

**HORISONS UNLIMITED SCHOOL OF CLINICAL MEDICINE
DENTAL ASSISTING PROGRAM**

CATALOG

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01/01/2014 - 12/31/2014

Sandy Haar
Director

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"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."

MISSION STATEMENT

To provide compassionate, competent and cost effective care to the community through excellence in service and Christian love. We are committed to helping improve healthcare for rural, multicultural and ethnically diverse underserved communities in Merced, Mariposa & Stanislaus County and nearby areas in the Central Valley in the state of California.

Policy: Catalog

A catalog serves as an official document of an institution and is professional in appearance and provides accurate information. A catalog is written in English, legible, organized, grammatically correct, and in compliance with applicable accreditation requirements and local and federal government laws and regulations.

The institution provides a current catalog and addenda, as applicable, to each student upon enrollment.

The catalog will be hand delivered to each applicant.

The catalog will be updated annually.

“This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.”

Everything we do is inspired by our commitment to our students:

- To instill personal responsibilities in oral health care
- To enhance personal worth, self sufficiency and positive self-esteem
- To provide quality service to the dental profession
- To be one of the best center of learning in the dental assisting profession

REQUIREMENTS FOR ADMISSION

Applicants must be 18 years of age and possess a high school diploma or have passed a high school equivalency (GED) test. The school does not accept Ability to Benefit Students (ATB). Applicants may submit an application for admission in person or by mail. All applications must be submitted prior to the first day of class. A copy of your High School diploma or GED, Placement Test with a passing score, current CA. Driver's License or valid Identification card, copy of your Social Security card, Acknowledgment of Receipt of Student Catalog. Medical Requirements are as followed: Physical, Medical History, TB Skin Test or Chest x-ray (Must be no older than 1 year), Hepatitis B Exposure Control Plan (which would be provided by our office), Current CPR for Healthcare Provider (Must be valid for minimum for one year), and submit a Live Scan. No late enrollments will be accepted. A personal interview is required with the school President (Director) prior to admission.

Only applicants who show a real desire to study and whose personal educational background points to enthusiasm to learn will be accepted. Applicants will be considered without regard to race, creed, sex, or national origin.

READMISSION

The director will determine the eligibility for readmission for any student having been suspended by the school for academic reasons. The director will determine readmission eligibility for any student having been suspended for attendance problems or disciplinary problems. If eligible, the student may reapply at the beginning of the next term. A complete new application procedure will be required as the application will be considered with other applicants who have applied for a particular course. If accepted, the student will begin at the beginning of the next scheduled term.

EXCEPTION

A student taking a voluntary **leave of absence** from the school may reenter during the next term at the point in the course where leave was taken. No additional tuition will be required beyond the original contract. Student not returning during the next term must begin at the beginning of the program and be considered a new student.

LEAVE OF ABSENCE (LOA) POLICY:

HORISONS UNLIMITED SCHOOL OF CLINICAL MEDICINE DENTAL

ASSISTING PROGRAM permits students to request a Leave of Absence (LOA) if there are legitimate, extenuating circumstances that require the students to interrupt their education. Students may take a leave of absence from the program for a maximum of 180 days. All LOA requests must have a defined end date that allows students to return to academic study at the point the leave was initiated. This end date may require the leave of absence to be less than the maximum days allowed due to scheduling of courses.

In order for a student to be granted a LOA, the student must provide a school official with a written request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school. Students will only be considered for a leave of absence if they are making satisfactory academic progress. If a student is not making satisfactory academic progress they will be required to withdraw and re-apply for re-admission. Students requesting a LOA must meet with the Program Director or designee to review the policy and determine if the LOA can be academically approved. The LOA must be approved by the Program Director. A copy of the request-dated and signed by both parties, along with other necessary supporting documentation-will be placed in the student's file. Additional charges will not be assessed during an approved leave of absence.

Depending on circumstances of the request an approved leave of absence may only be granted at the end of a semester. If a student must take a leave of absence before the completion of the semester, upon return the student will be required to complete all courses for which a grade had not been earned at the time the leave was approved.

The institution will make every attempt to ensure that students can re-enter at the point at which they went on leave and will enable them to complete the coursework begun prior to the leave of absence request. However, if the institution recognizes that it will be unable to assure that a student can re-enter and complete the courses begun at the time of the leave of absence, the student's request for an LOA will have to be denied. Students may be granted an LOA only if the courses required for the continuation of their studies are scheduled on their return date.

As a part of the leave of absence agreement, students may be required to successfully complete a skills check off prior to returning to their program. However, students will not be charged for the time or supplies required to complete the check off. Any student who needs to repeat a course or

semester will be charged the current corresponding tuition.

ORIENTATION

Orientation shall be conducted on the first day of class. Students will be acquainted with the following:

- Instructors
- Facilities
- Syllabus
- Grading System
- Internship Requirements
- Graduation Requirements
- Attendance
- Rules and Regulations
- School Policies and Procedures
- Dress Code (dental uniform)/Professional Conduct
- Parking

PROBATION AND DISMISSAL

Students falling below the required cumulative grade point average will be placed on academic probation. Students who do not meet the goals of the probationary status and whose grade point average do not meet the standards specified above may be dismissed. Students may appeal to the School Director if they wish to have a formal review of the dismissal.

SUSPENSION AND TERMINATION

Students may be suspended and/or terminated by the School Director for any of the following reasons: excessive absenteeism or tardiness, failure to achieve Satisfactory Academic Progress, failure to adhere to institution code of conduct, inability to meet financial obligations to the school. Students to be terminated are notified in writing and may appeal to the School Director.

READMISSION

Any student, who wishes to apply for readmission in the same program, should first submit in writing a letter to the School Director, noting the reason for initial withdrawal and reasons for desire to re-enroll. Any of credit given for prior training will be determined on a case-by-case basis by a school official

PROGRAM COURSE OBJECTIVES FOR DENTAL ASSISTING

The Horizon School of Dental Assisting prepares students for entry level positions as a chairside assistant in a dental office. The dental assistant training program is a course designed to teach the students the skills and knowledge necessary to assist dentists and hygienists in all chairside procedures. Students that graduate from this program will be able to effectively perform the following procedures:

- Pass instruments and supplies to the dentists
- Use suction devices to keep patients mouth clear and dry
- Prepare materials
- Set-up and sterilize instruments and equipment

- Remove sutures
- Prepare dental charts
- Apply topical anesthetics
- Apply bleaching agents and fissure sealants
- Remove stained and soft deposits from the clinical crown of a tooth
- Take dental x-rays
- Take impressions of patients teeth
- Obtain patients' medical history
- Obtain blood pressure and pulse
- Provide instructions on preventive dentistry and oral hygiene
- Medical Emergencies, render basic first aid and CPR

DENTAL ASSISTING CURRICULUM - 1000 Clock Hours

The Dental Assisting program involves twenty-five weeks of “hands on” training where students have an opportunity of practicing the various routine of chair side assisting. At the completion of the twenty-five-week portion of the training, the students must successfully complete a **920-hour internship** in our local dental offices and the **80-hours** of Lecture/Lab. Upon completion of the twenty-five week program, the 80 hours of lecture/Lab, the 920 hour internship and all financial obligations to the school satisfied, only then can the grades, transcripts or certificates be awarded.

FOR THE FIRST THIRTEEN WEEKS. Lectures will be scheduled Tuesday and Thursday from 8:30 am until 11:30 am. Internship will be scheduled as followed: Tuesday and Wednesday 12:30 pm until 6:00 pm and Monday, Wednesday, Friday 9:00 am until 5:30 with a thirty minute lunch.

For the REMAINING 12WEEKS of the program the schedule will be as followed: Monday, Tuesday, Wednesday, Thursday and Friday 9:00 am until 5:30 with a thirty minute lunch.

GRADUATION REQUIREMENTS

Students may graduate and awarded a Dental Assisting Certificate of Completion with the following conditions:

- Successful completion of the Dental Assisting Program
- Completion of the X-ray coarse
- An overall grade point average of 70% or greater
- Internship requirements are completed
- All financial obligations are satisfied
-

***The 920-hour internship may be completed in one additional week or spread over a two or three week period.**

Holidays

Martin Luther King, Jr. Day
 Good Friday
 Memorial Day
 Independence Holiday

Labor Day
 Thanksgiving Holiday
 Christmas Holiday
 New Years Holiday

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION The transferability of credits you earn at HORISONS UNLIMITED SCHOOL OF CLINICAL MEDICINE DENTAL ASSISTING PROGRAM is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Dental Assistant Program is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, 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 will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (name of institution) to determine if your (credits or degree, diploma or certificate) will transfer.”

