CATALOG

January 2013- December 2013

Mission:
Palladium Technical Academy's objectives are to educate and train students from diverse backgrounds in the essential skills and knowledge required by companies in the medical field and computer field. This means that the students will obtain technical knowledge and the skills necessary to embark on careers in their respective fields.

Our Philosophy:
Palladium Technical Academy believes that each student deserves a quality education. An educational institution and its curriculum needs to relay the actual and practical knowledge and skills needed in the real world. We strongly believe that provided an environment conducive to learning and growth, students would reach their best abilities and enhance their capabilities. Palladium Technical Academy believes in co intentional education where a student and the institution define the criteria of the education together in a collaborative manner. This institution seeks to be an educational center where all students can reach out to enhance their knowledge for a more promising career.

Three professionals founded the school: a medical physician, a computer professional and a medical administrator. They brought many years of experience to the institution and the knowledge of what is actually needed to perform and succeed in a real working environment.

Objectives:
The main objectives of Palladium Technical Academy are:

1) To provide quality education with both technical skills and knowledge.
2) To provide an understanding of what it takes to perform efficiently and successfully in a working environment.
3) To provide empowerment through knowledge and skills

All technical programs taught in this school are in high demand in the occupational market with great future growth potential.

Physical description of the school:
All courses are taught at Palladium Technical Academy, 10503 Valley Blvd. in the City of El Monte,California.
Our training facility occupies 12,000 square feet of a two-story building. The classrooms are large, air conditioned and furnished appropriately for their instructional purpose. Palladium Technical Academy meets all safety standards.
Our facility offers its students a reference library/media center with reference texts and other educational materials related to our curriculum. Our computer labs are equipped with IBM compatible computers with educational software for students to practice new skills and enhance their learning experience. Special medical equipment is provided for the use of students in our medical programs including simulated examination and patient care areas.

Convenient free parking for students is available at the campus. The campus is located in close proximity to public transportation such as the El Monte bus station and the El Monte Metro Link Station.

All information in this catalog is current, correct, and certified by Amir Shafe.

Governing Body:
Amir Shafe, CAO and Director, Dr. Jonathan Tam, Executive Officer, Dani Duncan, Executive Officer.

Accreditation/Approvals:
Palladium Technical Academy has achieved national accreditation from the Council on Occupational Education, which is an accrediting agency recognized by the United States Department of Education.

State of California:
Palladium Technical Academy's license to operate through July 2, 2013 in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010.The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. Palladium Technical Academy is a private institution that is licensed to operate by the bureau. The Bureau can be reached at:

Bureau for Private Postsecondary Education
P.O. Box 980818
Sacramento, CA 95798-0818
Phone: (916) 431-6959
Fax: (916) 263-1897

Faculty & Administration:	Department:
Amir Shafe – Director/Education Director/Part Time Instructor Bachelor of Science –Computer Sciences California State Long Beach, CA	**Administration**
Dr. Jonathan Tam- President/ Part Time Instructor Medical Degree University of Southern California at Los Angeles	**Administration**
Dani Duncan – Financial Aid Officer/ Part Time Instructor 30 years medical office and clinical experience	**Administration**
Marilyn Gesualdo –Business Office 15 Years Experience	**Administration**
Maria Madrid, Admissions – Full Time 17 Years Experience	**Administration**
Kevin Williams, Placement – Full Time 10 Years Experience	**Administration**
Nellie Clark, Registrar – Full Time 15 Years Experience	**Administration**
Chris Larson, Student Services – Full Time 2 Years Experience	**Administration**
Kevin Rodriquez – Graphic Design – Full-time 3 Years Experience	**Administration**
Anas Melikian, Instructor – Part time Bachelor of Science- Computer Science	**Computer Programs**
John Chong H. Kim, Instructor – Part time Computer Networking – El Camino College	**Computer Programs**
Luis Samayoa, Instructor – Part Time Bachelor of Science – Guatemala University	**Computer EHR**
Nellie Clark, Instructor – Full Time CPT1- University of California, Riverside	**Medical Programs**

Meri Khana, Instructor Part Time **Medical Programs**
Bachelor of Science-Health/Human Sciences
Tbilisi State University
Certified Medical Coder

Ramir Tubon, R.N. – Instructor – Part Time **Nursing Department**
Associate Degree Nursing – Pasadena City College

Ann Catone, R.N, BS, MA – Nursing Program Director **Nursing Department**
Master of Arts- Business Management
Bachelor of Science-Health Sciences, University of Redlands

Bettie Peacock-Hill, RN – Assistant Director – Instructor – Full Time **Nursing Department**
Associates Degree in Nursing, Los Angeles Trade Tech
Bachelor of Science -Health Education, – Suffield University
Masters of Arts- Healthcare Administration – Suffield University

Doan Nguyen R.N. – Instructor – Part Time **Nursing Department**
Bachelor of Science Nursing – Chicago University

Admission Policies and Procedures

Admission Requirements:

The programs offered at this school are open to anyone with a high school diploma or the equivalent. All applicants will be considered without regard to race, color, national origin, sex, age, disability, religion, or sexual orientation.

Requirements for admission are:

1. Must have High School Diploma.
2. All candidates are required to pass a Wonderlic Assessment that measures English language, Reading comprehension and Numerical skills.
3. All candidates visit the school and have an interview with our admissions representative. Each individual's interests and objectives are factors in selecting the proper program
4. Applicants and/or their families are given a tour of the school.
5. We provide a copy of our catalog, consumer information, including tuition and fees, a current schedule of program start dates, syllabus and a list of our faculty.
6. Applicants complete the required application for admission.
7. Meet with Financial Aid to discuss tuition, fees, and financial options.

If the applicant meets all requirements and wants to proceed, they will read the enrollment agreement and sign it. The disclosures, cancellation notice, and other information will be given. If the applicant is less than 18 years of age a parent or guardian must sign the enrollment agreement.

Students who fail the entrance exam must wait a minimum of seven calendar days prior to retaking the exam. Students must take an alternate form of the exam the next time it is taken.

English Instruction/Proficiency:

Palladium Technical Academy does not provide instruction in English as a Second Language. All instruction at Palladium Technical Academy is provided in English. English language proficiency is documented through the Wonderlic Assessment.

Program Transfer:

Program transfer between programs offered at Palladium Technical Academy is allowed upon approval of the Education Director. Students who have attended other accredited schools may request to transfer to Palladium Technical Academy.

Credit for Previous Training:

The school will evaluate previous education and training that may be applicable to an educational program offered at Palladium Technical Academy at the discretion of the Education director. There is no charge for evaluation of credit. All decisions on credit are final. Appeals are not accepted.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Palladium Technical Academy is at the complete discretion of the Institution, that of which you seek to transfer. The acceptance of the certificate you earn in your program is also at the complete discretion of the institution to which you seek to transfer. If the credits or certificates that you earn at this institution are not accepted at the institution you seek to transfer to, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution would meet your educational goals. This may include contacting an institution which you may seek to transfer into after attending Palladium Technical Academy to determine if your credits or certificate will transfer.

Copyright

Copyright infringement is a violation of federal law and subject to severe civil penalties and sanctions. It can also be a violation of federal criminal law.

Under federal copyright law, copyrighted works may not be copied, published, disseminated, displayed, performed or played without the permission of the copyright holder, unless such use is deemed "fair use" under the law.

For more information on U.S. copyright law, consult the Web site of the http://www.copyright.gov/. Copyright Office. The U.S. Copyright office has a variety of circulars and forms, available online or printed, which can provide answers and guidance to many copyright questions and issues.

