CATALOG
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Volume IV

HORIZON
CAREER COLLEGE

Health Care Training Programs

Grand Rapids Campus
Kalamazoo Campus
Merrillville Campus

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Horizon Career College as an additional location of GREC reserves the right to change fees, tuition or other charges; add or delete courses; revise academic programs; or alter regulations and requirements as deemed necessary. Horizon Career College, offers both equal education and equal employment opportunities.

INTRODUCTION

Horizon Career College is an additional location of Grand Rapids Educational Centers, licensed by the State of Indiana to provide training in the following fields:

MEDICAL ASSISTANT
HEALTH INSURANCE SPECIALIST
NURSE AIDE
PRACTICAL NURSE
SURGICAL TECHNOLOGY

Horizon Career College is regulated by:

The Indiana Commission of Proprietary Education
302 West Washington Street, Room 201
Indianapolis, Indiana 46204
Toll free number: **1-800-227-5695** or **(317) 232-1320**

Horizon Career College is institutionally accredited by the Accrediting Bureau of Health Educational Schools (ABHES).

ABHES is listed by the U.S. Department of Education as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and subsequent legislation. The Accrediting Bureau of Health Education Schools is recognized by the Council of Post-secondary Accreditation (COPA) to accredit institutions of allied health in the private sector. Written copies of these accreditations are available for review.

GENERAL INFORMATION

SCHOOL PHILOSOPHY, OBJECTIVES, AND MISSION STATEMENT
Horizon Career College is committed to providing the highest quality health education thereby fostering the personal and professional growth of individuals and promoting safe and effective care delivery.

To this end the following objectives have been established:

1. To prepare students for competency in allied health careers
2. To give students practical experience and training in a chosen field of study
3. To assist graduates in securing employment and improving career opportunities
4. To continually be aware and responsive to the changing health care environment to ensure the marketability of our students and services

PHILOSOPHY
We, the faculty and staff, believe that technical education develops the mind, physique, senses and skills thereby nourishing the thinking qualities of the learner. Technical education also provides an awakening of the student to responsibility and expression of personal artwork through subject matter of choice. This artistic expression allows personal exploration via problem-solving techniques.

HISTORY
Horizon Career College was founded in January 1990 with the goal of providing the finest quality health education available. Since it founding, the college has experienced phenomenal growth and now provides educational services throughout northern Indiana. Well over 1500 students have benefited from the college's efforts. In April 1996, Malone Management Company purchased the school's assets. Currently the school operates as an additional location of Grand Rapids Educational Centers' Grand Rapids Campus in Grand Rapids, Michigan. At the current locations, GREC serves all of West Michigan and Northern Indiana.

PHYSICAL LOCATION AND FACILITY
Horizon Career College is located at 8315 Virginia Street, near Route 30, in Merrillville, Indiana. The college has plenty of free parking, is handicapped accessible, and is located near public transportation. Horizon Career College is spacious (9000 sq. ft.), modern, smoke-free, air-conditioned, with administrative offices, lecture rooms, medical labs, computer labs, business lab, and student lounge. Class enrollment is limited, and many classes have less than 18 students.

HORIZON CAREER COLLEGE
MERRILLVILLE CAMPUS

8315 Virginia Street, Suite A, Merrillville, Indiana 46410

✱   Horizon Career College

ADMISSIONS

ADMISSIONS REQUIREMENTS
Horizon Career College considers each applicant on the basis of scholastic ability, aptitude for profession, and employability. Applicants must be high school graduates or equivalent. Prospective students should arrange to visit Horizon Career College for a personal interview in advance of expected enrollment. Student health forms and high school/GED transcripts are required on or before the first day of class. Horizon Career College retains the right to accept or reject an applicant based on testing scores or scholastic ability and references. Advanced enrollment will assure a seat in the class upon acceptance.

Some programs require additional prerequisites. It is important that students thoroughly read and understand the requirements of each program.

NON-DISCRIMINATION POLICY
Horizon Career College admits students without regard to race, religion, sex, national origin, or handicap.

ADMISSION PROCEDURE
Before enrollment, prospective students must schedule a personal interview and tour the facility. A qualification questionnaire and Wonderlic Test must be completed by all applicants (excluding CNA and LPN). A score of 14 or higher is required of all applicants to the Medical Assistant Program; a score of 16 or higher is required of all applicants of the Health Insurance Specialist Program; and a score of 21 or higher is required for applicants of the Surgical Technologist Program. Test results will be available within three days following the test date.

DISABLED STUDENTS
Horizon Career college does not discriminate on the basis of disability in its programs, admissions, or activities. However, employment opportunities may be limited for disabled individuals depending upon the nature and degree of their disability. Prospective students who have special needs or particular questions are urged to communicate directly with the Director of the school.

ORIENTATION
Approximately one week prior to class, an orientation will be scheduled. At orientation, students become acquainted with Horizon Career College staff, student expectations, policies, and regulations.

SCHOOL FACULTY AND GUEST LECTURERS
Selection of instructors is based on their educational and specialty background and practical experience. Instructor's qualifications are on file with the accrediting agencies. Horizon Career College also has an active Advisory Board made up of local health professionals. Guest lecturers speak throughout the course and may include local physicians, dentists, and technologists. Other speakers may familiarize students with the workings of health care facilities, as schedule permits.

EQUIPMENT AND VISUAL AID

To prepare Horizon Career College graduates for the health field, a variety of classroom/ laboratory equipment is utilized throughout the program. Knowledge and proficiency are attained both by demonstration and actual operation of equipment by the students.

EXTERNSHIP

As students enter their final phases of training, Horizon Career College will assign students to externship sites, selecting sites from its files of hospitals, physicians, clinics, insurance companies, long-term care institutions as well as home care agencies. Students must be current on all course requirements, meeting Satisfactory Academic Progress (SAP) requirements and must have an up-to-date account with Horizon Career College before externship can begin.

FINANCIAL ASSISTANCE

FINANCIAL AID
Financial aid funds are awarded to supplement family/student tuition contributions when family funds alone cannot cover educational expenses. A student's eligibility for loans and grants is determined by the financial aid representative. Students must complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for federal financial aid. Not all programs conducted at Horizon Career College are eligible for financial aid funds. Students may be eligible for one or more of the following student financial aid programs:

- **Federal Pell Grant**
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**
- **Federal Family Educational Loan Programs (FFELP)**
  - **Federal Stafford Subsidized Loan**
  - **Federal Stafford Unsubsidized Loan**
- **Federal College Work Study (FCWS)**
- **Federal Parent Loan for Undergraduate Students (FPLUS)**
- **Veterans Administration Benefits (*Program Specific at Grand Rapids, Kalamazoo, and Merrillville Campuses only. Consult your Financial Aid Officer.*)**
- **Job Training Partnership Act (JTPA)** – Several local agencies work with Horizon Career College on an individual (referral) basis to assist students with tuition and other school-related costs of attendance. Contact the Admissions Office for further information.
- **Vocational Rehabilitation Services** – Students with a physical handicap or disability should contact their local state vocational rehabilitation office regarding tuition assistance.

> *All loan recipients will be required to attend an entrance and exit interview as scheduled by the Financial Aid Office. All students must maintain Satisfactory Academic Progress (SAP) to retain eligibility for Title IV Federal Student Aid Programs.*

SCHOOL TUITION PLAN
Details on our interest-free cash payment plans are available through Horizon Career College Business Office. Horizon Career College also accepts payment of fees with Visa/ MasterCard.

FINANCIAL POLICIES
Horizon Career College reserves the right to refuse class attendance, release for externship, graduation attendance, awarding of certificate or diploma, placement services and/or any training services for students whose financial arrangements are not being met. Terms of the payment must be met as set forth in the enrollment agreement. Federal student financial aid awards must be used in fulfillment of a student's financial obligation at Horizon Career College. A service fee will be charged for any returned check and the finance charge may be applied to a past due account. Students still waiting to receive federal student financial aid disbursements at the time of graduation will be allowed to attend graduation. However, they will not be awarded a certificate until full payment is received.

CANCELLATION POLICY

An applicant may cancel enrollment at any time before the commencement of his or her classes. An applicant requesting cancellation within this time shall be entitled to a refund of all moneys paid to the school. A student is entitled to a full refund if one or more of the following criteria are met:

a) The student cancels the enrollment agreement or enrollment application within six business days after signing.

b) The student does not meet the post-secondary proprietary educational institution's minimum admission requirement.

c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the post-secondary proprietary educational institution.

d) If the student has not visited the post-secondary educational institution prior to enrollment, and upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three days.

Registration fee refunds will be issued to the student no later than fourteen calendar days following receipt of the student's written request. An applicant not requesting cancellation by the scheduled start date will be considered an enrolled student. Once classes have begun the last date of attendance will be used to calculate refunds. Horizon Career College requests that all cancellations be made in writing to the school. Horizon Career College reserves the right to reschedule or cancel any class up to one week in advance of the class start date. A student enrolled in a class that Horizon Career College cancels or reschedules will be able to either transfer their enrollment to another class or withdraw their enrollment from Horizon Career College and receive a refund of their registration fee. The following fair and equitable refund policies will be used for students terminating after classes have begun. Also, if more than one refund policy applies, Horizon Career College will compare policies and use the refund policy calculation which provides the largest refund.

REFUND POLICY

Statutory Pro Rata Policy: A statutory pro rata refund policy will be considered if the student meets all three of the following requirements:
1) The student received federal student financial aid for the enrollment period.
2) The student is a first-time student at Horizon Career College.
3) The student's last date of attendance (LDA) was on or before the sixty percent (60%) point in time of the enrollment period for which he or she was charged. Horizon Career College determines the sixty percent (60%) point as the number of weeks attended in the enrollment period as of the student's last date of attendance divided by the number of weeks comprising the enrollment period for which the student has been charged.

REFUND POLICY (CONTINUED)

A pro rata refund is a refund of not less than that portion of tuition, fees, and other charges assessed to the student by the institution equal to the portion of the enrollment period for which the student has been charged that remains on the last date of attendance date, rounded downward to the nearest ten percent (10%), but never less than ten percent (10%) of that period, minus any unpaid charges for the enrollment period for which the student has been charged and less a reasonable administrative fee, not to exceed one hundred dollars or five percent (5%) of the total institutional charges, whichever is less.

The portion of the enrollment period for which the student has been charged that remains on the last date of attendance date is determined by dividing the number of weeks remaining in the enrollment period as of the student's last date of attendance date by the number of weeks comprising the enrollment period for which the student has been charged. The unpaid amount of a scheduled cash payment for the period of enrollment for which a student has been charged is determined as total amount charged to the student for the period of enrollment minus the total federal student financial aid paid to the institutional costs for the payment period for which the student attended, and minus any student's cash payment paid to the institutional costs.

