

975 (total grade points) divided by 300 (semester hours attempted) = 3.25 GPA.

SATISFACTORY PROGRESS POLICY

A student's progress is measured at the end of each half of their program. If student is maintaining "**Satisfactory Progress**" in their program, a natural progression to the next phase occurs. A student is given an additional fifty percent of the scheduled program time to complete. Students must maintain a "C" average in all areas of study to complete the course.

The Director of Education monitors all programs requirements. If a student is not performing satisfactorily, not attending, or has poor conduct, he will receive a letter in

writing from the School Director. If all infractions continue, he may be required to withdraw.

CONDITIONS OF DISMISSAL

Students may be dismissed (terminated) if rules, regulations, and policies of the school are not adhered. If student misses more than 20% of unexcused instruction time, or is not maintaining a “C” average, or fails to consistently pay according to enrollment agreement: these are all grounds for termination.

CODE OF CONDUCT

Com-Tec Institute sets and maintains high standards for their students to follow. Grounds for immediate dismissal will result should any of the following occur:

- Any forms of bias including race, ethnicity, gender, disability, national origin, and creed.
- Sexual harassment in any form.
- All types of dishonesty, i.e., cheating, plagiarism, and knowingly furnishing false information to the institution with intent to defraud.
- Intentional disruption or obstruction of classes or another student’s intent to learn
- Any and all forms of abuse to other persons, or property of school.
- Failure to follow directives from members of Staff and Faculty.

STUDENT COMPLAINT / APPEAL PROCESS

Students who have a complaint or would like to appeal to a dismissal must make an appointment for an interview with the school Director. The written request should include the following information:

1. Student’s full name, social security number and current address.
2. State the concern including dates, time, instructors, or other students involved.
3. The letter must be dated and signed by the student.
4. Three dates in which the student would be available for a meeting with the school Director and/or appeal panel.

The School Director will notify the student in writing of the appointment date in which concerns of appeal will be addressed. Every effort will be made to bring an amicable closure to the concerns. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing resolution to concerns and appeals. The student will be notified in writing of the outcome of all meetings. The decision of the Director and/or panel is first.

The student complaint form is available in the Director’s Office.

STUDENT SERVICES

ADVISORY

Our student advisor has been effective in improving educational/career planning, facilitating academic success, fostering student growth and development, and lowering the dropout rate. Information concerning housing, transportation and childcare are referrals to community organizations and family emergencies are also done through the advisor.

If you experience any problem that hinders your attendance, please bring this to the attention of the School Director or the Student Advisor. Our goal is to assist you in completing your career undertaking.

MAKEUP WORK

There is no additional cost associated with "Private Instruction" or for those students needing to do **Make-up Work**. In order to makeup for your permitted hours missed, private instruction may be offered outside of the normal instructional day, still, without additional cost.

The facility is open and available to current and graduate students daily, 12:00 PM-4:00 PM.

Employment Assistance

Com Tec Institute or any of its staff, faculty or administration does not guarantee employment of any kind.

It is Com Tec 's overreaching objective to assist each student in the employment process by one on one counseling and inquiries to prospective employers by telephone, internet searches and student hometown area news media resources to name a few. Each student will be given a listing of these companies receptive to interviewing for employment.

Each student will be interviewed one on one with the Placement Director. This interview/counseling will determine the student's needs and match them with those in the cosmetology industry. In addition, each student will be given instruction on proper interviewing techniques and resume writing. After graduation, the Placement Department will contact each student for follow-up and further assistance as needed in the job search process.

Com Tec Institute's Placement Assistance is available in future years should the graduate contemplate a change in jobs. However, priority is always given to the most recent graduates. Inquiries received from potential employers concerning our graduates are reported to the Placement Director.

It should be understood that career services offered by Com Tec Institute are not an obligation or a guarantee of employment. If a student fails to attend a job interview arranged by the Career Services Department, the service may no longer be available to that student.

Although average starting wage information based on data received from employers and graduates may be available to prospective students, no employee of the Institute is authorized to guarantee that a graduate will earn any specific amount. The student's program of study, employer needs, current economic conditions, and other factors may affect wage levels.

Equal Opportunity Statement

The goal of Com Tec Institute is to present the opportunity for job development and career advancement to all persons who commit to this goal when enrolling in school. This opportunity is given to all persons without regards to race, religion, color, sex, sexual orientation, disability, age, or national origin. Com Tec shall adhere to all applicable state and federal equal opportunity/affirmative action statute and regulations.