Academic Policies

Schedule and Calendar:

This catalog is for the year Jan 2013-Dec 2013. Palladium Technical Academy's educational programs are comprised of several modules. Each module provides specific training and skills. New skills and knowledge constantly become requirements in the job market due to new technologies. Those trends and new requirements can be incorporated into our educational programs as new modules. Modules also provide flexible scheduling allowing students to embark on their education at the start of any given module.

Modules are offered on a sufficient schedule to allow time for program completion requirements. Our instructors work with each individual student to ensure that all receive sufficient attention. This environment is conducive to learning and development. We offer classes in the mornings, afternoons, and evenings based on space availability.

The following holidays are observed:

New Year's Day
Martin Luther King Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Holy Days of all Religions are respected and allowed.

Palladium Technical Academy's Location and Hours of Operation:

Administrative office location	**10503 Valley Blvd, El Monte, CA 91731**
Office Hours:	**8:30 AM to 8:00 PM**
Phone number:	**(626) 444-0880**
Web Address:	**www.palladiumta.com**

Instruction Methods:

Our main objective is to teach students how to perform in a real working world environment. Our faculty is comprised of professionals who have been in their professional fields for a number of years. Various methods are utilized for instruction such as lectures, laboratories, case studies, simulations and individualized methods. Video and audiotapes are both utilized. Assignments, field trips, and guest speakers are also part of our educational process. Our classes are equipped with IBM compatible personal computers with internet connections.

Program Changes/ Policy Guidelines:

Palladium Technical Academy has the right, at its discretion, to make reasonable changes in program content, materials, and equipment, as it deems necessary in the interest of improving our student's educational experience. It also reserves the right to make changes in policy and procedures as circumstances dictate.

Refresher Training & Updating:
Graduates who desire refresher training may be admitted to retake a desired module. Admittance is based on space availability. We continue to support our students both academically, through general career counseling and job placement assistance after their graduation.

Library/Media Center:
An assortment of books and references are readily available to all students and instructors. Students may check out books by completing a Check out Form provided by the program director or instructor. The books and media are accessible and available during school hours.

Program Measurement:
Palladium Technical Academy measures its programs in quarter credit hours/units to allow for comparison with other postsecondary institutions and clock hours to allow measurement of the programs on this basis where required.

Quarter credit hours/credits are defined as follows:

1 quarter credit hour=10 clock hours of lecture
1 quarter credit hour=20 clock hours of laboratory time
1 quarter credit hour=30 clock hours of externship work experience

Clock hours are defined as:
There is a minimum of 50 minutes; in which lectures, demonstrations, and similar class activities are conducted.

Palladium Technical Academy grading scale policy:
The progress and quality of the student's work is measured by a system of letter grades and percentages.

A=Excellent	**90%-100%**
B=Good	**80%-89%**
C=Satisfactory	**70%-79%**
D=Poor	**60%-69%**
F=Failing	**00%-59%**
W=Withdrawal	**No credit/No grade assigned**

Satisfactory Academic Progress:
The student must show satisfactory progress is being made toward completion of their program. A student must show satisfactory progress is being made toward completion of their program. A student's progress will be measured at the completion of 25%, 50%, and 75% of the program's length. A student who falls below the 2.0 GPA will be placed on academic probation for the next module of the program.

A student may receive financial aid during this probationary period, however, if the student fails to achieve the required minimum GPA at the end of the assigned time allowable, he or she may

be withdrawn from the program. Students must maintain satisfactory academic progress to maintain eligibility for financial aid.

Make Up Work:
Students may make up work and exams with their instructor's approval.

Repeating a Course/Module:
Students must pass all written exams and skills assessment in the module in order to maintain satisfactory academic progress. If a student fails and receives a final grade of "F", the student may repeat the module. Modules may be repeated within the maximum time allowed to complete the program of study (150% of program length). Modules are offered frequently to allow for repeat if needed. The grade given for the failed module will not be used to compute the cumulative GPA. When students repeat a failed module, the grade received replaces the failed grade on the transcript.

Maximum Program Completion Time:
This maximum time is 150% of the planned program length.

ATTENDANCE POLICY:

Students are expected to attend classes regularly following the approved schedules. It is the responsibility of each student to notify the school in advance if they will be absent or late, just as it is necessary to notify an employer.

Satisfactory Attendance:
A minimum of 75% of attendance must be maintained throughout the enrollment period. Failure to maintain satisfactory attendances will result in attendance probation for a 30-day period. Satisfactory attendance is evaluated at 25%, 50%, and 75% of program length. Satisfactory attendance of 75% must be maintained for the 30 days in order to be removed from attendance probation. At the end of this time period if satisfactory attendance is not achieved the student may be withdrawn from the program.

Tardiness/Leaving early:
Tardiness is a disruption to a good learning environment and is discouraged. For the purpose of satisfactory attendance, a student arriving more than 15 minutes late will be considered tardy. This policy applies to students leaving more than 15 minutes early. If repeated in excess, this may result in disciplinary action including probation, suspension, or termination.

Leave of Absence:
Palladium Technical Academy will consider a written request for a leave of absence and may approve the leave after determining that the request is justifiable and there is a reasonable expectation that the student will return to school. A leave may be approved if:

1. The leave is requested in writing, states the reason the leave is necessary, and is signed and dated by the student.

2. The leave is requested in advance unless unforeseen circumstances prevent doing this.
3. The initial leave does not exceed 60 days, under exceptional circumstances an extension may be granted if requested before expiration of the current leave.
4. Additional leaves may be granted under exceptional circumstances

The total leave granted to the student in a 12-month period may not exceed 180 days. The first day of the initial leave is counted as the start of the 12-month period. All calendar days are counted as LOA (leave of absence) days.

The following are exceptions, as stated by law, jury duty, military service, and circumstances covered under the Family Medical Leave Act of 1993.

If you fail to return to school on the scheduled return date, you will be subject to the school's withdrawal policy, and will be withdrawn from school. A student who is receiving Title IV funds or loans should be aware that if he/she does not return from a Leave of Absence, some of the grace period of any loans may have been used up, as the withdrawal date is set retro-actively. A calculation will be made and if indicated funds will be returned to the appropriate Title IV programs.

Withdrawal from School:

Students who wish to withdraw from their training program should contact the Program Director. A student who is absent for 21 consecutive class days without an approved leave of absence will be considered withdrawn. All students who withdraw are required to meet with the Financial Aid Officer. The official date of withdrawal is the last date on which a student attended class regardless of the circumstances or the date of notification to the school. Both refunds and final grade determinations are based upon this date.

Re-entering Students:

If accepted, the student must reenter under the admissions, academic and administrative policies of the current catalog. The student must have his/her financial account current at the time of reentry. The application for reentry will be reviewed and determination made by the program director and/or other administrative staff as deemed appropriate by Palladium. A student who reenters within 180 days is treated as if he/she did not cease attendance for purpose of determining the financial aid awards for the period. The cost of attendance for such a student will reflect the original costs for that payment period.

Graduation Requirements:

A student is considered to have completed their program if he/she achieves a cumulative grade point average (GPA) of 2.0 or higher and passes every course/module, which consists of successful completion of the skills assessment and all exams with a passing score.

He/she must complete the training with an attendance rate of 75% of the total hours for the program and meet his/her financial obligations to the school. All program completers will receive a certificate confirming all educational and administrative requirements have been successfully met for their program of study**.**

Student Records:

Students have full rights to access their own files in compliance with the Family Educational Rights and Privacy Act of 1974. They also have the right to disclosures of personally identifiable information contained in the student's educational records except to the extent that FERPA authorizes disclosures without consent. A copy of this may be obtained from the Student Services Department. The school retains all student files for a minimum of five years. Transcripts are available upon written request and maintained indefinitely.

Palladium Technical Academy maintains student records for each student, whether or not the student completes the educational program, for a period ending five years after the date of the student's graduation, withdrawal, or termination.

