

Career Training Solutions

2011 Fall Catalog

Student Catalog & Handbook



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PART I – GENERAL INFORMATION

HISTORY OF CAREER TRAINING SOLUTIONS

Career Training Solutions (CTS) was established on April 27, 1998, as the Health and Beauty Academy, Inc., in Fredericksburg, Virginia. Health and Beauty Academy offered programs in European Skin Care, Body Spa Wellness, Esthetics, Electrolysis, and Professional Massage Therapy. In October 2000, ownership of the Health and Beauty Academy changed, and the school was renamed Career Training Solutions (CTS).

The new management of Career Training Solutions implemented stronger curricula to the programs already offered. In addition, Medical Assistant, Medical Insurance Specialist, Phlebotomy, and Practical Nurse programs were implemented. CTS attained national accreditation with the Commission of the Council on Occupational Education (COE) in February 2002. In 2008 CTS offered its first degree granting program, the Registered Nurse program, then introduced a new Information Technologies program for 2010, and will continue to look for new education alternatives to better serve the community.

Today Career Training Solutions remains committed to providing quality education to its students and to enhancing the prosperity of the communities we serve.

LOCATION

MAIN CAMPUS

100 Riverside Parkway, Suite 123, Fredericksburg, Virginia 22406

(540) 373-2200 Fax: (540) 373-4465

Web: www.careertrainingsolutions.edu

Email: info@careertrainingsolutions.edu

INSTITUTIONAL PHILOSOPHY

CTS understands that advancements in education and training are made each day. It is our goal to prepare our students for the changes in industry by providing quality education and training that is focused on hands-on experiences using the most current technology available.

Our mission is:

- **To provide quality career education and training in the nursing, allied health, electronics, and health & beauty industries**
- **To provide quality instructors, equipment, curricula, and facilities**
- **To educate our students to achieve competency levels that qualify them for employment placement and/or advancement in existing or potential occupations**

OBJECTIVES

Specific objectives for each program offered at CTS are stated in the Program Curricula section of the catalog. All programs are designed to provide very specific training within a well-defined workforce job classification. Instructors at CTS are professionals who are well-trained and concerned with providing a quality education. The overall objectives of CTS are:

- **To prepare students to become outstanding in their careers**
- **To offer complete academic curricula, incorporating all of the basics necessary for success in each graduate's chosen career**
- **To graduate professional men and women who will make a significant contribution to their communities**

APPROVALS, MEMBERSHIPS AND PROFESSIONAL AFFILIATIONS

- Certificate to Operate issued by the Private and Out-of-State Postsecondary Education Unit (P.O.P.E.), State Council of Higher Education for Virginia, Commonwealth of Virginia (SCHEV) – www.schev.edu
- Accredited by the Commission of the Council on Occupational Education (COE) – www.council.org
- Authorized by the Commonwealth of Virginia Department of Health Regulatory Board's State Board of Nursing to conduct registered nurse, practical nurse, and nurse aide programs – www.dhp.state.va.us
- National Certification Board for Therapeutic Massage & Bodywork approved provider (450811-08) - www.ncbtmb.org
- Commonwealth of Virginia Department of Professional and Occupational Regulation – Virginia Board for Barbers and Cosmetology - www.dpor.virginia.gov/dporweb
- Authorized by the U.S. Department of Education (USDOE) to participate in Title IV programs – www.ed.gov
- Eligible institution for NCMIS – Marine Corps Tuition Assistance Program (4036A) - www.quantico.usmc-mccs.org
- Eligible institution for the training of eligible veterans by the Committee on Veteran's Education, Department of Education, Commonwealth of Virginia - www.dvs.virginia.gov
- Eligible institution for Vocational Rehabilitation training by the Virginia Department of Rehabilitative Services – www.vadrs.org
- Authorized under Federal Law to enroll non-immigrant alien students by the Immigration and Naturalization Service of the U.S. Department of Justice - www.uscis.gov
- American Massage Therapy Association (AMTA) - www.amtamassage.org
- Associated Bodywork & Massage Professionals (ABMP) - www.abmp.com
- National Certification Board for Therapeutic Massage & Bodywork - www.ncbtmb.org
- National Healthcareers Association - www.nhanow.com
- Exam site for National Healthcareers Certification Testing - www.nhanow.com
- Pearson Vue approved Nurse Aide Testing Center - www.vue.com
- Authorized Prometric Testing Center for Microsoft and CompTIA - www.prometric.com
- Member of the Fredericksburg, VA, Chamber of Commerce - www.fredericksburgchamber.org

PART II – STUDENT CATALOG AND HANDBOOK

ADMISSIONS POLICY, REQUIREMENTS, AND PROCEDURES

Admissions Policy

CTS appreciates each student’s desire to learn and to advance in the workplace. Therefore, CTS seeks only those students who have a genuine desire to become nursing, allied health, technical, and health and beauty professionals. Interest and motivation are important factors in determining a student’s degree of success.

CTS admits students without regard to race, color, creed, sex, age, handicap, or national and ethnic origin. Each student is entitled to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

General Admissions Procedures and Requirements

An interview with an authorized school official will be scheduled. An applicant under the age of 18 must bring a parent or guardian to the personal interview. Spouses are also encouraged to visit CTS with prospective students, tour the facility, and discuss career opportunities with staff personnel.

To qualify for acceptance, each applicant must meet the following requirements:

- Complete and submit an application for admission
- Present a high school diploma or GED certificate
- Successfully complete an entrance examination
- Complete and submit a request for official transcripts from all previous post-secondary schools attended
- Pay a non-refundable application fee
- Complete and sign an enrollment agreement (must be co-signed by a parent or guardian if the applicant is under 18 years of age)
- Set up a payment plan with the business office
- Complete and submit all pertinent forms and supporting documentation to determine eligibility if financial assistance is desired

Associate of Applied Science Degree Nursing Admissions Procedures and Requirements

General Education Prerequisites:

Degree Requirements	Credits
Natural ScienceAnatomy and Physiology including lab	8
EnglishCollege Composition	6
Humanities.....Any course from ART, HUM, MUS, PHI, REL, or Foreign Language	3
Behavioral SciencePsychology or Sociology	3
Mathematics College Level.....	3

Additional Admissions Requirements

- Applicant must have completed high school or college chemistry or biology, or equivalent with a “C” or better.
- Submit official transcripts from all secondary and post-secondary schools attended. General education courses to be transferred must be taken at an institution accredited by a national or regional agency recognized by the U.S. Department of Education, and that faculty members teaching the general education course must hold a minimum of a Bachelor’s degree with 15 semester hours or 23 quarter credit hours in the teaching discipline.
- Standardized pre-admission testing is required. Scores in the upper 50 percentile of the national average will receive priority consideration in the application process.
- Applicants will be expected to have earned a “C” or better in general education courses for the Associate of Applied Science Degree.

- Interview with Admissions Board.
- Meet prerequisites for admission to the Associate of Applied Science Degree Nursing Program.
- Applicants must attend a nursing orientation.

Admission into the LPN to RN Transition Program

Applicants must also meet the following criteria:

- Provide proof of a current, active unencumbered LPN license.
- GPA of 2.5 or better on a 4.0 scale from LPN studies.
- Non-Career Training Solutions LPN graduates must provide official transcripts that document all previous post-secondary work.
- LPN applicants graduating from a program other than Career Training Solutions may be required to validate comparable LPN program requirements. Faculty may validate using nationally normed tests and clinical competency requirements.
- Non-Career Training Solutions LPN graduates must submit two letters of recommendation from practicing RNs or former instructors.
- Current certification of cardiopulmonary resuscitation for health care professionals.

SPECIAL NOTICE FOR NURSING APPLICANTS

Nursing students will receive a Nursing Student Handbook at orientation. This handbook contains additional information specific to the nursing programs that is not listed in Career Training Solutions Student Catalog and Handbook.

VIRGINIA BOARD OF NURSING CERTIFICATION NOTICE

The Virginia Board of Nursing may refuse certification for certain causes including the conviction of any felony or any misdemeanor involving moral turpitude. This potentially affects the Registered Nurse, Practical Nurse, Nurse Aide, and the Massage Therapy programs.