Sexual Harassment Policy

It is the policy of the institution to provide an academic and work environment free from sexual harassment. Sexual harassment is contrary to the standards and mission of the institution. Sexual harassment is illegal and will not be tolerated. Each member of Com Tec has a responsibility to maintain an academic and work environment that is free from this type of harassment. Sexual harassment is defined by law as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or other form of expressive communication of a sexual nature when submission to or rejection of such conduct is used as a basis for academic decisions, or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance.

Educational Rights and Privacy Act

In accordance with the Family Educational Rights and Privacy Act (FERPA) Com Tec Institute has adopted the following policies and procedures. It is the objective of Com Tec to insure that the legal rights of students, established under the FERPA of 1974, be clearly understood and protected by all those affected.

1. All students who are attending or have attended Com Tec have a right to review and inspect their educational records
2. Requests by students for access to or copies of their educational records must be completed within a reasonable time period, not to exceed 30 days from the date of the request
3. An educational record is defined as data, in any form, about a student maintain by Com Tec except
 - a. Records related to employment
 - b. Records solely in possession of the maker and not revealed in any form to a third party
 - c. Records of physicians, psychiatrists, etc that are maintained in the course of treating a student. Students do not have a right to access those records, but they could be released to a physician of the student's choice

4. Requests for records must be made to the responsible party
5. All requests by students for access to their educational records may be made orally
6. Access to educational records will not be permitted to third parties unless
 - a. The agency requesting is included under Section 99.31 of the Federal Regulations

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. Com Tec Institute may neither release nor disclose personally identifiable information contained in the student's education records to outside employers, agencies, or individuals without first securing a written release form the parent or eligible student, as applicable, unless permitted by the Act.

PAYMENT PLAN

Com-Tec does not offer Financial Aid to its students at this time. However, in an effort to make it convenient for you to study while paying, we offer a "Pay As You Go Plan" and will make effort to give you affordable payment arrangements.

Com-Tec honors candidates from the Office of Unemployment, Department of Veterans Affairs, other One-Stop workforce programs in the State of New Jersey and corporate contracts.

PARKING

Parking is available for students in the rear of the building at no additional cost and street meter parking in the front.

TUTORING

Assistance is available to students on an individual basis or in small groups, after classroom hours, Monday through Friday and Saturday 9 a.m. to 12 noon. The goal of the tutoring is to assist students in acquiring and maintaining superior skills and an understanding of their area of study. To achieve this goal, the tutor is a faculty member who is familiar with course materials but also instills the study habits needed to succeed.

Career Development

We offer students information related to Career Development in the Job Readiness Development section in the courses offered. Part of this section of the course includes developing a resume and could also include having students search out major companies and submit his/her resume. Students may also have to do role-playing in front of the class as if they are in an interview. We are also anticipating a future Externship program (not currently offered).

Academic Advising

We are fortunate to have a Student Advisor on-site to assist students with various issues related to his/her academics and/or attendance. Students must maintain a "C" average in all areas of study in order to complete the course. All student academic and attendance information is monitored and if a student is delinquent in any area, a letter will be issued and the Advisor will meet with that individual to ascertain the reasons for academic and/or attendance shortcomings. All Advisory sessions are documented and maintained in student files with suggestions for improvements noted. If the student continues to be delinquent, he or she may be required to withdraw. A list of outside referral agencies is maintained on file in the event a student issues is outside the expertise of our Advisor. In addition, students are welcome at any time to make an appointment with the Student Advisor to discuss any concerns.

Monitoring of Attendance

We are quite strict in attendance monitoring (done daily). Should a student falls below the 80% requirement; he/she will be advised as detailed above.

Transportation

We are fortunate that the school is accessible by various means of public transportation. A bus stops right in front of the school. We also have parking in the back of the facility and meter parking in the front.

Child Care

The school does not offer on-site day care. However, we do have listings available of area facilities and there is East Orange Child Development Center in the building on first floor. In addition, there is a counselor available to assist qualified students through the Office of Employment and Training in childcare and other issues related to enrollment.

Student Transfer Policy:

We can make your transfer to Com-Tec as smooth and stress-free as possible. Our academic advisors will work closely with you to guide you through the transfer process. Whether your intentions to com-Tec are for career advancement or to later continue your education in another institution, we will help you every step of the way. The following step by step is required:

1. Complete and return Admission Application to the Admission Office. A \$40.00 non-refundable Application Fee is required.

2. Submit Official College Transcript: To have your official evaluation prior to registration, the Admission Office must receive your Official College Transcript and Application for Admission by the deadline dates given or two weeks before starting date.