Indiana State Policy *(Applicable only to students attending the Merrillville location):*
If a student attends one (1) week or less, they are entitled to a refund of ninety percent (90%) of the institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars ($100) or ten percent (10%) of the total institutional charges, whichever is less. A student with a last date of attendance of more than one (1) week but equal to or less than twenty-five percent (25%) of the enrollment period, is entitled to a refund of seventy-five percent (75%) of the institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars ($100) or ten percent (10%) of the total institutional charges, whichever is less.

A student with a last date of attendance more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the enrollment period, is entitled to a refund of fifty percent (50%) of the institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars ($100) or ten percent (10%) of the total institutional charges, whichever is less.

A student with a last date of attendance more than fifty percent (50%) but equal to or less than sixty percent (60%) of the enrollment period, is entitled to a refund of forty percent (40%) of the institutional charges and less a reasonable administrative fee, not to exceed one hundred dollars ($100) or ten percent (10%) of the total institutional charges, whichever is less.

A student attending more than sixty percent (60%) of the enrollment period is not entitled to a refund. When calculating the Indiana State Refund Policy, Horizon Career College must subtract any unpaid charges from the amount retained by the school. It will be the policy of Horizon Career College to use the ninety percent (90%) refund policy above with only students whose LDA is on the day of exactly one week of attendance. A student whose LDA is less than one week is entitled to a refund of one hundred percent (100%) of the total charges less a reasonable fee, not to exceed one hundred dollars ($100) or ten percent (10%) of the total institutional charges, whichever is less.

REFUND POLICY (CONTINUED)

Horizon Career College determines the percent of the program completion as the number of weeks attended in the enrollment period as of the student's last date of attendance divided by the number of weeks comprising the enrollment period for which the student has been charged.

Horizon Career College will refund moneys due to Federal Family Educational Loan Programs within sixty (60) days from the last date of attendance. Horizon Career College will refund moneys due to Federal Pell Grant and Federal SEOG within thirty (30) days from the last date of attendance. Horizon Career College will refund any moneys due a student within thirty (30) days of the student's last day of attendance.

Tuition will be refunded in the following order: Federal Stafford Unsubsidized Loan, Federal Stafford Subsidized Loan, Federal PLUS, Federal Pell Grant, Federal SEOG, other federal student aid programs, other federal, state, private or institutional source of aid, student.

SPECIAL CASES: In the case of prolonged illness or accident, death in the family, or other circumstances which make it impractical to complete the program, the school – **upon written notice** – shall make a settlement which is reasonable and fair to both parties.

Horizon Career College will provide examples of its refund policies if requested by a student.

STUDENT SERVICES

PLACEMENT ASSISTANCE
Horizon Career College offers graduates placement assistance. However, the school does not guarantee employment during the course of the program. Students participate in employment preparation such as resume writing, interviewing techniques, and job search methods. Securing employment for a graduate depends upon a mutual effort between the graduate and the Career Services Department. Horizon Career College is proud of its record of placement and its continuing placement service available to our alumni. The success of our placement is due to the many satisfied physicians, dentists, hospitals, nursing homes, clinics and insurance companies who have worked with and employed many of our graduates.

ADVISING
Faculty and staff encourage students to ask for assistance. Specific technical questions relating to the student's course should be directed to the instructor. The administrative staff will advise students in areas of financial aid, placement, and other areas of concern that may affect grades or attendance. At the beginning of the program, students are provided with referral sources for substance abuse counseling.

REGISTRATION AND CERTIFICATION
- Medical assistant graduates are immediately eligible to sit for the Registered Medical Assistant Examination. Candidates who pass the exam are considered Registered Medical Assistants (RMA).

- Practical Nursing graduates are immediately eligible to sit for the State of Indiana Practical Nurse Exam. Candidates who pass the exam are considered Licensed Practical Nurses.

- Surgical Technologist graduates are immediately eligible to sit for the Certified Surgical Technologist Examination. Candidates who pass the exam are considered Certified Surgical Technologists.

STUDENT LOUNGE
Horizon Career College offers a non-smoking lounge for the students. Many friendships are formed in the comfortable atmosphere shared by individuals with the same interest and dedication.

STUDENT HOUSING/CHILD CARE
It is the responsibility of the student to make arrangements for housing and childcare while attending school. There are apartments and childcare centers in the vicinity of the school. Please check with our admissions representative for current information.

ACADEMIC INFORMATION

APPLICATION AND ENROLLMENT POLICY
A fee is not required to apply to Horizon Career College. Applicants must complete admissions requirements and be accepted by the school before they can enroll in a program. If an applicant has been accepted by the school and wishes to enroll in a program, a registration and enrollment agreement must be executed by the applicant and a school official. The registration fee is required at that time. An applicant is then officially enrolled in the school and considered a student.

ATTENDANCE REQUIREMENTS
Due to the nature of the training, Horizon Career College does not differentiate between an excused or non-excused absence in computing the maximum number of absences allowed. Being tardy three times or leaving class early three times is counted as one absence. All students are required to attend ninety percent (90%) of scheduled classroom time to remain eligible for funding and graduation. Excessive absences may be cause for termination from Horizon Career College. **Some programs have different attendance requirements. Check specific programs for additional information.**

The school must be notified in advance if the student will be absent from class. Arrangements must be made by the student to make up missed class work. Remember, employers look at attendance records when contemplating hiring.

GRADING SYSTEM
Grades are computed at the end of each term. Final transcripts are distributed to all students approximately three weeks following the completion of their program. Copies are maintained and become part of the student's permanent record. Final transcripts are not distributed to students lacking HS/GED transcripts or certified statements attesting HS/GED completion. In addition, all HCC accounts must be paid in full.

LETTER GRADE	SCORE	POINTS
A	100 – 96	4.0 PTS
A-	95 – 92	3.7 PTS
B+	91 – 89	3.3 PTS
B	88 – 86	3.0 PTS
B-	85 – 82	2.7 PTS
C+	81 – 79	2.3 PTS
C	78 – 75	2.0 PTS
C-	74 – 70	1.7 PTS
D+	69 – 67	1.3 PTS
D	66 – 65	1.0 PTS
D-	64 – 62	0.7 PTS
F	61 – 0	0 PTS
WA (Withdrawal Academic)	Withdrawal	0 PTS
W (Attendance)	Withdrawal	0 PTS
I (Incomplete)	Incomplete	0 PTS
S (Satisfactory)	---------------	0 PTS
U (Unsatisfactory)	---------------	0 PTS

EXAMINATION, MAKE-UP TESTS AND LABS
ONLY for extenuating circumstances, such as illness, accident, or leave of absence will the student be allowed to make special arrangements to make up work.

CUMULATIVE GRADE POINT AVERAGE (GPA)
A cumulative grade point average will be recorded for each student reflecting the academic performance in his or her program.

INCOMPLETES, WITHDRAWAL, RE-ENTRY AND REPEAT POLICY
Students who receive an incomplete grade "I" and who do not satisfactorily complete the required work to remove the incomplete from their record, will receive the otherwise earned letter grade (normally an "F"). Students earning a grade of "F" in any course must repeat the course satisfactorily prior to graduation. All repetitions of an academic area require prior approval from the Director of the school. If a course is repeated, the last earned grade will substitute for the prior grade. Students who withdraw or have been dismissed from the program are considered to have terminated from the school and may be considered for re-entry only after the Director's approval.

ACADEMIC/ATTENDANCE WITHDRAWAL
A student who is dropped from the program due to not meeting the academic progress policy will receive a letter grade "WA". If the student is dropped due to not maintaining satisfactory attendance, the student will receive a letter grade "W".

SATISFACTORY/UNSATISFACTORY
A satisfactory "S" or unsatisfactory "U" is given if the course is designed as pass/fail. Grades of "S" or "U" are not computed in the student's grade point average.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS
Student academic/attendance progress information is available upon request. Students must maintain an overall GPA of at least 2.0. Students must attend no less than ninety percent (90%) of scheduled class time. Academic achievement will be evaluated every five weeks. Students whose GPA is below 2.0 will be placed on academic probation for the following five weeks and notified. Students continuing on probation, after the first probationary period are ineligible to receive federal financial aid funds. If the student's GPA becomes 2.0 after the 2nd five week probation period, financial aid can be reinstated provided the Federal payment period for funds has not changed since the probation period began. **Programs which require variations in this policy will have them outlined in their program description later in this catalog.**

Removal from Academic Probation: The student will be removed from academic probation at the end of the five weeks when his/her GPA is at or above 2.0. If the student's GPA becomes 2.0 or above after a second five-week probation, financial aid can be reinstated provided the federal payment period for funds has not changed since probation began.

Academic Dismissal: If a student is on academic probation and his/her GPA during the probationary period remained below 2.0, the student will be dismissed. If the student receives all failures (grade F) the first term (5 weeks), the student will be dismissed. Professional conduct must be maintained by Horizon Career College students at all times. Students will be placed on probationary status if the above criteria for academics, attendance, and conduct are not maintained. If a student does not complete course work in the maximum time frame allowed, the student's status will change from an incomplete to a drop.

APPEALS

Students wishing to appeal any of the above policies and/or procedures must submit a written request to the school director. In cases of extenuating circumstances, special arrangements may be made with an appointed school official. Any special circumstances will be handled on an individual basis.

GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

- ◆ Complete all required courses with a grade D- or above
- ◆ Complete all required courses with a Cumulative Grade Point Average (GPA) of 2.0 or above
- ◆ Complete an approved externship with a grade of D- or above
- ◆ Pay all moneys due to the school

Students on academic probation may qualify for graduation if, at the end of the probationary period, they meet the Satisfactory Academic Progress (SAP) policy. Students must pay all financial obligations in full before they can receive their transcript and certificate. At least one formal graduation ceremony is held each year. Graduates receive a certificate of completion or diploma, program pin, and official transcript.

CERTIFICATE OF COMPLETION/DIPLOMA

Students successfully completing all requirements of a program will be presented with either a certificate or diploma from Horizon Career College branch of Grand Rapids Educational Centers according to program policy. The student will not receive a certificate or diploma if tuition is owed to Horizon Career College.

ACADEMIC TRANSCRIPTS

Academic transcripts will be issued upon receipt of a written request by the student. Official transcripts may be requested at a fee of five dollars ($5.00). There is no charge for the first unofficial transcript requested. A two dollar ($2.00) fee will be charged for each subsequent unofficial transcript.

