

2012 Academic Catalog

Illinois School of Health Careers



Illinois School of Health Careers

Illinois School of Health Careers
is approved to operate by the
Illinois State Board of Education
and institutionally accredited
by the Accrediting Bureau of
Health Education Schools.

www.ISHC.edu

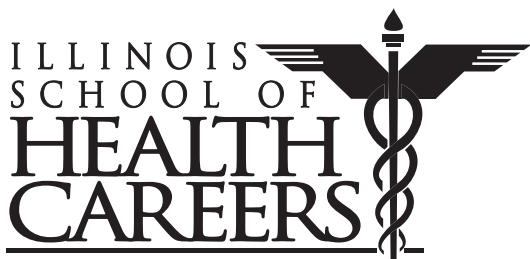
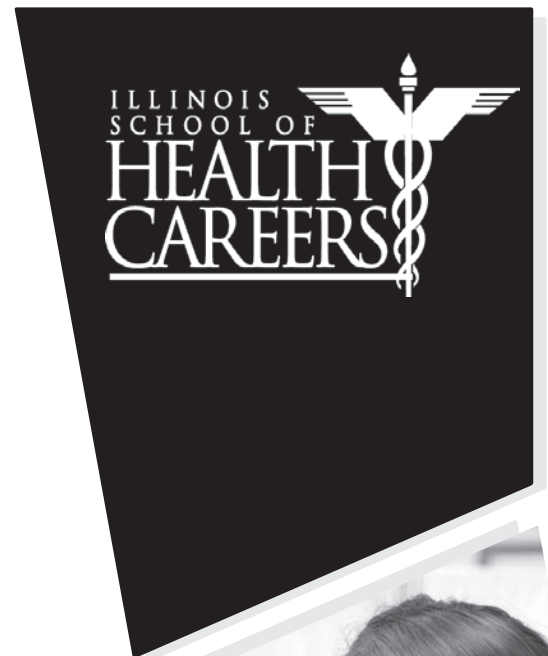


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December 2011



General Information



History

Illinois School of Health Careers was first established in 1990. The school has a distinguished reputation in Chicago for graduating and placing high-quality students into allied health professions. In July 2003, ForeFront Education Inc. acquired Illinois School of Health Careers.

ForeFront Education schools are widely recognized for their commitment to meeting the changing requirements of the modern business world. Educators and business executives alike have come to appreciate ForeFront Education school graduates for their job-focused training.

Philosophy and Objectives

Illinois School of Health Careers offers diploma programs designed to train students for professional careers in allied health and related fields. Illinois School of Health Careers' mission is to provide quality educational and training opportunities to those individuals seeking the knowledge and skills necessary to obtain entry-level employment in the allied health or related professions.

To fulfill this mission, Illinois School of Health Careers endeavors to:

1. Provide a climate that emphasizes individual worth, human dignity and the value of work, responsibility and achievement.
2. Select a faculty that is competent and dedicated.
3. Continually evaluate and update programs.
4. Provide facilities and equipment that supports the educational objectives and the specific programs.

Location and Facilities

Illinois School of Health Careers, Loop Campus is located at 11 East Adams Street in downtown Chicago. The 28,000 square foot facility consists of spacious classrooms, medical and dental laboratories, X-ray room, resource center, computer lab, conference room and student lounge. It is conveniently accessible by public transportation just a

few steps off world famous State Street in the "Education Corridor" of the downtown Chicago "Loop." It is close to the Harold Washington Library, the Art Institute of Chicago, Michigan Avenue and Grant Park. Business hours are from 8:30 a.m. to 7 p.m., Monday through Friday.

Illinois School of Health Careers, Cumberland Campus is located at 8750 W. Bryn Mawr, in northwest Chicago near O'Hare Airport. The 23,000 square foot facility consists of spacious classrooms, medical and dental laboratories, X-ray room, resource center, computer lab and student lounge. It is conveniently located and easily accessible from the Cumberland exit off the Blue Line or the Kennedy expressway (I-90). Business hours are from 8:30 a.m. to 7 p.m., Monday through Friday.

Illinois School of Health Careers believes that those who look forward to employment in Allied Health or related fields should receive their education in an environment characterized by common office standards. As a result, every effort has been made to provide attractive surroundings with industry standard equipment to create an atmosphere conducive to learning.



Approvals and Memberships

- Certificate of Approval to Operate issued by the Illinois State Superintendent of Education
100 North First Street, Springfield, Illinois 62777
- Member of the Association of Private Sector Colleges and Universities
- Authorized provider of health education, through the American Red Cross
- Approved for Veterans Training

Accreditation

Illinois School of Health Careers is institutionally accredited by the Accrediting Bureau of Health Education Schools to award certificates and diplomas. The address and telephone number of the Accrediting Bureau of Health Education Schools are 7777 Leesburg Pike, Suite 314N, Falls Church, Virginia 22043, (703) 917-9503.

The Accrediting Bureau of Health Education Schools is listed as a nationally recognized accrediting agency by the United States Department of Education.

State Licensure

The diploma programs are approved and regulated by the Illinois State Board of Education. The address and telephone number of the Illinois State Board of Education are 100 W. Randolph, Suite 14-300, Chicago, Illinois 60601 (312) 814-2220 or 100 N. 1st Street, Springfield, Illinois 62777 (217) 782-2948.

Corporate Structure and Officers

Illinois School of Health Careers is a co-educational, proprietary institution owned by Illinois School of Health Careers, Inc. Illinois School of Health Careers, Inc. is a wholly owned subsidiary of ForeFront Education Inc., a Delaware corporation:

Forefront Education Inc.
1250 South Grove Avenue, Suite 200
Barrington, IL 60010

Officers:

William A. Klettke, Chairman
David Mohr, President & CEO

Board of Directors:

Edgar D. Jannotta, Jr.
William A. Klettke
George E. Sperzel

Program Modernization

Illinois School of Health Careers prepares its students for employment in the business and health communities. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. Illinois School of Health Careers, therefore, reserves the right to add to or delete material from courses, alter program content, change faculty, adjust tuition and fee rates, and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

Disaster Affecting the Schools' Operations

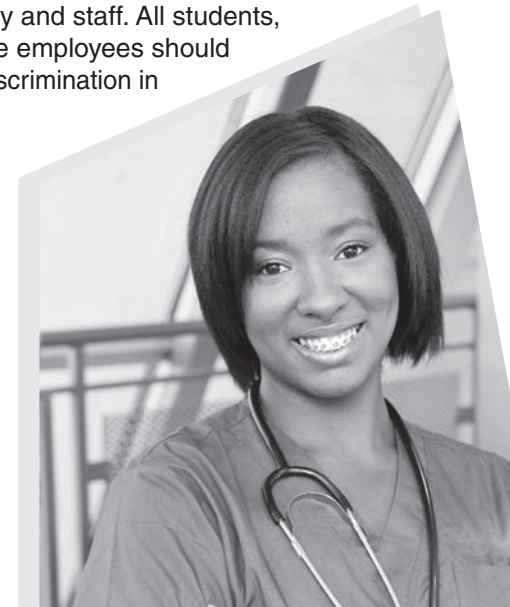
In the event of acts of God affecting operations (i.e., fire, flood, hurricane, tornado, etc.), Illinois School of Health Careers reserves the right to suspend training for a period not to exceed 90 days.

Non-Discrimination Policy

All educational institutions receiving federal financial assistance are required to comply with Title IX of the Educational Amendments of 1972 and Title VI of the Civil Rights Act of 1964. These requirements make it mandatory that such institutions do not discriminate on the basis of sex, race, color, or national origin in the educational programs or activities that they operate. Illinois School of Health

Careers is subject to these requirements and complies fully and follows these practices in the enrollment of students and in the hiring of faculty and staff. All students, faculty and administrative employees should refer any complaints of discrimination in writing to the School Director's attention.