The student records shall be retrievable by student name and shall contain the following:

- Written records and transcripts of any formal education or training relevant to the student's qualification for admission.
- Copies of all documents signed by the student (including contracts and instruments of indebtedness).
- Copies of all tests given to the student (before admission).
- Records of the dates of courses or educational services completed or attempted.
- Grades or evaluations given to the student.
- Attendance records.
- Documents specifying the amount of a refund (if applicable; the date of the refund, amount refunded for tuition and/or equipment).
- Method of calculating a refund, check number, name, and address of the person/entity /recipient of refund.
- Copies of any official advisory notices or warnings regarding student progress.
- Complaints received from the student (including any correspondence, notes, and phone logs related to the complaint).

Dress Code:

Students enrolled in the Medical Programs are required to wear medical attire as specified during the enrollment and orientation process. During the training period, students are expected to dress and groom accordingly as expected in their future prospective positions. Employers may visit the facility for guest lectures or interviews, so it is important that the students convey a professional image at all times. Students dressed in appropriately may be asked to leave class.

Student Conduct:

We encourage all students to conduct themselves in a professional manner. We believe our students are seeking to acquire new skills to enhance their chance of success in a new challenging economy. We are here to work with them to ensure their success. We encourage our students to work and learn from each other and to bring their rich, diversified knowledge and wisdom to school. At the same time, we believe that Palladium can introduce the professional attitude and behavior that is needed to succeed.

Any student who fails to maintain satisfactory progress or attendance, violates safety regulations, interferes with another student's work, is disruptive, obscene, or appears to be under the influence of alcohol or drugs is subject to immediate termination from school.

Sexual Harassment:

Palladium Technical Academy is committed to providing an environment that is free from all forms of discrimination. Conduct that can be considered harassing, disruptive, or coercive, including sexual harassment is prohibited. Actions, words, comments, or jokes based on an individual's sex, color, national origin, race, age, religion, disability, or sexual orientation will not be tolerated. Any person who becomes aware of possible harassment or discrimination must immediately advise the director so it can be investigated in a timely manner. Anyone engaging in harassment or discrimination will be subject to disciplinary action, up to and including termination from school or employment.

Drug Abuse Prevention:

The use of drugs or alcohol is strictly forbidden on Palladium Technical Academy's premises. We reserve the right to terminate students who violate this policy. Students who need counseling assistance for drug or alcohol dependency should contact the Student Services Director. All referrals will be kept confidential. Information on drug abuse prevention is available for all students and employees.

Campus Safety:

Safety from accidents is the responsibility of everyone. Security cameras are located in the facility and parking area. Palladium Technical Academy strives to provide a safe environment for students, employees, and visitors. We encourage you to comply with all safety standards including:

- Smoking in designated outside areas only.
- Food, drink and their containers are restricted to designated break areas.
- Equipment is only used with instructor's knowledge and supervision.

If you are injured, are aware of injury to another person or observe a safety hazard, please report this information to your instructor or Palladium employee immediately.

Campus crime statistics are maintained and updated annually in compliance with regulations. This report is available for review by students, employees, or interested public parties.

Student Grievance/Complaint Procedure:

Students are encouraged to verbally express any concern to members of the faculty and/or administration at all times, for a solution that is mutually acceptable. Students should submit a written complaint within 48 hours after the incident occurs. After receiving the written complaint, the school will inquire whether a verbal complaint has indeed been discussed to resolve the problem with the instructor or a staff member. If all the above steps were properly taken, the school director will commence a grievance committee within 7 days of the report. All documentation in support of the complaint must be submitted with the report. All people involved in the incident are requested to be present at the time of the hearing. The committee will hear all sides and immediately meet without the presence of the involved individuals to

review the evidence and vote on a decision. The decision will be reported at once. If the decision is not acceptable to the student, he/she must send a letter indicating why the decision was not acceptable within 24 hours. All complaints must be resolved within 30 days of their initial report. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website www.bppe.ca.gov. Any unresolved complaint matters can be reported to:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Phone: (800) 917-2081

Bureau for Private Postsecondary Education
P.O. Box 980818
Sacramento, California 95798-0818
Phone: (916) 431-6959

STUDENT SERVICES

Orientation:
Students will be scheduled to attend an orientation session prior to the start of their program. In this session, the policies and procedures of Palladium Technical Academy will be reviewed and the student will receive their student handbook. Students will be oriented with Media resources and Student Services.

Advising:
Students have access to the staff of Palladium Technical Academy (faculty and administrative) for both, vocational and academic advising. Students experiencing personal problems, which require professional counseling, will be referred to the following agencies:

Department of Social Services
12860 Crossroads Parkway South
City of Industry, CA 91736
Phone: (562) 908-8669

Department of Social Services
14545 Lanark St.
Panorama City, CA 91402
Phone: (818) 901-3185

Community Services:
At times, our programs may incorporate community service activities into the curriculum. Palladium Technical Academy believes that students' who participate in community activities, benefit personally, and are given the opportunity to interact with potential employers.

Events:
Various events are hosted throughout the year for students and alumni. This allows the students the opportunity to receive information from our successful graduates and other professionals who may participate. Lectures, career fairs, and educational programs are some of the events offered.

Job Placement Services:
Palladium Technical Academy assists students who successfully complete their program in employment preparation and employment search activities. In this effort, we only provide assistance; the students are responsible for securing employment. Palladium Technical Academy does not guarantee employment to any student. As their education unfolds, the students receive training and instruction in preparing resumes and job interview skills. Palladium also provides Internet access on the campus to search for employment using well-known employment seeking web sites. Students may use the school's resources for faxing or emailing their resumes to potential employers. The Placement Department at Palladium Technical Academy is in contact with many employers and will actively provide assistance in locating suitable employment. Up-to-date job leads are obtained and passed along to our students so they may pursue employment in the field for which they were trained.

Palladium Technical Academy's core belief is that students who have obtained the practical training and understand the culture of the business world can flourish in a working environment. We have embedded this factor as the core of our educational goal. Palladium Technical Academy wants to ensure that students who complete their program of study have obtained a high level of competency and the confidence needed to perform in their future careers. Our programs incorporate the work ethic and standards considered necessary for success; beginning at orientation, at which time the importance of attendance and productivity in class is stressed.

Housing:
Palladium Technical Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentalsource.com, rental properties (in El Monte, CA) start at approximately $900.00 per month.

FINANCIAL INFORMATION

Tuition and Fee Policy:

All tuition and fees are payable in advance unless other arrangements have been made prior to commencing classes. ***The registration and Student Recovery Fund fees are non-refundable.***

Program	Tuition Payment		Registration Fee	Student Tuition Recovery Fund Fee	Books/Uniform Equipment	Total Cost for Payment		Total Cost For Program
	Period 1	Period 2				Period 1	Period 2	
Medical Clinical Assistant	5600	4600	75	23	402	5600	5100	10700
Medical Billing Specialist	5600	4600	75	23	1402	5600	6100	11700
Microcomputer & Networking	5750	4750	75	24	1301	5750	6150	11900
Electronic Medical Records Specialist	6400	5400	75	27	1498	6400	7000	13400
Office Technology	5050	5050	75	25	1400	5050	6550	11600
Nursing Aide	1050	1050	75	0	600	1050	1725	2775

If you obtain student loans, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

Tuition Payment:

Arrangements for payment of your tuition should be made with our business office prior to the start of your program. Tuition payments may be made in the business office during regular office hours. Payments may be made by cash, check, or money order payable to: Palladium Technical Academy.

Students who fail to maintain a current financial account may be subject to dismissal from school for nonpayment of tuition. Palladium Technical Academy reserves the right to withhold a student's transcripts until the account is brought current.