STUDENT INFORMATION

DRESS CODE
Surgical Technologist, Practical Nurse and Medical Assistant students must keep in mind that personal appearance is a key component in projecting a professional image. Students are required to dress according to the following guidelines when in the classroom; casual wear that is clean, pressed and conservative; jeans and tennis shoes only if clean and in good repair; nylons and socks at all times. Tank tops, halters, shorts, mini skirts, or extremely tight clothing is not allowed. It is the students' responsibility to purchase the required lab jacket (excluding Health Insurance Specialists) "Apparel that Works" prior to beginning classes. Students in clinical externship (excluding Health Insurance Specialists and Surgical Technologists) are required to wear a white cotton turtleneck or a white knit polo shirt, a white uniform skirt or white straight-leg uniform pants to the ankle, an all white belt, white/natural hosiery with skirts, all white socks/hosiery with pants, and all white leather clinical/tennis shoes. Health Insurance Specialist students are required to wear professional business attire during training. Surgical Technologists may wear street clothes to their site since they wear special attire. The Surgical Technologist student must provide his or her own required shoes. At graduation students are required to wear professional business attire.

STUDENT CODE OF CONDUCT
Students are required to follow standards of conduct that are typically expected in the health care profession. Violations include dishonesty, unprofessional conduct, use of profanity, insubordination, noncompliance with safety rules, vandalism of school property or equipment, or any conduct that interferes with the learning progress of other students.

Substance abuse, cheating, plagiarism, carrying weapons, and stealing during school related activities such as lectures, lab, business hours, field trips, externships, on school property, etc... will be cause for termination from Horizon Career College without re-entry into the school.

SEXUAL HARASSMENT
Sexual harassment is unacceptable conduct at Horizon Career College and will not be tolerated or condoned. Sexual harassment is any unsolicited verbal or physical conduct of a sexual nature which is unwelcome. Any student who uses implicit or explicit coercive sexual behavior to control, influence, or affect the performance or learning environment of a student is engaging in sexual harassment. A student who believes he or she is being sexually harassed is encouraged to report the harassment to the Executive Director or any other authorized personnel. All information disclosed will be kept confidential unless otherwise authorized by the complaining party. All such complaints will be thoroughly investigated. If the complaints of sexual harassment are found to be true, appropriate disciplinary action will follow.

HEALTH
All applicants are required to complete a general health questionnaire during the enrollment process. Applicants who have indicated a health problem exists that may interfere with the health and safety of the student or others will be required to obtain a physician's medical release before being admitted.

Injuries or illnesses occurring at Horizon Career College or an affiliate are to be reported to the instructor immediately. If an injury occurs the student must complete an incident report according to the affiliate's or Horizon's policy. The College is not responsible for illness or injury incurred during classroom/clinical studies. The student is responsible for all costs related to treatment.

If a student has been injured or has a communicable disease, he/she will not be allowed to return to class or clinical study until a physician's release has been received.

Pregnant students must present a doctor's release before beginning or continuing a clinical study.

RELEASE OF INFORMATION/CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 provides that all students records are confidential and available only to that student, and if under 21, his or her parent(s), to school officials and to outside agencies that provide the student with financial assistance. Students may review their records upon written request to the Executive Director. Student information will be released only after written permission is received for each occurrence.

STUDENT CONCERN POLICY

Any student with a concern regarding any portion of his/her training program at Horizon Career College should pursue the following procedure. Put the concern in writing and submit the concern to the appropriate staff member in the following order:

1. Instructor
2. Program Coordinator
3. Executive Director
4. President

Grand Rapids Educational Centers
1750 Woodworth Street NE
Grand Rapids, MI 49525-2301

Each of the above listed parties will respond within ten business days of having received the written concern. The student may proceed with the next appropriate party only if they have received an unsatisfactory response or if the appropriate party failed to respond within the time specified. The response of the President will be final. If you have followed the above guidelines and still feel that your concern has been improperly addressed, contact

The Indiana Commission on Proprietary Education
302 W. Washington Street, Room 201
Indianapolis, IN 46204

HOLIDAYS AND VACATIONS

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after, and Christmas Day are scheduled holidays. Winter vacation is scheduled between Christmas and New Year's Day.

PROGRAMS

*** NOT ALL PROGRAMS ARE OFFERED AT ALL CAMPUSES***

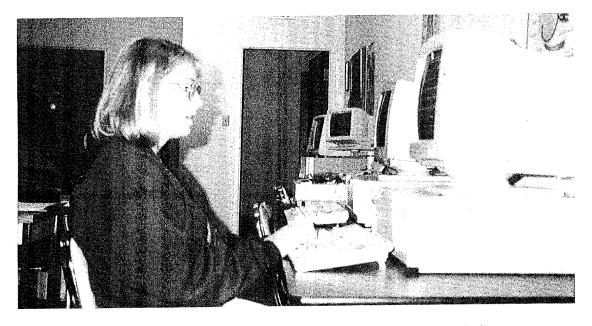## HEALTH INSURANCE SPECIALIST PROGRAM

EDUCATIONAL OBJECTIVES
This program is designed to provide the student with the skills necessary to provide qualified entry-level positions in the insurance and allied health industries.

Hands-on experience will be gained as the student will prepare medical and dental insurance claims, using current CPT-4 and ICD-9 coding standards. This information will be transferred to the appropriate claim forms and be prepared for processing. The student will also learn how to review the claim as it is received by the insurance company and to examine payment. The course work includes medical and dental terminology, anatomy, and physiology which provides the student with the information needed to evaluate and properly process insurance claims. Additional areas of training include customer service, business correspondence, and employability skills.

Externship is intended to provide the student with the opportunity to put these skills to use before being placed in the field.

COURSE OBJECTIVE
Upon completion of the health insurance specialist program, the student will possess the knowledge and skills required to function as a medical office coordinator, medical transcriptionist, medical biller, and medical or hospital coder/keyer.

The Health Insurance Specialist program at Horizon Career College prepares students for career opportunities in health claims examining and health insurance billing.

HEALTH INSURANCE SPECIALIST PROGRAM COURSES

MODULE NUMBER	MODULE TITLE	HOURS	CREDIT HOURS
Module A	Office Procedures	100	8
Module B	Medical Terminology & Insurance Billing	200	16
Module C	Specialized Billing	100	10
Module D	Computerized Program/Billing	100	5
Module E	Benefit Estimation & Transcription	100	7
Module F	Externship	150	5

♦ **Class Size:** Average 9 students, maximum 15 students / 34 – 37 week program
(All HCC lectures and labs are based on a 50-minute clock hour.)
♦ 750 hours = 51 quarter credit hours.
One quarter of credit hours is equal to: 10 hours of lectures, 20 hours of laboratory, or 30 hours of externship.
HCC reserves the right to reschedule or cancel any class up to one week in advance of the start date.

HEALTH INSURANCE SPECIALIST MODULAR DESCRIPTIONS

MODULE A – OFFICE PROCEDURES

Module A session will provide the student with basic procedures and skills required in a medical office situation that enables them to function efficiently.   This module emphasizes the interpersonal skills that allow the office staff to interact successfully with customers. This module also emphasizes on the hardware and software that help the decision-making process, and the guidelines that must be followed.   Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, and acquire advanced word processing skills. Students are also trained in Scheduling, Business Math, Pegboard, Payroll Accounting, Interviewing Techniques, and Resume Writing.
60 LECTURE HOURS / 40 LAB HOURS = 8.0 CREDIT HOURS

MODULE B – MEDICAL TERMINOLOGY AND INSURANCE BILLING

During Module B the session will provide a basic study of anatomy and physiology of the human body and related diseases. Major body systems such as: cardiovascular, integumentary, blood, lymph, respiratory, musculosketetal systems, and the skeletal systems are covered. In addition nervous, reproductive, urinary, and endocrine systems are also covered. The sessions will provide the student with a fundamental knowledge of medical terminology and disease treatments needed to function in a health care setting utilizing the ICD9/CPT4 coding format.   The student will learn how to correctly determine and code the level of service for the following: evaluation and management, ER coding, surgeries, ambulatory medicine, durable medical equipment and podiatry.

Students will begin to develop proficiency in preparing and processing insurance claims such as the HCFA 1500. National coding systems used for claim processing are studied. Students are given hypothetical insurance billing situations, select appropriate forms, codes and procedures to process the insurance claims for optimal reimbursement.
120 LECTURE HOURS / 80 LAB HOURS = 16.0 CREDIT HOURS

MODULE C – SPECIALIZED BILLING

Module C focuses on COB/Hospital/Dental billing.
COB – These sessions provide the necessary information used in processing coordination of benefit claims. It provides an introduction into subrogation, primary and secondary payers, and co-payments. Focuses are on Medicare/Medicaid, Champus/Champva, BC/BS.

Hospital – Students are provided with the theoretical knowledge of basic and major medical benefits, built-in benefits, comprehensive benefits, in-patient and outpatient services. The student will learn how to complete the UB92 form using appropriate revenue codes.

Dental – These sessions introduce the basic knowledge of the anatomy and physiology of the oral cavity and terminology related to the field of dentistry. Completion of the ADA dental form using appropriate ADA coding along with coverage estimation completes the course.
100 LECTURE HOURS = 10.0 CREDIT HOURS

MODULE D – COMPUTERIZED BILLING

In Module D the student will use an IBM compatible computer system, and learn computerized applications of HCFA 1500 and UB92 claim forms. Principles of coding, terminology and theory will be applied to complete these sessions. Students are introduced to a computerized billing database and simulated billing, data entry, and appointment control will be practiced. Programs covered under this module include: word processing and spreadsheets.
100 LAB HOURS = 5.0 CREDIT HOURS

MODULE E – BENEFIT ESTIMATION AND TRANSCRIPTION

Module E will focus on benefit estimation and transcription. During the claims examiner portion of the module, they learn how to review the claims as it is received by the insurance company. The student will also learn how to calculate payment of these claims. In medical transcription the student will learn the necessary skills for typing transcripts, medical letters, and reports for a variety of specialties. The focus will be on accuracy and speed. How to interpret coverage and insurance terminology will also be discussed.
40 LECTURE HOURS / 60 LAB HOURS = 7.0 CREDIT HOURS

MODULE F – EXTERNSHIP

During Module F, students are able to apply the principles and practices learned in the classroom. Externs work under the direction of qualified personnel in participating institutions and under general supervision of designated school staff. Externs receive "Externship Booklets" in which the approved facility personnel document student progress as well as extern hours. These evaluations are discussed whenever school supervisory personnel visit or call the site. Externship Booklets are then placed in the student's permanent record. Proficiency skills are assessed and job search and placement is implemented upon successful completion of the externship. Students must complete their externship to fulfill graduation requirements.