Geri Randich,
Executive Director
Illinois School of Health
Careers
11 East Adams Street,
Suite 200
Chicago, IL 60603
(312) 913-1230




Curt Harris
Compliance Officer
ForeFront Education Inc.
1250 South Grove Avenue, Suite 200
Barrington, IL 60010
(847) 620-3804

Mark Holroyd, Executive Director
Illinois School of Health Careers
8750 West Bryn Mawr Avenue, Suite 300,
Chicago, IL 60631
(773) 458-1111

Rehabilitation Act

Illinois School of Health Careers is an equal employment opportunity employer covered by Section 504 of the Rehabilitation Act of 1973 concerning nondiscrimination under federal grants:

Section 504. No otherwise qualified handicapped individual in the United States, as defined in Section 7 (6) shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The School Director is the Illinois School of Health Careers Equal Employment Opportunity Administrator.



The Equal Employment Opportunity Administrator is responsible for ensuring that all applicants for admission are afforded equal opportunity in accordance with our EEO policy as well as supervising periodic reviews of our physical facilities and current policies, practices and educational programs. Anyone seeking accommodations or academic adjustments under this

Act should refer to the Student and Consumer Information Handbook,

which provides a detailed explanation of the policies and procedures through which qualified students with disabilities may request and receive academic adjustments (disability accommodations in the educational setting.) In addition, the administrator will be responsible for reviewing all complaints that allege discrimination of any sort.

Admissions Information

Admissions Requirements

All applicants to Illinois School of Health Careers must be at least 17 years old. The basic requirement for admission to Illinois School of Health Careers is graduation from a high school, private school or equivalent (GED).

Applicants into an allied health program are required to sign and submit a statement of general health within the first 30 days of the class start. In addition, applicants into the Medical Assistant and any individual Phlebotomy courses must have Hepatitis B series inoculations and a Tuberculosis test within the first 30 days of the class start.

Applicants into the Patient Care Technician program must complete a criminal background check within the first 30 days of the class start.

Admissions Procedure

Potential students should call or write the Admissions Department to arrange for an interview. To apply for enrollment, the student must complete the application form and submit it with the application fee and two pieces of identification to the Director of Admissions.

Prior to application, potential students are expected to receive a tour of the school. Upon receipt and acceptance of the application, the school will request a transcript of the applicant's high school record. An applicant who is the recipient of a GED is required to submit a copy of his or her certificate. Any record of post-high school education must be obtained by the applicant and provided to the school. The applicant will receive health forms for later submission.

Registration Dates

Please refer to the attached Program Start Dates Addendum for registration dates. Classes start periodically throughout the year. Registrations are accepted on an ongoing basis. Illinois School of Health Careers reserves the right to cancel classes or change dates and schedules as necessary.

Tuition Payments

Payment or arrangement of payment of all fees must be made at the time of registration. Cash, check or credit cards are acceptable to cover any outstanding indebtedness after applying for financial aid. All financial obligations owed to Illinois School of Health Careers must be paid prior to a student receiving his or her diploma or transcripts. A student will not be allowed to begin an externship or be allowed to take a final examination until his or her account is paid in full or until financial arrangements have been made.

Tuition and Fees

Please refer to the attached Tuition and Fees Addendum for current information on tuition and fees, class starting and ending dates, as well as any revisions to programs, policies or personnel since the printing of this catalog.

Students are not required to provide any equipment, uniforms or supplies as all of these items are included in the cost of tuition.

Financial Aid

A variety of financial plans are available to assist qualified students in securing a business education, regardless of financial status or family income level. These plans include a combination of student loans, grants, scholarships and payment plans. The variety of available plans affords flexibility in choosing the one best suited for a specific need. Illinois School of Health Careers offers individual financial planning sessions for each student and family. Information about these plans is available from the Financial Aid Office.

Student Aid Programs

Illinois School of Health Careers is approved by the U.S. Department of Education to participate in the following Title IV programs:

Prospective students may secure an application to participate in Federal Student Aid programs from the Student Financial Aid department of the Institute or from a high school counselor. The Institute will process the application electronically. The central processor will calculate the Expected Family Contribution according to the Federal Needs Analysis. All information submitted to the central processor is subject

to various edits. Students also have the option of filing the application on their own by using FAFSA on the Internet or mailing the application via regular mail.

Federal Pell Grant (FPELL)

Federal Pell grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. Because they are grants, students are not responsible for repayment. Eligibility is determined by the student's need, the cost of attendance and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by the standard formula used by the United States Department of Education. The Federal Pell Grant assists with funding post-secondary education.

William D. Ford Federal Direct Loans (Subsidized and Unsubsidized)

William D. Ford Federal Direct Loans are another source of Federal Student Aid. Loans may be obtained from the William D. Ford Federal Direct Loan Program funded by the U.S. Department of Education. Loans obtained through this program are lower interest rate loans that are insured by the U.S. Department of Education. A student can apply for Stafford Loans through the school's financial aid department.

Student eligibility must be determined using the results of the Free Application For Federal Student Aid, and a student must be enrolled in an approved program at least half-time to participate in Federal Title IV programs. The loan must be used to pay for direct and/or indirect educational expenses.

Subsidized Stafford Loan

The Subsidized Stafford Loan is one in which the interest on the amount borrowed is not charged to the borrower while in school and for six months after leaving the school. Interest is paid by the U.S. Department of Education during this grace period. Students who demonstrate financial need may qualify for a Subsidized Stafford Loan.

Unsubsidized Stafford Loan

The Unsubsidized Stafford Loan Program is a loan program that allows students to borrow a Stafford Loan when previously they would not have been eligible because they did not demonstrate sufficient financial need for a Subsidized Stafford Loan.





The same terms and conditions as the Subsidized Stafford Loan apply except that the borrower is responsible for interest that accrues while she/he is in school.

The Stafford Loans have a six-month grace period from the time of graduation or the last date of attendance before repayment begins. Deferments after the student drops below half-time status are not automatic.

Federal Direct PLUS Loans

Federal Direct PLUS is available to parents of dependent students to help pay for educational expenses of the student. PLUS loans are not based on need and when combined with other resources, cannot exceed the student's cost of education.

The interest rate is variable and cannot exceed 9 percent and is determined annually. Repayment begins 60 days after the final disbursement of the loan. Applications can be obtained from the Institute's Financial Aid department or from the lender.

Refund Policies

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. Refunds shall be made within 30 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the school of his/her intention to withdraw. Questions about refunds of tuition and other charges should be referred to the school's administrative or financial aid office. Examples of refund calculations are available upon request.

A full refund will be given to any student if:

1. The school does not accept the student.
2. The school discontinues the program that the student is enrolled in and prevents said student from completion of the program.
3. The student enrolled as a result of misrepresentation in advertising, promotional materials of the school or representations by the owner or representatives of the school.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 5 days (until midnight of the fifth day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed but prior to the first day of class. Students who provide written notice of cancellation after midnight of the fifth day following acceptance, and prior to the close of business on the student's first day of class attendance, will only be charged the application/registration fee, which may not exceed \$150 or 50% of the cost of tuition, whichever is less. Deposits or down payments shall become part of the tuition. Students giving written notice of cancellation after the first day will follow the policies provided by the **Tuition Refund** paragraph that follows.

A student, who on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.

Tuition Refund

Textbooks and supplies are provided by the Illinois School of Health Careers, and are included in the total instruction cost. When notice of cancellation is given after the student's completion of the first day of attendance, the student will be financially responsible for the cost of any books or materials, which have been provided by the school. There is no charge for unused and unmarked textbooks.

Students should give written notification to the Illinois School of Health Careers (in person or by registered mail) of their intention to withdraw from a program. However, the Illinois School of Health Careers does not require written notification of withdrawal as a condition for making refunds.

If no notification of withdrawal is received, and a student has had an unexplained absence of more than fifteen (15) consecutive class days, the Illinois School of Health Careers shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal for refund computation purposes shall be the last day of attendance.

Refunds shall be made within thirty (30) days of the last day of attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within thirty (30) days from the date the institution terminates the student or determines that the student has withdrawn.