ACCEPTANCE NOTIFICATION

After all general admissions requirements and any program specific requirements have been met, the appropriate administrator will review the complete application and acceptance will be determined. Applicants will then be notified by their admissions representative if they have been accepted. Applicants who have been accepted will receive a letter of congratulations and an orientation notice in the mail.

ACADEMIC POLICIES

Appearance

It is expected that a student's attire, hairstyle, and personal grooming will reflect a professional manner and respect for the student, other students, and the school. Attire not permitted includes, but is not limited to, short shorts, bare feet, no shirts, and strapless tops or halter-tops.

Attendance

Students are required to maintain prompt and regular attendance in all classes, and are responsible for any and all assignments presented in their absence. An attendance record is maintained and becomes part of each student's permanent record. In addition, this attendance data may be used for verification purposes and upon request by governmental agencies and educational accrediting organizations.

Any student who is absent in excess of 10 percent of the scheduled instructional time for each semester within their program of study may be terminated. According to the Virginia Department of Education guidelines, a student may be terminated if he or she has missed seven consecutive calendar days. Termination may affect current and/or future financial aid eligibility.

Tardiness

Students are required to arrive on time for each class in order to minimize class interruptions and to develop a professional work attitude. In keeping with our attendance policy, any student arriving late or departing early will have this time recorded as time out of class and, therefore, deducted from the total scheduled instructional time.

Withdrawal

Students who are scheduled for an academic course may withdraw from that course during the first week of class and receive a grade of "W".

After the first week of class, no academic course may be dropped without penalty. A grade of "F" will be assigned to those who stop attending class after the first week. All final course grades of "F" will be used in calculating the final grade point average. Withdrawal may affect current and/or future financial aid eligibility.

Withdrawal grades will be posted to the student's official transcript and will be used for calculation of the final grade point average as credits attempted.

Make-Up Policy

Class assignments are due on the date designated by the instructor. If the student contacts the instructor directly, the instructor at his or her option may receive overdue daily assignments. In addition, if a student has an excused absence on exam day, he or she may make up an alternate test version once. The make-up test must be given within three school days of the original test.

Incomplete Policy

If, due to unusual circumstances, a student has not completed the required course work by the end of the grading period, a grade of "I" (Incomplete) may be issued with approval from the Program Manager. The course work must be completed within a two week period or the Incomplete (I) will become a failing grade (F).

Exemption Credit

Any student interested in exempting a class may do so upon requesting permission from the Program Manager, paying an exemption fee of \$50, and successfully completing an exemption test with a score of 85 or above. Credits will be awarded but no grade will be given and the course will not be computed into the grade point average (GPA). Students cannot exempt individual courses from the Esthetics, Phlebotomy, or Nurse Aide programs.

Transfer of Credits

Any student entering CTS may transfer credits from other accredited schools to CTS upon receipt of an official transcript from the other institution and approval of those courses from the Program Manager. An evaluation of a prior transcript of grades from another institution will be made on an individual basis. CTS reserves the right not to accept credits that are more than five years old. A comparison of the course descriptions and number of credits with satisfactory grades of at least a "C" and an honorable dismissal or withdrawal from the institution from which transfer is made are required. Approved transfer credits will be shown as "TC" on the student transcript. In all cases, transfer of credits may meet a maximum of 30 percent of graduation requirements.

For all programs, including the Associate of Applied Science Degree program which is considered a terminal degree, it is at the sole discretion of the receiving institution to accept the credits granted at CTS. CTS makes no claims that credits earned will transfer to any other institution.

Credit by Standard Exam

CLEP® exams are standardized tests developed by The College Board. CTS accepts CLEP® results for credit granting purposes for the Associate of Applied Science Degree Nursing Program.

A CLEP® exam may not be taken for any course that has previously been taken for which a poor or failing grade was received.

Please contact the Admissions Department for more information.

Transfer of Students within Programs

CTS allows students to transfer to other programs. The grades received in the first program of choice will remain part of the complete student transcript. Students need to consult with their Program Manager who will advise them on the necessary procedures to transfer to another program. A student may be enrolled in only one program of study at a time.

Clock Hour/Credit Hour Conversion Formula

CTS measures its semester programs in clock hours/credit hours. The school uses the following clock hour/credit hour definitions and conversion formulas.

A clock hour is a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction.

A credit hour is one semester credit that is awarded for each fifteen (15) clock hours of lecture, thirty (30) clock hours of laboratory, and forty-five (45) clock hours of externship/clinical.

Grading System

Letter grades used at CTS for all academic courses are based on the following scale:

A	(Excellent)	94-100%	4.0
B	(Good)	86 - 93%	3.0
C	(Average)	78 - 85%	2.0
F	(Failing)	Below 78%	0.0
I	(Incomplete)		0.0
TC	(Transfer Credit)		0.0
EX	(Exemption)		0.0
W	(Withdrawal)		0.0

A student who receives a grade below "C" is required to repeat that course. It is expected that students will aspire to a minimum grade of "B" in all courses. Specific programs may have different requirements.

Grade Point Average

A student's cumulative grade point average is computed by dividing the total number of points earned by the total number of credit hours attempted. **Grades of "I", "TC", "EX" are not included in any calculation of GPA. Grades of "W" are included in the calculation of GPA as credits attempted.**

Graduation Requirements

Students must take a minimum of seventy (70) percent of their course work at CTS to qualify for graduation. To meet graduation requirements, students must be making satisfactory progress and be in compliance with academic standards by maintaining a cumulative GPA of 2.0 or greater; pass each subject; meet program attendance requirements; earn required hours; achieve all applicable skill proficiencies; be in compliance with financial terms of enrollment; and have no outstanding obligations including both account balance and library materials.

NOTE: A student who completes a program but exceeds 1.5 times the number of clock hours required to complete that program is not eligible to receive a diploma, but he/she may receive a certificate of completion.

Graduation Ceremony

CTS conducts two formal graduation ceremonies per year for all degree and diploma programs; one in the fall and one in the spring. Graduates who have met all graduation requirements **must** complete an application for graduation and attend a graduation meeting to participate in the ceremony. There is a \$25 fee for the purchase of the cap and gown.

Short-Term Course Offerings

CTS provides some short-term program offerings based on the clock hour system. A certificate of completion is awarded upon successful completion of these programs.

STUDENT SERVICE INFORMATION

Counseling Services

Members of the staff and faculty take personal interest in each student and are very willing to be of assistance. Students are urged to consult their instructor for additional help with assignments if needed. Students who are in need of personal counseling are encouraged to talk with the program manager who may refer them to the appropriate community resources.

Tutoring

Students who need extra assistance due to academic difficulties may arrange for tutoring through their instructor or program manager. Study groups are encouraged.

Class Schedule

CTS operates on the semester system with a semester averaging fifteen (15) weeks. Students attend classes throughout the year. Day and evening classes are scheduled Monday through Saturday between the hours of 8:00 a.m. and 10:00 p.m. CTS offers weekend workshops and the facilities are available for students' use on Fridays and Saturdays during the day.

Facilities – Main Campus

The campus is located in a modern office building and has ample, well-lighted parking at no charge to the students. The school is fully climate controlled. All equipment is modern, attractive, and specifically designed for the comfort and progress of the student. Class sizes average between ten (10) and twenty (20) students.

In an effort to provide a healthy learning environment for all students, CTS maintains a non-smoking policy throughout its facilities. As of December 1, 2009, CTS is a completely smoke free campus.

CTS does not provide housing or transportation for students.

Emergency Healthcare Plan

If a student has a medical condition requiring medication, the student must bring a letter from his or her physician advising the school of the student's condition, required dosage, along with authorization for a staff member to administer the dosage, if necessary. The staff is prohibited from administering any medication without permission.

If an accident or illness occurs that requires a student, employee, or guest to be sent to a doctor or hospital, the immediate family will be notified. If unable to notify the family, emergency vehicles will be summoned at the student's, employee's, or guest's expense.