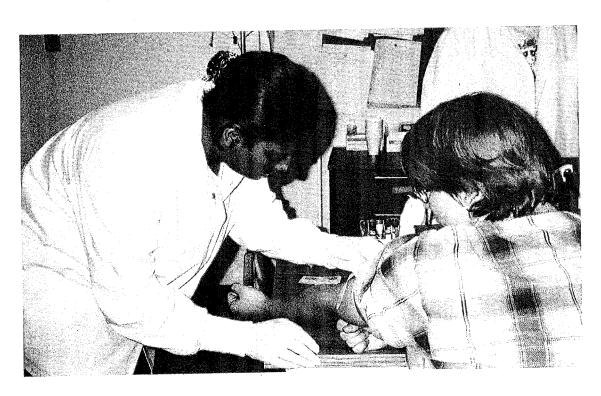**150 EXTERN HOURS = 5.0 CREDIT HOURS**

MEDICAL ASSISTANT PROGRAM

EDUCATIONAL OBJECTIVES
This program encompasses five modules and will provide the student with the necessary skills to obtain an entry-level position as a medical assistant in a physician's office, hospital, laboratory, or clinic. Each module includes a specialized understanding of the latest methods, theories, and skills needed to assist in a medical setting. Medical assistant training includes a study of anatomy and physiology, law and ethics, medical terminology, and pharmacology. Clinical procedures such as TPR, blood pressure, sterilization techniques, patient exam preparation, venipuncture, first aid, minor surgeries, EKG, CPR, injections, and basic lab procedures are included. Externship provides the student the opportunity to put these skills to use.

COURSE OBJECTIVES
Upon completion of the Medical Assistant Program, the student will possess the knowledge and skills required to function in either administrative and/or clinical capacities in a physician's office, hospital, or clinic.

At Horizon Career College we believe a "hands on" approach is the best way to teach the clinical skills needed for employment in the health care field.

PROGRAM OUTLINE

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT HOURS
Module A	Principles of Practice and Communication	100	9
Module B	Anatomy and Physiology	100	10
Module C	Medical Office Clinical and Lab Procedures	100	6
Module D	Application of Principles of Practice and Communication	200	16
Module E	Externship/Externship Preparation	220	8
	Program Total	**720**	**49**

♦ **Class Size:** Average 18 students, maximum 30 students / 32 – 39 week program (All HCC lectures and labs are based on a 50-minute clock hour.)
♦ 720 hours = 49 quarter credit hours

MEDICAL ASSISTANT PROGRAM MODULES

MODULE A – PRINCIPLES OF PRACTICE AND COMMUNICATION

Module A will emphasize the role of the Medical Assistant in the office and other settings within the medical field. Discussion of issues such a bioethics, basic medical word structures, medical ethics, quality control and risk management will also be introduced. Fundamentals of communication as it relates to telephone etiquette, reception, patient instruction and appointments will be demonstrated and practiced by the students. Front- end office work including computer basics, banking, filing and medical records including the principles of each procedure will be presented and simulated through special project and practice.
90 HOURS LECTURE / 10 HOURS LAB = 9.0 CREDIT HOURS

MODULE B – ANATOMY AND PHYSIOLOGY

Module B will introduce the student to the basic knowledge and terminology of body systems. It emphasizes these body systems from the simple to complex, with detail study of the structure and function of various body systems and their relationship to the body as a whole. Focus will be on care, recognition of diseases, use of medical terminology to define various conditions, pathophysiology, symptomology and treatment of disease and injury of the covered systems. Diet and nutrition as it relates to these body systems will also be introduced and discussed.
100 HOURS LECTURE = 10.0 CREDIT HOURS

MODULE C – MEDICAL OFFICE CLINICAL AND LABORATORY PROCEDURES

Module C introduces the student to the laboratory and clinical procedures commonly performed in a physician's office. Students learn lab safety, specimen identification, collection, handling and transportation procedures, practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. The course also includes descriptions and student demonstration of skill with emphasis on physical exam, minor surgery, medical emergencies, medical equipment, vital signs, positioning, and draping. Clinical requirements are outcome based on competency.
20 LECTURE HOURS / 80 LAB HOURS = 6.0 CREDIT HOURS

MODULE D – APPLICATION OF PRINCIPLES OF PRACTICE AND COMMUNICATION

Module D introduces theoretical foundation of pharmacotherapeutics as well as the basic information regarding therapeutic drugs, their use, classifications, and effects on the body. Students will become familiar with the principles of administering medication, including invasive procedures such as injections. They also will continue to learn medical office procedures through lectures and practice such as: dictation, letter development, insurance billing and coding. In preparation for their externship, the students through role play and discussion will learn resume writing, interview techniques, professional behavior and grooming, stress and time management, and how to deal with various office issues.
120 LECTURE HOURS / 80 LAB HOURS = 16.0 CREDIT HOURS

MODULE E – EXTERNSHIP/EXTERNSHIP PREPARATION

Upon successful completion of Modules A through D, medical assisting students complete 60 hours of clinical labs and participate in a 160 hour externship at an approved facility. The externship enables the students to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs receive an "Externship Booklet" in which the approved facility personnel document the student's progress and extern hours. These evaluations are examined and discussed whenever school supervisory personnel visit the site and are placed in the student's permanent record. Medical assisting students must complete their externship to fulfill graduation requirements.

During the final clinical labs, students must demonstrate final competency in both the medical and clinical office procedures learned during their classes. Final assignments, rules and regulations, required documentation for their particular extern sites and/or required interviews as appropriate will be completed.
160 EXTERNSHIP HOURS / 60 LAB HOURS = 8.0 CREDIT HOURS

PRACTICAL NURSE PROGRAM

Philosophy/Purpose

The faculty of the Practical Nurse Program, in accordance with the philosophy of Horizon Career College, accepts the responsibility to provide a quality education that enables students to be successful throughout their challenging and rewarding practical nursing careers. The faculty recognizes that providing a theoretical base for nursing with practical experience and training will enable students to become competent practical nurses. The purpose of the Practical Nurse Program is to provide, using the basic nursing process, an educational base for all students to safely administer basic nursing care under the supervision of a licensed professional.

Society is viewed as an open system in which individuals can interact continuously. Through these interactions, individuals can influence and be influenced by society and the environment.

Health is a dynamic state of wellness in which the individual adapts to changes in the internal and external environments to maintain harmony between the physiological, psychological, socio-cultural, and spiritual state of the individual. Responsibility for health care is shared mutually by the providers and the individual receiving care. Health attainment, maintenance, restoration and quality care is the right of each individual regardless of religious belief, race, nationality, social, and/or financial status.

Nursing is an art and science that views the person in a holistic manner. Practical nurses collaborate with other members of the health care team to assist in providing health care. The foundation of nursing is the nursing process that utilizes assessment, planning, implementation and evaluation of the health care services of the individual and family. The practical nurse provides quality care to assist the individual and the family to attain mutually agreed upon goals within a legal and ethical framework.

The educational process involves the combined effort of both the faculty and student. Learning is influenced by the student's experiences and can be facilitated by the instructor who reinforces desired behaviors and encourages critical thinking. Learning is also a lifelong process in which the student seeks and creates learning experiences to enhance and maintain knowledge and skills.

Conceptual Framework

The Practical Nurse Program is based upon four core concepts obtained from the philosophy and purpose of the nursing program. These concepts include health, society, practical nursing and the learning process. These concepts are presented in two levels to show the program's progress from simple to complex.

In the first level, the student is introduced to the nursing process in the care of individuals with basic, simple health needs who may, or may not have, adapted to chronic health problems. At this level, individuals are viewed as members of society who have the ability to interact with their environment. Individuals mutually share in the responsibility in health attainment, maintenance or restoration. As level one progresses, the student is introduced to individuals

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with increasingly difficult health needs. Application of the nursing process focuses on the development of the nursing skills learned in laboratory and clinical settings. The nursing process is further organized with other health care providers and with the development of care plans. The courses covered in this level include Anatomy and Physiology I & II, Pharmacology I & II, Nutrition, Issues in Health Care and Fundamentals of Nursing I & II.

In the second level, the student is introduced to the care of the individuals with special needs and more complex needs throughout the life span. Enhancement and further refinement of nursing skill with individuals throughout the life span and complete health needs are accomplished at various types of clinical experiences. At the successful completion of this level, the student will demonstrate clinical competence and expertise at the practical nurse level. The nursing process emphasizes the development of nursing care plans for various populations throughout the life span. Courses included in this level are Maternal Child Health and the Young Family, Nursing Care for Adults with Medical Needs, Nursing Care for Adults with Surgical Needs, Geriatrics and the Special Needs Populations.

Program Objectives

1. Demonstrate appropriate practical nursing assessment of individuals throughout the life span with complex health needs.

2. Formulate a plan of care with individuals throughout the life span with complete health needs under the supervision of a licensed health care professional.

3. Demonstrate competent practical nursing interventions when caring for multiple individuals throughout the life span.

4. Appraise the outcomes of nursing interventions with individuals throughout the life span.

5. Interact with individuals in a professional, caring manner regardless of age, sex, race, ethnicity, religion, income or disease process.

6. Demonstrate legal and ethical practical nursing as outlined by the Indiana Nurse Practice Act and NAPNES code of ethics.

7. Dramatize professional conduct when interacting with the members of the health care team.

CURRICULUM DESIGN
FULL-TIME

Level One
First Quarter

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
HS 101	Human Anatomy & Physiology I	5	60
PH 101	Basic Pharmacology I	5	60
NS 101	Fundamentals of Nursing I	7	120
NS 103	Issues in Health Care	3	48
	Total Credit Hours	**20**	**288**

Level One
Second Quarter

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
HS 102	Human Anatomy & Physiology II	5	60
PH 102	Basic Pharmacology II	4	48
NS 102	Fundamentals of Nursing II	8	192
NU 101	Nutrition Throughout the Life Cycle	3	36
	Total Credit Hours	**20**	**336**

Level Two
Third Quarter

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
NS 201	Nursing Care for Adults with Medical Needs	9	204
NS 202	Nursing Care for Adults with Surgical Needs	9	204
	Total Credit Hours	**18**	**408**

Level Two
Fourth Quarter

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
NS 303	Maternal Child Health and the Young Family	12	264
NS 304	Geriatrics and the Special Needs Populations	5	108
	Total Credit Hours	**17**	**372**

TOTAL CREDIT FOR PROGRAM		**75**	**1404**

♦ **Class Size**: Average 15 students, with a maximum of 25 students/48 week program (All HCC lectures and labs are based on a 60-minute clock hour.)
♦ 1404 hours = 75 quarter credit hours

One quarter credit hour is equal to 12 lecture hours, 24 hours of laboratory or 36 hours of externship.

Instructor to student ratio consists of the following:

Lecture: 25 : 1
Lab: 10 : 1
Clinical: 10 : 1

Fundamentals of Nursing I lab experience will be scheduled on campus at HCC. One-half of the students will attend lab on one day during the week, the other half will attend on another day of the week.

Fundamentals of Nursing II clinical experience will be scheduled at area sites. The student will be notified of his or her clinical site approximately six (6) weeks before that clinical experience. Clinical times are tentative based upon clinical availability.

Dependent upon the class size, one-half of the class will attend NS201 and NS202 while the other half of the class is attending NS203 and NS204 during the third quarter. The class will then switch courses during the fourth quarter.