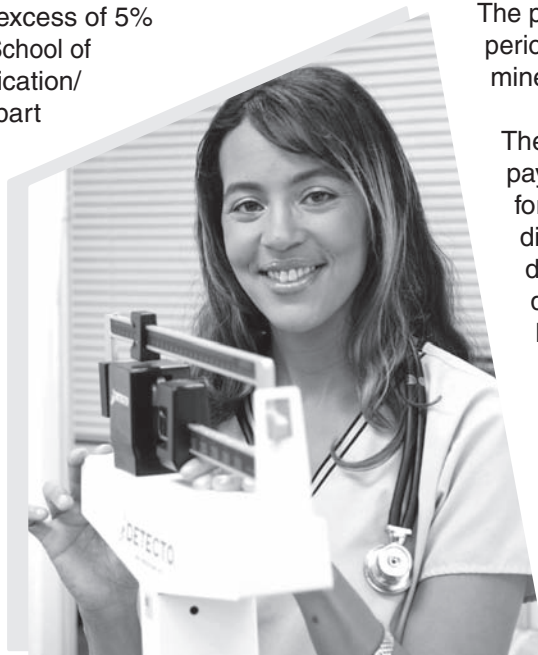


The Illinois School of Health Careers shall provide written acknowledgement of a student's notification of withdrawal within fifteen (15) calendar days of the postmark date of the notification of withdrawal.

In all instances, refunds shall be based on and computed from the last day of attendance.

Tuition Refund Schedule

- If a notice of withdrawal is given after the first day of classes but prior to the end of 5% of the program, Illinois School Health Careers shall retain the application registration fee, 10% of the tuition and other instructional charges or \$300, whichever is less, plus the cost of any books or materials which have been provided by the school. There is no charge for unused and unmarked textbooks.
- When a student has completed in excess of 5% of the course of instruction, Illinois School of Health Careers may retain the application/ registration fee, but shall refund a part of the tuition and other instructional charges in accordance with the following schedule.
 - When notice of withdrawal is given after 5% of the program is completed, but within the first four (4) weeks of classes, the Illinois School of Health Careers shall refund at least 80% of the tuition.
 - When notice of withdrawal is given after the end of the fourth week, before completion of 25% of the course, the Illinois School of Health Careers shall refund 55% of the tuition.
 - When notice of withdrawal is given after 25% of the program is completed but before 50% of the program is completed, Illinois School of Health Careers shall refund 30% of the tuition.
 - When notice of withdrawal is given after 50% of the program is completed, Illinois School of Health Careers shall retain full tuition, and no refund shall be provided.
 - When a student enrolls in a program lasting longer than twelve (12) months and withdraws during the first twelve (12) months, the refund formula shall be based on tuition owed for twelve (12) months. The Illinois School of Health Careers shall refund 100% of any tuition collected for the obligation beyond the twelve (12) months.



Return of Title IV Funds

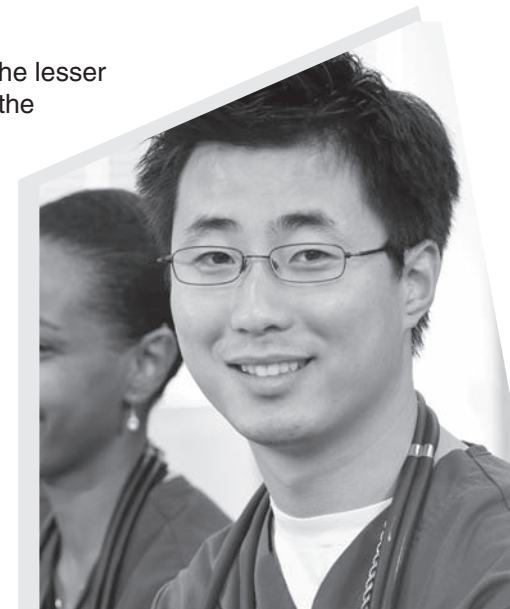
All institutions participating in federal Student Financial Aid Programs are required to use a statutory schedule to determine the amount of Title IV funds a student has earned when he or she ceases attendance based on the period the student was in attendance. The standards, in general, require that if a recipient of Title IV funds withdraws or is terminated from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of Title IV funds the student did not earn, and those funds must be returned. Up through the 60% point in each pay period of enrollment, a statutory schedule is used to determine how much Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds.

The percentage of the payment period or period of enrollment completed is determined by:

The total number of calendar days in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew. Scheduled breaks of at least five (5) consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also not included in the calendar days or the payment period or period of enrollment.

Return of Unearned Title IV Funds

The school must return the lesser amount of Title IV funds the student does not earn, or the amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned. The student (or parent, if a Federal Direct PLUS loan) must return or repay, as appropriate:



any Title IV loan funds in accordance with the terms of the loan; and the remaining unearned Title IV grants (not to exceed 50% of the grant) as on overpayment of the grant. Examples of the Return of Title IV calculation are available upon request in the Financial Aid Office.

Order of Return of SFA Funds

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Federal Perkins Loan Program
- Federal Direct PLUS loans

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

- Federal Pell Grants for the payment period for which a return of funds is required
- Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required
- Other assistance under Title IV for which a return of funds is required

Student Services

Orientation

Orientation is held prior to the first day of class. The purpose of orientation is to familiarize new students with the rules and the Satisfactory Academic Progress standards. All students receive a handbook which outlines these rules and standards at Orientation. Orientation is also an opportunity to meet with fellow classmates, instructors and staff in an informal setting. Orientation is strongly encouraged.

First time loan borrowers are required by the Department of Education to attend a financial aid entrance interview session. The entrance session is mandatory.

All students receive a Student Handbook at Orientation that summarizes the rules and regulations of the school.



Advising

Advising is an important service at Illinois School of Health Careers. All members of the faculty assume responsibility for helping each student work toward the degree of success that he or she is capable of achieving. The Director of Education is responsible for academic and basic personal advising. The Director of Education guides the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. Students with problems that require professional counseling will be referred to appropriate agencies. The Director of Career Services also advises in the areas of job interviewing and related placement activities.

Placement

Graduates of all Illinois School of Health Careers programs are entitled to use the services of the Career Services Department at no additional charge throughout their career. These services may be used as many times as the graduate wishes regardless of the year of graduation. The school cannot, of course, guarantee employment or placement in the student's field of study but can provide contacts and guidance during the placement process.

Illinois School of Health Careers reserves the right to deny career services to a graduate at any time if he or she is delinquent or in default on a student loan, or if his or her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of career services privileges are failure to pass a drug test and conviction of criminal activity.





Personal Property

Illinois School of Health Careers cannot be responsible for loss or damage to the personal property of students. Students are urged to provide adequate insurance through personal or family policies to cover such a loss in the event it does occur.

violation of the attendance policy may not reenter before the start of the next grading period.

Tardies/Makeup Work

Classes begin on time. Students arriving fifteen minutes after the onset of a class period will not be admitted to the class until the scheduled class break time and will be considered absent for that period of time. Makeup work may be assigned on an individual basis if applicable. Excessive tardiness and early dismissal are unacceptable and will be included in the determination of Satisfactory Progress or Termination.

Leave of Absence (LOA)

Students may request a Leave of Absence only if their request falls within one or more of the following areas: 1) medical; 2) disability; 3) military service; or 4) scheduling interruption.

Academic Information

Attendance

Attendance Policy

Due to the need for students to develop good work habits, students should strive for 100% attendance in all scheduled classes.

Any student who is absent or anticipates being absent for three (3) consecutive school days or more must contact the Education Department. Any student who is absent for five (5) consecutive scheduled class days will be subject to immediate dismissal. Students who are absent the last day of a term must complete their final examinations within two (2) business days of the last scheduled date of the term or they may be subject to immediate dismissal.

Students who wish to appeal their termination for attendance should follow the appeals process in the catalog.

Dismissal Procedures

Dismissal procedures will be initiated against a student who is not in compliance with the Attendance Policy. A student whose dismissal has been initiated may appeal if he or she wishes to remain enrolled.

Dismissal Appeal Procedures

An appeal of dismissal must be made to the Director of Education in writing and include a detailed description of any mitigating circumstances the student wishes to have considered. The appeal must be made within three (3) class days of a student having received a notification of dismissal if the notification was delivered on-site or within a reasonable period of time (generally not to exceed five (5) class days) if the student was unavailable for on-site notification. If the appeal is successful, the student will continue to be enrolled in classes. If the appeal is not granted, the student will be dismissed. A student who has been dismissed for



The following criteria must be met in order for the Leave of Absence to be granted:

- Student must be current with his/her in-school payments.
- Students receiving Title IV funds must have a confirmed Financial Aid Award letter with all funds posted.
- Students receiving Title IV funds must complete a Financial Aid interview.
- Student's academic history must demonstrate a focused commitment to his/her education at Illinois School of Health Careers.
- The student must submit a signed and dated letter to the college detailing the reason for the LOA request and the anticipated return date.