TUITION AND FEES

Tuition includes books and supplies. The total tuition for the Dental Assistant Program is as followed:

Course	Tuition	Registration Fee	Total
Dental Assisting	\$900.00	\$50.00	\$950.00

***The total charges for a period of attendance and the estimated total charges for the entire program are the same.**

Arrangements may be made for students to pay tuition on a monthly basis. Tuition must be paid either prior to entrance or prior to the month in which it is due. **The administration fee of \$0.00 will be waived upon signing enrollment agreement with full payment of tuition and the \$50.00 registration fee is non-refundable.** A late fee of \$10.00 is charged for late payments.

*** X-RAY CERTIFICATION COARSE NOT INCLUDED WITH THE TUTION THE APPLICATE IS RESPONSIBLE FOR THE FEES.***

TUITION PAYMENTS:

To assist students who are financially not capable of paying the full tuition up front, **the school does not participate in any federal and state financial aid programs**, but will offer an easy interest free installment payment plan. These terms are available to all students who need assistance. The plan will consist of six (6) installments:

1 st installment upon enrollment	-	\$ 200.00
2 nd installment on the 4 th week of class	-	150.00
3 rd installment on the 8 th week of class	-	150.00
4 th installment on the 12 th week of class	-	150.00
5 th installment on the 16 th week of class	-	150.00
6 th installment on the 20 th week of class	-	<u>150.00</u>
Total Payment		\$ 950.00

LATE PAYMENTS:

Payment must be made on time or you will not be able to attend class until payment has been received. Unless other arrangements have been pre-approved by upper management.

Rejection: An applicant rejected by the school is entitled to a refund minus the \$50. administration fee.

CANCELLATION AND REFUND POLICY:

Each student has the right to withdraw from the Dental Program at Horisons Unlimited Schools of Clinical Medicine.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund minus the Registration Fee.

Other Cancellations: An applicant requesting cancellation more than seven days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid **less the \$50.00 registration/administration fee.**

Refund after the commencement of classes:

After the end of the cancellation period, you have the right to stop school at anytime: and you have the right to receive a pro rate refund if you have completed 60percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

1. Procedure for withdrawal/withdrawal date:

- A** A student choosing to withdraw from the school after the commencement of classes is to provide **written notice** to the Director of the school. The notice is to indicate the expected last date of attendance and be **signed and dated by the student.**
- B** For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- C** A student will be determined to be withdrawn from the institution if the student has not attended any class for 6 consecutive class hours.
- D** **All refunds will be issued within 30 days of the determination of the withdrawal date (less the \$50.00 registration/administration fee).**

2. Tuition charges/refunds:

- A.** Before the beginning of classes, the student is entitled to a refund of \$100% of the tuition **less the \$50.00 registration/administration fee.**
- B.** After the commencement of classes, the tuition refund amount **less \$50.00 registration/administration fee** shall be determined according the amount of class time and internship has been attended: as follows:

TUITION REFUND AFTER COMMENCEMENT OF CLASS

% of the Clock Hours attempted:	Tuition Refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 60%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program (**less the \$50.00 registration/administration fee**).

Books and Supplies: All materials must be returned for the remaining of the refund.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement which is reasonable and fair (this language optional).

Student Tuition Recovery Fund (STRF)

"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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay 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."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The school closed before the course of instruction was completed.

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.

The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan

program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

THE STUDENT UNDERSTANDS:

1. The School does not accept credit for previous education, training, work experience (experiential learning), or CLEP (College Level Examination Program).
2. The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
5. The School reserves the right to discontinue any students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules
6. Information concerning other Schools that may accept the School's credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.
8. The School does not provide or help with housing or living arrangements.
The school has no dormitory facilities.
There is available housing near the institution at a cost of 500 to 600 per month.
9. The lectures and coarse materials will only be provided in the English language.
The institution does not admit students from other countries and does not provide visa services.
The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam
10. The school has not entered into an articulation or transfer agreement with any other college or university.

ATTENDANCE

Regular attendance is essential for adequate training. Cultivation of desirable work habits is just as important as the acquisition of knowledge and the development of skills needed in a given occupation. Students should train themselves to be present and on time for all classes. Students are responsible for all work missed during an absence and should contact an instructor regarding makeup work. Makeup work shall not be authorized for the purpose of removing an absence.

It is suggested that students arrive on time for all scheduled classes. Any time out of class (tardiness) will be treated as absence time.

CONDUCT STANDARDS

Since career preparation is the objective of the dental assisting program, the student's conduct should be that which is normally required in the dental profession. Use of profanity, alcoholic beverages or drugs on school property are all grounds for immediate suspension. Neither eating, drinking, nor smoking is permitted in the classrooms. Students may use the office break room for eating; however, no smoking is allowed in these facilities.

COURSE EVALUATION/GRADING SYSTEM

During the course of the session, there will be 10 tests, 10 quizzes, 15 lab tests, final examination on theories and Clinical Procedures. The results of these tests will be grouped into five areas of achievement namely, Tests/ Quizzes, Lab Tests, Final Examination, Clinical Procedures and Internship. Each of these areas are assigned weight factors of 30%, 10%, 20% and 30% and 10% consecutively for a total of 100%. The final grade on the dental assistant course on theory and lab is obtained by adding the results of the weight factors multiplied by each of the corresponding averages of the areas under consideration. The Internship will be graded separately by the person responsible for the training of the intern also known as the Preceptor. The final dental assistant overall grade is obtained by taking the sum of all the weighted scores. This will be converted into a grade letter and GPA equivalent using the table below:

Grading System

GRADE LETTER	WEIGHTED SCORE	GPA
A	94 - 100	4.0
A-	90 - 93	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80- 82	2.7
C+	77 - 79	2.3
C	70 - 76	2.0
F	69 & Below	0.0
I		Incomplete
W		Withdraw

A grade of "I" is Incomplete which means that the student has not completed all graduation requirements such as internship or has not paid his/her financial obligations to the school. This grade will remain in his/her record until all requirements are satisfied. A grade of "W" means that it is a withdrawal and will remain as such until he/she has re-enrolled to complete the requirements of the course.

POLICY ON SATISFACTORY PROGRESS

a. Satisfactory progress is defined as having perfect attendance, arrive on time for class, return promptly to class after scheduled breaks, and participate actively in class on assigned tasks. Should a student be terminated due to violation of school policies and procedures, tuition to be

refunded shall be proportionately prorated up to date of official termination. (Refer to Cancellation and Refund Policy under Refund after the Commencement of Classes, item 3).

b. There will be three students' progress evaluations. The first evaluation will be conducted after the 4th week of class, the second will occur after the 7th week and the third will be on the 9th week. Students who have attained a grade average of 70% or above on the first evaluation; would have attained satisfactory progress. Those who attained less than 70% will be counseled and advised to improve their grades. If no improvement has occurred on the second evaluation, the students will be placed on probation. They will be given two chances to be removed from probation by taking make-up tests on the failing subjects. The first make-up test will be given after the 7th week and if there is no improvement, another will be given after the 9th week. If a student still fails to bring his overall average to 70% after the two make-up tests, the student will be terminated.

c. Terminated students can be re-admitted after one complete session. All students who are re-admitted shall pay the remaining prorated tuition figured from the date that they start classes. (Refer to Cancellation and Refund Policy under Refund after the Commencement of Classes, item 3).

d. The first progress report will be given at the end of the 4th week, the second progress report will be given at the end of the 7th week and the third after the 9th week. Final grades will be issued after the final exams and upon completion of the internship program.

e. The progress reports will be given verbally and in writing. A counseling session will be scheduled for those who have grades of less than 70%.

f. If a student withdraws and has an appropriate reason (Director decides what is appropriate, decision is final) for withdrawing, he can request the school for a grade of "incomplete". He can then re-enroll in the program during the 12 month period following his date of withdrawal and complete those incomplete Subjects without payment of additional tuition.