Student Tuition Recovery Fund:

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed indefinitely before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds; under a federally guaranteed student loan program, as required by law. To pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a failure to comply with the Act or the Division within the 30-days before the school closed or, if the material began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Financial Assistance:

Palladium Technical Academy offers several options for payment of tuition and participates in several types of Title IV Programs. Students are encouraged to apply for financial assistance if unable to meet educational costs on their own. Some Title IV Programs are based on financial need.

Students seeking financial assistance will meet with a financial aid officer and complete the Free Application for Federal Student Aid (FAFSA). The financial aid officer will use this information to determine the student's eligibility and assist in deciding what resources are available.

Eligible students may benefit from the following federally sponsored programs, which provide grants and loans to cover portions of tuition and fees: Pell Grants, Subsidized Stafford Loans, Unsubsidized Stafford Loans, and PLUS (parent) Loans.

Private education loans are also available through various third party lenders.

Palladium Technical academy is an approved provider of educational services for the Workforce Investment Programs.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to withdraw from School at any time, and you have the right to receive a pro-rated refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 10503 Valley Blvd., El Monte, CA 91731. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form however expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration or administration fee not to exceed $75.00 and less a deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rated refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed $75.00 and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of attendance for which the student was charged, the tuition is considered earned, and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever occurs in the latter
- The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the School
- The student has failed to attend class for three (3) weeks
- Failure to return from a leave of absence

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. In order to determine when a refund is to be paid, a student would have been withdrawn at the end of three (3) weeks.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

Federal Refund Requirements VS State Refund Requirements:

Effective October 7, 2000 all financial aid recipients who withdraw and have completed 60% or less of the payment period for which they have been charged, are subject to the new federal refund regulations per 34CFR 667,682,685 published November 1, 1999. Federal regulations state that the amount of a Title IV refund is based on the percentage of the Title IV funds earned by the student at the time of withdrawal.

In addition to the federal refund requirements for Title IV recipients, the institution is required to calculate a 60% prorated refund for all students who withdraw, regardless of whether or not the student received Title IV funds, as per California Private Postsecondary Education act (CPPEA) of 2009. However, the federal formula for return of Title IOV funds may result in a larger refund than the state refund policy. In which case, the institution and the student must return the sum that results in the larger of the two calculations, to the appropriate Title IV Program; therefore, the student may, (after Title IV funds are reimbursed) owe a balance to the institution.

Return of Title IV funds Policy:

In order to determine whether Title IV funds must be returned, the school must calculate the following:

1. To determine the percentage of the payment period completed, the number of calendar days attended in the payment period is divided by the total days in the payment period (excluding only scheduled breaks of 5 days or more and approved leave of absences).
2. The net amount of Title IV funds disbursed, and that which could have been disbursed for the payment period, is multiplied by the percentage of the payment period completed. The result is the amount of earned Title IV aid.
3. The earned aid is subtracted from the aid that was actually disbursed to, or on behalf of the student.
4. The institution will return the lesser of the total unearned aid or the unearned institutional charges for the payment period.
5. Unearned aid is allocated back to the Title IV programs in the following order a specified by law:
    a) Unsubsidized Stafford Loan Program
    b) Subsidized Stafford Loan Program
    c) Stafford PLUS Program
6. If excess funds remain after repaying all outstanding loan amounts, the remaining excess shall be credited in the following order:
    a) Federal Pell Grant Program
    b) Federal SEOG Program
    c) Other assistance awarded under this title for which return of funds is required.

*Note: After the institution has allocated the unearned aid, any amount owed by the student, to a grant program, will be reduced by 50%. Unearned loan funds received by the student are paid back for the term of the borrower's promissory note.

When determining the refund policy, which applies to any student's situation Palladium Technical Academy uses both: the Federal Return of the Title IV Funds Policy and the State's Refund Policy calculations as they apply to any student who has dropped out from the program. The state refund policy applies to all students that drop. The federal returns of the Title IV policy applies to all students that receive Title IV funds and who have completed less that 60% of the payment period, in these cases, the larger amount of the calculation is used to determine the amount of the Title IV funds to be returned.

Class Schedules

All programs have open enrollment at the start of each module.

Medical Clinical Assistant

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-12:30
Afternoon	1:30-6:30	1:30-6:30	1:30-6:30	1:30-6:30	1:30-04:30
Evening	5:30-10:30	5:30-10:30	5:30-10:30	5:30-10:30	5:30-09:30

720 hours – 30 weeks

Medical Billing Specialist

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-12:30
Afternoon	1:30-6:30	1:30-6:30	1:30-6:30	1:30-6:30	1:30-04:30
Evening	5:30-10:30	5:30-10:30	5:30-10:30	5:30-10:30	5:30-09:30

720 hours – 30 weeks

Electronic Health Records

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-12:30
Evening	5:30-10:30	5:30-10:30	5:30-10:30	5:30-10:30	5:30-09:30

780 hours – 34 weeks

Office Technology

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-12:30
Evening	5:30-10:30	5:30-10:30	5:30-10:30	5:30-10:30	5:30-09:30

720 hours – 30 weeks

Microcomputer & Networking

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30	8:30-1:30
Evening	5:30-10:30	5:30-10:30	5:30-10:30	5:30-10:30	5:30-09:30

760 hours – 33 weeks

Nursing Aide

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	8:30-2:30	8:30-2:30	8:30-2:30	8:30-2:30	8:30-2:30
Afternoon	2:30-8:30	2:30-8:30	2:30-8:30	2:30-8:30	2:30-8:30

300 hours – 10 weeks

EDUCATIONAL PROGRAMS

MEDICAL CLINICAL ASSISTANT

This program is designed to train students for the clinical duties routinely performed in health care facilities. These duties include taking medical histories, recording vital signs, preparing patients for examination, and assisting the physician during the exams and procedures. Students will learn human anatomy and medical terminology. They become familiar with commonly used medical instruments and equipment. Students acquire other commonly used medical skills including taking vital signs, drawing blood, giving injections, disposing of contaminated supplies, basic laboratory tests, and performing electrocardiograms. Moreover, students learn to prepare and administer medications as directed by the physician. Students learn practices such as maintaining supplies and equipment, proper stocking, cleaning and disinfecting exam rooms. Medical terminology is practiced and reviewed throughout each module.

Occupational Objectives:
Students completing this program will be qualified to acquire entry-level positions as medical clinical assistants in a medical office or other health care facility. This is a medical back office position.

Equipment:
The skills lab area provides exam tables, mayo stands, weight scales, phlebotomy chairs, reception area to simulate the clinical practice area. Glass thermometers, electric thermometers, blood pressure cuffs both regular and large are available in the skills lab. Other equipment includes accu-check glucose meters, wheelchairs, crutches, roller bandages. The classroom/lecture area has computers available for each student.

Title	Total Clock Hours	Total Quarter Units
MA100-Medical Fundamentals	**40**	**3**
CS100-Computer Essentials	**40**	**3**
MA101-Business and Medical Office	**40**	**3**
MA150-Basic Pharmacology	**80**	**6**
MS200-Medical System I	**80**	**6**
MS201-Medical System II	**80**	**6**
MS202-Medical System III	**80**	**6**
MA103-HIPPA-EMR	**40**	**3**
MA104-Medical Forms	**40**	**3**
EM102-Employment Preparation	**40**	**3**
EM100-Externship	**160**	**6**
TOTAL HOURS/UNITS	**720**	**48**

A Diploma Program **720 Clock Hours / 48 Quarter Credit Hours**
Program Schedule: **30 Weeks, 720 Clock Hours**
Hours: **Monday–Thur 8:30 AM – 1:30PM, Fri 8:30AM-12:30 PM and 5:30 PM – 10:30 PM Fri 5:30 PM-9:30 PM**

CLASS DESCRIPTION

MA100 Medical Fundamentals
20/20/3.0
This module introduces students to the humanistic aspects of medical assisting. Students learn the history and future direction of medical assisting. Communication skills will include writing, listening, and phone skills.