Each request will be evaluated on an individual basis. Depending upon the circumstances, students may be required to meet with the Acceptance Committee. In all cases, only the Director of Education or the School Director can approve a request for Leave of Absence. An LOA may be granted for no more than 180 days over a 12-month period.

Dress Code

Students are expected to maintain proper personal hygiene and appearance. Students are required to wear a clean uniform, lab coat and white shoes as appropriate medical attire. No one will be allowed in the lab without wearing the appropriate attire. Open-toed shoes are not permitted in the lab.

Student Conduct

Students at the Illinois School of Health Careers are expected to conduct themselves as responsible adults. Expulsion, suspension or some lesser sanction may be imposed for any of the following offenses: 1) interruption, or any manner of interference (including insubordination and unprofessional conduct), with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) possession, use or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession or furnishing of weapons while on campus or while involved in



school-related activities; 6) verbal or physical assault (including profanity, unprofessional conduct and socially unacceptable language and behavior) that injures, causes serious emotional harm, or grievously demeans another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic dishonesty or plagiarism; 10) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well being of other persons in the school community. The Director of Education will make the decision as to the seriousness of any offense. A student who wishes to question any decision made by the Director of Education may appeal to the School Director, which will then render a final decision. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time and/or increased charges.

Clock/Credit Hour Conversion

Illinois School of Health Careers is a credit hour institution. Students are awarded Quarter Credits for successful completion/attempt of courses on a cumulative basis.

The following formula is used by ISHC to calculate the number of credits for each class:

Definition:

A clock hour is a 50 to 60-minute session of class or laboratory within a 60-minute period.

Quarter Credit Conversion Formula:

1. One quarter credit is equal to 10-clock hours of Lecture
2. One quarter credit is equal to 20-clock hours of Lab
3. One quarter credit is equal to 30-clock hours of Externship

A course may be comprised of any combination of lecture, laboratory and/or externship hours. Students are expected to complete appropriate outside preparation as assigned in the syllabi for each respective program. The listing of credits is not meant to imply transferability into college programs. A credit hour is a unit of measure, not necessarily an indication of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

Grading System

A grade of “W” is issued only within the first two weeks of class. After the first two weeks, the letter “F” is issued for students who withdraw or drop the program. A grade of “I” is issued when a student has not completed all the necessary requirements to be awarded a passing or failing grade. It is awarded at the instructor’s discretion, and the student has 30 days from the beginning of the next module to meet any outstanding obligation. Incomplete grades not cleared within this time frame automatically become failures.

Letter Grade	Numerical Equivalent	Rating	Quality Points
A	90-100	Excellent	4.0
B	80-89	Above Average	3.0
C	70-79	Average	2.0
D	60-69	Below Average	1.0
F	Below 60	Failing	0.0
T		Advanced Placement	
W		Withdrawal	
X		Credit by Transfer	
I		Incomplete	

The grade point average (GPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits assigned to the course.
2. Add all accumulated quality points.
3. Divide by the total number of credits the student has attempted (excluding the grades of W, T, X and I).

Courses in which a student received a failing grade “F” are included in the total number of credit hours attempted. Courses in which a student received advanced placement “T” or credit by transfer “X” are not used in computing the grade point average or successful course completion percentage. To receive a “T” in any course, a student must score 90% on the placement exam during the first two days of the course.

Grade Reports

Students receive a grade report after every module throughout the program. Permanent transcripts are maintained in the school office.

Transcripts

Upon request, each student may receive one free copy of his or her

transcript. Subsequent transcript copies will be provided at a fee of \$5 each. However, official transcripts will not be issued to a student who owes the school money, who is delinquent or in default on a student loan, or who owes a refund on any federal or state student financial aid program.

Standards of Satisfactory Progress

Effective July 1, 2011

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic programs who are not receiving federal financial assistance. However, a student must be making satisfactory academic progress at certain key evaluation points to maintain eligibility for federal financial aid.

Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time specified in the program description for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete the program is 150% of the published length of the program measured in credit hours attempted.

Satisfactory Progress Reviews

In order to be considered making satisfactory academic progress, a student must maintain a specified grade point average and also proceed through the program at a completion rate that leads to graduation within the maximum time frame (as described above).

Definition and Standards

A student is considered to be making satisfactory academic progress when he/she meets the following requirement or is on financial aid warning or financial aid probation:



Minimum Requirement Standards

Program	1st Check-point*	2nd Check-point*	Max. Time Frame**
MA and DA (Quantitative criteria)	After 36 credits attempted, a student must earn 24 credits	After 59 credits attempted, a student must earn 41 credits	After 88 credits attempted, a student must earn 59 credits
MA and DA (Qualitative criteria)	Minimum CGPA=2.0	Minimum CGPA=2.0	Minimum CGPA=2.0
PCT (Quantitative criteria)	After 28 credits attempted, a student must earn 19 credits	After 51 credits attempted, a student must earn 36 credits	After 76 credits attempted, a student must earn 51 credits
PCT (Qualitative criteria)	Minimum CGPA=2.0	Minimum CGPA=2.0	Minimum CGPA=2.0

Transfer credits from other institutions that are accepted count as both attempted and completed hours.

Grades of W, T and I are not used in computing the CGPA (qualitative measure) or successful course completion percentage (quantitative measure).

Grade of F is included in the number of credits attempted and calculation of CGPA.

The school does not offer non-credit courses or non-punitive (pass/fail) grades. For repeated courses, the original and repeated courses are included in the total number of credits attempted. For the calculation of CGPA, the original course grade is replaced by the repeated course grade.

* The failure to meet one or both of the measurement criteria at the 1st and/or 2nd checkpoints will result in the student being placed on financial aid warning.

** The failure of the student to meet either measurement criteria at the Maximum Time Frame checkpoint will result in the student being dismissed from the school.



Financial Aid Warning

Financial aid warning allows a student to be eligible for financial aid for a payment period and may be assigned without an appeal.

Financial Aid Probation

Financial aid probation allows a student to be eligible for financial aid for a payment period. Financial aid probation may only be assigned to a student who fails to make satisfactory academic progress and has appealed and has had eligibility for financial aid reinstated. At the end of the payment period, the student must meet the standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further Title IV.



If a student's GPA falls below the required standards of progress at either the first or second checkpoints, the student will be placed on financial aid warning until the next evaluation period and will be considered eligible for federal financial aid during the period. At the end of the financial aid warning period, the student will be removed from financial aid warning if the student's cumulative GPA once again meets the Satisfactory Academic Progress requirements. If at the end of the financial aid warning period the student's cumulative GPA is not up to the standards of progress specified, federal financial aid will be suspended and he/she will be dismissed from the school. If at the end of the financial aid warning period the student's cumulative GPA is not up to the standards of progress specified, federal financial aid will be suspended and he/she will be dismissed from the school.

The Director of Education will notify the student in writing of his or her termination within 48 hours of the time the student's status is determined. The Financial Aid Office will also notify the student in writing of his/her financial aid eligibility status within 48 hours of the determination.

Appeals

Students have the right to appeal decisions and/or policies that may affect their progress. A student who feels there are extenuating reasons for his or her failure to adhere to specific decisions or policies, may file a written appeal with the Director of Education. The Director of Education, in conjunction with the School Director, will evaluate the extenuating circumstances presented by the student. Extenuating circumstances are defined as unavoidable and unexpected (e.g. illness, death in the immediate family or state of emergency caused by a disaster). A student petitioning the Director of Education with an appeal should describe the situation completely, provide outside documentation for verification purposes and explain why he/she failed to make satisfactory academic progress and what has changed in the student's situation that will allow

the student to demonstrate satisfactory academic progress at the next evaluation. The Director of Education and the School Director will base their decision on these supporting materials. If it is determined that the student's circumstances were extenuating, the appeal may be approved.

Reinstatement

If a termination is successfully appealed, the student will be reinstated. Financial Aid eligibility will be reinstated at the end of the first grading period following the termination, providing the circumstances that caused the termination are corrected.