KNOWLEDGE OF RULES AND REGULATIONS

The Horizons Unlimited School of Clinical Medicine Dental Assisting reserves the right to change any provision or requirements in this catalog at any time without notice. The school further reserves the right to require a student to withdraw from the school for just cause, defined as any cause deemed detrimental to the school or other students, as determined by the school director. Students violating the conduct standards may be suspended by the school director. A suspended student may apply for reinstatement after a one month separation. The decision of the director will be final.

RECORDS

The school will retain permanent files indefinitely on each student and will include the grade point average, class attendance, internship evaluations, starting and graduation dates, and any other pertinent information.

GRADE REPORTS

The school will issue a transcript of grades at the end of the training period. Each student is entitled to one copy of his/her transcript provided the tuition account has been satisfied.

MAKE-UP WORK

Students may make up work missed due to excused absence at the discretion of the individual instructor.

FAMILY EDUCATIONAL PRIVACY ACT

All students enrolled at the school shall have the right to inspect and review their education records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974. The procedure for reviewing records and subsequently correction or deleting portions of the records may be received from the school director.

DISABILITIES

In accordance with the Americans with Disabilities Act, the school does not discriminate on the basis of disabilities. Persons with disabilities should contact the school to determine if their capabilities will enable them to meet the requirements for graduation.

TRANSCRIPTS

Transcripts are available upon request unless the student is indebted financially to the school. **No transcript of grades will be released without the student's prior approval in writing.** Each graduate is issued an official transcript of her/his academic record. Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished after receipt of a \$2.00 fee. A federal or state agency which periodically requires a transcript in order to determine a student's progress is exempt from this fee.

***NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.**

The transferability of credits you earn at Horisons Unlimited School of Clinical Medicine is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in our programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, 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 will meet your educational goals. This may include contracting an institution to which you may seek to transfer after attending Horisons Unlimited School of Clinical Medicine to determine if your credits, degree, diploma or certificate will transfer.

PLACEMENT ASSISTANCE

Following graduation, or at any time thereafter, graduates may avail themselves of the school's placement assistance. Our president will provide leads for job opportunities.

The school will make every effort not only to satisfy the wishes of a graduate as to location and type of employment but also to match his or her particular qualifications to the requirements of the prospective employer. However, **no guarantee of employment can be made.**

Follow-up surveys of both graduates and employers are conducted and maintained for the purpose of improving curriculum and assisting future graduates with employment.

CHANGE OF STUDENT STATUS

A student who has been approved for a voluntary leave of absence (LOA) will be readmitted to the next academic session at the point that he or she left at no additional expense.

GRIEVANCE PROCEDURE

From time to time circumstances will arise where a student wishes to sit down with the school president and discuss a problem or complaint. Students should feel free to see the president to make an appointment for a convenient time where concerns can be discussed.

If after discussing your complaint with the school president, you still feel that your complaint has not been resolved, you may follow the review procedures listed below:

1. Write a complete description of your complaint and present to school president.
2. Within ten days of receiving your written complaint, the school President will appoint a review board consisting of the school President, school director, one instructor, and one student.
3. The review board will meet within five business days of its appointment and review the written complaint as well as meet with the complainant.
4. The review board will issue a decision within ten days of the final hearing on a particular complaint. The decision of the review board will be final.

RULES OF CONDUCT

Students are expected to demonstrate qualities of morality, integrity, honesty, civility, honor and respect. Conduct which violates these standards and is disruptive of academic processes includes, but is not limited to, the following:

Cheating, plagiarism, forgery, misrepresentation and all forms of academic dishonesty. Purposely furnishing false information to any college official, faculty member or office. Forgery, alteration or misuse of any college document, record, form or instrument of identification. Verbal abuse, physical abuse, assault, threats, intimidation, harassment, sexual harassment or other conduct which threatens or endangers the health and safety of any person on college premises. Intentional damage, destruction, attempt to damage or destroy, or theft of college property or the property of college personnel, other students or any other person on college premises. Illegal or unauthorized use of computer resources. The unlawful distribution, sale, possession or use of illicit drugs, or being under the influence of illicit drugs on the school property. Possession, use or distribution of alcoholic beverages on the school property, or during assigned school hours, or returning to school under the influence of alcohol. Use or possession of a firearm, weapon or explosive.

Any behavior that is detrimental to the faculty, staff, students or facility is cause for immediate termination. Students may not re-enroll at any time after termination for unacceptable conduct.

Student's Responsibilities *Students are expected to:*

Carry a fair share of the burden of their own education and training by demonstrating a spirit of cooperation and responsibility and a genuine interest in learning.

Attend classes regularly, complete all assignments, maintain a passing grade and meet course completion and requirements.

Adhere to established standards of adult behavior and to conduct themselves with respect for the needs and feelings of the other members of the school community. Cooperate with the school's placement office in seeking employment after graduation and to notify the school upon accepting a position, whether placed directly by the school or through other means.

What You Should Know About Our State Re-Approval

Although this institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, our pending application for re-approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education. For more information, call the Bureau for Private Postsecondary Education at (916) 574-7720, or toll free at (888) 370-7589, or visit its

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370- 7589 or by fax (916) 263-1897"

"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 web site (www.bppe.ca.gov)."

Staff

Sandra Haar
TBA
TBA

Director/CEO/FNP
Instructor/CFO/RDA
Assistant Instructor/DA

PROGRAM OUTLINE - DENTAL ASSISTING PROGRAM

WEEK	COURSE	COURSE DESCRIPTION	CLOCK HOURS			
			LECT	LAB	EXT	TOT
1	DA101	Introduction to the Profession	1	0	0	
	DA102	Ethical & Legal Issues in Dentistry	1	0	0	
	LAB 101	Dental Chair & Infection Control (PPE)	0	1		
	LAB102	Inf. Cont. - Maintaining the Operating Field	0	1.5		
	LAB103	Inf. Cont. – Treatment Preparation & Clean-up	0	1.5		
		Total				6
2	DA103	Dental Radiography	1	0	0	
	DA104	Human Dentition	1	0	0	
	LAB104	Radiography Basics & X-Ray Procedures	0	4	0	
		Total				6
3	DA105	Composition of Teeth & Dental Terminology	1	0	0	
	DA106	Tissues Surrounding the Teeth	1	0	0	
	LAB104	Radiography Basics & X-Ray Procedures (Cont'd)	0	4	0	
		Total				6
4	DA107	Bones of the Head	1	0	0	
	DA108	Muscles of the Head & Neck, Temporomandibular Joint and Paranasal Sinuses	1	0	0	
	LAB105	Dental Charting	0	4	0	
		Total				6
5	DA109	Oral Pathology	1	0	0	
	DA110	Oral Cavity, Salivary Glands & Immune System	1	0	0	
	LAB105	Dental Charting (Cont'd)	0	2	0	
	LAB106	Alginate Impressions, Lab Materials & Techniques	0	2	0	
		Total				6
6	DA111	Dental Materials	1	0	0	
	DA112	Pediatric Dentistry	1	0	0	
	LAB107	Restorative Materials & Techniques	0	2	0	
	LAB108	Clinical Video of Amalgam & Composite Filling Pedodontic Procedures	0	2	0	
		Total				6
7	DA113	Removable Prosthodontics	1	0	0	
	DA114	Fixed Prosthodontics	1	0	0	
	LAB109	Removable Prosthodontics – Full & Partial Dentures	0	2	0	
	LAB110	Fixed Prosthodontics	0	2	0	
		Total				6
		Sub-Total	14	28	0	42

Legend: LECT - Lecture LAB - Laboratory EXT- Externship TOT – Total

PROGRAM OUTLINE - DENTAL ASSISTING PROGRAM – CONTINUED

WEEK	COURSE	COURSE DESCRIPTION	CLOCK HOURS			
			LECT	LAB	EXT	TOT
8	DA115	Endodontics	1	0	0	
	DA116	Topical & Local Anesthesia	1	0	0	
	LAB 111	Endodontics Instrument & Procedures	0	2	0	
	LAB112	Techniques in Administering Anesthesia	0	2	0	
		Clinical Video of Crown Preparation				
		Total				6
9	DA117	Orthodontics	1	0	0	
	DA118	Periodontics	1	0	0	
	LAB113	Placing Sealants & Home Bleaching	0	2	0	
	LAB114	Periodontal Treatment, Coronal Polishing Preventive Dentistry and Oral Hygiene	0	2	0	
		Total				6
10	DA119	Oral Surgery	1	0	0	
	DA120	Medical Emergencies in the Dental Office	1	0	0	
	LAB115	Oral Surgical Procedures	0	2	0	
		Clinical Video of Oral Surgical Procedures				
	LAB116	CPR Refresher	0	2	0	
		Total				6
11	DA121	Radiography In Depth Overview	4	0	0	
	DA122	Front Office Mgt. and Resume Preparation	2	0	0	
		Total				6
12		Practical Exams Review - Charting	0	2	0	
		Practical Exams Review - Radiography	0	2	0	
		Practical Exams Preparation – Instrument Transfer	1	1	0	
		Practical Exams Preparation – Instrument Recognition & Suction Tip Positioning	1	1	0	
		Total				6
13		Practical Final Exams	3	0	0	
		Final Exams - Theories	3	0	0	
		Total				6
	EXT101	Externship	0	0	920	920
		Sub - Total (This pg.)	20	18	920	958
		Plus: Sub - Total (Previous Pg.)	14	28	0	42
		Grand Total (Previous page + This page = Curriculum Clock Hrs)	34	46	920	1000