Career Placement

Career placement assistance is available to all graduates who have successfully completed a career program at CTS. Every effort is made to help each graduate secure a position suitable to that graduate's interests and abilities in his or her chosen field, however **CTS cannot promise or guarantee employment to anyone.**

CTS maintains a list of employers who have previously hired our graduates, and we will continue to seek individuals and businesses that may be potential employers. In order to be eligible for

career placement assistance, a graduate must meet all stated graduation requirements and complete all placement assistance forms. Students nearing graduation should also keep an eye on the Jobs Board in the student dining area.

Substance Abuse Policy

CTS has adopted and implemented a substance abuse prevention program to prevent drug and alcohol abuse by employees and students in compliance with the Drug-Free Workplace Act of 1988.

Standards of Conduct

Conduct which is disruptive to classes or academic processes, including wrongly taking credit for work or possessing unauthorized materials during tests or examinations; discourteous or disrespectful behavior toward staff or faculty; willfully damaging school property or equipment; or any other behavior detrimental to the facility, staff, faculty, or student body is cause for immediate termination. Students may not re-enroll at any time after termination for unacceptable conduct.

The Honor Code at CTS is based on individual integrity. This system assumes that every student accepts his or her role in the academic community with self-respect and duty. Each student attending CTS is requested to sign the honor code pledge. It follows, therefore, that all work submitted by a student is his or her work. Suspected violations of the honor code should be reported to the appropriate Program Manager.

The unlawful manufacture, distribution, transfer, sale, possession, or use of illicit drugs and alcohol, or being under the influence of illicit drugs on CTS time or property is strictly prohibited. Additionally, employees and students shall not use alcoholic beverages during assigned school hours or report/return to class under the influence of alcohol. As a condition of employment or enrollment, employees and students shall abide by the terms of the above standards of conduct and shall notify the president of CTS in writing of their conviction for a violation of a criminal drug statute no later than five calendar days after such conviction.

Disciplinary Sanctions

CTS will impose disciplinary sanctions on employees and students consistent with local, state, and federal laws, up to and including expulsion and referral for prosecution, for violation of the Standards of Conduct.

Employees and students who need help with a drug or alcohol problem are encouraged to call the National Institute on Drug Abuse Hotline (1-800-662-HELP) for information and referral to treatment centers in the local community.

Weather Information and Class Cancellations

CTS will cancel or dismiss class when it is deemed by the administration that weather conditions would jeopardize the safety of the students, faculty, and staff. Announcements will be made through local media or through a recorded message on the school's answering system. Closings or delays will be conveyed through a code system as follows:

CODE	MEANING
Code 5:	Two-Hour Delay for Staff and Students
Code Blue:	All administrative staff report for work; students and faculty do not report
Code Red:	CTS is closed for staff and students

Holidays and Vacation Breaks

Observed holidays and school breaks are listed in the back of this catalog. Students should consult their program schedule for more specific and detailed information.

Portable Phones and Pagers

Portable phones and pagers are allowed on the premises but must be turned off during class time.

Property Responsibility

CTS is not responsible for the loss of personal property. The front desk maintains a lost and found. Any property turned in will be kept for at least thirty (30) days.

Learning Resource Center

CTS maintains up-to-date periodicals, books, videotapes, and other informative materials. Students are encouraged to use these materials. The materials may be checked out at the front desk.

Grievance Procedures

A grievance must first be presented in written form to the program manager and copied to the president at the address listed below. Any necessary supporting documentation must accompany the written grievance.

In the event that a satisfactory resolution cannot be found with the program manager, all pertinent materials must then be forwarded to the President of CTS at the address listed below. The president shall endeavor to reach a resolution acceptable to both the student and the school administration.

**Career Training Solutions
100 Riverside Parkway, Suite 123
Fredericksburg, VA 22406
(540) 373-2200 Fax: (540) 373-4465**

In the event that no satisfactory resolution can be found between the parties, then all materials may be sent to:

**Executive Director
Council on Occupational Education
Building 300, Suite 325
7840 Roswell Road,
Atlanta, GA 30350
(800) 917-2081 Toll Free
(770) 396-3898 Fax: (770) 396-3790**

**State Council of Higher Education for Virginia,
Private and Out-of-State Postsecondary
Education Unit (P.O.P.E.)
101 North 14th Street
Richmond, VA 23219
(804) 225-2600 Fax: (804) 225-2604**

Notice to all Students

CTS reserves the right to revise class schedules, programs of study, course curricula, class hours, faculty and administrative staff, tuition and fees, and any other material listed in this catalog when such revisions are deemed necessary. Catalog addenda will be published and distributed to all students when significant changes occur.

Student Records

CTS is responsible for maintaining academic records on each student according to the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), Public Law 93380 as amended. The law provides that the institution will maintain the confidentiality of each student's educational records. Written consent is required before education records may be disclosed to third parties, with the exception of accrediting commissions or governmental agencies authorized by law.

Record Retention

All student records are stored electronically, and in locked fireproof file cabinets. Access to student records is restricted to management and instructors on a "need-to-know" basis. The electronic records are maintained indefinitely and physical student records are maintained for five years.

Campus Crime Statistics

Please see the registrar for information regarding campus crime statistics.

FINANCIAL AID INFORMATION

CTS offers a federal financial aid program to provide assistance to students in our degree and our diploma programs who would not be able to attend school without such aid.

Financial need is one of the most important requirements for the student who seeks federal student aid. Need is defined as the difference between a student's cost of education and the amount the student and student's family can reasonably afford to pay (expected family contribution). The expected family contribution (EFC) is a standard formula established by Congress and is determined by evaluating the information the applicant provides on the Free Application for Federal Student Aid (FAFSA). Factors such as income, assets, family size, and number of family members in college are taken into consideration.

Prospective students are encouraged to contact the Financial Aid Department for detailed information about available student financial aid programs. CTS awards federal student aid to those students who meet all federal eligibility requirements, and follows all policies and regulations to manage Title IV (financial aid) funding. CTS ***Fast Track*** programs are not eligible for Federal Student Aid.

Note: CTS may limit financial aid to tuition, books, supplies, and student fee expenses.

Financial Aid Application Process

Students are encouraged to apply for financial assistance early because some types of aid have limited funding. Providing copies of the documents listed below will ensure proper completion of the application process:

- The student's and/or spouse's and/or parents' federal income tax returns
- W2s and other records of money earned by student and/or spouse and/or parents
- The student's and/or spouse's and/or parent's untaxed income records
- Student's Social Security card
- Student's driver's license or state picture ID
- U.S Passport or Card
- Certificate of Citizenship
- Certificate of Naturalization
- Permanent Resident Card
- Other documents as requested

Students are responsible for payment of their tuition and fees even if an application for financial aid has been made. Any CTS refund of tuition and fees due will be refunded to the financial aid program from which it came according to the CTS refund policy and applicable federal financial aid regulations.

Any financial aid commitment involving the use of federal funds is tentative, determined by federal guidelines and conditioned upon subsequent Congressional appropriation, actual receipt of the funds by CTS, and completion of the necessary forms by the student as requested by the financial aid department.

The financial aid office reserves the right to review, rearrange, cancel, and/or revise the award at any time due to changes in the student's financial or academic status.

Funding from federal aid programs is not automatically continued from one year to the next; therefore students must reapply for each award year and must provide the financial aid department a copy of the previous year's federal income tax return and any other appropriate paperwork as requested.

Financial Aid Eligibility Requirements

In order for CTS to award any federal student aid program, an individual must:

- Be a U.S. citizen, national or permanent resident of the United States, or eligible non-citizen
- Be enrolled as a full-time and, in some cases, as a part-time student
- Be enrolled in an eligible program of study
- Not be in default on any loan under the Federal Perkins Loan Program (including NDSL), the Federal Stafford Loan Program, the Federal SLS Loan Program, Federal PLUS Program, ICL or Federal Consolidation Loan, or have made satisfactory arrangements to repay any defaulted loan
- Certify that he or she does not owe a repayment on a Federal PELL Grant or the Federal Supplemental Education Opportunity Grant or a State Student Incentive Grant for attendance at any school
- Sign a statement of educational purpose
- Determine his or her eligibility for the Federal PELL Grant
- Be registered with Selective Service, if required
- Demonstrate financial need, except for some loan programs
- Be eligible to enroll in postsecondary education by providing a high school diploma or a General Education Development (GED) Certificate (the school registrar will provide more information about other types of acceptable documents.)
- Maintain satisfactory academic progress

Students who have attended **ANY** postsecondary school within the past 60 days **MUST** have a **FINANCIAL AID TRANSCRIPT (FAT)** sent to CTS from each institution attended. **This is a requirement even if you have not received financial aid.** Students must provide any documentation, verification, corrections, and/or new information requested by the financial aid office or the agency to which the application was submitted.