Withdrawal

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director of Education. The student is also required to have an exit interview with the Director of Financial Aid.

If a student provides notice of withdrawal either verbally or in writing, the date on which the notice is given is the date of withdrawal.

Dismissal

A student could be dismissed by the school for any of the following reasons:

1. **Academic:** Failure of course work that would preclude graduation.
2. **Attendance:** Excessive absences as stated in the Attendance Policy.
3. **Misconduct:** Behavior unbecoming of a medical professional, or for offenses as listed in the STUDENT CONDUCT section.
4. **Financial:** Failure to meet obligations outlined in the student's financial plan.

Students dismissed for attendance reasons are ineligible for appeal except as noted under the Attendance Policy. A student who is dismissed for academic, misconduct or financial reasons may appeal to the School Director, who will make the final determination.

Readmission

Readmission to the Illinois School of Health Careers following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Director of Education. Students may not reenter before the start of the next grading period.

A student cannot reenter the school if he or she 1) has a loan in default or 2) was dismissed for a violation of the conduct policy.

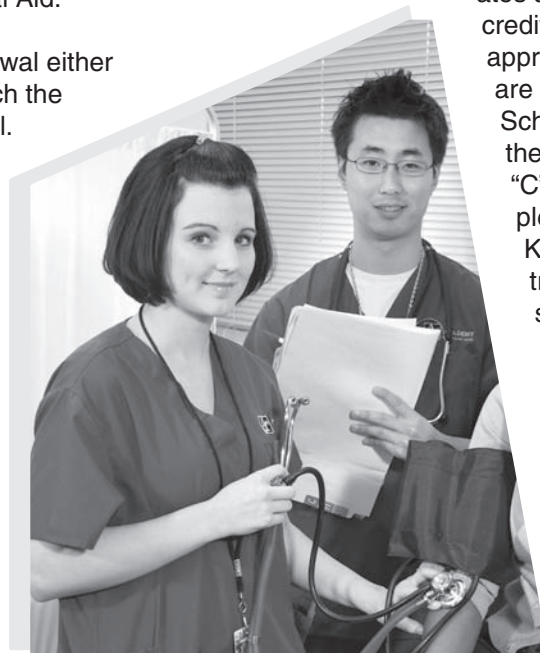
Reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll.

Following dismissal or withdrawal, a student may seek readmission into the same or a different program only one time.

Credit Transfer from Another School

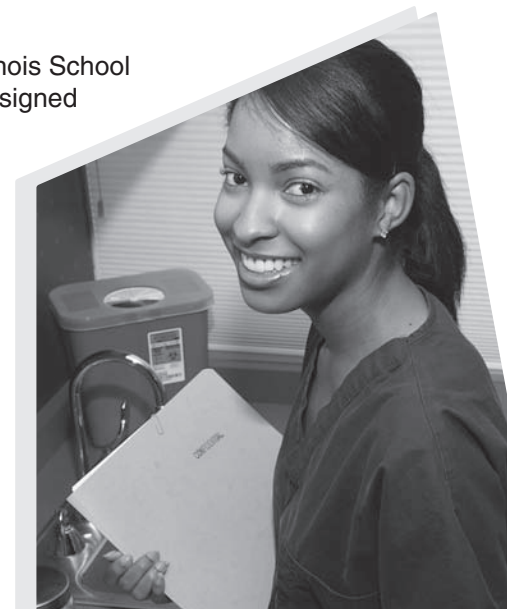
Because programs at Illinois School of Health Careers are specially tailored to career preparation, course credits from other postsecondary schools, particularly those that emphasize general or liberal arts education, are generally not transferable. However, college graduates and transfer students may be given credit for courses completed at other approved colleges provided the courses are comparable to those required at Illinois School of Health Careers and provided the grades received for the courses were "C" or better. Transcripts of work completed should be submitted for review. Knowledge gained through previous training may be evaluated through student completion of an advanced placement examination. The school does not grant credit based on experiential learning.

The institution considers credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).



Credit Transfer to Another School

Because programs at Illinois School of Health Careers are designed specifically for career preparation, students must assume that credits for courses taken at Illinois School of Health Careers are not transferable to other institutions. The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. Neither



Illinois School of Health Careers nor any of its employees can represent that another institution will accept any courses for credit.

If a student is interested in attempting to transfer credits to another institution, Illinois School of Health Careers will supply the necessary documentation that may aid the student in receiving credits for the completed course work.

Graduation Requirements

To be eligible for graduation from Illinois School of Health Careers, students in all programs must:

1. Successfully complete all required class work within the maximum time frame described in the standards of satisfactory academic progress policy.
2. Successfully complete all clinical experience or externship, if required.
3. Successfully pass Cardiopulmonary Resuscitation Certification, if required.
4. Earn a minimum cumulative grade average of 2.0.
5. Complete any make-up work as scheduled.
6. Complete all essential forms and examinations.
7. Attend a Student Loan Exit interview, if applicable.

Upon fulfillment of these graduation requirements, the student will be issued the appropriate program diploma indicating satisfactory completion of all program requirements.

Graduation and Transfer-Out Rates

To comply with federal regulatory requirements, Illinois School of Health Careers is required to disseminate its graduation and transfer-out rates to enrolled students and, upon request, to prospective students. A new rate is calculated by each January 1st and is available for review in the Director of Education's office.

Family Educational Rights and Privacy Act

Under the authority of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), students have the right to inspect and review all of their educational records except for the following: (1) financial records of students' parents, (2) confidential letters of statements

placed in the file prior to January 1, 1975, (3) psychiatric or medical records retained by a professional for medical purposes, (4) students' records by instructors or administrators maintained and accessible only to instructors and administrators.

In accordance with the Act, eligible students have the right to inspect and review their records within forty-five (45) days after the student submits a written request. Illinois School of Health Careers shall not permit disclosure of information, except directory information, from educational records or personally identifiable information, except to individuals, agencies or organizations identified by the Act. A student requesting that directory information not be disclosed must submit written notification to the School.

Grievances

Any student with a grievance has the right to file a complaint. A student complaint must first be submitted in writing to the Director of Education. If unresolved, the grievance should then be submitted to the School Director. The school will endeavor to resolve the grievance in a prompt and equitable manner. A conference will be held to discuss the problem and, if possible, arrive at a mutual resolution. Any unresolved grievance can be directed to the office of the Illinois State Board of Education. Complaints against the school may be registered at one of the addresses below:

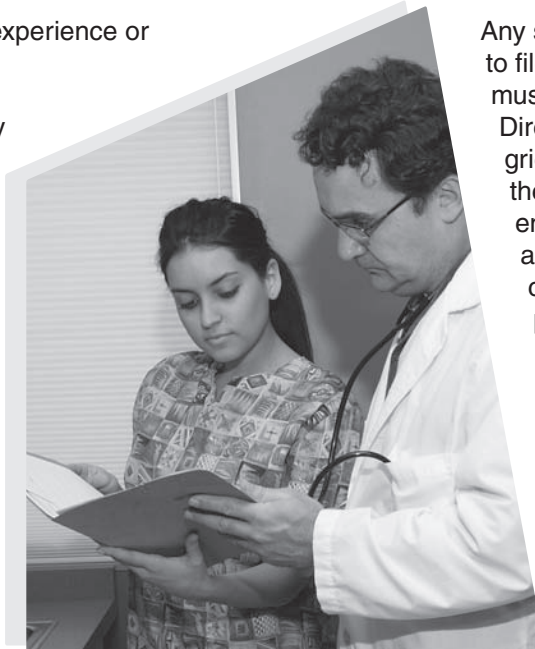
Illinois State Board of Education
Educator and School Development
Division Private Business
and Vocational Schools

100 North First Street, E230
Springfield, IL 62777
(217) 782-2948

Illinois State Board of Education
Educator and School Development Division
Private Business and Vocational Schools
100 West Randolph, Suite 14-300
Chicago, IL 60601
(312) 814-2220

Students should refer any grievances related to noncompliance with Title IX in writing to the attention of the coordinators listed below:

Geri Randich, Executive Director
Illinois School of Health Careers
11 East Adams Street, Suite 200
Chicago, IL 60603, (312) 913-1230





Curt Harris
Compliance Officer
ForeFront Education Inc.
1250 South Grove
Avenue, Suite 200
Barrington, IL 60010
(847) 620-3804

Mark Holroyd
Executive Director
Illinois School of Health
Careers
8750 West Bryn Mawr
Avenue, Suite 300
Chicago, IL 60631
(773) 458-1111

Illinois School of Health Careers
8750 W. Bryn Mawr Ave, Ste.300
Chicago, IL 60631
(773) 458-1111

A written complaint should include information regarding the action being complained of, the date it occurred, any details about the action and the relief requested. The complaint must be sent to the Executive Director within 10 days of the time the action occurred.