Legend: LECT - Lecture LAB - Laboratory EXT- Internship TOT – Total

LECTURE SERIES – SUBJECT DESCRIPTION

DA 101-Introduction to the Profession - (1 hour of lecture)

Students are introduced to the profession of Dentistry and the responsibilities of the dental health team which includes the dentist, hygienist, the front office personnel and the back office personnel. (Prerequisite: None)

DA 102-Ethical and Legal Issues - (1 hour of lecture)

Students will learn the ethics governing dentistry and the various governmental agencies entrusted with the regulation of the dental profession to ensure and protect the public from incompetent and unethical practices. Topics include licensure procedures and credentialing. (Prerequisite: None)

DA 103-Dental Radiography - (1 hour of lecture)

Students will learn the basic principles of X-Ray. The operating principle of the X-Ray Machine is also discussed. Topics also include types of film exposures and film processing errors. (Prerequisite: None)

DA 104-Human Dentition - (1 hour of lecture)

Students will learn the form and structures of the human natural teeth in the dental arch. Topics also include the method of identifying teeth by using the Universal Numbering System for permanent and primary teeth. (Prerequisite: None)

DA 105-Composition of Teeth and Dental Terminology - (1 hour of lecture)

Students will learn the different parts of the tooth. Topics include cervix, apex, dental pulp, tissues of the teeth such as enamel, dentin and cementum. Also includes discussion of anatomical landmarks of the tooth and dental terminology. (Prerequisite: None)

DA 106 -Tissues Surrounding the Teeth - (1 hour of lecture)

Students will learn the tissues supporting the human teeth. Topics include the alveolar process, the periodontal ligament and the gingiva (gums) which are collectively known as the periodontium. (Prerequisite: DA104)

DA 107-Bones of the Head - (1 hour of lecture)

Students will learn the basic anatomy and physiology of the human skull. Topics include the cranium and the bones of the face. (Prerequisite: None)

DA 108-Muscles of the Head and Neck and Temporomandibular Joint (TMJ) and Paranasal Sinuses - (1 hour of lecture)

Students will learn the muscles of the head and neck and the temporomandibular joint which connects the maxillary and mandibular jaws. Topic also includes paranasal sinuses which are the air cavities in the bones above and each side of the nasal cavities. (Prerequisite: None)

DA 109-Oral Pathology - (1 hour of lecture)

Student will learn the nature of diseases that affect oral structures and regions nearby. Topics include discussion on how to distinguish normal from abnormal conditions in the oral cavity. (Prerequisite: None)

DA 110-Oral Cavity, Salivary Glands and Immune System - (1 hour of lecture)

Students will learn the cavity of the mouth and the salivary glands which are located outside the oral cavity. Topics include discussion of infectious diseases that can be transmitted from the patient in a dental environment. (Prerequisite: None)

DA 111-Dental Materials - (1 hour of lecture)

Students will learn various materials used in dentistry. Topics include cavity varnishes and liners, dental cements, surgical cements/periodontal dressing, glass ionomer cements, composites, sealants and dental amalgams. (Prerequisite: None)

DA 112-Pediatric Dentistry - (1 hour of lecture)

Specialty limited to the dental care of children. The students will learn the special requirements prior to treatment of children. Topics include informed consent from guardians, behavioral management of children during treatment and the common pediatric dental procedures. (Prerequisite: None)

DA 113-Removal Prosthodontics (RPD) - (1 hour of lecture)

Removable Prosthodontics (RPD) replaces missing teeth. The students will learn the component parts of both the partial and complete RPD's and the various steps necessary to take during replacement appointment with patient. (Prerequisite: None)

DA 11 Fixed Prosthodontics - (1 hour of lecture)

Complete restoration, or the replacement, of one or more teeth in a dental arch. The students will learn the different types of fixed prosthodontics restorations. (Prerequisite: None)

DA 115 – Endodontics - (1 hour of lecture)

More commonly referred to as Root Canal Therapy. The students will learn the steps in a root canal procedure and the different instruments and materials required. (Prerequisite: None)

DA 116-Topical and Local Anesthesia - (1 hour of lecture)

Application of anesthetics to oral tissues. The students will learn the properties of anesthesia and when and where they are used. (Prerequisite: None)

DA 117 – Orthodontics - (1 hour of lecture)

Prevention and correction of dental and oral deviations. The students will learn the various types and causes of malformations and malocclusions and how they are corrected. (Prerequisite: DA104)

DA 118 – Periodontics - (1 hour of lecture)

Deals with the prevention and treatment of periodontal diseases which is the most common cause of tooth loss. The students will learn the causes of periodontal disease, symptoms, examination procedures and treatment. (Prerequisite: None)

DA 119-Oral Surgery - (1 hour of lecture)

Involves with removing of teeth, treating jaw fractures, bone and tissue grafts and removal of tumors and cysts and reconstruction of oral and dental deformities. The students will learn the various procedures and instruments use in oral surgery. (Prerequisite: None)

DA 120-Medical Emergencies in the Dental Office - (1 hour of lecture)

Risk associated with providing medical and dental care. The students will learn how to respond to medical emergencies. (Prerequisite: None)

DA 121-Radiography In Depth Overview - (4 hours of lecture)

The students will have an in depth review of subjects likely to be encountered on the state specific radiographic written examination. A good grasp of this subject will greatly enhance the student's likelihood of passing the written examination. (Prerequisite: DA103)

DA 122 – Front Office Mgt. and Resume Preparation - (2 hour of lecture)

Student learns front office duties, reception, record keeping, patient scheduling and general office management/maintenance. The students will also learn how to write effective resumes. (Prerequisite: None)

LAB SESSIONS – SUBJECT DESCRIPTIONS

LAB 101-Dental Chair and Infection Control (PPE) – (1 hour of Lab)

Students will learn the different components of the dental operatory and dental chair. They will be taught how to operate the dental chair and the various associated instruments

The goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards. Students are taught how to don the various Personal Protective Equipment (PPE) required in the dental clinic. (Prerequisite: None)

LAB 102 – Infection Control: Maintaining the Operating Field, Dental Instruments and Trays - (1.5 hours of Lab)

Students will learn the techniques in maintaining the operating field clean, visible, accessible and comfortable for the patient. They will also learn the various dental instruments, how they are organized to the tasks they are to perform and separated onto trays. During this session, a clinical video of the set-up and breakdown of dental operatory will be shown. (Prerequisite: LAB101)

LAB103 – Infection Control: Treatment Preparation and Clean-up - (1.5 hours of Lab)

Students will learn the procedures performed by the dental assistant prior to seating a patient in the operatory. Students are taught to follow the Centers for Disease Control (CDC) Guidelines in effective infection control. They will also learn the various procedures required to be accomplished following dental treatment (Prerequisite: LAB101)

LAB 104-Radiography Basics and X-Ray Procedures - (8 hours of Lab)

Students will learn basic x-ray techniques. They will also learn how to take full mouth **series of x-rays. Students will be asked to take x-rays, developing and mounting radiographs. (Prerequisite: LAB101, DA103 &DA104)**

LAB 105-Dental Charting - (6 hours of Lab)

Students will learn how to document the present dental conditions of the patient and the dental services to be rendered. This serves as a legal record of the patient. The students are taught and asked to prepare a dental chart using appropriate symbols and abbreviations. (Prerequisite: DA104)

LAB 106-Alginate Impressions, Laboratory Materials and Techniques - (2 hours of Lab)