HORIZON CAREER COLLEGE RESERVES THE RIGHT TO RESCHEDULE OR CANCEL ANY CLASS UP TO ONE WEEK IN ADVANCE OF THE START DATE. ALL CLINICAL TIMES ARE TENTATIVE BASED UPON CLINICAL AVAILABILITY AND CLASS SIZE.

ADMISSION POLICY AND PROCEDURE

1. The applicant must be a high school graduate or have satisfactorily passed the high school equivalency examination (GED). The appropriate transcript or test scores must be submitted with admission application.

2. Applicants with hands-on health care experience such as a certified nursing assistant, home health aide, EMT, etc...are preferred. Verification of credentials must be submitted to the admissions department.

3. Admission requirements include the following:

   A) An **SAT** score of **Verbal 375** and **Math 400**. The SAT must have been taken within ten (10) years of applying for the Practical Nurse Program. The appropriate test scores must be submitted with admissions.
   OR
   B) A score at or above the 50th percentile on the National League of Nursing Test. This test must have been taken within five (5) years of applying for the Practical Nurse Program. The appropriate test scores must be submitted with admissions application.
   OR
   C) Schedule with the admissions department to take the Nursing School and Allied Health Entrance Exam. The applicant must score at or above 50th percentile. This examination consists of three tests: Verbal Ability, Mathematics, and Health Science. One hour will be allowed for each component of this exam, approximately three and one half (3 1/2) hours will be scheduled for the entire exam. A non-refundable fee of $30, payable to Horizon Career College, **must be paid prior** to the examination. This exam must be taken before entrance to the Practical Nurse Program. If the applicant

should receive a score below the 50th percentile, the applicant may repeat the exam once.

4. Once the applicant enrolls in the Practical Nurse Program and has submitted the appropriate transcripts and admission test scores, the applicant must pay a $95 non-refundable admissions fee, payable to Horizon Career College. This fee includes the work for processing the application.

5. American Heart Association or the American Red Cross CPR for Health Care providers (Course C) is required by all applicants entering into the Practical Nurse Program prior to the first day of class.

6. Upon acceptance into the Practical Nurse Program, the student will receive an acceptance letter via the mail along with a physical form. It is the applicant's responsibility to complete the physical form. This physical form, along with all of it's requirements of physical examination, laboratory tests and all immunizations must be submitted prior to the first day of class. If these requirements have not been met and the applicant misses the first day of class, it may be impossible for the student to start with the class. If this occurs, the student will be offered a spot in the next class.

NOTE: If the applicant has ever been convicted of a felony, or any other crime that is deemed to affect performance, that applicant may be subject to review and hearing by the State Board of Nursing before he/she is permitted to sit for licensure.

CLINICAL FACILITIES:
Clinical experiences throughout the program will be conducted at a variety of health care facilities throughout the area. Observation experiences will be scheduled with various clinical sites in accordance with the area of study. Classes will be conducted at Horizon Career College, which houses the learning laboratory, classrooms, library, faculty and director's offices.

EVALUATIONS:
Evaluation devices will be used to measure progress toward the specific objectives at each stage of the program. These include, but are not limited to, test and quiz results, student and faculty evaluation results, clinical evaluation tools and summaries, and the nursing process recordings and care plans.

PROGRESSION:

Satisfactory Progress
Academic achievement will be evaluated at the fifth (5th) week and again at the end of each quarter. Academic achievement will be evaluated on the following criteria:

a. The student must achieve a grade of 75% or above in all clinical nursing courses.
b. The student must achieve a satisfactory "S" in all clinical nursing courses.
c. The student must achieve a grade of 75% or above in all but two non-clinical nursing courses. The student must achieve a minimum grade of 71% in only two non-clinical nursing courses.
d. The student must achieve an overall GPA of 2.3.

Academic Probation:

A student will be placed on academic probation at the end of the first five weeks of each quarter if any of the following occurs:

a. The student achieves a grade below 75% in any clinical nursing courses.
b. The student achieves an unsatisfactory "U" in any clinical nursing course.
c. The student achieves a grade below 75% in any non-clinical nursing course.
d. The student achieves an overall GPA below 2.3.

Once a student is placed on academic probation, the student will be notified by the Academic Advisor and Program Coordinator. The student will have until the end of the quarter, or until the next mid-term, which ever comes first, to achieve satisfactory progress and grades. If a student receives continuous academic probation (receives two consecutive probations), that student will be ineligible to receive federal financial aid funds.

Removal from Academic Probation:

Removal from Academic Probation occurs when any of the following occurs:

a. The student achieves a grade of 75% or above in all clinical nursing courses.
b. The student achieves a grade of satisfactory "S" in all clinical nursing courses.
c. The student achieves grades of 75% or above in all but two non-clinical nursing courses.
d. The student achieves an overall GPA of 2.3.

Academic Dismissal:

Academic Dismissal will occur if any of the following occurs:

a. A student achieves a final grade below 75% in any clinical nursing courses.
b. The student achieves an unsatisfactory "U" final grade in any clinical nursing course.
c. The student achieves a final grade below 75% in more than two non-clinical nursing courses.
d. The student achieves an overall final GPA below 2.3.
e. Failure to successfully achieve a final grade of 80% or higher on two Pharmacology Drug Proficiency Exams (one per the first two quarters).

Refer to the catalog's academic policy for other grades: "I" Incomplete, "WA" Withdrawal Academic, "W" Withdrawal, "S" Satisfactory, "U" Unsatisfactory. Both theory and clinical grades will be submitted in the policy.

RE-ENROLLMENT POLICY:

Re-enrollment requests must be approved by the Executive Director and Program Coordinator. A request for re-enrollment must be submitted, in writing, to the Program Coordinator. The student must start at the beginning of the program. The student is required to repeat all of the nursing courses in the progression of the curriculum.

Available space, as determined by the admission committee, will determine the number of students allowed to re-enroll. All other program requirements must have been completed and current prior to re-enrolling. Tuition fees must be paid in full per policy prior to re-entry.

Promotion:

The levels of achievement, warnings, promotion, and graduation are reflected in the academic policy.

Graduation:

A candidate for graduation must meet the following criteria to be eligible to receive the school certificate.

a. Satisfactory completion of required courses of study as stated in the curriculum design.
b. No monetary indebtedness from the program.
c. Complete submission of all required documents.

A certificate from Horizon Career College is awarded to students successfully completing the required curriculum in practical nurse education. Each student prior to graduation must purchase the graduation uniform. The school pin and certificate will be presented at the graduation program if all requirements for graduation are met.

Graduation and Licensure Fees:

The graduate will be required to purchase a uniform prior to graduation. Licensure fees include fees to be paid to the NCLEX Licensure Exam and the State Board of Nursing. These fees are subject to change by the State Board of Nursing and/or NCLEX. The Program Coordinator will notify the graduates of any and all graduation and licensure fees no later than two (2) weeks prior to graduation.

AUDIT POLICY:

Request to audit a lecture must be approved by the Program Coordinator.

FEES:

All admission fees must be submitted with the application.

Tuition is paid quarterly, by credit hours, and due prior to the beginning of the quarter. Payment is to be made payable to Horizon Career College. Any unexpected or unanticipated additional expenses are the student's responsibility.

TARDINESS:

In addition to the policy in the general Student Handbook, the following applies to Licensed Practical Nursing students:

Class Tardiness: It is the responsibility of the student to notify the school and ask for either the Instructor or Academic Advisor if the student is going to be tardy. This is to be done at least one half hour prior to the scheduled class time. The student is to state his/her name and reason for being tardy. A student will be considered tardy for class if he/she is fifteen (15) minutes late for the scheduled class time.

Clinical Tardiness: It is the responsibility of the student to call the unit to notify the Instructor and to call the school to notify the Academic Advisor if the student will be tardy for clinical. The student is to state his/her name and the reason for being tardy.

All students are expected to be present and ready to begin pre-conference at the scheduled time. Anyone more than five (5) minutes late for a clinical class will be considered tardy.

If the student is tardy or unprepared for clinical, it is at the discretion of the Instructor to determine if the student will be permitted to participate in the clinical experience.

NOTE: See the specific tardy policy for the Licensed Practical Nurse program detailed in the Licensed Practical Nurse Program Handbook.

ABSENTEEISM:

1. A student who is absent from a morning class or lab may not be permitted to attend an afternoon clinical or class. The scheduled make-up time is at the discretion of the Instructor.

2. Students are required to attend 95% of all class time. Anything less may result in program dismissal.

3. Any student who is absent from the clinical or classroom without giving prior and proper notification (NO CALL/NO SHOW) will be subject to a written warning and may be subject to program dismissal.

4. Any student who is absent from the clinical must call both the clinical site and the school to notify of absence no later than one (1) hour prior to the scheduled clinical time. The student must state his/her name, the Instructor, class and reason for absence.

5. Any student who is absent from class must call the school to notify of absence no later than one (1) hour prior to the scheduled class time. The student must state his/her name and reason for the absence.

See the Practical Nurse Program Student Handbook for the specific absenteeism policy.

CONFIDENTIALITY OF RECORDS:

The Family Educational Rights and Privacy Act of 1974 provides that all student records are confidential and available only to that student, and if under 21 years, his/her parent(s) only. Students may review their records upon written request to the Program Coordinator. Deletions of or additions to the records will be considered only if the grievance process is utilized.

The student may also release the records to others by signing a written release form in the Admissions Office (State Board Examination Scores, references, recommendations).

LIBRARY:
The library of Horizon Career College provides service to all students. A well-rounded collection of reference materials, including professional journals and resource textbooks are available.

The library is open during normal business hours. All materials are to remain in the building. Photocopies are available upon request. A per page fee of five (5) cents is charged.

LICENSED PRACTICAL NURSE PROGRAM LEVELS

Level One Outline

<u>Description:</u> The first level of the Practical Nurse Program introduces the student to the nursing process in the care of individuals with basic, simple health needs who may or may not have adapted to chronic health problems. As the level progresses, the student is introduced to individuals with increasingly difficult health needs. Application of the nursing process focuses on the development of nursing skills learned in the laboratory and clinical settings. The nursing process is further organized with other health care providers with the development of care plans.

<u>Level One Objectives:</u>
1. Utilize nutritional principles and the using process to identify, prevent and correct nutritional inadequacies of patients throughout the life span.
2. Discuss, in order of increasing complexity, the anatomy and physiology of the human body.
3. Discuss how controversial and ethical issues associated with practical nursing and health care effect the health care system.
4. Perform basic assessment skills in the care of individuals with health care needs.
5. Identify goals based on assessment findings of individuals with health care needs.
6. Establish a plan of care for individuals with basic to complex health care needs.
7. Under the supervision of a licensed health care professional, demonstrate competent practical nursing skills when implementing plans of care for individuals with health care needs.
8. Evaluate plans of care and identify areas of improvement in the case of individuals with basic to complex health needs.