The Executive Director will investigate the complaint or assign an appropriate person to investigate the complaint. The investigation will include an interview with the student (or employee), review of any relevant written materials and interviews with (or written statements from) relevant persons, such as the person who took the action complained of and witnesses. The investigation will be completed, and a written decision will be provided to the student (or employee) within 21 days of the complaint having been submitted to the Executive Director.

The student (or employee) may appeal a decision by the Executive Director to the Compliance Officer in writing within 10 days of the Executive Director's decision. Appeals should be submitted to the Compliance Officer's office at:

ForeFront Education Inc.
1250 South Grove Avenue, Suite 200, Barrington, IL 60010
(847) 620-3804

The Compliance Officer will review the written appeal, the decision by the Executive Director and the materials gathered during the investigation. The Compliance Officer will provide the student (or employee) with a written decision on the appeal within 21 days of the appeal having been submitted.

In addition, students (and employees) may be able to file a complaint with the United States Department of Education, Office for Civil Rights. They can contact the Office for Civil Rights for more information at the following:

United States Department of Education Office for Civil Rights
500 W. Madison St., 14th Floor, Chicago, IL 60661
www.ed.gov/ocr

For students (and employees) enrolled in campuses outside of Illinois, they may contact the Office for Civil Rights headquarters office at:

U.S. Department of Education
Office for Civil Rights
Customer Service Team
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Telephone: 1-800-421-3481
FAX: 202-245-6840; TDD: 877-521-2172
Email: OCR@ed.gov

Grievance Procedure Related to Discrimination

Illinois School of Health Careers by virtue of its participation in Federal financial assistance programs is required to comply with Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. These requirements make it mandatory that such institutions do not discriminate on the basis of sex, race, color, national origin or physical handicap in the educational programs or activities that they operate. Illinois School of Health Careers is subject to these requirements and complies fully and follows these practices in the enrollment of students and in the hiring of faculty and staff.

The purpose of this procedure is to allow for the resolution of grievances by students (and employees) alleging violations of anti-discrimination laws or of Illinois School of Health Careers' policies against discrimination.

Any student (or employee) who believes that the School has discriminated against him or her is encouraged to resolve the matter informally.

If the matter cannot be resolved informally, or if the student (or employee) chooses not to resolve the matter informally, the student (or employee) may initiate a formal complaint resolution process with the Executive Director by putting the complaint in writing. Complaints should be submitted to the Executive Director's office at:

Illinois School of
Health Careers
11 East Adams, Ste. 200
Chicago, IL 60603
(312) 913-1230

or



Programs of Study

Illinois School of Health Careers offers diploma programs designed to train students for professional careers in medical and related fields. Relatively short, these programs are carefully planned to provide the best education possible.

Currently all programs offered at Illinois School of Health Careers are residential in nature.

Illinois School of Health Careers offers three specialized diploma programs of study from which students may select.

1. Dental Assistant Program
2. Medical Assistant Program
3. Patient Care Technician Program

Dental Assistant Program

Description & Objectives

The goal of the Dental Assistant Program is to provide graduates with the skills and knowledge that will enable

them to qualify for entry level positions as dental assistants. Since they are trained in clinical, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also capable of filling entry level positions such as dental receptionist, dental insurance clerk, dental supply salesperson and administrative assistant.



This 880 Clock Hour/59.0 Quarter Credit Hour course of study consists of six individual courses, plus a hands-on clinical experience, called an externship. Each of these courses (excluding the externship) stand alone as a unit of study and is not dependent upon previous training. Students are expected to complete appropriate outside preparation including research, reading and written assignments as outlined in the program syllabi. If students do not complete any portion of a course, the entire course must be repeated. Students may enter the program at the beginning of any classroom course and continue through the sequence until all courses have been completed. Upon completion of the five classroom courses, the students participate in a 160 Clock hour externship.

Completion of the Dental Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Scope & Sequence

Program Length:

30 Weeks 880 Clock Hours / 59.0 Quarter Credit Units

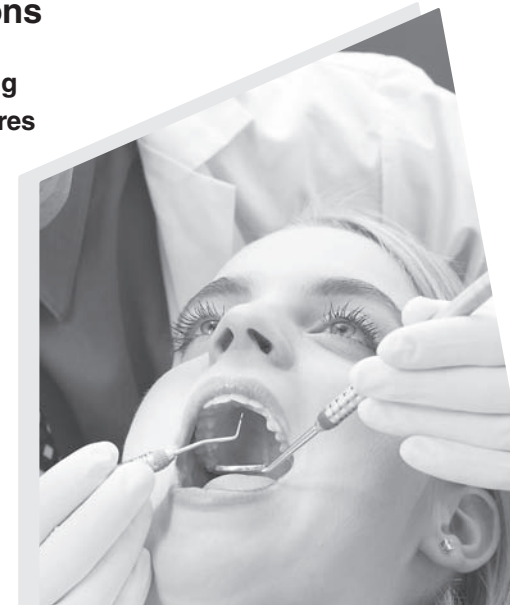
Course Number	Course Title	Clock Hours	Quarter Credit Units
DA 100	Dental Assisting Administrative Procedures	120	9.0
DA 110	Dental Radiography	120	9.0
DA 120	Dental Sciences	120	9.0
DA 130	Operatory Dentistry	120	9.0
DA 140	Laboratory Procedures	120	9.0
DA 150	Dental Anatomy, Orthodontics And Dental Health	120	9.0
DA 160	Externship	160	5.0
Program Total		880	59.0

Course Descriptions

DA 100: Dental Assisting Administrative Procedures

9 Credits

This course focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Routine office procedures





such as appointment scheduling, filing, mail handling, inventory control and telephone communication are included. Students are introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information for the completion of dental records.

They also work with a pegboard system to accomplish tasks in cash management and reconciliation. An introduction to dental insurance and the procedures required in coding and billing is included. Students use computerized practice management software to complete dental insurance claims and patient records. Career development instruction is included and focuses on identifying skills necessary for employment. Essential dental terminology is also studied.

Prerequisite: None

DA 110: Dental Radiography

9 Credits

This course introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films. Professional responsibilities regarding radiation safety are introduced. Related dental terminology is also taught.

Prerequisite: None

DA 120: Dental Sciences

9 Credits

In this course, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, barrier techniques and handling

hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operator disinfection using approved agents and methods. They study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of oral surgery and endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on Typodont manikins, placing instruments and materials. Career development instruction focuses on interview techniques. Related dental terminology is studied.

Prerequisite: None

DA 130: Operatory Dentistry

9 Credits

This Course introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice required RDA procedures such as placement, wedging and removal of matrices, and the placement of cement bases and liners on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special consideration for disabled and abused patients is presented. Children's dentistry (pediatric dentistry) as a specialty is presented. Career development training concentrates on the self-directed job search. Students also study related dental terminology.

Prerequisite: None

DA 140: Laboratory Procedures

9 Credits

In this course, students receive hands-on training in taking impressions and constructing study and master casts.

Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Students practice placement and removal of temporary sedative dressings on Typodont manikins according to RDA standards. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as nightguards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Instruction in career development focuses on starting a new job. Related dental terminology is studied.

Prerequisite: None



**DA 150:
Dental Anatomy,
Orthodontics and
Dental Health
9 Credits**

This course focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators, sizing bands and placing and ligating arch wires.

Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, they chart oral conditions of students and patients in compliance with guidelines for mouth mirror inspection.