Students will learn that Alginate Impressions are taken in order to capture an accurate three dimensional duplication of a patient's teeth and/or surrounding tissues. Students are taught how to get alginate impressions. Students also learn to take impressions using silicon and gypsum. (Prerequisite: DA104)

LAB 107-Restorative Materials and Techniques - (2 hours of Lab)

Students will learn the use of bonding agents to be used between the tooth structures and the restoration. They are taught to prepare bonding agents using various instruments. In addition to the actual demonstration, a clinical video of amalgam restoration and composite resin restoration is shown to the students during this session. (Prerequisite: None)

LAB 108-Pedodontic Procedures - (2 hours of Lab)

Students will learn the procedure performed if the pulp of a primary or newly erupted permanent tooth has been exposed. Students are taught to setup trays for the pulpotomy and stainless crown placement procedure. Students are also taught how to mix Zinc Oxide Eugenol (ZOE) base and permanent cement. A clinical video of crown preparation is shown during this session. (Prerequisite: DA104 & DA111)

LAB 109-Removable Prosthodontics - (2 hours of Lab)

Students will learn the steps involve in the fabrication and installation of complete (full) and partial dentures. Students are asked to practice putting tray set-ups together for each stage of removable and Prosthodontic fabrication and delivery. (Prerequisite: DA113)

LAB 110-Fixed Prosthodontics - (2 hours of Lab)

Students will learn the proper technique for expelling impression materials. They are taught how to fabricate and adjust temporaries. (Prerequisite: DA114)

LAB 111-Endodontic Instruments and Procedures - (2 hours of Lab)

Students will learn endodontics (root canal) procedures and the various materials and instruments use. Students are taught to place the rubber dam on the typodont. (Prerequisite: DA115)

LAB 112 – Techniques in Administering Anesthesia - (2 hours of Lab)

Students will learn the proper use of anesthesia in the dental practice. Students are taught how to load syringes, proper passing techniques and safe recapping techniques. (Prerequisite: DA116)

LAB 113-Placing Sealants and Home Bleaching - (2 hours of Lab)

Students will learn that newly erupted and caries free teeth benefit from sealants. Students are taught how to apply sealants and bleaching techniques. (Prerequisite: None)

LAB 114-Periodontal Treatment, Coronal Polishing, Preventive Dentistry and Oral Hygiene - (2 hours of Lab)

Students will learn the various steps and instruments used in sealing, fluoride administration, prophylaxis and coronal polishing. Students are taught the techniques in passing periodontal instruments, and learn to assemble the ultrasonic scaler correctly. Additionally, they learn the process of removing stained and soft deposits from the clinical crown of a tooth. (Prerequisite: DA118)

LAB 115-Oral Surgical Procedures - (2 hours of Lab)

Students will learn the instruments needed for routine surgical and dental extraction. Students are taught instrument passing in the correct order for a typical tooth extraction and how they are passed over a patient. To further enhance classroom demonstration, a clinical video of oral surgical procedure is shown to the students during this session. (Prerequisite: DA119)

LAB 116 – CPR Refresher - (2 hours of Lab)

Students will review the administration of Cardio Pulmonary Resuscitation. (Prerequisite: None)

PRACTICAL EXAMS REVIEW/PRACTICAL EXAMS/FINAL EXAMS AND GRADUATION – (14 hours)

EXT101- INTERNSHIP - (920 hours)

Students will undergo NINE HUNDRED AND TWENTY (920) hours of on the job training in our offices to further enhance their hands on experience. This training could be conducted in the school premises or in the offices of other participating dentists. (Prerequisite: Dental Assisting Program)

The institution does not participate in federal and state financial aid programs,

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

The institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Horisons Unlimited School of Clinical Medicine

**Main Campus
936 W Main St
Merced, CA 95340
Tel: 209-383-5200
Fax: 209-3835700**

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MISSION

The Horizons Unlimited School of Clinical Medicine (HUSCM) is committed to excellence in education in an environment in which a diverse student population is able to develop the values, skills, and attitudes consistent with the healthcare needs of the community. The institute provides a setting which promotes caring behaviors, critical thinking skills, and competent patient care within the clinical scope of practice. Site-based instruction and a variety of instructional technology will be employed to deliver course content and increase student accessibility.

Objectives

The HUSCM Faculty believes that all individuals are unique, with each being a dynamic blend of mind, body and spirit. Further, individuals have inherent dignity and worth, and are therefore deserving of respect. Individuals are social beings. Throughout the lifespan, individuals join together to form groups to achieve common goals, producing a society that assists the individual in maintaining homeostasis.

- ✓ Demonstrate respect for humans and their right to make choices relevant to their health needs.
- ✓ Demonstrate caring behaviors in meeting the needs of the client.
- ✓ Demonstrate critical thinking skills in the delivery of safe and effective care.
- ✓ Utilize their knowledge as a conceptual model in the care of clients, families, and communities with commonly occurring health needs throughout the life span.
- ✓ Coordinate basic client care utilizing human and material resources to meet client health needs in a cost effective manner.
- ✓ Demonstrate therapeutic communication skills while interacting with clients, families, communities, and members of the interdisciplinary healthcare team.
- ✓ Recognize the responsibility individually for optimum development as an individual, as a member of a profession, and as a member of society.
- ✓ Demonstrate professional values and ethical behaviors in patient care..
- ✓ Demonstrate basic technology skills to acquire, organize, analyze, and communicate information.
- ✓ Provide culturally sensitive care to a diverse client population.
- ✓ Utilize appropriate resources and steps to attain employment.
- ✓ Collaborate with members of the healthcare team to promote wellness behaviors for clients across the life span.
- ✓ Apply the concepts of nutrition to the client's health and illness across the lifespan.

Non-Discrimination Policy

Horizons Unlimited School of Clinical Medicine is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Chief Academic Officer is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

Disclosure Statements

- ✦ Horisons Unlimited School of Clinical Medicine is a private postsecondary institute approved by the Bureau for Private Postsecondary Education.
- ✦ Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. Phone: (916) 431-6959 Fax: (916) 263-1897.
- ✦ 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.
- ✦ 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 Web site (www.bppe.ca.gov).
- ✦ Horisons Unlimited School of Clinical Medicine does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- ✦ Horisons Unlimited School of Clinical Medicine students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English. Horisons Unlimited School of Clinical Medicine does not offer English as a Second Language.
- ✦ This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- ✦ Horisons Unlimited School of Clinical Medicine does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs.
- ✦ Horisons Unlimited School of Clinical Medicine does not offer housing and has no responsibility to find or assist a student in finding housing.
- ✦ Horisons Unlimited School of Clinical Medicine does not offer state or federal financial aid programs.
- ✦ If a student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund.

FACILITIES

Merced Main Campus

All class sessions are held at the main Horizons Unlimited School of Clinical Medicine campus located at 1743 Ashby Rd Merced, CA 95348. The campus is situated one block from the 99 freeway. The area of the college is approximately 7,000 sq. ft. with a front entrance and back entrance. This space is divided into a reception area, two administrative offices, one nursing skills lab and three classrooms. Restrooms are available. Instruction is provided in one or more primary classrooms, auxiliary teaching rooms, lecture rooms or a combination thereof. Student and faculty lounge areas are available for relaxation purposes. The facilities have adequate lighting, are air-conditioned and wheelchair accessible. Free ample student parking (including handicapped) is available besides the building.

Wheel chair accessible

The campus is wheel chair accessible. Students with special needs are advised to meet with the Chief Academic Officer to assess their personal needs as well as determine if the training courses offered and the occupations they lead to are suitable for the prospective students' individual situation.

Office Hours

Business office hours are Monday through Friday from 9:00 AM to 5:00 PM. Class sessions vary and are described in the course information section that accompanies each program. Horizons Unlimited School of Clinical Medicine observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

Library and Learning Resources

Horizons Unlimited School of Clinical Medicine has established a library and resource center consisting of textbooks and periodicals providing information in the various allied health and business administration disciplines offered by the institution. The institute subscribes to the Licensed Practical Nurse, Advance Nursing, Nurse Week, Nursing Forum, Professional Medical Assistant, and several other periodicals that expose students and faculty to the very latest in the allied health industry. In addition, Horizons Unlimited School of Clinical Medicine offers a wide variety of resource material related to general education including textbooks on writing research papers, critical thinking, cultural diversity, mathematics, communication, elementary statistics, marketing, organizational behavior, cultural diversity and public health and safety. The resource center provides students with access to current publications and quiet workspace. Computers are available for student use. Horizons Unlimited School of Clinical Medicine also will provide students with online library resources. The online library integrates EBSCO host Electronic Journals Service (EJS) as the student's gateway to thousands of e-journals containing articles from hundreds of publishers. A student may search and find textbooks, periodicals, news and current events, encyclopedias and dictionaries, economic data, and business directories. A student may conduct a search by title, author, subject area, or key words.