FEDERAL FINANCIAL AID PROGRAMS

CTS will award financial aid to eligible students. The eligibility will depend not only on the EFC but also on the cost of attendance, whether the student is a full-time or part-time student, and whether the student attends school for a full academic year or less.

PELL Grant

This program provides grants to students based upon a federal analysis of family financial status. A grant does not have to be repaid. To be eligible for the grants, a student must be enrolled in a PELL eligible program and show financial need by means of the Free Application for Federal Student Aid (FAFSA). The student may not have previously received a bachelor's graduate degree from another institution. The student can receive only one PELL grant per academic year and for no more than one school at a time.

Go to "FAFSA4caster"- www.federalstudentaid.gov, which will provide you with an EFC (Expected Family Contribution). This is the index that colleges use to determine what type of aid you may receive. Use your EFC "FAFSA4caster" to determine what types of federal grants & loans you may qualify for, and to give you an estimated award amount for each.

Federal Stafford Loan

Federal Stafford Loans are low-interest education loans made by banks, savings institutions, and credit unions. There are two types of Stafford Loans:

- **Subsidized Stafford** loans are awarded based on need. The federal government pays the interest on these loans while the student is in school, in a grace period, and during any authorized periods of deferment.

- **Unsubsidized Stafford** loans are available to those who do not qualify for a subsidized loan or who need additional aid. The terms for unsubsidized loans are the same as the terms for the subsidized loans except that the government does not pay the interest for the borrower. The student is responsible for paying the interest that accrues while he/she is in school, in a grace period, and during any authorized periods of deferment.

Federal PLUS Educational Loans

These loans are not based on financial need. PLUS loans are available to parents (natural or adoptive) or legal guardians of dependent undergraduate students. PLUS loan borrowers must have acceptable credit histories. Principal and interest payments generally begin within sixty (60) days of the final disbursement of the PLUS loan.

Direct Loans

The William D. Ford Federal Direct Loans (Direct Loans) are a low-interest education loan which offers a grace period for repayment after graduation (or last day of attendance) plus offers deferment, forbearance, and several types of repayment plans. The funds for these loans are provided by the Federal government and must be repaid to the federal government. The student and/or parent can apply for the following types of Direct Loans:

- **Direct Subsidized loans** are awarded on basis of financial need. The student will not pay interest for this type of loan before the beginning of repayment or during deferment periods. The federal government subsidizes the interest during these periods.
- **Direct Unsubsidized loans** are not awarded on the basis of need. The student will be charged interest from the time the loan is disbursed until the loan is paid in full.
- **Direct PLUS loans** are loans that the student's parents or adoptive parents can obtain to pay for education expenses if the student is a dependent undergraduate student enrolled at least half time. The student's parents must have an acceptable credit history.

Note: For more information about Federal Student Aid, please contact the Financial Aid Office.

OTHER FINANCIAL ASSISTANCE PROGRAMS

Veterans Benefits

Programs of study are approved for eligible veterans seeking Veterans Educational Benefits. CTS will make every effort to assist our veterans and their dependents. Students can pick up application forms at the school or by accessing the Veterans Affairs web site at www.gjbill.va.com.

Military Tuition Assistance

Programs of study are approved for active duty military personnel. Tuition assistance varies depending on the branch of service. Funding eligibility and requirements vary; students should contact their education office for more information. We participate in MYCAA - Military One Source.

Vocational Rehabilitation

State agencies provide this service to eligible individuals who wish to prepare for and/or return to the workforce. For further information, please contact the local office of the State Vocational Rehabilitation Services.

Other Tuition Assistance

A student whose tuition, book, and/or other fees are paid by another institution or sponsor must present a letter to CTS indicating that the funds will be paid directly to the school regardless of whether the student completes the course and of the grade obtained. A student is responsible for all tuition, books, and fees if the institution or sponsor does not pay for any reason.

Payment Plans

Career Training Solutions has tuition plans available for students who may opt to pay cash for their program. A plan tailored to meet individual needs can be arranged with the Business Office. The Financial Aid office determines cash payments with CTS In-House Financing Agreement.

Defaulting on Payment Plans

Failure to repay outstanding loans or other financial obligations according to the terms of the promissory note or other financial agreement will result in the account being in default. Defaulting on your financial agreement has a major negative impact on future credit ratings. In the event that an account reaches default status, Career Training Solutions will contract with a third party collection firm to make every attempt to collect these funds. All fees accrued for the process of collection will be the responsibility of the account holder in default.

TUITION AND FEES

Application Fee

A non-refundable application fee must accompany all applications for admission. Students who interrupt training (other than for an approved leave of absence) and re-enter at a later date will be charged a \$50 re-entry fee.

Exemption Fee

A fee of \$50 is charged for taking an exemption test in an attempt to be exempt from a class. This fee is charged to the student whether or not he or she is successful in passing the test.

Transcript Fee

Students receive an unofficial transcript when all course objectives have been met and all financial obligations have been satisfied. Additional transcripts must be requested in writing and forwarded with a \$5 transcript processing fee to the Registrar, Career Training Solutions, 100 Riverside Parkway, Suite 123, Fredericksburg, VA 22406.

Tuition

Individual program tuition costs are listed in Part III of the catalog. Students who interrupt training (other than for an approved leave of absence) and re-enter at a later date will pay tuition based on the current rate at the time of re-entry.

Graduation Fee

Students who have fulfilled all requirements for graduation and wish to participate in the formal graduation ceremony are charged \$25 for the purchase of their cap and gown.

Returned Check Fee

Checks that are presented to CTS and are returned for insufficient funds will result in the student being charged a \$100 reprocessing fee.

Books and Supplies

Required books and supplies are available for purchase at the campus. Student costs may vary each semester depending on courses scheduled and suppliers' prices in effect on the date of purchase. Current estimated costs for books and supplies are provided each semester.

REFUND POLICY

A period of three (3) business days, weekend and holidays excluded, is provided during which an applicant may cancel his or her enrollment without financial obligation other than the non-refundable application fee. Cancellation must be made in writing and sent to the President, Career Training Solutions at 100 Riverside Parkway, Suite 123, Fredericksburg, VA 22406.

CTS plans expenses, engages faculty, selects students, and bases its budget upon collection of tuition from all accepted students. Refunds or adjustments for dismissals, withdrawals, or academic failure are made according to the tuition refund policy below.

All students will be charged a non-refundable application fee, plus the cost of textbooks and materials and supplies received, in addition to tuition charges as specified below. The portion of the program completed will be determined by the number of weeks attended. Any portion of a week's attendance will be considered a full week's attendance for the purpose of the refund calculation. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.

- After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
- After the first 50% of the period of financial obligation the institution may retain all of the tuition.

Refunds, when due, are made without requiring a request from the student. Refunds will be made within 30 days (1) of the last day of attendance if the student has provided written notification of withdrawal to the institution, or (2) from the date the institution terminates the student or determines withdrawal by the student. All refunds shall be made within sixty (60) days of the student's last day of attendance.

ORDER OF RETURN OF FUNDS BY CTS

Whether the student withdraws from the program voluntarily or is administratively withdrawn from the school, CTS will process the refunds as follows:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Unsubsidized Direct Stafford loans
4. Subsidized Direct Stafford loans
5. Federal PLUS loans
6. Direct PLUS loans
7. Federal PELL Grants for which a return of funds is required
8. Other assistance under Title IV funds for which a return of funds is required
9. Other Federal, state, private, or institutional aid

LEAVE OF ABSENCE

In cases of prolonged illness or accident or other special circumstances that may make attendance impossible or impractical, a leave of absence may be granted to a student.

The request for a leave of absence **must be made in writing** and must be approved by the program manager.