Prerequisite: None

DA 160: Externship 5 Credits

Upon successful completion of classroom courses, Dental Assisting students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level Dental Assisting skills in working with patients. Dental Assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

Prerequisite: Completion of all six classroom courses

Illinois School of Health Careers – Loop July 1, 2010 - June 30, 2011 Dental Assistant Diploma CIP Code: 51.0801			
	SOC #	Occupational Group	Title
Occupations prepared for:	31-9091	Dental Assistants	Dental Assistant
Tuition and Fees			\$15,350
Room and Board			N/A
Books and Supplies			\$650
Other Costs			N/A
Total number of students who completed the program for the last complete academic year			75
Number of students who completed within the normal time frame.			9
Job Placement Rate			69%
Median Loan Debt after completion of program			\$11,486

U.S. Dept. of Labor O*NET Website: <http://www.onetonline.org/>

Illinois School of Health Careers – O'Hare July 1, 2010 - June 30, 2011 Dental Assistant Diploma CIP Code: 51.0801			
	SOC #	Occupational Group	Title
Occupations prepared for:	31-9091	Dental Assistants	Dental Assistant
Tuition and Fees			\$15,350
Room and Board			N/A
Books and Supplies			\$650
Other Costs			N/A
Total number of students who completed the program for the last complete academic year			34
Number of students who completed within the normal time frame.			11
Job Placement Rate			76%
Median Loan Debt after completion of program			\$11,201.84

U.S. Dept. of Labor O*NET Website: <http://www.onetonline.org/>

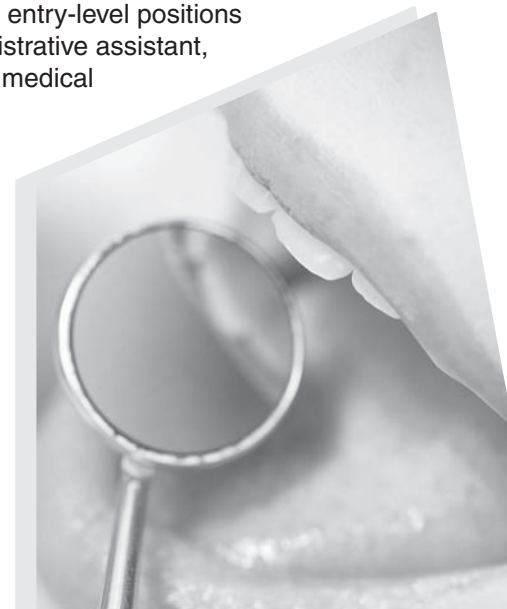
Medical Assistant Program

Description & Objectives

The Medical Assistant Program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices and the processing of medical insurance forms and claims.

In recent years, the medical assistant profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers and pharmaceutical companies. This diploma program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist and medical insurance biller.

This 880 Clock Hour/59.0 Quarter Credit Hour course of study is divided into seven courses. The first six courses are taught in the classroom, and the seventh, an externship, is completed in an outside health care facility. Each stands





alone as a unit of study and includes basic anatomy and physiology with associated medical terminology. No course is dependent upon the completion of any previous or subsequent course, and students may enter the program at any time, except during the externship phase. Students are expected to complete appropriate outside

and ears, the integumentary system, nervous system and common disorders related to each are taught. Students learn how to interact and communicate effectively by exploring the fundamentals of interpersonal relations, basic psychology and meeting the psycho-social needs of the patient. Students will also cover medical law and ethics. Basic administrative office skills performed by the medical assistant are included.

Students will also learn how to perform procedures associated with the physical exam.

Prerequisite: None

**MA 110: Clinical Assisting and Pharmacology
9 Credits**

This course stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Anatomy and physiology with associated medical terminology of the muscular system and common disorders related to it are taught. Basic therapeutic drugs, their uses, classification and effects on the body are included. Students become familiar with the principles of administering medication. They prepare medication for administration by various methods, and prepare for and assist with minor office surgical procedures.

Prerequisite: None

**MA 120: Medical Billing and Insurance Processing
9 Credits**

This course introduces students to the concepts and skills involved in medical billing, banking and insurance processing. Anatomy and physiology with associated medical terminology of the digestive system are presented in conjunction with nutrition and healthy practices. Students study medical insurance, billing and coding, and bookkeeping procedures essential to the medical office.

Prerequisite: None

**MA 130: Office Emergencies and Examination
Techniques 9 Credits**

This course introduces students to office emergencies and first aid. The course will also examine the anatomy and physiology with associated medical terminology of the circulatory and respiratory systems, including the structure and function of the heart and lungs. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram.

A cardiopulmonary resuscitation (CPR) course enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students study facility management and personnel procedures.

Prerequisite: None

preparation including research, reading and written assignments as outlined in the program syllabi.

If students do not complete any portion of a course, the entire course must be repeated. Students may enter the program in any of the six courses and continue through these courses until all have been completed. Following the successful completion of the first six courses, students participate in a 160-hour externship.

Completion of the Medical Assistant Program is acknowledged by the awarding of a diploma.

Scope & Sequence

Program Length:

30 Weeks 880 Clock Hours / 59.0 Quarter Credit Units

Course Number	Course Title	Clock Hours	Quarter Credit Units
MA 100	Patient Care Techniques	120	9.0
MA 110	Clinical Assistant and pharmacology	120	9.0
MA 120	Medical Billing and Insurance processing	120	9.0
MA 130	Office Emergencies and Examination Techniques	120	9.0
MA 140	Medical Laboratory Procedures	120	9.0
MA 150	Diagnostic and Specialty procedures	120	9.0
MA 160	Externship	160	5.0
Program Total		880	59.0

Course Descriptions

MA 100: Patient Care Techniques 9 Credits

This course emphasizes patient care, including the complete physical exam and positioning and draping. Anatomy and physiology with associated medical terminology of the eyes

MA 140: Medical Laboratory Procedures 9 Credits

This course introduces laboratory procedures commonly performed in a physician’s office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Anatomy and physiology with associated medical terminology of the urinary system, including its structures and functions, and common disorders related to it are taught. Students perform common laboratory tests, check vital signs and perform selected invasive procedures. Students will also study how to perform in-patient triage processing and other routine administrative procedures.

Prerequisite: None

MA 150: Diagnostic and Specialty Procedures 9 Credits

This course covers general anatomy and physiology with associated medical terminology, including an overview of the study of biology and the various body structures and systems. This course also identifies and examines the basic structural components and functions of the skeletal, endocrine and reproductive systems. Students learn about

child growth, development and assisting in a pediatric office. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices and perform certain invasive procedures.

Prerequisite: None

MA 160: Externship 5 Credits

Upon successful completion of all six classroom courses, Medical Assistant students participate in a 160-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices 98 skills in working with patients. Medical Assistant externs work under the direct supervision of qualified personnel at the participating externship sites and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the student’s permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

Prerequisite: Completion of all six classroom courses.



Illinois School of Health Careers – Loop July 1, 2010 - June 30, 2011 Medical Assistant Diploma CIP Code: 51.0601			
	SOC #	Occupational Group	Title
Occupations prepared for:	31-9092	Medical Assistants	Clinical Medical Assistant Clinical Medical Assistant
Tuition and Fees			\$15,350
Room and Board			N/A
Books and Supplies			\$650
Other Costs			N/A
Total number of students who completed the program for the last complete academic year			360
Number of students who completed within the normal time frame.			130
Job Placement Rate			46%
Median Loan Debt after completion of program			\$11,436

U.S. Dept. of Labor O*NET Website: <http://www.onetonline.org/>



Technician. Included in this course is an introduction to health care, infection control, safety and emergencies, legal and ethical responsibilities, communication and interpersonal skills, and skills involved in observations, recording, and reporting. Also covered in this course is medical terminology and common disorders associated with each body system.

Prerequisite: None

PCT 110: Anatomy & Physiology

8 credits

This course is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the role of the Patient Care Technician. Included in this course is organization of the body, cells, tissues, glands, membranes, and study of the individual body systems. Also covered in this course is medical terminology and common disorders associated with each body system.

Prerequisite: None

PCT 120: Basic Administrative Nursing Skills

6 credits

This course is designed to provide the student with an overall understanding of the didactic theory and the hands-on applications involved in performing clerical skills. Also covered in this course is medical terminology, respiratory therapy skills and common disorders associated with each body system.