CS100 Computer Essentials
20/20/3.0
This course teaches beginning students to operate a computer efficiently. Students will be trained in the basics of computer keyboarding, recognizing hardware and software. Students will learn the computer system components such as the memory, CPU, Motherboard, keyboard, mouse, hard drive, and ROM. The students will be introduced to the most popular Microsoft Programs including Microsoft Word and Excel.

MA101 Business and Medical Office
20/20/3.0
This course introduces the student to the business side of a medical office. Medical law and ethics are covered. Students will learn the basic business skills needed in a medical office. They will be taught the different insurance types, medical groups, referrals, medical billing, CPT, and ICD-9 coding. The various types of medical specialties and practices will be discussed.

MA150 Basic Pharmacology
40/40/6.0
Basic pharmacology instills a working knowledge of common medications to students, as well as abbreviations, and PDR usage. Vaccination, administration techniques, and schedules are included. A CPR program prepares students for medical emergencies

MS200 Medical System I
40/40/6.0
This course teaches students the fundamentals, anatomy, and clinical procedures of the musculo-skeletal, neurological, and integumentary systems of the body. The student will learn to screen patients, set appointments, and perform proper follow-up procedures for appointments, referrals, procedures, and billings.

MS201 Medical System II
40/40/6.0
This course teaches the fundamentals, anatomy and clinical procedures of the cardiopulmonary, hematological, and gastrointestinal systems of the body. The student will be able to identify the urgency of appointments, laboratory testing, and referrals for specialist care and radiology.

MS202 Medical System III
40/40/6.0
This course teaches students the fundamentals, anatomy, and clinical procedures of the endocrine, genitourinary, and reproductive systems of the body. The student will be able to assist with exams and the screening of phone calls related to general women's health, and pregnancy.

MA103 HIPAA-EMR
20/20/3.0
Students are taught a medical software program that supports the future of the paperless healthcare facility. They will learn all aspects of the system from registration through the charting process. HIPAA regulations are covered in depth as they relate to insurance processing and records managements in the healthcare environment. The patient's right to confidentiality and privacy are covered extensively.

MA104 Medical Forms
20/20/3.0
The proper completion of the various forms used in healthcare is covered. The types of information generally needed, how to locate the information and who is authorized to complete these forms are part of this module. Proper letter writing for the healthcare facility and samples used for different purposes are included.

EM102 Employment Preparation
20/20/3.0
Students will learn employment-seeking skills. This will include utilizing various resources for their employment search, writing letters of introduction, preparing a resume, interviewing and follow-up techniques.

EM100 Externship
10/0/150/6.0
Students will be placed in a medical office for externship after successfully completing all other modules. The externship will allow the student to apply what they have learned in all areas of the medical office as well as the billing department. The externships take place in offices of family medicine, pediatrics, obstetrics, gynecology, surgery, and other available specialties.

MEDICAL BILLING SPECIALIST

This program is designed to train students to perform duties related to billing procedures for health care providers such as physicians, clinics, hospitals and billing companies. Students learn a variety of computer software skills: MS Word, medical billing software and bookkeeping software. Students will learn medical terminology and anatomy as it applies to proper ICD-9 and CPT coding. They will learn about various insurance plans and different types of coverage and insurance form completion. Computerized billing and manual billing are both covered. Students acquire the skills needed for following claims through the cycle and effective communication with insurance companies. Collection procedures and generating reports are covered along with business math. The use of medical office management software is emphasized to take full advantage of computer technology. Other areas of medical billing, including the patient's billing statements and aging of the accounts receivable are also covered in this program. Students will get to know the different government programs such as Medicare and Medi-Cal. The use of the Internet to check insurance benefits and eligibility is taught in this program.

Occupational Objectives:
Students completing this program will be qualified to acquire an entry-level position as a medical billing specialist in a medical office or healthcare facility. This is a medical front office position.

Equipment:
The classroom/lecture area has desks with computers available for each student.

Title	Total Clock Hours	Total Quarter Units
MA100-Medical Fundamentals	**40**	**3**
CS100-Computer Essentials	**40**	**3**
MA101-Business and Medical Office	**40**	**3**
MB100-Introduction to Insurance Billing	**80**	**6**
MB102-Office Equipment & Telephone Techniques	**80**	**6**
MB200-Medical Billing Computer	**80**	**6**
MB201-ICD9 & CPT Coding	**80**	**6**
MB202-Coding for Special Programs	**80**	**6**
MA103-HIPAA-EMR	**40**	**3**
MA104-Medical Forms	**40**	**3**
EM102-Employment Preparation	**40**	**3**
EM100-Externship	**160**	**6**
TOTAL HOURS/UNITS	**720**	**48**

A Diploma Program	**720 Clock Hours / 48 Quarter Credit Hours**
Program Schedule:	**30 Weeks, 720 Clock Hours**
Hours:	**Monday – Thur 8:30 AM – 1:30 PM, Fri 8:30 AM-12:30 PM and 5:30 PM – 10:30 PM, Fri 5:30 PM-9:30 PM**

CLASS DESCRIPTION

MA100 Medical Fundamentals
20/20/3.0
This module introduces students to the humanistic aspects of medical billing. Students learn the history and future direction of medical billing. Communication skills will include writing, listening, and phone skills.

CS100 Computer Essentials
20/20/3.0
This course teaches beginning students to operate a computer efficiently. Students will be trained in the basics of computer keyboarding, recognizing hardware and software. Students will learn the computer system components such as the memory, CPU, Motherboard, keyboard, mouse, hard drive, and ROM. The students will be introduced to the most popular Microsoft Programs including Microsoft Word and Excel.

MA101 Business and Medical Office
20/20/3.0
This course introduces the student to the business side of a medical office. Medical law and ethics are covered. Students will learn the basic business skills needed in a medical office. They will be taught the different insurance types, medical groups, referrals, medical billing, CPT, and ICD-9 coding. The various types of medical specialties and practices will be discussed.

MB100 Introduction to Insurance Billing
20/20/3.0
This module introduces students to private insurance, HMO's, PPO's, Medicare, Medi-Cal, and Workmen's Compensation referrals. Training is provided in this module on proper completion of referrals and reports. This module also introduces our students to medical terminology. Medical terminology will be taught in each module.

MB102 Office Equipment and Telephone Techniques
20/20/3.0
This module will teach students proper telephone etiquette. Students will learn how to take messages as well as how to determine the importance of the call. The student will use the typewriter, 10 key calculator, and computer for processing referrals and Worker's Compensation reports.

MB200 Medical Billing Computer
40/40/6.0
Students will learn to input patient demographic and insurance information into computers. Students will also learn to work with CMS-1500 & UB-4 insurance forms. This procedure allows students to see the whole aspect of medical software usage.

MB201 ICD-9 and CPT Coding
40/40/6.0
Students learn to code from CPT and ICD-9 coding books. They will get to know the idiosyncrasies of these manuals. Procedure and diagnosis coding are covered in this class.

MB202 Coding for Special Programs
40/40/6.0
Special emphasis is put on various government programs such as: CHDP, PACT, Medi-Cal, Medicare, and FFHC.

MA103 HIPAA-EMR
20/20/3.0
Students are taught a medical software program that supports the future of the paperless healthcare facility. They will learn all aspects of the system from registration through the charting and billing process. HIPAA regulations are covered in depth as they relate to insurance processing and records management in the healthcare environment. The patient's right to confidentiality and privacy are covered extensively.