The maximum amount of time permitted for a leave of absence is 180 days in a twelve month period. Students on approved leaves of absence remain enrolled in their program of study. No absences are accrued and no additional charges are incurred.

Upon returning from an approved leave of absence, a student returns to classes with the same status of academic progress as when the leave began. There shall be no restart of the period for demonstrating satisfactory academic progress. When the approved leave expires, a student must return to classes. A student who does not return from an approved leave of absence will be withdrawn from enrollment as of his or her last date of attendance.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**Note: Standards of Satisfactory Academic Progress Apply to All Students**

The maximum time frame allowed to complete an educational program is a period of time during which a student attempts 1.5 times the number of clock hours required to complete the program. For purposes of this standard, semester credit hours attempted shall mean any such hours for which a student has incurred a financial obligation.

Progress will be calculated at the end of the semester for all students on all credit hours attempted. A determination shall be made at the twenty-five (25) percent point whether a student has successfully completed at least fifty-five (55) percent of the credit hours attempted toward the educational objective with a minimum GPA of 1.25. If unsuccessful, the student will be placed on probation. An evaluation will be conducted again at the fifty (50) percent point to determine whether the student has successfully completed sixty (60) percent of the credit hours attempted with a minimum GPA of 1.5. If unsuccessful, the student will be placed on suspension. Successful completion of a program requires a final GPA of 2.0 or better.

There is a three-step process by which students will be kept informed of their satisfactory academic progress. Exceptions due to mitigating circumstances may be made by appeal to and after review by the program manager. The process is as follows:

1. **NOTICE** – The student must show improvement during the current semester or be placed on probation for the following semester.
2. **PROBATION** – The student must reestablish satisfactory progress during the current semester or be placed on suspension for the following semester.
3. **SUSPENSION** – Until the student reestablishes satisfactory progress, the student will not be allowed to apply for any further financial aid.

Students placed in a nonregular status for failing to meet the standards of satisfactory academic progress may reestablish satisfactory progress by following the procedures outlined below:

- Students must have an interview with the program manager to determine the causes for their lack of progress and to ensure those causes have been eliminated and/or resolved during the interim period.
- Students must successfully retake courses previously failed or upgrade the skills applicable to the student's educational objective.
- Upon reestablishment of regular student status, students will be placed on probationary status for one semester at day school or two semesters at night school in which time they must successfully complete the requirements for satisfactory progress.

Grades of "I", "EX" and "TC" are not included in any calculation of GPA.

A grade of "W" is included in the calculation of GPA as credits attempted.

Leave of Absence will have an effect on satisfactory academic progress only if a grade of "W" has been assigned for any course begun but not completed during a semester grading period.

READMISSION

Students will be considered for readmission on an individual basis. The returning student reapplies in writing to the program specific director or manager. The following factors may be considered in readmission and placement:

- Courses the student completed
- Amount of time that has passed since the applicant completed these courses
- Curriculum or course changes during the applicant's absence
- Courses that the applicant may have taken at another institution while not enrolled at Career Training Solutions
- Current physical and /or mental status verified by a physician's statement
- Space availability
- Professional attitude and behavior
- Review of performance in the program during first admission

PART IIIA – DEGREE GRANTING PROGRAM CURRICULA

ASSOCIATE OF APPLIED SCIENCE DEGREE NURSING

(Associate of Applied Science Degree)

Objective

The program objective is to prepare the student to enter the profession of nursing as a contributing member of the discipline to promote, maintain, and restore the health of clients in a variety of settings. This is a 15-month program designed for students who choose nursing as a career. The program’s curriculum provides high quality theoretical, laboratory and clinical experiences ensuring the student opportunities to develop as a nurse and as an individual.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<i>(Pre-req)</i>	<i>Natural Science</i>	8
<i>(Pre-req)</i>	<i>College English</i>	6
<i>(Pre-req)</i>	<i>Humanities</i>	3
<i>(Pre-req)</i>	<i>Behavioral Science</i>	3
<i>(Pre-req)</i>	<i>College Mathematics</i>	3
NSG 100	Introduction To Nursing	3
NSG 110	Principles Of Nutrition	3
NSG 120	Communication Skills	3
NSG 130	Fundamentals Of Nursing	7
NSG 140	Fundamentals Of Nursing Clinical	2
NSG 150	Pharmacology	8
NSG 160	Adult Nursing I	11
NSG 170	Adult Nursing II	9
NSG 180	Adult Nursing Clinical	5
NSG 190	Specialized Populations	9
NSG 200	Specialized Populations Clinical	1
NSG 210	Psychiatric Nursing	3
NSG 220	Organizational Management	4
NSG 230	Psychiatric/Organizational Clinical	1
NSG 240	NCLEX Preparation	<u>3</u>
Total Credit Hours:		95

Program Length: Day School: 15 Months

Uniforms, immunizations, a watch with a second hand, and other additional supplies are the student’s responsibility.

**Pre-requisites Required
Entrance Test Required**

ASSOCIATE OF APPLIED SCIENCE DEGREE NURSING - LPN TRANSITION OPTION

ASSOCIATE OF APPLIED SCIENCE DEGREE NURSING

(Associate of Applied Science Degree)

Objective

The program objective is to prepare the student to enter the profession of nursing as a contributing member of the discipline to promote, maintain, and restore the health of clients in a variety of settings. This program is designed for students who choose nursing as a career. The program’s curriculum provides high quality theoretical, laboratory and clinical experiences ensuring the student opportunities to develop as a nurse and as an individual. This program also allows for the “upward mobility” of LPN’s to transition into this curriculum.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
<i>(Pre-req)</i>	<i>Natural Science</i>	8
<i>(Pre-req)</i>	<i>College English</i>	6
<i>(Pre-req)</i>	<i>Humanities</i>	3
<i>(Pre-req)</i>	<i>Behavioral Science</i>	3
<i>(Pre-req)</i>	<i>College Mathematics</i>	3
NSG 145	Transitional Nursing	3
NSG 150	Pharmacology	8
NSG 160	Adult Nursing I	11
NSG 170	Adult Nursing II	9
NSG 180	Adult Nursing Clinical	5
NSG 190	Specialized Populations	9
NSG 200	Specialized Populations Clinical	1
NSG 210	Psychiatric Nursing	3
NSG 220	Organizational Management	4
NSG 230	Psychiatric/Organizational Clinical	1
NSG 240	NCLEX Preparation	<u>3</u>
Total Credit Hours:		80

Program Length: Day School: 12 Months

Uniforms, immunizations, a watch with a second hand, and other additional supplies are the student’s responsibility.

**Pre-requisites Required
Entrance Test Required**

PART IIIB – DIPLOMA PROGRAM CURRICULA

NURSING AND ALLIED HEALTH DEPARTMENT

PRACTICAL NURSING EDUCATION PROGRAM (Diploma Program)

Objective

This professional training program is designed to provide quality nursing to meet the needs of the region and the state. The high quality of theoretical and clinical education ensures the Practical Nursing student opportunities to develop as a nurse and as an individual while practicing in various settings and ensures the student possesses the ability to meet and exceed employer expectations in the job market.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
PN100	Trends in Nursing	3
PN110	Journey Across the Life Span/Communication	1
PN120	Anatomy and Physiology	8
PN130	Nutrition	3
PN140	Nursing Skills Theory	6
PN150	Nursing Skills Clinical	1
PN160	Pharmacology	7
PN170	Medical Surgical Nursing I	11
PN180	Medical Surgical Nursing I Clinical	2
PN190	Medical Surgical Nursing II	10
PN200	Medical Surgical Nursing II Clinical	2
PN210	Pediatric Nursing	3
PN220	Pediatric Nursing Clinical	0
PN230	Maternity Nursing	3
PN240	Maternity Nursing Clinical	0
PN250	Psychiatric Nursing	3
PN260	Psychiatric Nursing Clinical	0
PN270	Geriatric/Leadership Nursing	3
PN280	Geriatric/Leadership Nursing Clinical	0
PN290	NCLEX Reviews	4
Total Credit Hours:		70

Program Length: Day School: 14 Months
Night School: 17.5 Months
(Night School Clinicals are held on weekends.)

Uniforms, immunizations, a watch with a second hand, and other additional supplies are the student's responsibility.