<u>Level One Courses:</u>
Fundamentals I
Anatomy and Physiology I
Pharmacology I
Issues in Health Care
Fundamentals II
Anatomy and Physiology II
Pharmacology II
Nutrition

Level Two Outline

Description: In the second level the student is introduced to the care of individuals with special needs and/or more complex needs throughout the life span. Enhancement and further refinement of nursing skills are accomplished in a variety of clinical and observational settings. The nursing process emphasizes the development of nursing care plans for the various populations throughout the life span. At the completion of this level the student will demonstrate competence and expertise at the entry practical nurse level under the supervision of a licensed health care professional.

Level Two Objectives:
1. Demonstrate competent assessment skills in the care of individuals with special and more complex needs throughout life span.
2. Identify and prioritize goals based on the assessment findings of individuals with special and more complex needs throughout the life span.
3. Identify and individualize plans of care for individuals with special and more complex needs throughout the life span.
4. Demonstrate competent practical nursing skills when implementing nursing care for individuals throughout the life span.
5. Evaluate and modify the plans of care for individuals throughout the life span.
6. Demonstrate professional conduct when interacting with members of the health care team.
7. Prioritize and organize the care of multiple individuals under the supervision of a licensed health care professional.

Level Two Courses:
Maternal Child Health and Young Family
Nursing Care for Adults with Medical Needs
Nursing Care for Adults with Surgical Needs
Geriatrics and the Special Needs Populations

PRACTICAL NURSE PROGRAM COURSE DESCRIPTIONS

HS 101 – HUMAN ANATOMY & PHYSIOLOGY I

This course is designed as an introduction to basic anatomy and physiology of the healthy human body. The body's organization is followed from the structure and function of a single cell to the interaction of body systems to obtain a stable internal environment called homeostasis. The topics covered in this course include an introduction to the human body, chemistry, cells and their functions, disease and disease producing organisms, the skin in health and disease, the lymphatic system, musculoskeletal system, the nervous system, and the endocrine and sensory system.

60 HOURS LECTURE = 5 CREDIT HOURS

HS 102 – HUMAN ANATOMY AND PHYSIOLOGY II

This course is a continuation of Anatomy and Physiology I. Conditions that cause disease throughout the life cycle of an individual will also be discussed. The discussion of the structures and function of the body systems is completed and the interaction between the systems to maintain homeostasis is explored. Topics covered in this course include the cardiovascular and peripheral and cardiovascular systems, respiratory system, digestive system, metabolism, nutrition and body temperature, the urinary system, the reproductive system and genetics.

60 HOURS LECTURE = 5 CREDIT HOURS

PH 101 – BASIC PHARMACOLOGY I

The course is an introduction to the therapeutic actions of drugs and the nursing role in the administration of drugs. There is a special emphasis on drugs affecting the gastrointestinal system, nervous system, coagulation, and treating infections. Topics about methods to solve drug dosage calculations needed in nursing practice will be presented.

60 HOURS LECTURE = 5 CREDIT HOURS

PH 102 – BASIC PHARMACOLOGY II

This course is a continuation of Basic Pharmacology I. It is an introduction to the therapeutic actions of drugs and the nursing role in the administration of drugs. There is a special emphasis on drugs affecting the cardiopulmonary system, endocrine system, nervous system, urinary system, reproductive system, and treating cancer. A review about methods to solve drug dosage calculations needed in nursing practice will be presented.

48 HOURS LECTURE = 4 CREDIT HOURS

NS 101 – FUNDAMENTALS OF NURSING I

The course serves as an introduction to the student of the fundamental concepts of nursing. The nursing process will be introduced as a means by which professional nurses make clinical decisions for appropriate nursing interventions. Students will be introduced to the nursing process when addressing the psychosocial, developmental, sociocultural, economic, spiritual and physiological needs of all clients. Skills basic to the nursing process will be practiced in the laboratory setting only this session. This will provide the student practical nurse a solid foundation for nursing practice.

120 LECTURE/LAB = 7 CREDIT HOURS

NS 102 – FUNDAMENTALS OF NURSING II

This course is designed as a continuation of the first quarter of Fundamentals of Nursing. Discussion of the role of the practical nurse is continued as it relates to the nursing process. The student will be encouraged to develop and implement a basic nursing care plan addressing the psychosocial, developmental, sociocultural, economic, spiritual and physiological needs of all patients. Skills basic to the nursing practice taught and practiced in lab will be applied in clinical settings in order to provide the practical nursing student with a solid foundation for nursing practice.

192 LECTURE/CLINICAL = 8 CREDIT HOURS

NS 103 – ISSUES IN HEALTH CARE

This course is designed to expose students to concepts that relate to the development, heritage, history, and future of the nursing profession. It focuses on important issues and trends that affect practicing nurses in a changing health care environment, especially legal and ethical issues. Special emphasis on the emergent of computer and life-long learning skills required within the health field is covered.

48 LECTURE/LAB = 3 CREDIT HOURS

NU 101 – NUTRITION THROUGHOUT THE LIFE CYCLE

This course introduces the basic principles of nutrition and diet for individuals throughout life span I, the stages of wellness and illness. Sociocultural, economic, religious and personal food preferences will be explored.

36 LECTURE = 3 CREDIT HOURS

NS 201 – NURSING CARE OF ADULTS WITH MEDICAL NEEDS

This course explores the attainment, maintenance, and restoration of health in adults. Focuses on the nursing process for adults with acute or chronic health alterations affecting the cardiopulmonary, endocrine, neurological, auditory, ophthalmic, hematological, and immunological systems. In addition, the nursing process for individuals with skin problems, infections and requiring emergency care is covered. Opportunity is given to implement the nursing process for individuals primarily with medical problems in the clinical environment.

204 LECTURE/CLINICAL = 9 CREDIT HOURS

NS 202 – NURSING CARE OF ADULTS WITH SURGICAL NEEDS

This course explores the attainment, maintenance, and restoration of health in adults. Focuses on the nursing process for adults with acute or chronic health alterations affecting the digestive, genitourinary, reproductive and musculoskeletal systems. In addition, the nursing process for individuals with cancer, pain, and requiring surgery is covered. There is an introduction to rehabilitation, home care, and other community resources available for non-institutionalized individuals. Opportunity is given to implement the nursing process for individuals primarily with surgical problems in the clinical environment.

204 LECTURE/CLINICAL = 9 CREDIT HOURS

NS 303 – MATERNAL-CHILD AND YOUNG FAMILY HEALTH

Utilizing a holistic approach, this course is designed to introduce the student to incorporating the nursing process in the maternal-child and young family health setting. The student will be introduced to the rapid changes in society and technology that affect the health care of the maternal-child and young family. Students will be taught to identify common problems of maternal-child nursing and education of the maternal-child client and/or young family will be stressed. Pathophysiology, diseases unique to maternal-child health, principles of maternal-child health maintenance, health restoration, sociocultural, psychological, economical factors, spiritual needs, and social agencies that support the maternal-child and young family health will also be explored.

264 LECTURE/CLINICAL =12 CREDIT HOURS

NS 304– GERIATRICS AND SPECIAL NEEDS POPULATIONS

This course is designed to provide knowledge and understanding of the needs and care of the elderly client or the client with special needs in a holistic manner. Emphasis is placed on those skills necessary in the utilization of the nursing process with the focus being on the geriatric client and/or the patient with special needs. Awareness of the sociocultural, psychological, economic, physiological and spirituality of the client is addressed.

108 LECTURE/CLINICAL = 5 CREDIT HOURS

SURGICAL TECHNOLOGIST PROGRAM

COURSE DESCRIPTION

EDUCATIONAL OBJECTIVES

1. To prepare surgical technology students for competency in the surgical technology field
2. To give students practical and clinical experience in the field of surgical technology
3. To assist graduates in securing employment in surgical technology
4. To continually be aware and responsive to the changing health care environment and medical technology as it relates to surgical technology
5. To support the framework of the surgical technologist program which will support the goals and objectives of the Association of Surgical Technologists

COURSE OBJECTIVES

Upon completion of the program the surgical technologist can expect to find employment opportunities in hospitals, clinics, and private surgeon's office. They will also be able to challenge the certification exam offered by the Association of Surgical Technologists.

SURGICAL TECHNOLOGIST PROGRAM COURSES

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	CLOCK HOURS
FIRST QUARTER			
GE 101	General Education	8	80
HS 102	Anatomy & Physiology I	10	100
ST 101	Surgical Technology I	8	100
	240 hours of lectures + 40 hours of clinical		
SECOND QUARTER			
HS 202	Anatomy & Physiology II	10	100
ST 201	Surgical Technology II	12	160
	180 hours of lectures + 80 hours of clinical		
THIRD QUARTER			
HS 302	Anatomy & Physiology III/IV	10	100
ST 301	Surgical Technology III	12	200
	140 hours of lectures + 160 hours of clinical		
FOURTH QUARTER			
ST 401	Surgical Tech Externship	16	480
	480 hours of clinical		

- ◆ **Class Size:** Maximum 18 students / 45 week program (all lectures and labs are based on 50-minute clock hour). One-quarter credit hour is equal to 10 hours of lectures, 20 hours lab, or 30 hours clinical/externship.
- ◆ 1320 hours = 86 credit hours.

GE 101 – GENERAL EDUCATION

This course is designed to help the student develop basic skills needed in school and/or work setting. The topics covered are professional responsibilities and relations, interpersonal relationships and communication skills, legal and ethical responsibilities, operating room environment, medical terminology, basic safety, workplace safety, introduction to microbiology, the infectious process body measures, pharmacological agents and anesthesia, hunting skills, and interviewing skills.

80 HOURS LECTURE = 8 CREDIT HOURS

HS 102 – ANATOMY & PHYSIOLOGY I

This course is designed to introduce the student to the structure and function of the human body. In addition to providing an introduction to basic anatomical terms, the course covers organization of the body, cells and tissues, and structures of the integumentary, skeletal, and muscular systems.

100 HOURS LECTURE = 10 CREDIT HOURS

HS 202 – ANATOMY & PHYSIOLOGY II

This course is a continuation of HS 102 and introduces the surgical technology student to additional medical terminology, the structure, function, of the nervous, sensory, digestive, circulatory, and lymphatic systems.

100 HOURS LECTURE = 10 CREDIT HOURS

HS 302 – ANATOMY & PHYSIOLOGY III/IV

This course is a continuation of HS 202/102. It introduces the surgical technology student to additional medical terminology, the structure, function of the respiratory, reproductive, urinary, and endocrine systems.

100 HOURS LECTURE = 10 CREDIT HOURS

ST 101 – SURGICAL TECHNOLOGY I

This course is designed to introduce and integrate the student to the surgical environment. Topics covered are principles of aseptic technique, scrubbing, gowning and gloving, sterilization and disinfection, operating room sanitation, preoperative routine, positioning, prepping and draping, related nursing procedures, care of pediatric patients, care of patients with special needs, care of chronic and terminal patients and operating room furniture and equipment.