MA104 Medical Forms
20/20/3.0
The proper completion of the various forms used in healthcare is covered. The types of information generally needed, how to locate the information and who is authorized to complete these forms are part of this module. Proper letter writing for the healthcare facility and samples used for different purposes are included.

EM102 Employment Preparation
20/20/3.0
Students will learn employment-seeking skills. This will include utilizing various resources for their employment search, writing letters of introduction, preparing a resume, interviewing and follow-up techniques.

EM100 Externship
10/0/150/6.0
Students will be placed in a medical office for externship after successfully completing all other modules. The externship will allow the student to apply what they have learned in all areas of the medical office as well as the billing department. The externships take place in offices of family medicine, pediatrics, obstetrics, gynecology, surgery, and other available specialties. Billing services may also be utilized for this externship.

MICROCOMPUTER AND NETWORKING

This program teaches students the knowledge and skills required to seek entry-level employment in a variety of industries with a special emphasis on the growing healthcare field. Students will learn to repair microcomputers, to install and troubleshoot both hardware and software. Students will also learn the essentials of computer networking, setting up users' accounts, profiles, and backup of crucial files. Students will acquire skills needed to work with hubs, switches, and routers. Students will have a working knowledge of file servers, application servers and web servers. Remote connectivity and security are both emphasized. The Internet and other emerging technology such as DSL are also covered in this program. Students will learn to work with Microsoft Network Operating System, Microsoft Word, and Excel.

Occupational Objectives:
Students completing this program will be qualified to work in many diverse fields such as: shop and field service, manufacturing, engineering, technical sales, healthcare and computer industries, windows administration, PC support, help desk support.

Equipment:
The classroom/lecture area has desks with computers available for each student.

Title	Total Clock Hours	Total Quarter Units
CS100-Computer Essentials	**40**	**3**
CS103-Microsoft DOS	**60**	**4**
CS105-Microsoft Windows	**60**	**4**
CS120-Word/EXCEL/ACCESS	**80**	**6**
CS200-Repair and Maintenance	**60**	**4**
CS2100-Network Essentials	**60**	**4**
CS220-Cabling& Networking Devices	**60**	**4**
CS230-Remote Networking	**80**	**6**
CS310-Introduction to TCP/IP & Communication Protocol	**80**	**7**
CS320-Network Administration	**140**	**10**
EM102-Employment Preparation	**40**	**3**
Total Hours/Units	**760**	**55**

A Diploma Program	**760 Clock Hours / 56 Quarter Credit Hours**
Program Schedule:	**33 Weeks, 760 Clock Hours**
Hours:	**Monday – Thur 8:30 AM – 1:30 PM, Fri 8:30 AM-1:30 PM and 5:30 PM – 10:30 PM, Fri 5:30 PM-9:30 PM**

CLASS DESCRIPTION

CS100 Computer Essentials
20/20/3.0
This course teaches beginning students to operate a computer efficiently. Students will be trained in the basics of computer keyboarding; recognizing hardware and software. Students will learn the computer system components such as the memory, CPU, Motherboard, keyboard mouse, hard drive, and ROM. The students will be introduced to the most popular Microsoft programs including Microsoft Word and Excel.

CS103 Microsoft DOS/Operating Systems
20/40/4.0
This course is designed to teach students about the operating systems in general. DOS is used as the essential tool. The topics include memory management, processor time, hard drive partition, file systems, directories, and sub directories and file management. This course will use Microsoft DOS to teach students the basic concepts of operating systems.

CS105 Microsoft Windows
20/40/4.0
This course will cover all levels and layers of Microsoft Windows. This course covers installation and operation as well as trouble shooting the Windows operating system. Also covered are utilities, setup, configuration, customization, and security. Students will practice the installation of software and utilities. The students will know Windows Registry, and memory and storage optimization.

CS120 Word Processor/Spreadsheet/Database
40/40/6.0
Students will learn to work with three important software programs. Microsoft Word, Microsoft Excel, and Microsoft Access. These are the most widely used software in all organizations. Students will learn to perform tasks and create projects.

CS200 Repair and Maintenance
20/40/4.0
This course provides a broad view of microcomputer repair, including laboratory practice. Hardware and software installation, and troubleshooting are the main emphasize of this course. The steps to diagnose problems and steps to recover from problems are covered in this class.

CS210 Networking Essentials
20/40/4.0
This course will introduce the networking concepts. Starting from setting up a two-computer network, the course evolves to cover larger wide area networking. The use of utilities such as, PC Anywhere, and remote control, is taught. Pupil to pupil networking, domains, and Internet are covered in this class. This course prepares students for a more specific class in networking.

CS220 Cabling and Networking Devices
20/40/4.0
This course covers the hardware required for setting up a network. The cabling and all topology are covered, plus working with hubs, switches, and routers.

CS230 Remote Networking
40/40/6.0
Students will learn about establishing networking between sites in different geographic locations. In addition, students will learn how to troubleshoot computer problems remotely. Students learn Microsoft Terminal server, Citrix and other software such as Net Meeting and Linktivity. Security and data integration are also discussed in this class as well as VPN.

CS310 Introduction to TCP/IP and Communication Protocols
60/20/7.0
Students are introduced to the basics of TCP/IP (Transmission Control Protocol/ Internet Protocol) and other web protocols such as HTTP and FTP and how these interact with Web technologies/languages such as HTML, CSS, SMIL, XML and PHP. Students also learn about content filtering software on the internet.

CS320 Networking Administration
60/80/10.0
This course provides the fundamental knowledge needed to design, configure, implement, and manage a Local Area Network. This course is based on Microsoft Windows server, utilizing the latest Windows version. An extensive hands-on lab will augment all the theories and essentials students cover in this class and previous course.

EM102 Employment Preparation
20/20/3.0
Students will learn how to seek employment including finding sources of employment, writing letters of introduction, preparing a resume, interviewing for a job and proper follow up procedures.

ELECTRONIC MEDICAL RECORD SPECIALIST

The program is designed to provide comprehensive training Electronic Health Records. The students will learn how to work with Electronic Health Records and different components of this new technology including Scheduling, Billing, and Medical Charts. Students will learn about Population care and health care system. Students will also learn about various reports required in this program.

Occupational Objectives:
Completers will be qualified for entry-level positions as EMR specialists. Graduates can work in medical offices and Health Care Centers, hospitals and companies that produce and maintain Electronic Medical Records.

Equipment:
The classroom/lecture area has desks with computers available for each student.

Title	Total Clock Hours	Total Quarter Units
CS107-Data Base Mgt & Reports	**60**	**4**
EHR100-U.S. Healthcare Systems	**40**	**3**
EHR102-Medical Terminology	**80**	**6**
EHR120-Medical Records I	**80**	**3**
EHR130-Medical Records II	**80**	**6**
EHR200-Medical Billing I	**80**	**6**
EHR210-Medical Billing II	**80**	**6**
EHR220-Medical Billing III	**60**	**6**
EHR300-Electronic Health Records I	**60**	**4**
EHR310-Electronic Health Records II	**60**	**4**
EHR320-Electronic Health Records III	**60**	**4**
EM102-Employment Preparation	**40**	**3**
Total Hours/Units	**780**	**56**

A Diploma Program	**780 Clock Hours / 56 Quarter Credit Hours**
Program Schedule:	**34 Weeks, 780 Clock Hours**
Hours:	**Monday – Thur 8:30 AM – 1:30 PM, Fri 8:30 AM-12:30 PM and 5:30 PM – 10:30 PM, Fri 5:30 PM-9:30 PM**

CLASS DESCRIPTION

CS 107 Database Management & Reports
20/40/4.0
Database software is used extensively by business and government agencies for such applications as mailing list, sales journals, order processing, inventory control, etc…Through the use of computerized tutorials and practical exercises, the student will gain a working knowledge of the fundamental uses of databases. The student will learn database creation, editing, sorting, indexing, file merging, report creation and printing, macros and other related skills. Students will also use MS PowerPoint to learn the basics of creating presentation materials. They will also be adding animations and other enhancements to these presentations.