Entrance Test Required

**MEDICAL ASSISTANT PROGRAM
(Diploma Program)**

Objective

This program prepares the graduate for an entry-level position as a medical assistant able to work in a variety of medical facilities and private practices. Students receive intensive training to develop both clinical and administrative skills.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
AT101	Anatomy/Terminology I	6
CM300	Microsoft Office	2
AT102	Anatomy/Terminology II	6
AD101	Medical Office Administration	4
AT103	Anatomy/Terminology III	4
CP200	Basic Pharmacology I	1
CP201	Basic Pharmacology II	1
CP102	Clinical Office Procedures I	4
CP103	Clinical Office Procedures II	4
PD101	Professional Development	1
CX100	Medical Assistant Externship Preparation	1
CX200	Medical Assistant Externship	<u>2</u>
Total Credit Hours:		36

**Program Length: Day School: 7.5 Months
 Night School: 7.5 Months**

ms, immunizations, a watch with a second hand, a minimum 2GB flash drive, and other additional supplies are the student's responsibility.

Entrance Test Required

**ELECTRONIC HEALTH INFORMATION TECHNICIAN PROGRAM
(Diploma Program)**

Objective

This program is designed to prepare the graduate for entry-level employment as an Electronic Health Information Technician. Students will acquire basic administrative office skills, medical billing and coding procedures, as well as the fundamental components and functions necessary for electronic health record (EHR) systems in the health care setting. Students will learn the role of the EHR in facilitating complete documentation, efficient workflow, and timely communications among clinicians, staff, and patients. This program provides hands-on experience using EHR software to complete common work tasks, managing patient accounts, scheduling patient appointments, and billing in the health care setting.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
AT104	Medical Terminology	4
CM300	Microsoft Office	1
BE100	Business English	3
AD101	Medical Office Administration	4
TR101	Medical Transcription	2
HT100	ICD9 Coding	2
HT110	CPT Coding	3
HT120	Medical Health Insurance Billing	4
HT130	Electronic Health Records	4
Total Credit Hours:		27

**Program Length: Day School: 7.5 Months
 Night School: 7.5 Months**

Uniforms and other additional supplies, including a minimum 4GB flash drive, are the student's responsibility.

Entrance Test Required

HEALTH & BEAUTY DEPARTMENT

ESTHETICS PROGRAM (Diploma Program)

Objective

This program is designed to prepare the graduate for an entry-level position as an Esthetician. Students will receive intensive classroom and lab training in the techniques of proper skin care and will be introduced to aromatherapy and makeup artistry. Graduates of the Esthetics program will be prepared to test for state board licensure.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
EST201	General Sciences and Basic Anatomy	3
EST202	State Laws & Regulations	0
EST203	Basic Skin Care	11
EST214	Basic to Advanced Infection Control	3
EST215	Basic Procedures & Theory of Advanced Topics	5
EST216	Basic Anatomy & Physiology	4
EST217	Business Skills, Licensure Preparation & Review	<u>3</u>
Total Credit Hours:		29

Length of Program: **Day School: 7.5 Months***
 Night School: 7.5 Months*

(* Some Saturdays may be required)

Uniforms and other additional supplies are the student's responsibility.

Entrance Test Required

**MASTER ESTHETICS PROGRAM
(Diploma Program)**

Objective

This program is designed for the student who holds a license as an Esthetician. Students will be introduced to advanced treatments in the field of Esthetics to include microdermabrasion, chemical exfoliation, and lymphatic drainage. Upon completion of this program, the graduate will be eligible to apply for Master Esthetician licensure.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
ME101	Advanced Business and Infection Control	3
ME102	Advanced Anatomy and Physiology	4
ME103	Advanced Skin Care and Modalities and Intro to Advanced Procedures	9
ME104	Advanced Procedures and Chemical Exfoliation	8
ME105	Lymphatic Drainage	<u>5</u>
Total Credit Hours:		29

**Length of Program: Day School: 7.5 Months*
 Night School: 7.5 Months***

(* Some Saturdays may be required)

Uniforms and other additional supplies are the student's responsibility.

Entrance Test Required

**MEDICAL MASSAGE THERAPY PROGRAM
(Diploma Program)**

Objective

This program is designed to provide education, guidance, and an environment for the systematic study of the art and science of Massage Therapy with an emphasis on medical rehabilitative modalities. A graduate of this program will have met the training requirements to test for national certification.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
MT100	Professional Foundations/Ethics	1
MT110	Business Practices	1
MT120	Musculoskeletal I	2
MT130	Musculoskeletal II	2
MT140	Anatomy/Physiology I	5
MT150	Anatomy/Physiology II	5
MT160	Massage I	5
MT230	Eastern Thought & Practice	3
MT251	Medical Massage I	2
MT260	Massage II	3
MT280	Medical Massage II	2
MT300	Certification Review	2
MT310	Student Clinic	2
Total Credit Hours:		35

Program Length: Day School: 7.5 Months*
Night School: 9 Months*

(* Some Saturdays may be required)

Uniforms and other additional supplies are the student's responsibility.

Entrance Test Required

INFORMATION TECHNOLOGIES DEPARTMENT

**CISCO NETWORKING ACADEMY PROGRAM
(Diploma Program)**

Objective

This program helps prepare students for a career within the IT industry. The CISCO Networking Academy program provides comprehensive, project-based training in computer network design, set-up, maintenance, troubleshooting, and administration. Students participate in hands-on projects that provide experimental learning, while preparing for the CISCO certification exam. This exam, given at the completion of two semesters, determines if the student is fully qualified to work as a CISCO Certified Networking Associate. Throughout the two semesters, students are learning about network operations and management. After completion, students may also pursue major industry networking certifications including CompTIA Network+.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CREDIT HOURS</u>
BIT101	IT Essentials	4
BIT102	SOHO Networking	4
BIT203	Medium Business & ISP Networking	4
BIT204	Routing Protocols & Concepts	4
BIT205	LAN Switching & Wireless Networking	4
BIT206	Designing & Supporting Computer Networks	4
BIT307	CCNA Security	4
MIS102	Operating System Fundamentals	4
MIS104	Microsoft Exchange Client Support	3
PD101	Professional Development	1
Total Credit Hours:		36

**Length of Program: Day School: 7.5 Months
 Night School: 7.5 Months***

(* Some Saturdays may be required)

Uniforms and other additional supplies, including a minimum 4GB flash drive, are the student's responsibility.

Entrance Test Required

PART IIIC – CERTIFICATE PROGRAM CURRICULA

NURSE AIDE PROGRAM (Certificate Program)

Objective

This program prepares the graduate for entry level employment as a nurse aide. Students will acquire knowledge and skills in relation to clients' rights and independence, safety and emergency procedures, infection control, and communication/interpersonal skills. Basic patient care issues are addressed as well as special care concerns.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CLOCK HOURS</u>
NA100	Introduction to Nurse Aide Program	9
NA101	Patient Care and Safety	39
NA102	Mental Health and Palliative Care	12
NA103	Emergency Procedures and Certification Review	16
NA104	Externship	<u>56</u>
Total Clock Hours:		132

**Program Length: Day School: 5 Weeks
 Night School: 8 Weeks**

Uniforms, immunizations, a watch with a second hand and other additional supplies are the student's responsibility.

***Background check fee must be paid with application fee.**

This program is not eligible for student financial aid.

Entrance Test Required

**PHLEBOTOMY PROGRAM
(Certificate Program)**

Objective

This program is designed to provide the community with phlebotomists skilled in venipuncture, microcollection of blood, the collection and transportation of clinical laboratory specimens, and public relations. Theoretical and clinical hours offered the students in this course ensure they possess the skills needed to exceed employer expectations. Graduates of this program will have met the training requirements to test for national certification.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CLOCK HOURS</u>
PB100	Introduction to Phlebotomy	48
PB101	Venipuncture Equipment	24
PB102	Routine Venipuncture	24
PB103	Complications & Additional Techniques	6
PB104	Special Venipuncture Collection	6
PB105	Dermal Puncture	12
PB106	Phlebotomy Externship	<u>120</u>
Total Clock Hours:		240

Length of Program: Day School: 8 Weeks

Uniforms, immunizations, and additional supplies are the responsibility of the student.