60 HOURS LECTURE / 40 HOURS LAB = 8 CREDIT HOURS

ST 201 – SURGICAL TECHNOLOGY II

Further integrates and builds on information presented and practiced in the previous Surgical Technology I course. Content includes instrumentation, sutures and needles, sponges, dressings and packing, drainage systems and tubes, syringes and hypodermic needles, sponges, sharp and instrument counts, division of duties in a sterile field, introduction to surgical procedures, and diagnostic procedures.

80 HOURS LECTURE / 80 HOURS LAB = 12 CREDIT HOURS

ST 301 – SURGICAL TECHNOLOGY III

Along with the reinforcement of the clinical theory, the student has the opportunity to practice the technical aspects of pre, peri and post operative care required of the surgical technologist. Specific topics include general surgery, gastrointestinal surgery, obstetrics and gynecological surgery, genitourinary surgery, ophthalmic surgery, plastic surgery, orthopedic surgery, neurosurgery, thoracic surgery and cardiovascular and peripheral vascular surgery.
40 HOURS LECTURE / 160 HOURS LAB = 12 CREDIT HOURS

ST 401 – SURGICAL TECH EXTERNSHIP

Clinical experience of 480 hours under supervision of a clinical preceptor will prepare the student for entering the job arena. Expected by completion of the class will be 125 surgical first and second scrubs from five categories of general, urology, gynecology, orthopedic and otorhinolaryngology. Additional experience is desired in the remaining surgical specialties as well.
480 HOURS CLINICAL EXTERNSHIP = 16 CREDIT HOURS

GENERAL EDUCATION AND SHORT PROGRAMS

BASIC NURSE AIDE TRAINING PROGRAM

This program is approved by the Indiana State Department of Health. This program is designed to ensure that nursing assistants employed in health care facilities gain the knowledge, skills, and attitudes essential for the provision of quality care in support of state and federal regulations. The program consists of thirty-two (32) hours of classroom and eighty (80) hours of clinical experience in a licensed nursing facility. Successful completion leads to registration as a Certified Nurse Aide (CNA) in the state of Indiana.

CLINICAL CALCULATIONS

This non-credit course is designed as a preparatory course for those wishing to enter nursing and other health related fields. Contents include a review of basic math skills, decimals and fractions, household and apothecary measurements, metric system, conversions and calculations, and military time.

MEDICAL TERMINOLOGY

This non-credit course is designed as an introduction to medical terminology and commonly used medical abbreviations. Each class begins with a review of basic body systems which is then correlated to pertinent terminology. Although medical terms can sometimes be frustrating and confusing, the material is presented in a relaxed setting utilizing unique teaching methods to stimulate and reinforce learning. Suggested participants include those just entering the health care field as well as individuals currently employed in the health care setting such as medical secretaries, social workers, billing clerks, and allied health workers.

MICROBIOLOGY FOR THE HEALTH SCIENCES

This clinically focused non-credit course is designed to assist the student to learn basic microbiologic concepts that apply to the health field. Contents include: type of microorganisms, chemistry of life, microbial physiology, human/micro interactions, microbial epidemiology, human defenses against infectious diseases and major infectious diseases.

TUITION AND FEES

Medical Assistant Program

Total Cost $ 6,495.00

This includes $ 95.00 registration fee paid by the student at enrollment.
(Books and supplies are included in tuition.)

NOTE: In addition, students are responsible for providing white clinical uniforms, lab jacket, shoes, Hepatitis B vaccine injections, and a signed health form. The approximate cost for a uniform and shoes is $ 75.00.

Health Insurance Specialist Program

Total Cost $ 6,495.00

This includes $ 95.00 registration fee paid by the student at enrollment.
(Books and supplies are included in tuition.)

NOTE: In addition, HIS students are required to wear professional business attire according to Center policy. The cost of this attire is unique to each individual student.

Horizon Career College recognizes the IRS's nationally accepted transportation cost of $0.29 per mile. This figure must be calculated into the student's cost of attendance.

Practical Nurse Program

Total Cost $ 8,995.00

This includes $ 95.00 registration fee paid by the student at enrollment.
(Books and supplies are included in tuition.)

NOTE: In addition, students are responsible for providing white clinical uniforms, lab coat, shoes, Hepatitis B vaccine injections, clinical assessment kits and a signed health form. The approximate cost for a uniform and shoes is $ 75.00.

Horizon Career College recognizes the IRS's nationally accepted transportation cost of $0.29 per mile. This figure must be calculated into the student's cost of attendance.

Surgical Technologist Program

Total Cost $ 8,495.00

This includes $ 95.00 registration fee paid by the student at enrollment.
(Books and supplies are included in tuition.)

NOTE: In addition, students are responsible for providing lab jacket, shoes, Hepatitis B vaccine series and a signed health form.

Nurse Aide Training Program (CNA)

Total Cost $ 595.00

(Books, supplies and competency test are included.)

NOTE: Students are responsible for a "competency re-test fee" of $25.00.

Microbiology for Health Care

Total Cost $ 102.00

(Books and supplies are included.)

Clinical Calculations

Total Cost $ 111.00

(Books and supplies are included.)

Medical Terminology

Total Cost $ 112.00

(Books and supplies are included.)

HORIZON CAREER COLLEGE

George K. Grayeb
    BA, M.A. University of Denver

President

Gloria Stender
    BA Western Michigan University

Vice President

Dan Grimm
    BA, MS Northern Illinois University

Director of Financial Aid

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HORIZON CAREER COLLEGE
ADMINISTRATIVE STAFF

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MS National Louis University
RN, BSN St. Francis College

Michelle Cannon, Business Office Mgr.
MBA IU, Northwest
BS IU, Northwest

Chris Pytel, ST/LPN Program Coord.
MS, Purdue University Calumet
RN, BSN Purdue University Calumet

Antoinette Sharp, Career Services
LPN, Purdue University Calumet
BFA, Chicago State University

Karen Horst, Career Services
LPN, St. Anthony Medical Center

Shannon E. Loza, Financial Aid Officer
Commonwealth College

Carrie Schultz, Admission Officer

*   *   *   *   *   *   *   *   *   *   *   *   *   *

HORIZON CAREER COLLEGE FACULTY

All faculty members teach on a full-time and/or part-time basis.

HEALTH INSURANCE SPECIALIST

Michelle Cannon   MBA IU Northwest
                         BA IU Northwest

Susan Davies   MS Purdue University Calumet
                         BA Purdue University Calumet

Pam Kregel   Med. Tech Purdue University

Sandra Poling   Methodist Hospital

Karen Westbay   Management Health Services

MEDICAL ASSISTANT PROGRAM

Karen Horst   LPN, St. Anthony Medical Center

Antoinette Sharp   LPN, Purdue University Calumet
                                     BFA, Chicago State University

Michaelene Adamczyk   LPN, St. Anthony Medical Center

PRACTICAL NURSE PROGRAM

Patricia Barrett   RN BSN, St. Francis College, Ft. Wayne, IN
                                     RN Diploma, South Chicago Hospital, Chicago, IL

Eileen Klonowski   RN BSN, Trenton State College
                                     MSN, Rush University

Holly Plusckota-Aumick   RN BSN, Governors State University
                                     ADN South Suburban College

SURGICAL TECHNOLOGIST PROGRAM

Linda Kearschner   LPN, Ivy Tech State College
                                     RN, Lakeland College, Mattoon, IL

Deann Kroll   CST, Ivy Tech State College

Yvone Hunter   CST, Children's Memorial Hospital

NURSE AIDE (CNA) TRAINING PROGRAM

Michaelene Adamczyk   LPN, St. Anthony Medical Center

PRESS ON

Nothing in the world can take the place of persistence - talent will not; nothing is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. Education alone will not; the world is full of educated derelicts. Persistence and determination alone are omnipotent.

Author Unknown

ADDENDUM TO THE 98/99 CATALOG

ACADEMIC CALENDAR
Practical Nurse Program

Program Begins	April 5,1999
Term I	April 5, 1999-June 28,1999
Term II	June 29,1999 –September 22,1999
Term III	September 23,1999-December 17,1999
	Off Week of November 22nd
	Off December 20-December 31,1999
Term IV	January 3,2000 – March 24,2000

Program Begins	September 20,1999
Term I	September 20,1999 – December 17,1999
	Off Week of November 22nd
	Off December 20 – December 31,1999
Term II	January 3,2000 – March 24,2000
Term III	March 27, 2000 – June 16,2000
Term IV	June 19,2000 – September 8,2000

Surgical Technology Program

Program Begins	January 26,1999
Term I	January 26,1999 – April 2,1999
	Off week of April 5,1999 – April 9,1999
Term II	April 13,1999 – June 18,1999
Term III	June 22,1999 – August 27,1999
Term IV	August 31,1999 – December 17,1999

Program Begins	September 14,1999
Term I	September 14,1999 – November 19,1999
	Off week of 11/22/99 – 11/26/99
	Off week of 12/20/99 – 1/31/99
Term II	November 30,1999 – February 18, 2000
Term III	February 22,2000 – April 28,2000
Term IV	May 2, 2000 – August 15,2000

Modular Schedule for DAY Health Insurance Specialist Program

Program Begins   January 21, 1999
Module B 01/21/99-03/31/99
Module C 04/01/99-05/05/99
Module D 05/06/99-06/10/99
Module E 06/11/99-07/16/99
Module A 07/19/99-08/20/99
Module F 08/23/99-09/20/99(Externship)

Program Begins   April 4,1999
Module C 04/01/99-05/05/99
Module D 05/06/99-06/10/99
Module E 06/11/99-07/16/99
Module A 07/19/99-08/20/99
Module B 08/23/99-11/01/99
Module F 11/02/99-12/06/99(Externship)

Program Begins   May 6,1999
Module D 05/06/99-06/10/99
Module E 06/11/99-07/16/99
Module A 07/19/99-08/20/99
Module B 08/23/99-11/01/99
Module C 11/02/99-12/13/99
Module F 12/14/99-01/24/00(Externship)

Program Begins   June 11, 1999
Module E 06/11/99-07/16/99
Module A 07/19/99-08/20/99
Module B 08/23/99-11/01/99
Module C 11/02/99-12/13/99
Module D 12/14/99-01/31/00
Module F 02/01/00-02/28/00(Externship)

Program Begins   July 19, 1999
Module A 07/19/99-08/20/99
Module B 08/23/99-11/01/99
Module C 11/02/99-12/13/99
Module D 12/14/99-01/31/00
Module E 02/01/00-03/06/00
Module F 03/07/00-04/03/00(Externship)