EHR 102 Medical Terminology
40/40/6.0
In this module, the focus will be Medical Terminology. Students will learn the ways to understand Medical Terms and how they are constructed. Different systems and diseased are covered in this module.

EHR 100 U.S. Health Care System
20/20/3.0
Students learn about the overall healthcare system in the United States. The U.S. Healthcare organizations and their structures are explained. Students get to know different healthcare services resources that are available in the U.S. Roles of government are also explained.

EHR 120 Medical Records I
40/40/6.0
Students will be introduced to aspects of maintaining medical records and filing systems. Students will learn how to transfer, release purge, store, and destroy records and files.

EHR 130 Medical Records II
40/40/6.0
Students continue with the lesson that they have learned in EHR120. The importance of confidentiality and ethical conduct are studied. In addition, effective communication and using terminology that are appropriate for health care setting is reviewed. Students will learn to create and work with appropriate files.

EHR 200 Medical Billing I
40/40/6.0
The student will be introduced to Medical Billing. The students will learn the general concepts of medical billing procedures used in the medical office and medical industry. In addition, the student will gain the basic knowledge and understanding of the fundamental billing methods and procedures including the unique requirements for billing specific Payer Programs such as:
Medicare, Medicaid, Private Insurance, HMO, IPA, PPO, Workers Compensation, and Personal Injury.

EHR 210 Medical Billing II
40/40/6.0
The students will be introduced to the Electronic Age of Medical Billing including all ANSI the (American National Standard Institute) requirements for Electronic Data Interchange (EDI). The student will learn the ANSIX 12N 837 Professional, ANSIX 12N 837 Institutional, ANSI 835 Payment Advice Format, ANSI 270/271 Claim Status Request and Response, and the ANSI 270/271 Eligibility and Benefit Requests. The student will also be introduced to setup of comprehensive medical charts.

EHR 220 Medical Billing III
20/40/4.0
The student will be introduced to a setup of comprehensive Medical Billing collections Procedures and Processes, which ensures the appropriate and timely reimbursements for all payable medical services and procedures.

EHR 300 Electronic Health Records I
20/40/4.0
The student will learn the HIPAA and Certification Commission for Heath Information Technology (CCHIT) Security Regulations that govern EHR/EMR implementations in Health Care Facilities. The student will become fully familiar with current government regulations and standards for medical practices as defined by both HIPAA and CCHIT. In addition, the student will be instructed on how a medical facility can adhere to the guidelines to qualify for EHR (Electronic Health Record) certification under the American Recovery and Investment Act (ARRA).

EHR 310 Electronic Health Records II
20/40/6.0
The student will learn the Interoperability standards affecting Health Information Exchange as defined by the Health Level Seven specification (HL7). The student will become familiar with the criteria for representing and communicating data associated with health care.

EHR 320 Electronic Health Records III
20/40/6.0
The student will learn the concepts and implementation strategies for the use of E-RX Electronic Prescriptions within the medical office. The student will be taught how to optimize the benefits provided by E-Rx to enhance physician and patient relationships.

EM 102 Employment Preparation
20/20/3.0
Students will learn employment-seeking skills. This will include utilizing various resources for their employment search, writing letters of introduction, preparing a resume, interviewing and follow-up techniques.

OFFICE TECHNOLOGY

The program is designed to provide comprehensive training in business computer concepts and usage such as word processing, spreadsheets, database, operating systems, and career development as well as the business specialty skills such as medical software, computerized accounting including accounts payable/receivable, payroll, and general ledger.

Occupational Objectives:
Completers will be qualified for entry-level positions in a wide variety of business, technical, industrial, professional, insurance, medical, and allied health organizations and in government positions that require these computer skills. Completers will be qualified to seek employment in occupational titles or job descriptions that include computer operator, data entry, database management, spreadsheet operator, secretary, insurance billing, accounts receivable, accounts payable, and payroll. In addition, completers will have the skills and knowledge to offer their services as independent computer service providers.

Equipment:
The classroom/lecture area has desks with computers available for each student.

Title	`Total Clock Hours	Total Quarter Units
CS100-Introduction to computer	**40**	**3.0**
CS102-Operating Systems – Windows	**40**	**3.0**
CS104-Word Processing	**60**	**4.0**
CS105-Spreadsheet	**60**	**4.0**
CS106E-Mail and Collaborative Software	**60**	**4.0**
CS107-Database Management & Presentation Graphics	**80**	**5.0**
CS200-Internet/Web Design Basic	**60**	**4.0**
BA100-Business Communication	**40**	**3.0**
ACC100-Accounting I	**60**	**4.0**
ACC150-Accounting II	**60**	**4.0**
EOT100-Office Technology I	**60**	**4.0**
EOT120-Office Technology II	**60**	**4.0**
EM102 -Employment Preparation	**40**	**3.0**
TOTALS	**720**	**49**

A Diploma Program	**720 Clock Hours / 49 Quarter Credit Hours**
Program Schedule:	**30 Weeks, 720 Clock Hours**
Hours:	**Monday – Thur 8:30 AM – 1:30 PM, Fri 8:30 AM-12:30 PM and 5:30 PM – 10:30 PM, Fri 5:30 PM-9:30 PM**

CLASS DESCRIPTION

CS100 Introduction to Computers
20/20/3.0
Students are introduced to specific components of a personal computer—what they look like, their functions, use, and care. Students are also familiarized with certain peripheral equipment. Computer terminology and the different components of a computer system are stressed.

CS102 Operating Systems – Windows
20/20/3.0
The student will be introduced to specific components of computer software. Students will be trained on various functions of Windows and DOS.

CS104 Word Processing
20/40/4.0
Word Processing using MS Word Software is used extensively in the business community to create and edit various letters and documents. Student will develop a working knowledge for document creating editing, saving, retrieving, merging, formatting, column structuring, printing, and graphing through the hands-on applications.

CS105 Spreadsheet
20/40/4.0
The MS Excel software is used extensively in the business community to create and edit financial statements, statistical and financial analysis and projections, and manipulate numerical data. Through the use of computerized tutorials and practical exercises the student will gain a working knowledge of the fundamental of spreadsheets, along with the data entry, manipulation, graphs, macros and other skills associated with spreadsheets.

CS200 E-Mail and Collaborative Software
20/40/4.0
Outlook is the main emailing software. Student will learn how to set up email accounts and work with contacts and calendar and other aspects of outlook. Students will also work with collaborative software such as SharePoint and Intranet that is used in modern offices to share information and work as a team member.

CS107 DataBase Management & Presentation Graphics
20/60/5.0
Database software is used extensively by business and government agencies for such applications as mailing list, sales journals, order processing, inventory control, etc…. through the use of computerized tutorials and practical exercises, the student will gain a working knowledge of the fundamental uses of databases. The student will learn database creation, editing, sorting, indexing, file merging, report creation and printing, macros and other related skills. Students will also use MS PowerPoint to learn the basics of creating presentation materials. They will also be adding animations and other enhancements to these presentations.

CS200 Internet/Fundamentals of Web Page Design
20/40/4.0
The student will be introduced to basic Web page design, working knowledge of creating a business web page on the internet. The student will use internet vocabulary with the knowledge of the internet. The student will be able to browse and search a multitude of information highways for any information, subject, product, or assistance in job placement and job search and definition.