This program is not eligible for student financial aid.

Entrance Test Required

**PHARMACY TECHNICIAN PROGRAM
(Certificate Program)**

Objective

This program combines classroom instruction, laboratory, and clinical experience to prepare students for employment in hospitals, health care agencies, and retail outlets, as well as insurance and other third party providers. Students learn pharmacology through an overview of drugs and how they affect the human body, drug classifications, common side effects, drug use and abuse. Pharmacy math and dosage calculation familiarizes the students with methods of drug preparation, packaging, and distribution, as well as the functions and services provided by the hospital and retail pharmacies. Completion of the program includes practical learning experience in a community setting.

Graduates of the Pharmacy Technician program will be prepared to sit for both the Commonwealth of Virginia Board of Pharmacy and the Pharmacy Technician Certification Board (PTCB) examinations for state and national certification. Certification testing fees are not included in the cost of tuition.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CLOCK HOURS</u>
PT101	Pharmacy Principles & Practice	90
PT102	Pharmacy Computer Application	30
PT103	Pharmacy Calculation	60
PT104	Pharmacy Compounding	60
PT105	Pharmacy Externship	40
Total Clock Hours:		280

Length of Program: Night School: 16 Weeks

Uniforms and additional supplies are the responsibility of the student.

This program is not eligible for student financial aid.

Entrance Test Required

**NAIL TECHNICIAN PROGRAM
(Certificate Program)**

Objective

The primary objective of this course is to train the student in the basic manipulative skills and safety judgments necessary to obtain a license and competency in this beauty industry.

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>CLOCK HOURS</u>
NT100	Orientation to Nail Technology	10
NT110	Science of Nail Technology	75
NT120	Practices and Procedures	55
NT130	Business Skills	<u>10</u>
Total Clock Hours:		150

**Length of Program: Day School: 8 Weeks
 Night School: 11 Weeks**

Uniforms and additional supplies are the responsibility of the student.

This program is not eligible for student financial aid.

Entrance Test Required

PART IV-A – DEGREE GRANTING PROGRAM COURSE DESCRIPTIONS

Associate of Applied Science Degree Nursing Program

Health, fire, and safety measures are emphasized in each course of the program.

NSG100 Introduction To Nursing 3 Credit Hours

Introduction to Nursing focuses on the student as learner and on the transition into the beginning registered nurse role. The importance of organization, time management, effective study skills, test-taking strategies, cultural diversity, and communication skills are emphasized. Maslow's hierarchy of human needs and the systematic problem-solving approach are introduced as the organizational framework to identify, prioritize, and integrate human needs into the delivery of nursing care. Attention is given to the historical development, current trends, cultural and spiritual aspects of nursing care, and legal aspects of nursing. These principles will show how nursing can serve the client and his family, as well as the community. In addition, introduction to computer skills and math will be integrated to prepare the student for future objectives. The licensure requirements will be addressed.

NSG110 Principles Of Nutrition 3 Credit Hours

Principles of Nutrition emphasizes the basic foundations of nutrition and the interrelationship with optimal health. Nutrients, their sources, functions, basic requirements, and an overview of clinical diets are included in relationship with certain pathophysiology problems encountered in nursing. This knowledge will serve as a basis for the application of diet therapy to the nursing needs of the patient.

NSG120 Communication Skills 3 Credit Hours

Communication Skills is designed to help students develop these skills in the Nurse-Client Relationship. It reviews therapeutic communication strategies as well as barriers in the communication process. It explores intercultural communication as well as communications with different groups, genders and clients with special needs. It also emphasizes the communication process with other professionals, life's losses, and documentation in the electronic age.

NSG130 Fundamentals Of Nursing 7 Credit Hours

Fundamentals of Nursing focuses on identifying, prioritizing, and integrating the hierarchy of basic human needs throughout the lifespan. Transcultural nursing concepts are introduced. Systemic problem-solving approach provides the organizational framework for a holistic approach to nursing care. Through theory and lab, this course introduces the principles and cognitive and motor skills essential to nursing practice. This includes: communication, the systematic problem-solving approach, vital signs, health assessment, body mechanics, aseptic techniques, client safety, nutritional needs, and care for adults of varying cultural and developmental stages.

NSG140 Fundamentals Of Nursing Clinical 2 Credit Hours

This course provides a supervised clinical experience to apply the knowledge from the theoretical/ lab base of previous courses. **Prerequisite NSG 130**

NSG150 Pharmacology 8 Credit Hours

Pharmacology is designed to give the student an understanding of principles of pharmacology and specific drug groups using the prototypical approach and emphasizing physiological classifications and generic nomenclature. Discussion of specific physiological drug groups will be organized according to their use in treating alteration in activity-exercise, sleep-rest, elimination, cognitive-perceptual, nutritional-metabolic, and self-perception-self concept dimensions. The nursing process is applied to the administration of medication, and emphasizes identifying the altered health pattern for which the medication is administered, promoting and monitoring therapeutic effect, observing for and minimizing adverse effects, and evaluating the effectiveness

of drug therapy. Drug dosage calculation will be emphasized. Lab will enhance the student's ability to apply these principles through hands-on experience with enteral, parenteral, and cutaneous routes.

NSG160 Adult Nursing I**11 Credit Hours**

Adult Nursing 1 is designed to develop the student's knowledge of etiology, symptoms, prescribed treatment, and use of the nursing process in selected disorders. Disorders to be included are: stress adaptation and pain, death and dying, fluid and electrolytes, and shock, as well as the respiratory, renal, cardiac, and the gastrointestinal system. Geriatric considerations are integrated throughout the course. Lab will have various applications of the skills necessary to perform nursing tasks in these areas.

NSG170 Adult Nursing II**9 Credit Hours**

Adult Nursing 2 is designed to develop the student's knowledge of etiology, symptoms, prescribed treatment, and use of the nursing process for selected disorders of the integumentary, hematological/peripheral vascular diseases, lymphatic, neurological, sensory, musculoskeletal, endocrine and reproductive systems. The geriatric considerations are integrated throughout the course. Lab will have various applications of the skills necessary to perform nursing tasks in these areas.

NSG180 Adult Nursing Clinical**5 Credit Hours**

Adult Nursing Clinical provides a supervised clinical experience that focuses on nursing care of individuals and families requiring the integration of concepts related to nursing care of complex medical/surgical disorders. Content includes math computational skills, computer instruction related to the delivery of nursing care, and the application of the nursing process to the following disorders: sensory, neurological, integumentary, respiratory, lymphatic, musculoskeletal, renal, cardiovascular, gastrointestinal, endocrine and reproductive. Use of all concepts of the nursing process with increasing degrees of skill will be emphasized. **Prerequisite NSG 160**

NSG190 Specialized Populations**9 Credit Hours**

Specialized populations is designed to provide the students with the knowledge, understanding and nursing skills related to phases of childbearing including the welfare and care of the neonate and other family members. Care of well and sick children and other family members' needs related to those specific conditions are addressed. Principles of prenatal, perinatal, postnatal, and neonatal care as well as care given during labor, delivery, and puerperium are examined. Newborn care and assessment are explored. Abnormal conditions of pregnancy and disorders of the newborn are presented and experiences provided via virtual nursing and lab. Abnormal conditions of infants and children of all ages are discussed and experiences provided via virtual nursing and lab. This unit builds upon previous concepts of developmental theory and provides the basis for the clinical experience. The concept of child abuse will be given particular attention as well as the legal aspect of recognizing and reporting abuse and coordinating with community resources. Math calculations for the specialized populations are emphasized. Lab experience will simulate the clinical aspects.

NSG200 Specialized Populations Clinical**1 Credit Hour**

Specialized Populations Clinical provides supervised clinical experiences to build upon the theoretical/lab knowledge base of Specialized Populations. Opportunities are provided to the student to be able to provide care to the mother in the hospital during labor, delivery, and puerperium along with newborn care. Abnormal conditions of pregnancy and disorders of the newborn are presented and experiences provided. Opportunities are provided to observe and participate in the care given to well and sick children. Experiences of abnormal conditions of infants and children of all ages are provided either through hands-on or virtual excursion application. **Prerequisite NSG 190**

NSG210 Psychiatric Nursing**3 Credit Hours**

Psychiatric Nursing via theory/lab focuses on the principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. Alterations in the functional health pattern of cognition-perception, and the nurse's role

in promoting mental health and coordinating community services are emphasized. Common alterations in the cognition-perceptual pattern including chemical dependency, violence, abuse, anxiety, psychosis, and organic conditions affecting cognition are studied.