ADMISSIONS POLICIES

Procedures for Admissions

Potential applicants should contact Horisons Unlimited School of Clinical Medicine by visiting the institution and meeting with an Admissions Representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire.

General Admissions Criteria

Each program offered at Horisons Unlimited School of Clinical Medicine has its own admission standards and it is the responsible of the applicant to meet those standards. Applicants should review the program description for the specific admission standards for each program offered. Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or are high school graduates, or have a high school equivalency certificate (GED). Applicants who are under the compulsory age of school attendance may be admitted provided they are high school graduates or the equivalent. A parent, legal guardian or spouse of legal age is required to co-sign the enrollment agreement.

- ✓ Horisons Unlimited School of Clinical Medicine does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its degree or certificate programs.
- ✓ Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.
- ✓ Students who wish to enroll in the Nursing Assistant or Medical Assistant programs but are without a High School diploma or equivalent can demonstrate that they have the "ability to benefit" from these programs through successful completion of the Wonderlic examination are accepted pending the results of a personal interview with a counselor. For clarification please see the section on *Admissions Test* that follows.

Admissions Test

Horisons Unlimited School of Clinical Medicine utilizes the nationally recognized Wonderlic exam. The Wonderlic test measures students' ability to acquire and use knowledge and skills. Student's cognitive ability is also measured. The test provides the best support to interpret student capabilities across both school and work environments. A passing score has been determined by the school using the Wonderlic Exam. The school has established a passing score by pass rates of similar programs, discussion with Wonderlic representatives, and the ability for the student to gain employment within their chosen field. Please note that applicants for the Phlebotomy Technician

programs **must** have High School transcript of records sealed and sent by the school

or GED certificate to enroll. The following provides the minimum score for which Wonderlic indicates a prospective student must achieve to demonstrate an ability to be successful in the occupations listed. Horisons Unlimited School of Clinical Medicine uses passing scores as recommended by Wonderlic. The institute will not accept a lower minimum passing score.

Wonderlic Passing Scores:

	Passing Score	Award
Medical Assistant	16	Certificate
Phlebotomy	18	Certificate

Admission Standards

For admission to one of the Horisons Unlimited School of Clinical Medicine’s programs, a potential student must complete all of the following:

- ✓ Submit an original high school certificate or original transcript indicating that the student graduated from an accredited high school or a signed statement by the student attesting to possessing a high school certificate or GED. All non-English transcripts must be translated into English and be officially certified.
- ✓ Submit proof of good health.
- ✓ Submit official copies of transcripts of all postsecondary level institutions attended by the applicant prior to enrolling at Horisons Unlimited School of Clinical Medicine. All Non-English transcripts must be translated into English and be officially certified.
- ✓ Attain an acceptable score on the applicable admission test given to all certificate program applicants where necessary.
- ✓ Complete and submit a Horisons Unlimited School of Clinical Medicine application form.
- ✓ Complete, sign, and submit a Horisons Unlimited School of Clinical Medicine enrollment form.
- ✓ Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11. School Performance Fact Sheet.
- ✓ Pay a registration fee of \$250.00.
- ✓ Attend a new student orientation.

Program Prerequisites

- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live scan form before clinical training begins.

- ✓ Must be able to exert 20-50 lbs of force occasionally, 10-25 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.

Notice concerning transferability of credits and credentials earned at our institution.

The transferability of credits you earn at Horisons Unlimited School of Clinical Medicine is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn at Horisons Unlimited School of Clinical Medicine is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at Horisons Unlimited School of Clinical Medicine are not accepted at the institution to which you seek to transfer, 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 Horisons Unlimited School of Clinical Medicine will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Horisons Unlimited School of Clinical Medicine to determine if your credits will transfer.

ACADEMIC POLICIES

Horisons Unlimited School of Clinical Medicine's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

Attendance

The faculty and staff of Horisons Unlimited School of Clinical Medicine consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Students who are excessively absent (25% or more of classroom hours) will be placed on probation without notice. If the student's attendance does not improve, the student will be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer. If a student is absent for a test he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with approval of the Chief of Academic Officer. A student is considered tardy when arriving 10 minutes or more after the start of class, or leaving 10 minutes or more before the end of class. Tardiness and early departures are included in the student's attendance record of absences.

- ✓ One tardy equals one hour of absence;
- ✓ One early departure equals one hour of absence;
- ✓ One tardy and one early departure on the same day equal one day absence.

Letter Grade and Grade Point System

Horisons Unlimited School of Clinical Medicine grades on a 4.0 scale system. Following is the letter grade/numerical equivalents of the institution's system.

Grade	Percentage	GPA	Indicator
A+	100-97	4.33	Excellent
A	96-94	4.00	Excellent
A-	93-90	3.67	Excellent
B+	89-87	3.33	Above Average
B	86-84	3.00	Very Good
B-	83-80	2.67	Good
C+	79-77	2.33	Average
C	76-74	2.00	Satisfactory
C-	73-70	1.67	Below Expectations
D+	69-67	1.33	Poor
D	66-64	1.00	Unsatisfactory
D-	63-60	0.67	Failing
F	Below 60		Failed
I			Incomplete
W			Withdrawal

Clinical Grade

To receive credit in the clinical practicum, the student must have a satisfactory grade based on the Skills Checklist and must meet the guidelines for the objectives and the criteria in the Student Clinical Practicum Evaluation administered by their clinical supervisor/instructor.

Course Retake Policy

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F). The student will be charged tuition at the appropriate rate.

Maximum Time in Which to Complete

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

Leave Of Absence

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted in writing to the Chief Academic Officer and must include an anticipated return date and be signed by the student. Failure to return to college as scheduled without prior written notification to and approval from the Chief Academic Officer will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The Chief Academic Officer may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Attendance Probation

At least once a week, the Chief Academic Officer monitors the student attendance cards of all active students and calls those students that have missed one or two days during that week. Students are required to have an overall attendance rate of 75% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-third of the scheduled class hours in any given level or module will be put on probation until the end of the next scheduled level or module. A probation letter will be sent to that student.

Make-Up Work

Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

Unofficial Withdrawal

If the student fails to attend college for more than 10 consecutive days, the college will consider the student a drop and automatically withdraw him/her from the program.

Automatic Withdrawal

A student will automatically be withdrawn from the program for the following reasons:

- ✓ Failure to attend college for 10 consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date
- ✓ Failure to maintain satisfactory progress for two consecutive modules.
- ✓ Failure to fulfill financial agreements
- ✓ Failing any course in the program twice during the one enrollment period

Student Conduct Requirements

Students are expected to dress and act properly while attending classes. At the discretion of the college administration, a student may be dismissed from college for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon college premises, possession of weapons upon college premises, behavior creating a safety hazard to other persons at college, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

Student Grievance Procedure

At any time during their course, a student may file a grievance if they feel a situation has not been properly resolved with the instructor. A written appeal must be filed with the Chief Academic Officer of that department. The Chief Academic Officer will then rule upon the grievance.

If the student is not satisfied, a written appeal may be filed with the Chief Executive Officer. The Chief Executive Officer is responsible for maintaining the complaint records and informing the student of the resolution.

Any remaining unresolved complaints may be directed to the following address:

Bureau for Private Postsecondary Education,
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
www.bppe.ca.gov
Tel (916) 431-6959, (888) 370-7589
Fax (916) 574-8648
By e-mail to: bppe@dca.ca.gov

Mailing address:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818

STUDENT ACTIVITIES AND SERVICES

Horisons Unlimited School of Clinical Medicine offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students enrolled in the degree or a certificate programs are provided with the following services:

Academic Counseling

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty, Program Directors, Chief Operating Officer, and Chief Academic Officer have a sincere interest in the personal welfare of each student and therefore an open-door policy is employed.

Academic Advisement

The course requirements are clearly presented in the institution's catalog. It is the student's responsibility to coordinate any make-up work if the student can not comply with the chosen program of the student and any alteration to any program offered by school has to be preauthorized by the Chief Academic Officer.