BA100 Business Communication
20/20/3.0
The student will be introduced to Business Communications protocols. Students will learn about different business structures and also learn to communicate effectively in an office environment. Use of memos, verbal communications, and writing skills are emphasized.

ACC100 Accounting I
20/40/4.0
In this module, the focus will be Computerized Accounting. The student will have knowledge of QuickBooks. The student will develop a confidence and expertise through hands on training, which can then be applied to any business computer system used for accounting. This module is designed to expose the student to an actual business environment utilizing source documents representative of actual business transaction.

ACC120 Accounting II
20/40/6.0
In this module, the focus will be Computerized Accounting. The student will have knowledge of QuickBooks. The student will develop a confidence and expertise through hands on training, which can then be applied to any business computer system used for accounting. This module is designed to expose the student to an actual business environment utilizing source documents representative of actual business transaction.

EOT100 Office Technology I
20/40/4.0
The student will be introduced to Electronic Records software program. The students will learn the general concepts of Scheduling procedures used in the medical office and medical industry. The students learn reports and documentations.

EOT120 Office Technology II
20/40/4.0
The students will learn the general concepts of billing procedures used in the medical office and medical industry. The student will gain the basic knowledge and understanding of the fundamental billing methods and procedures.

EM102 Employment Preparation
20/20/3.0
This class prepares students in obtaining human relations skills in a service industry, developing communication skills for interoffice relations, follow-up letter, and resume preparation, cover letters, than you notes, interview techniques, appointment setting, and follow-up telephone calls.

NURSING DEPARTMENT

NURSING AIDE

This 10 week course prepares you to become eligible to take the State Certification Examination and employment as Nursing Aide in long term care facilities, acute care facilities and home care settings. The course provides emphasis on safety principles, infection control, methods of providing physical care, and emotional and social support.
The course includes 90 hours of theory and 210 hours of clinical work. Clinical hours are completed at local facilities. Theory hours include medical terminology, basic patient care, patients rights, infection control, safety and basic medical procedures. Clinical hours include practice in procedures to provide basic patient care.

Occupational Objectives:
Students completing this program will be qualified to take the state certification examination and be eligible to acquire entry level positions in health care facilities.

Equipment:
The skills lab provides a simulated hospital environment with life like manikins and equipment to provide all activities of patient care.

Title
Module 1-Introduction
Module 2-Patient's Rights
Module 3-Interpersonal Skills
Module 4-Prevention Management of Catastrophic and Unusual Occurrences
Module 5-Body Mechanics
Module 6-Medical and Surgical Asepsis
Module 7-Weights and Measures
Module 8-Patient Care Skills
Module 9-Patient Care Procedures
Module 10-Vital Signs
Module 11-Nutrition
Module 12-Emergency Procedures (This module taught concurrently with Module 4)
Module 13-Long Term Patient Care
Module 14-Rehabilitative Nursing
Module 15-Observation and Charting
Module 16-Death and Dying

Total Hours	**300 Clock hours (90 Theory hours/ 210 Clinical hours)**
Program Schedule:	**10 weeks, 300 hours**
Hours:	**Theory is Monday – Friday 8:30 AM – 2:30 PM**
	Monday – Friday 2:30 PM – 8:30 PM
	Clinical hours are 6:30 AM – 2:30 PM (Days to be announced)

CLASS DESCRIPTION

Module 1 Introduction
Basic overview of nursing assistant course includes introduction to California rules and regulations for Title 22 for health care facilities, roles and responsibilities of the CNA, including requirements for certification, professionalism, ethics and confidentiality.

Module 2 Patient's Rights
The purpose of this unit is to introduce the CNA to patients/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and society as a whole and must be cared for in a matter that protects their rights and meets the individual, family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Module 3 Interpersonal Skills
Affords the CNA the opportunity to learn the skills and concepts required to communicate effectively and interact appropriately with residents, residents' families and guests and other members of the health care team.

Module 4 Prevention Management of Catastrophic and Unusual Occurrences
This unit introduces the student to the concepts and procedures related to the resident's safety and emergency environmental issues.

Module 5 Body Mechanics
Provides the student with an understanding of efficient and proper use of the body in performing tasks related to the role of CNA. Students will understand the principles of positioning and transporting residents and will implement these when providing resident care.

Module 6 Medical and Surgical Asepsis
The purpose of this module is to present information about asepsis and control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and bio-hazardous waste management.

Module 7 Weights and Measures
The purpose of this module to be familiar with the common system of measurement used by the CNA. Units of measurement for metric and household systems will be studied as well as military time.

Module 8 Patient Care Skills
This unit will teach the student skills needed to support and /or assist the resident in the areas of personal hygiene, activities of daily living and elimination. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, weight and measuring height of residents.

Module 9 Patient Care Procedures
This unit will provide learning experiences in the following areas, bed making, collection of specimens, bowel and bladder care, types of tubes, intake and output, bandages and dressings and admission, transfer and discharge.

Module 10 Vital Signs
This unit will prepare the student to take vital signs. Students will learn the correct procedure for measuring temperature, pulse, respiration and blood pressure. They will also learn how to properly document and be able to recognize and report normal and abnormal findings.

Module 11 Nutrition
This module will allow the student to examine the body's need for food and the effects of food on the body. The student will learn the basic food groups, nutrients and common therapeutic diets as well as assisting the resident to meet nutrition and hydration needs.

Module 12 Emergency Procedures
This unit will introduce the student to concepts and procedures related to emergency procedures, signs and systems of distress, and the role of the CNA in the long-term care in response to immediate and temporary interventions in emergency response.
(This Module will be taught concurrently with Module 4)

Module 13 Long Term Care Patient
This unit will introduce the student to the basic structure of the body and to review the effects of the aging on body structure and function. Common physical and psychological conditions found in the elderly are presented with approaches to care. Community resources are also explored.

Module 14 Rehabilitative Nursing
The purpose of this unit is to introduce the student to restorative care. Rehabilitative and restorative procedures' are used to assist the resident to reach their optimal level of functioning. In this module the student will learn about assistive devices, range of motion and other activities that will allow the resident to function at their optimal level.

Module 15 Observation and Charting
This unit will allow the student to become familiar with types of charting, medical terminology, medical abbreviations and scope of documentation for the CNA.

Module 16 Death and Dying
This module will introduce the student to the stages of grieving process, physical signs of approaching death, hospice care, care and comfort of the dying patient and postmortem care.

CONSUMER PROTECTION

- Palladium Technical Academy has not entered into a transfer or articulation agreement with any other college or university.

- Palladium Technical Academy has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal Law.

- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you, prior to signing an enrollment agreement.

- Any questions a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive., Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
Toll-free telephone number: (888) 370-7589
Fax: (916) 263-1897
Email: bppe@dca.ca.gov

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Phone: (800) 917-2081

HEADING EAST (from downtown LA) ➢ 10 freeway East ➢ Exit on Baldwin Ave. going North ➢ Turn right (east) on Valley Blvd. ➢ Turn left into Pacific Place at 10503 Valley Blvd.	
HEADING WEST ➢ 10 freeway West ➢ Exit on Santa Anita Ave. going North ➢ Turn left on Valley Blvd. (going West) ➢ Turn right into Pacific Place at 10503 Valley Blvd	
FROM THE SOUTH ➢ 605 freeway North ➢ Transition to 10 freeway West ➢ Exit on Santa Anita Ave. going North ➢ Turn left on Valley Blvd. (going West) ➢ Turn right into Pacific Place at 10503 Valley Blvd.	
FROM THE NORTH ➢ 210 freeway East ➢ Transition to 605 freeway South ➢ Exit on E. Valley Blvd. ➢ Merge onto E. Valley Blvd. ➢ Turn right into Pacific Place at 10503 E. Valley Blvd.	