Prerequisite: None

PCT 130: Physical and Occupational Theory

6 credits

This course is designed to provide the student with an overall understanding of the didactic theory and hands-on skills involved in providing physical therapy and occupational therapy assistance. Also covered in this course is medical terminology, skeletal and muscular systems and common disorders associated with each body system.

Prerequisite: None

PCT 140: Phlebotomy

6 credits

This course is designed to provide the student with an overall understanding of didactic theory and the hands-on skills involved in the practice of phlebotomy. Also covered in this course is medical terminology and common disorders associated with each body system. Emphasis on the role of the phlebotomy technician, blood function and composition

of blood, and equipment for specimen collection is presented in detail. Students will be able to practice on performing venipuncture, capillary/dermal punctures, specimen processing and quality assurance.

Prerequisite: None

PCT 150: Electrocardiography

6 credits

This course is designed to provide the student with an overall understanding of the didactic theory and hands-on skills involved in the practice of electrocardiography. Also covered in this course is medical terminology and common disorders associated with each body system, as well as the history and role of the ECG/EKG Technician, cardiac cycle and conduction system of the heart, performing electrocardiograms, EKG machine maintenance, proper lead placement, basic EKG interpretation and its clinical significance.

Prerequisite: None

PCT 160: Basic Nursing Assistant Training Program

6 credits

This course is designed to provide the student with an overall understanding of the didactic theory and hands-on skills involved in providing advanced patient care skills and home health care. This course is designed to prepare qualified individuals to work as nursing assistants in long-term care facilities (nursing homes) and hospitals under the direct supervision of a licensed nurse. The student is introduced to the discipline of nursing and learns basic approaches to patient care. The role of the nursing assistant is to assist the licensed nurse and be a vital member of the health care team. This is presented studies and practiced in the classroom and laboratory.

Students are expected to attend every class session. The state requires a minimum number of hours in attendance in order to be eligible to take the state certification exam.

Prerequisite: None



PCT 170: Externship (Clinical Rotation) 5 credits

This 152-hour externship – is comprised of 112 hours of clinical rotation, which is designed to provide the student with supervised, practical hands-on and observational experiences in an off-campus clinical setting. As part of the experience, students may rotate throughout various departments within the clinical area and 40 hours clinical, which is required by the state of Illinois Department of Public Health for certification as a Nursing Assistant. All students must successfully perform all 21 skills safely and competently in a clinical setting under the direct supervision of approved clinical instructors (IDPH approved RN evaluators) in a 10:1 ratio.

Prerequisite: Completion of all seven classroom courses

Illinois School of Health Careers – O'Hare July 1, 2010 - June 30, 2011 Patient Care Technician Diploma CIP Code: 51.1614			
	SOC #	Occupational Group	Title
Occupations prepared for:	31-1014 39-9021	Nurses Aide	Nurses Aide
	31-1011 31-2010	Personal & Home Care Aide	Personal & Home Care Aide
		Home Health Aide	Home Health Aide
	31-2020	Home Health Aide	Occupational Therapy Assistant
		Occupational Therapy Assistants & Aides	Occupational Therapy Aide
Physical Therapist Assistants & Aides	Physical Therapy Assistant	Physical Therapy Aide	
Tuition and Fees		\$15,850	
Room and Board		N/A	
Books and Supplies		\$650	
Other Costs		N/A	
Total number of students who completed the program for the last complete academic year		7	
Number of students who completed within the normal time frame.		7	
Job Placement Rate		71%	
Median Loan Debt after completion of program		\$11,494	

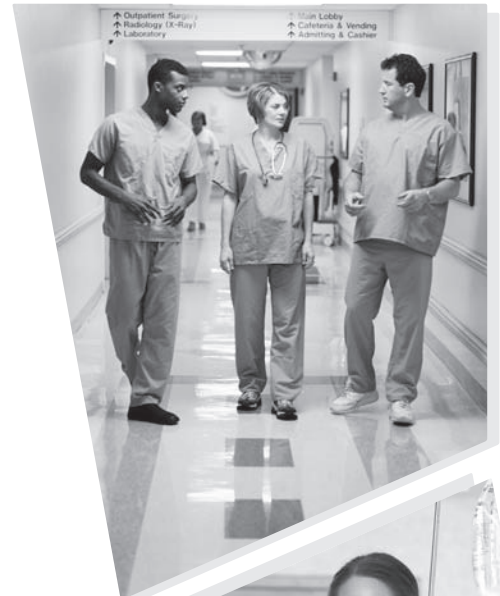
U.S. Dept. of Labor O*NET Website:
<http://www.onetonline.org/>



Illinois School of Health Careers – Loop July 1, 2010 - June 30, 2011 Patient Care Technician Diploma CIP Code: 51.1614			
	SOC #	Occupational Group	Title
Occupations prepared for:	31-1014 39-9021	Nurses Aide	Nurses Aide
	31-1011 31-2010	Personal & Home Care Aide	Personal & Home Care Aide
		Home Health Aide	Home Health Aide
	31-2020	Home Health Aide	Occupational Therapy Assistant
		Occupational Therapy Assistants & Aides	Occupational Therapy Aide
Physical Therapist Assistants & Aides	Physical Therapy Assistant	Physical Therapy Aide	

Tuition and Fees		\$15,850
Room and Board		N/A
Books and Supplies		\$650
Other Costs		N/A
Total number of students who completed the program for the last complete academic year		35
Number of students who completed within the normal time frame.		25
Job Placement Rate		56%
Median Loan Debt after completion of program		\$10,064

U.S. Dept. of Labor O*NET Website: <http://www.onetonline.org/>



Tuition and Fee Schedule

Please refer to the Tuition/Fees Addendum.

Academic Calendar

Start Date Days	Grad Date MA/DA	Grad Date PCT (D)	Grad Date PCT (N)	Start Date Nights (NA/DA)	Grad Date
1/9/12	8/20/12	9/5/12	9/14/12	1/19/12	2/19/13
2/8/12	9/19/12	10/4/12	10/16/12	3/15/12	5/7/13
3/12/12	10/19/12	11/5/12	11/14/12	5/8/12	6/28/13
4/10/12	11/19/12	12/6/12	12/17/12	7/2/12	8/22/13
5/9/12	12/20/12	1/18/13	1/30/13	8/23/12	10/17/13
6/8/12	2/4/13	2/20/13	3/1/13	10/18/12	12/11/13
7/10/12	3/7/13	3/22/13	4/2/13		
8/8/12	4/5/13	4/22/13	5/1/13		
9/7/12	5/6/13	5/21/13	5/31/13		
10/9/2012	6/5/2013	6/20/2013	7/1/2013		
11/7/2012	7/5/2013	7/22/2013	7/31/2013		

Holidays

January 1 to January 6, 2012
 January 16, 2012
 February 20, 2012
 March 5, 2012
 May 28, 2012
 July 4, 2012
 September 3, 2012

October 8, 2012
 November 22, 2012
 November 23, 2012
 December 25, 2012

January 1, 2013
 December 24, 2012-
 January 4, 2013

New Year's Break
 Martin Luther King Day
 Presidents' Day
 Pulaski Day
 Memorial Day
 Independence Day
 Labor Day

Columbus Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas (Observed)

New Year's Day (Observed)
 Christmas/Holiday Break

Note that days designated as holidays may be used to make up for unplanned school closures.

Administration, Faculty and Staff

Loop Campus | Administration and Staff
 Please refer to the Staffing Addendum.

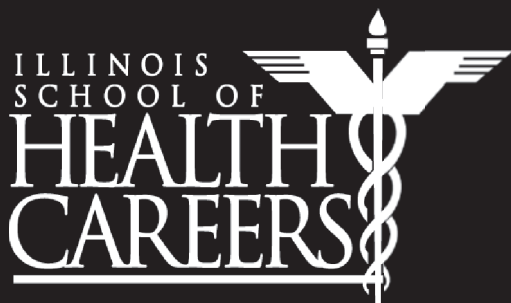
Cumberland Campus | Administration and Staff
 Please refer to the Staffing Addendum.



Illinois School of Health Careers

*“We measure our success
by your success”*

www.ISHC.edu



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Phone: 773-458-1111
Toll Free: 866-444-4513
Fax: 773-444-0718