Placement Services

Horisons Unlimited School of Clinical Medicine does not guarantee employment for its graduates. The graduate services staff assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process.

In addition to the graduate services available to students, career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct.

Additional Services

Horisons Unlimited School of Clinical Medicine provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the college encourage students to include their families, friends, and significant others in the educational process. In addition, Horisons Unlimited School of Clinical Medicine sponsors activities and organizations to foster integration of personal and professional development. Services and future student services include student newsletters, bulletins, clubs and an Honor Society.

At the end of every course, Horisons Unlimited School of Clinical Medicine students fill out a faculty evaluation survey. At this time, students also evaluate specific areas of service. Included in the survey are questions relating to staff and services of the resource center/library, graduate services department, and admissions and financial services departments.

GENERAL TERMS AND CONDITIONS

Dress Code for Allied Health Programs

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat and appropriate to classroom and clinical setting. Students in attire that is unbecoming of the standards of dress for health care professionals will be dismissed from class and will not be allowed remain for clinical practice. The dress code is as follows:

- ✓ The use of a Horisons Unlimited School of Clinical Medicine shirt is required for classroom attire, since awkward postures may be used during lab practices. T-shirts with slogans other than Horisons Unlimited School of Clinical Medicine, tube tops and shorts are not appropriate for class.
- ✓ Nametag (provided by the program) that identifies the participant's status as a "student".
- ✓ White uniform with a white top and white pants with a lab coat or a white dress with pantyhose, with a hem length 2 inches below the knee with a lab coat.
- ✓ White duty shoes or walking shoes are acceptable. White shoes with color logos or color emblems are not acceptable. Hair should be tied and clear off the face.

General Conduct

Students are expected to comply with college policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Horisons Unlimited School of Clinical Medicine defines improper conduct as the following: fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for college policy. Improper conduct is cause for suspension or expulsion.

The college reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The college reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

Liability

Horisons Unlimited School of Clinical Medicine assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.

Federal Right of Privacy Act of 1964

The Federal Right of Privacy Act of 1964 enables all students to review their academic records, including grades, attendance and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without permission of the student. State law requires the college to maintain these records for at least a five-year period. A student may request a review of their records by writing to the Chief Executive Officer.

Retention of Records

Horisons Unlimited School of Clinical Medicine will maintain student records for five years, as required by state law. Student transcripts will be maintained permanently. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All transcripts of training will be kept for a period of at least 5 years upon completion or withdrawal of the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

Student academic records and transcripts of completed courses for Horisons Unlimited School of Clinical Medicine's certificate programs are electronically maintained (computer copy) and hard copies maintained in the student's file. In addition, the Program Directors and the institution's Registration Coordinator maintain student academic records. The Chief Academic Officer maintains academic records throughout the student's period of study.

Transcripts

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar.

Campus Security

All emergencies occurring at Horisons Unlimited School of Clinical Medicine should be reported immediately to the Chief Executive Officer and/or Chief Operating Officer. All criminal activities occurring at the institution should also be reported immediately to the Chief Executive Officer and/or Chief Operating Officer. It is the policy of the institution that any person within the institution's community witnessing criminal activity is honor-bound to report this activity to the Chief Executive Officer and/or Chief Operating Officer. The Chief Operating Officer must report crime on campus to appropriate police agencies.

SCHEDULE OF CHARGES

Program of Study	Cost Breakdown				
	Registration	Tuition	STRF *	Supplies/Books	Total Cost
	<i>Non refundable</i>	<i>Refundable</i>	<i>Non Refundable</i>	<i>Refundable</i>	<i>Refundable</i>
Phlebotomy	\$250.00	\$1200.00	\$2.50	\$150.00	\$2,550.00
Medical Assistant	\$250.00	\$4,850.00	\$12.50	\$150.00	\$13,000.50

Tuition Payment Methods

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees.

Student Tuition Recovery Fund

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.
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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed 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 or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.

CANCELLATION AND REFUND POLICY

Students Right to Cancel

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

Refund Policy

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee \$250.00, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct a registration fee (\$250.00) from the total tuition charge.
- (B) Divide this figure by the number of days in the program.
- (C) The quotient is the daily charge for the program.
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- (F) The refund amount shall be adjusted for equipment, if applicable.

If you obtain books or equipment, as specified in the enrollment agreement and return them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition within the 30 day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

Phlebotomy Technician Program

120 Clock Hours Certificate Program

Program Description

This program is designed for people who plan to work for a clinical laboratory or public health department or a clinic or hospital. The course combines 40-hours classroom instruction with a 40-hours off-site clinical internship to provide students with a comprehensive learning experience. Lectures include but are not limited to the anatomy and medical terminology pertaining to the circulatory system, specimen collection, risk factors, complications and quality assurance in specimen collection. Practical instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system. The 40-hour externship includes at minimum 50 successful venipunctures and 10 skin punctures. In California it is required to be state certified to work as a phlebotomist. Upon completion of the program students will receive a certificate of completion and become eligible to take an examination for certification in the State of California as a Certified Phlebotomist Technician level 1.

Admission Requirements

Applicants must possess a High School diploma or GED certificate.

Course Prerequisites

- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs of force occasionally, 10-25 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.
- ✓ Must attend the Horizons Unlimited School of Clinical Medicine orientation (1st day of class)

Students are taught to:

- ❖ Have a basic understanding of the background on phlebotomy including: the history of phlebotomy, the role of the phlebotomist, state requirements, and legal/ethical issues.
- ❖ Have the skills necessary in providing continued high quality service.
- ❖ Have a basic understanding of anatomy and physiology with a focus on the circulatory system.
- ❖ Be able to apply safety in the workplace including infection control practices, biological hazards & wastes, electrical safety, fire safety, radiation safety, chemical safety, first aid, and self protection.
- ❖ Be able to perform the necessary clerical functions associated with phlebotomy.
- ❖ Be able to utilize blood collection equipment.
- ❖ Be able to collect a quality blood specimen for laboratory diagnostic purposes.
- ❖ Have information that will expand their skills within the clinical laboratory.

Course Outline

Class Code	Class Title	Lecture Hours	Lab Hours	Clock Hours
PT 101	Introduction to Phlebotomy	3		3
PT 102	Customer Service	8		8
PT 103	Medical Terminology/ Basic Anatomy & Physiology	8		8
PT 104	Safe Environment	6		6
PT 105	Clerical Duties	3		3
PT 106	Blood Specimen Collection Equipment	4		4
PT 107	Blood Collection Process	24		24
PT 108	Specimen Handling	8		8
PT 109	Non-blood Specimen	8		8
PT 110	Quality, Application Process & Continuing Education	8		8
Clinical	Externship		40	40
Total		80	40	120

Clinical

Externships are held at designated affiliate healthcare locations. Here, students will work with actual patients under the supervision of experienced medical healthcare professionals. Session times will vary.

Method of instruction.

Lecture and practicum and clinical. The instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Graduation requirements.

Upon successful completion (75% and more) of both theoretical and clinical components of the Phlebotomy program and if all financial obligations are met a certificate of completion is issued to the graduate. Upon completion of the program students will receive a certificate of completion and become eligible for certification in the State of California as a Certified Phlebotomist Technician level 1 through California Department of Health Services, Laboratory Field Services.

To obtain certification from the California Department of Health Services, Laboratory Field Services graduates of the Phlebotomy Technician program must take the Registered Phlebotomy Technician Examination through the AMT American Medical Technologists and administrated by Pearson VUE Testing Center. Upon completion of the program graduates will receive information on hows and where to take the test from their instructor.

Course Descriptions

PT 101 Introduction to Phlebotomy

To prepare the learner with the basic background information on phlebotomy including: the history of phlebotomy, the role of the phlebotomist, state requirements, and legal/ethical issues.

PT 102 Customer Service

To provide the learner with skills necessary in providing continued high quality service.

PT 103 Medical Terminology/Basic Anatomy & Physiology

To prepare the learner to have a basic understanding of anatomy and physiology with a focus on the circulatory system.

PT 104 Safe Environment

To prepare the learner with the information regarding safety in the workplace including infection control practices, biological hazards & wastes, electrical safety, fire safety, radiation safety, chemical safety, first aid, and self protection.

PT 105 Clerical Duties

To prepare the learner to perform the necessary clerical functions associated with phlebotomy.