Program Begins   August 23, 1999
Module B 08/23/99-11/01/99
Module C 11/02/99-12/13/99
Module D 12/14/99-01/31/00
Module E 02/01/00-03/06/00
Module A 03/07/00-04/10/00
Module F 04/11/00-05/08/00(Externship)

Program Begins   November 2, 1999
Module C 11/02/99-12/13/99
Module D 12/14/99-01/31/00
Module E 02/01/00-03/06/00
Module A 03/07/00-04/10/00
Module B 04/11/00-06/20/00
Module F 06/21/00-07/20/00(Externship)

Program Begins   December 14, 1999
Module D 12/14/99-01/31/00
Module E 02/01/00-03/06/00
Module A 03/07/00-04/10/00
Module B 04/11/00-06/20/00
Module C 06/21/00-07/26/00
Module F 07/27/00-08/23/00(Externship)

MODULAR NIGHT HEALTH INSURANCE SPECIALIST PROGRAM

Program Begins   1/6/99
Module B 1/6/99 – 4/1/99
Module C 4/5/99-5/17/99
Module D 5/18/99 – 6/30/99
Module E 7/1/99 – 8/16/99
Module A 8/17/99 – 9/29/99
Module F 9/30/99 – 12/9/99(Externship)

Program Begins   4/5/99
Module C 4/5/99 – 5/17/99
Module D 5/18/99 – 6/30/99
Module E 7/1/99 – 8/16/99
Module A 8/17/99 – 9/29/99
Module B 9/30/99 - 1/17/00
Module F 1/18/00 – 3/21/00(Externship)

Program Begins   5/18/99
Module D 5/18/99 – 6/30/99
Module E 7/1/99 – 8/16/99
Module A 8/17/99 – 9/29/99
Module B 9/30/99 – 1/17/00
Module C 1/18/00 – 2/29/00
Module F 3/1/00 – 5/3/00(Externship)

Program Begins   7/1/99
Module E 7/1/99 – 8/16/99
Module A 8/17/99 – 9/29/99
Module B 9/30/99 – 1/17/00
Module C 1/18/00 – 2/29/00
Module D 3/1/00 – 4/12/00
Module F 4/13/00 – 6/19/00(Externship)

Program Begins   8/17/99
Module A 8/17/99 – 9/29/00
Module B 9/30/99 – 1/17/00
Module C 1/18/00 – 2/29/00
Module D 3/1/00 – 4/12/00
Module E 4/13/00 – 5/25/00
Module F 5/10/00 – 8/2/00(Externship)

Program Begins   9/30/99
Module B 9/30/99 – 1/17/00
Module C 1/18/00 – 2/29/00
Module D 3/1/00 – 4/12/00
Module E 4/13/00- 5/25/00
Module A 5/30/00 – 7/12/00
Module F 7/13/00 – 9/18/00(Externship)

MODULAR SCHEDULE FOR THE DAY MEDICAL ASSISTANT PROGRAM

Program Begins   January 21, 1999
Module D 01//21/99-03/24/99
Module A 03/25/99- 04/28/99
Module B 04/29/99-06/03/99
Module C 06/04/99-07/09/99
Module E 07/12/99-08/20/99   (Externship)

Program Begins   March 25, 1999
Module A 03/25/99-04/28/99
Module B 04/29/99-06/03/99
Module C 06/04/99-07/09/99
Module D 07/12/99-09/20/99
Module E 09/21/99-11/08/99   (Externship)

Program Begins   April 29, 1999
Module B 04/29/99-06/03/99
Module C 06/04/99-07/09/99
Module D 07/12/99-09/20/99
Module A 09/21/99-10/25/99
Module E 10/26/99-12/20/99(Exterhnsip)

Program Begins   June 4, 1999
Module C 06/04/99-07/09/99
Module D 07/12/99-09/20/99
Module A 09/21/99-10/25/99
Module B 10/26/99-12/06/99
Module E 12/07/99-02/07/00(Externship)

Program Begins   July 12, 1999
Module D 07/12/99-09/20/99
Module A 09/21/99-10/25/99
Module B 10/26/99-12/06/99
Module C 12/07/99-01/24/00
Module E 01/25/00-03/13/00(Externship)

Program Begins   September 21, 1999
Module A 09/21/99-10/25/99
Module B 10/26/99-12/06/99
Module C 12/07/99-01/24/00
Module D 01/25/00-04/03/00
Module E 04/04/00-05/22/00(Externship)

Program Begins   October 26, 1999
Module B 10/26/99-12/06/99
Module C 12/07/99- 01/24/00
Module D 01/25/00-04/03/00
Module A 04/04/00-05/08/00
Module E 05/09/00-/06/27/00(Externship)

Program Begins   December 7, 1999
Module C 12/07/99-01/24/00
Module D 01/25/00-04/03/00
Module A 04/04/00-05/08/00
Module B 05/09/00-06/12/00
Module E 06/13/00-08/01/00(Externship)

MODULAR SCHEDULE FOR NIGHT MEDICAL ASSISTANT PROGRAM

Program Begins   March 8,1999
Module A   3/8/99- 4/19/99
Module B   4/20/99 – 6/2/99
Module C   6/3/99 – 7/19/99
Module D   7/20/99 – 10/14/99
Module E   10/18/99 – 12/15/99   (Clinical lab 10/18/99 – 11/10/99
                                                  Externship 11/11/99-12/15/99)

Program Begins   April 20,1999
Module B   4/20/99 – 6/2/99
Module C   6/3/99 – 7/19/99
Module D   7/20/99 – 10/14/99
Module A   10/18/99 – 12/6/99
Module E   12/7/99 – 2/9/00   (Clinical lab 12/7/99 – 1/13/00
                                              Externship 1/17/00 – 2/10/00)

Program Begins   June 3,1999
Module C   6/3/99 – 7/19/99
Module D   7/20/99 – 10/14/99
Module A   10/18/99 – 12/6/99
Module B   12/7/99 – 2/1/00
Module E   2/2/00 – 3/27/00   (Clinical lab 2/2/00- 2/28/00
                                            Externship 2/29/00 – 3/27/00)

Program Begins   July 20,1999
Module D   7/20/99 – 10/14/99
Module A   10/18/99 – 12/6/99
Module B   12/7/99 – 2/1/00
Module C   2/2/00 – 3/15/00
Module E   3/16/00 – 5/9/00 (Clinical lab 3/16/00 – 4/11/00
                                          Externship 4/12/00 – 5/9/00

Program Begins   October 18,1999
Module A   10/18/99 – 12/6/99
Module B   12/7/99 – 2/1/00
Module C   2/2/00 – 3/15/00
Module D   3/16/00 – 6/13/00
Module E   6/14/00 – 8/8/00   (Clinical lab 6/14/00-7/11/00
                                            Externship 7/12/00 – 8/8/00)

Program Begins   December 7,1999
Module B   12/7/99 – 2/1/00
Module C   2/2/00 – 3/15/00
Module D   3/16/00 – 6/13/00
Module A   6/14/00 – 7/27/00
Module E   7/31/00 – 9/21/00 (Clinical lab 7/31/00 – 8/23/00
                                          Externship 8/24/00 – 9/21/00)

Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day , Week of Thanksgiving, and Week of December 20th – December 31,1999

<u>VETERANS AFFAIRS REFUND POLICY</u> - to be placed after other refund policies page 8 of
the catalog in its next printing

A refund of the unused portion of
Tuition, fees, and other charges will
Be made to veterans or eligible persons
Who fail to enter or fail to complete
The course as required by U.S.
Department of Veterans Affairs
Regulations. The refund will be within
Ten(10%) percent of an exact pro rata
Refund. No more than $10.00 of the
Established registration fee will be
Retained if a veteran or eligible
Person fails to enter the course.

<u>Physical location and facility</u> page 4 of the catalog
The last sentence which states "Class enrollment is limited, and many classes have less
than 18 students." Is to be struck from the catalog in its next printing.

<u>Leave of Absence</u>
During extenuating circumstances only a student may be granted a leave of absence. Petitions
for a leave of absence must be submitted in writing to an appointed school official. All leave of
absences must be authorized by an appointed school official. Only one(1) leave of absence is
allowed and may not exceed sixty(60) days. All Title IV federal financial aid is suspended
during a leave of absence. In order to reinstate eligibility, students may be required to reapply
for federal financial aid funds. The following constitute a leave of absence.

Medical: An unexpected emergency medical situation that requires a student to miss an
extended period of the program. A medical leave of absence must be verified by a
doctor.

Personal: An unexpected emergency personal situation that requires a student to miss
an extended period of the program. A personal leave of absence is handled on an
individual basis.

<u>Incompletes, Withdrawal, Re-entry and repeat policy pg. 14</u>
Students who receive an incomplete grade "I" and who do not satisfactorily complete the
required work to remove the incomplete from their record within two weeks of the end of the
term, will receive the otherwise earned letter grade(normally an "F"). Students earning a grade
of "F" in any course must repeat the course satisfactorily prior to graduation. All repetitions of
an academic area require prior approval from the Director of the school. Students who withdraw
or have been dismissed from the program are considered to have terminated from the school
and may be considered for re-entry only after the Director's approval.

<u>Academic/attendance withdrawal</u>
A student who is dropped from the program due to not meeting the academic progress policy
will receive a letter grade "WA". If the student is dropped due to not maintaining satisfactory
attendance, the student will receive a letter grade "W". Within two weeks of the end of the term
attended the "WA" and/or "W" grade will be changed to an "F" and the course must be repeated.

PRACTICAL NURSE PROGRAM

Admission Policy and Procedure: (pg. 28)

3.C)   Schedule with the admission department to take the Nursing School and Allied Health Entrance Exam(PSB). The applicant must score at or above the 30th percentile. Approximately three and one half(3 ½) hours will be scheduled for the entire exam. A non-refundable fee of $30, payable to Horizon Career College, must be paid prior to the examination. This exam must be taken before entrance into the Practical Nurse Program. If the applicant should receive a score below the 30th percentile, the applicant may repeat the exam once.

Progression
Satisfactory Progress(pg 20).
Academic achievement will be evaluated at the fifth(5) week and again at the end of each quarter. Academic achievement will be evaluated using one of the following criteria:

d.   The student must achieve an overall GPA of 2.0.

Academic Probation (pg. 30)
A student will be placed on academic probation at the end of the first five weeks of each quarter if any of the following occurs:

d.   The student achieves an overall GPA below 2.0.

Removal from Academic Probation (pg. 30)
Removal from Academic Probation occurs when ay of the following occurs:

d.   The student achieves an overall GPA of 2.0.

Academic Dismissal(pg. 30)
Academic Dismissal will occur if any of the following occurs:

d.   The student achieves an overall GPA of 2.0.   ～ ｝

Absenteeism (pg. 32)

2.   Students are required to attend 90% of all class time. Anything less may result in program dismissal.

Updated 2/18/99