- a) Students who have completed courses at another institution in the United States and want to transfer credits/hours to Com-Tec you must submit official transcripts from the other institution(s). Please note that these documents become the property of Com-Tec and will not be released to a third party or to the student.

b) Existing Com-Tec Students, who want to cross over to another program, must do so in writing four or two weeks in advance depending on the length and start date of the next class you are interested to transfer to. There is no need to submit official transcript since is in our office. We will review and evaluate your credits/hours and notify you.

Credit/hour may be granted provided that the course is comparable to a course required in the applicant's chosen program of study. A minimum grade of "C" or 75% is required for a course to be transferable either from another school or within the school. As transcripts are received, credits/hours are evaluated on a course by course basis. Any transfer student who has not been in school in the last three years must take the placement examination. Students will be notified in writing as to the specific courses and credits/hours that were accepted and must bring the evaluation document to their academic advisor in order to complete the advisement and registration process. Credits/hours will be posted to your transcript at the end of the program.

Budget/Personal Financial Planning

When students want to enroll in the course, we discuss payment plans with them to ensure that he or she will be able to satisfy the financial commitment of enrollment. We also discuss other expenses (i.e. meals, transportation costs, child care, etc.) so that a realistic expectation of costs is understood.

We are fortunate to be able to offer financial assistance through various state agencies. Many students qualify for this type of assistance and allow them to more easily budget and ease their personal financial situation for attending school. All of these matters are discussed during the enrollment phase.

Monitoring of Attendance

We are quite strict in attendance monitoring (done daily). Should a student falls below the 80% requirement; he/she will be advised as detailed above.

Special Needs Plan

We employ student with special needs to inform us of their disability or concern and preparation to accommodation their concern shall be discoursed for execution and a form of getting to know you better would given to you to fill and return. We are also fortunate that the school is accessible by special needs individual, the building is equipped with elevator to all floors, and bathroom is ADA approved.

Unannounced School Closure:

"In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287."

STUDENT'S GRIEVANCE PROCEDURES

Purpose:

To formalize and secure an equitable solution to the problems which may arise affecting the conditions and terms of our student.

Definition:

The term "**grievance**" means a circumstance thought to be unjust or injurious; a complaint or statement expressing this, against a real or imagined wrong, in terms of the interpretation, application or alleged violation of the terms and conditions in our student.

Policy:

1. Except for complaints alleging fraud, abuse or criminal activity complaints **must be** filed within **one calendar year** of the occurrence.
2. Upon filing a complaint, and at each stage, thereafter, each complainant shall be notified in writing of the next step in the procedure.

Responsibility:

1. Individuals are responsible for initiating valid grievances and further Processing as specified in the procedures.
2. The Director of Com-Tec is responsible for reviewing grievance when Necessary and to make final local determinations in an attempt to resolve grievances.
3. Failure of the aggrieved to act within the designated number of days set
Forth for each step shall be deemed as the termination of the
grievance.
3. Com-Tec shall insure that the identity of any student(s) who has
Furnished information relating to, or assisting in, an investigation
shall be kept confidential to the extent possible in accordance with a
fair determination of the issues.
4. All aggrieved students shall be allowed the opportunity to bring
witnesses and documentary evidence. Com-Tec staff.

Procedure (Non-Criminal):

The following constitutes the sole and exclusive method for resolving grievances and shall be followed in its entirety unless a step is waived by mutual consent. The complaint

procedure shall provide for final resolution of complaints within sixty (60) working days after filing the complaint.

Step One:

- a) An aggrieved individual or sub-recipient shall, when possible, institute action within three(3) working days of the occurrence of the grievance and an earnest effort shall be made to settle the differences through discussion between the aggrieved individual instructor. Maximum limit for filing a complaint in **one month** from the date of the occurrence, except for fraud and abuse.
- b) The instructor shall render a decision with five (5) working days after receipt of the grievance.
- c) The instructor shall, at the time of the disposition of the grievance, write an informal report of the purpose of documentation and maintain same in the individual's file. The individual student must read and sign the informal hearing report. The student may also offer additions. The report shall then be forwarded to the Director of Com-Tec.

Step Two:

If the grievance is not settled informally, the aggrieved student must submit within five (5) working days following the determination of the instructor, a detailed written statement setting forth the grievance, a description of the remedial action being sought and any information available in support of the complaint to the Director of Com-Tec

Step Three:

If the Director of Com-Tec cannot resolve the grievance with five (5) working days from receipt of the complaint, the aggrieved student has the right to report to COE or send the complain to the following information in writing within ten (10) working days from the anticipated receipt of the Director of Com-Tec decision.

**Council on Occupational
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
770-396-3898
www.council.org**

Step Four:

Grievance Hearings processing shall be handle by them and student shall receiving other steps of instruction thereafter on the submission within 10 to 15 business days.