PT 106 Blood Specimen Collection Equipment

To prepare the learner with the basic knowledge and skills necessary to use blood collection equipment.

PT 107 Blood Collection Process

To prepare the learner how to collect a quality blood specimen for laboratory diagnostic purposes.

PT 108 Specimen Handling

To prepare the phlebotomy learner with information that will expand their skills within the clinical laboratory.

PT 109 Non-blood Specimen

To introduce the learner to the other body fluids also analyzed in the laboratory.

PT 110 Quality, Application Process & Continuing Education

To prepare the learner with the information regarding quality activities in the workplace, specific application processes for obtaining California Phlebotomy Certification and Continuing Education Requirements.

Medical Assistant Program

375 Clock Hours Certificate Program

Program Description

To provide the students with the basic knowledge and skills that will qualify them as entry-level medical assistants performing both front and back office duties. They can work in doctor's clinics/offices, medical centers, hospitals, medical laboratories, research laboratories, medical schools, pharmaceutical companies or medical insurance companies.

Admission Requirements

Applicants must possess a High School diploma or GED certificate or successful complete of an independently administered Wonderlic Scholastic Level Exam (SLE) with a score of at least 16.

Course Prerequisites

- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs of force occasionally, 10-25 lbs of force frequently, and/or up to 10 lbs of force constantly to move objects.
- ✓ Must attend the Horizons Unlimited School of Clinical Medicine orientation (1st day of class)

In order to meet the differing educational settings and curriculum needs, the Medical Assistant content was divided into three components; Core, Administrative and Clinical. Each component is packaged individually and divided into modules. Each module is organized into topics. The Curriculum Committee and the Statewide Advisory Committee members made recommendations suggesting the time frame allocated to each topic. It was felt that instructors would modify the content to their classroom needs.

The components are organized so that shorter programs can be designed. The Core component should prepare the learner for the front office role as a receptionist and for scheduling appointments. The student may choose to focus on either the administrative and/or the clinical components, dependent upon where they plan to work, their interest, or their educational goals.

In addition, it was recommended that a minimum of 375 hours be provided to prepare a versatile Medical Assistant. This time includes classroom learning activities and practice in-lab situations. Additional hours will be needed for the externship experience, which provides the student with the necessary skills for practice. The hours assigned for the externship needs to be determined by each program based upon clinical facilities available and content needs. The content hours assigned to each component are:

Course Outline

Class Code	Class Title	Clock Hours
Component I: Core		
MA 101	Module A Introduction to Medical Assisting	16
MA 102	Module B Terminology, Anatomy & Physiology	40
MA 103	Module C Safety	8
MA 104	Module D Screening and Appointments	3
MA 105	Module E Computers	20
MA 106	Module F Medical Office Emergencies/CPR	14
MA 107	Module G Job Search	6
MA 108	Module H Introduction to Medical Insurance	6
MA 109	Module I Performance Improvement	2
MA 110	Module J Patient Education	2
	Total	117
Component II: Administrative		
MA 201	Module A Medical Office Receptionist	29
MA 202	Module B Medical Office Records	18
MA 203	Module C Medical Office Finances	18
MA 204	Module D Medical Office Insurance Billing	45
MA 205	Module E Medical Office Management	10
	Total	120
Component III: Clinical		
MA 301	Module A Exam room Procedures	40
MA 302	Module B Specialty Procedures	26
MA 303	Module C Pharmacology	24
MA 304	Module D Minor Office Surgery	14
MA 305	Module E Laboratory Procedures	32
MA 306	Module F Nutrition	2
	Total	138
Total	Clock	375

Method of instruction

Lecture and practicum. The instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks..

Graduation requirements

Upon successful completion (75% and more) of both theoretical and clinical components of the Medical Assistant program and if all financial obligations are met a certificate of completion is issued to the graduate.

Course Descriptions Component I: Core

MA 101 Module A Introduction to Medical Assisting

To provide the learner with the basic knowledge and broad perspective of the past history and current issues affecting the practice of medicine.

MA 102 Module B Terminology, Anatomy & Physiology

To prepare the learner with basic knowledge to correctly use the language of medicine

MA 103 Module C Safety

To prepare the learner with the basic knowledge and skills necessary for understanding of Occupational Safety and Health Administration and its functions.

MA 104 Module D Screening and Appointments

To prepare the learner with basic knowledge of patient screening

MA 105 Module E Computers

To prepare the learner with the basic knowledge and skills necessary to use a computer

MA 106 Module F Medical Office Emergencies/CPR

To prepare the learner with basic knowledge and skills to correctly evaluate cardiac arrest and/or abstracted airway, and to safely perform CPR intervention

MA 107 Module G Job Search

To prepare the learner with basic knowledge and skills necessary to obtain and maintain employment

MA 108 Module H Introduction to Medical Insurance

To prepare the learner with basic knowledge of medical insurance

MA 109 Module I Performance Improvement

To prepare the learner with basic knowledge of performance improvement

MA 110 Module J Patient Education

To prepare the learner with the basic knowledge and skills necessary to instruct, advise, and help assist a patient in setting up pathways that will enable them to participate positively in their own health care.

Course Descriptions Component II: Administrative

MA 201 Module A Medical Office Receptionist

To prepare the learner with the basic knowledge and skills necessary to be employed as an Administrative Medical Assistant

MA 202 Module B Medical Office Records

To prepare the learner with basic knowledge and skills necessary to organize, recode, and file patient information.

MA 203 Module C Medical Office Finances

To prepare the learner with basic knowledge and skills to use methods of establishing professional fees, customer credit, and identify the laws and regulations that affect follow-up and collection procedures.

MA 204 Module D Medical Office Insurance Billing

To prepare the learner with basic knowledge and skills necessary to distinguish types of insurance and insurance claims used in the medical office setting

MA 205 Module E Medical Office Management

To prepare the learner with basic knowledge and skills necessary to engage in marketing and community service

Course Descriptions Component III: Clinical

MA 301 Module A Exam room Procedures

To prepare the learner with basic knowledge and skills necessary to follow the principles of infection control and to protect the client and self from risk of infection.

MA 302 Module B Specialty Procedures

To prepare the learner with basic knowledge and skills necessary to perform selected tests and assist with diagnostic tests and treatment associated with the eye.

MA 303 Module C Pharmacology

To prepare the learner with basic knowledge and skills necessary to carry out his/her role and responsibilities in administering medications to a patient

MA 304 Module D Minor Office Surgery

To prepare the learner with knowledge and basic skills necessary to carryout the role and responsibilities in minor office surgery.

MA 305 Module E Laboratory Procedures

To prepare the learner with basic knowledge and skills necessary to describe the purpose of the physician office laboratory, to employ the necessary procedures and to identify the equipment used to perform testing.

MA 306 Module F Nutrition

To prepare the learner with basic knowledge and skills necessary to be able to assess the patient's nutritional intake and provide education and support to patients on special diets

Ownership

Horisons Unlimited School of Clinical Medicine is owned and operated by Horisons Unlimited Inc., a California Not for Profit Corporation. Corporation Officers of Horisons Unlimited, Inc are:

- Sandra Haar President
- Norman Haar Treasurer
- Robert Sanchez Vice President

Administrative Control

Chief Executive Officer

Sandra Haar RN-FNP
Registered Nurse Program, New York Regency, NY
Women's Health Care Nurse Practitioner, UCLA Harbor, CA
Family Nurse Practitioner, UCLA Harbor, CA

Chief Operating Officer

Norman Haar B.S.
Bachelor of Science in Business Administration, California State University Fresno

Faculty

The didactic and clinical education is taught by a team of highly experienced faculty consisting of dedicated instructors, RN's, Family Nurse Practitioners from various specialty areas. They are chosen for their commitment to teaching and clinical expertise. The faculty and staff are committed to provide the best possible educational environment and instruction to assure competency in all areas of the established curriculum.

Chief Academic Officer

Kanza Chaudhary, M.D.
Doctor of Medicine, Sir Syed University, Karachi

Seon J. Park MSN, RN-FNP
MSN California State University, Long Beach California
Certified Nurse Practitioner Lic #19036, American Academy of Nurse Practitioners
RN 667150, BLS/ACL

Sandy Haar RN-FNP
Registered Nurse Program, New York Regency, NY
Family Nurse Practitioner, UCLA Harbor, CA

Migdalia Cid CNA