NSG220 Organizational Management

4 Credit Hours

Organizational Management provides the managerial and leadership roles and skills to prepare the registered nurse to provide safe and effective care for a group of clients in both acute and long-term settings. In addition, it provides information in community health practice. Principles of delegation and supervisory skills are emphasized. In addition, this course teaches the importance of communication skills, time management and prioritization fulfilling the duties of being a nurse manager/leader. The course also emphasizes the role of the registered nurse as a member of the profession. The importance of the individual nurse as well as the profession at large in proactively responding to the transformation of the local, state, national and global health care delivery systems are emphasized. Opportunities for personal growth and career development are explored.

NSG230 Psychiatric/Organizational Clinical

1 Credit Hour

Psychiatric/Organizational Clinical provides clinical experiences to build upon the theoretical/lab experience knowledge base from Psychiatric Nursing and Organizational Management. Cultural diversity, life span issues, socioeconomic concerns, use of human and material resources as well as community-based resources are integrated into the activities as preparation for the role as an RN. Clinical will be divided equally between each specialty area. **Prerequisites NSG210 and NSG220**

NSG240 NCLEX Preparation

3 Credit Hours

NCLEX Preparation offers a comprehensive review of the major principles of the previous courses and prepares the student for the National Council Licensure Examination. The major areas of Nutrition, Fundamentals, Pharmacology, Adult Nursing, Specialized Populations, Psychiatric Nursing, and Organizational Management are emphasized. Test-taking preparation strategies and rationale are utilized with numerous opportunities to apply them in a lab setting before the final examination.

Associate of Applied Science Degree Nursing Program - LPN Transition Option

NSG145 Transitional Nursing

3 Credit Hours

Transitional Nursing introduces the role of the registered nurse through concepts and skill development. This course serves as a bridge course for licensed practical nurses to review the critical core areas needed for transitioning into the practice of a registered nurse. Math computational skills and basic computer instruction related to the delivery of nursing care are included. Fundamentals and pharmacology principles will be reviewed. Communication strategies and differences of roles between the LPN and RN will be emphasized.

PART IV-B – DIPLOMA PROGRAM COURSE DESCRIPTIONS

NURSING AND ALLIED HEALTH DEPARTMENT

Practical Nursing Education Program

Health, fire, and safety measures are emphasized in each course of the program.

PN100 Trends in Nursing **3 Credit Hours**

This course offers a general overview of practical nursing and introduces the student to basic concepts of the profession, including the history, philosophy of practical nursing, and the nursing process. Students are also introduced to theories of practical nursing, professional practice roles, the expectations and relationships encountered in nursing, and legal, ethical, and licensure issues.

PN110 Journey Across the Life Span/Communications **1 Credit Hour**

This course is designed to bring into awareness the importance of verbal and written communication in the health care field. Therapeutic communication will be discussed involving multicultural, lifespan responses, and specialized population concerns. Life-altering issues and responses to death and dying will be addressed.

PN120 Anatomy and Physiology **8 Credit Hours**

This course is designed to describe the healthy body, cells, tissues, organs, and systems in a sequential order. Growth and development along with a review of the principles of good health practices is emphasized. Knowledge of good health practices and the knowledge of normal structure and function are presented to enable the student to assist with the assessment, planning, implementation, and evaluation of nursing care. Medical terminology will be included.

PN130 Nutrition **3 Credit Hours**

This course is designed to build on the anatomy course with an emphasis on the basic principles of good nutrition and their interrelationship with good health. Nutrients, their sources, functions, basic requirements, and an overview of clinical diets are included. This knowledge will serve as a basis for the application of diet therapy to the nursing needs of the patient.

PN140 Nursing Skills Theory **6 Credit Hours**

This course is designed to provide knowledge of the principles and performance of the procedures that are essential to the nursing care of patients at a basic level through classroom instruction and laboratory practice.

PN150 Nursing Skills Clinical **1 Credit Hour**

This course provides a supervised clinical experience to build upon the theoretical knowledge base from previous courses. **Prerequisite PN140**

PN160 Pharmacology **7 Credit Hours**

This course includes a review of basic mathematics, weights and measures used in relationship to the administration of medication. This course also provides basic information relevant to the safe preparation and administration of medications prescribed by the physician. Practice administration under the direct supervision of an instructor will be included in this course. The student will be introduced to the pharmacological actions and the individual's response to medication utilizing the nursing process. An additional focus is on the integration of patient/family education in the plan of treatment.

PN170 Medical Surgical Nursing I **11 Credit Hours**

This course is designed to teach the student the basic knowledge of etiology, symptoms, prescribed treatment, and experience in the nursing care of selected disorders including fluid and electrolytes, respiratory, urinary, cardiac, hematological, and peripheral vascular disease. The

nursing process implementation will be taught and reinforced in the clinical setting. The stress response including pain and issues of death and dying will be addressed. Psychosocial and cultural issues pertaining to patient care will be explored. This course builds on the knowledge and concepts taught in the previous courses.

PN180 Medical Surgical Nursing I Clinical **2 Credit Hours**

This course provides a supervised clinical experience to build upon the theoretical knowledge base from Medical Surgical Nursing I. **Prerequisite: PN170**

PN190 Medical Surgical Nursing II **10 Credit Hours**

This course is designed to teach the student the basic knowledge of selected disorders included in the lymphatic, gastrointestinal, integumentary, neurological, sensory, musculoskeletal, endocrine, and reproductive systems. The nursing process implementation will be taught and reinforced for application in the clinical setting. This course builds on the knowledge and concepts taught in previous courses. **Prerequisite: PN180**

PN200 Medical Surgical Nursing II Clinical **2 Credit Hours**

This course provides a supervised clinical experience to build upon the theoretical knowledge base from Medical Surgical Nursing II. **Prerequisite: PN190**

PN210 Pediatric Nursing **3 Credit Hours**

This course is designed to assist the student in gaining knowledge and understanding, and in developing nursing skills related to the needs and care of well and sick children and other family members. Planned clinical experiences are correlated with theory. Opportunities are provided to observe and participate in the care given to well and sick children. Abnormal conditions of infants and children of all ages are discussed and experiences are provided as available. Principles from the life span will be integrated as well as structure and function, nutrition and drug therapy.

PN220 Pediatric Nursing Clinical **0 Credit Hours**

This course provides a supervised clinical experience to build upon the theoretical knowledge base from Pediatric Nursing. **Prerequisite: PN210**

PN230 Maternity Nursing **3 Credit Hours**

This course is designed to provide the student with knowledge, understanding, and nursing skills related to phases of childbearing including the welfare and care of the neonate and other family members. Principles of prenatal, perinatal, postnatal, and neonatal care remain constant, and pregnancy and birth are presented as part of the normal life cycle. Clinical experiences are correlated with theory. The care given the mother in the hospital during labor, delivery, the puerperium, and the care of the newborn is provided. Abnormal conditions of pregnancy and disorders of the newborn are presented and experiences provided opportunistically. This unit builds theory taught in structure and function of the reproductive system and is correlated with nutrition, drug therapy, and nursing skills.

PN240 Maternity Nursing Clinical **0 Credit Hours**

This course provides a supervised clinical experience to build upon the theoretical knowledge base from Maternity Nursing. **Prerequisite: PN230**

PN250 Psychiatric Nursing **3 Credit Hours**

This course is designed to provide the student with skills that will aid in recognizing the emotional needs of patients. Emphasis is placed on the study of personality formation, communication skills, adaptive and maladaptive behavior, and problem solving using the nursing process. A basic foundation of the definitions, therapies, and nursing interventions of specific psychopathologies is integrated in this subject. The course content is built upon and incorporated into theory taught in all other areas of the practical nursing curriculum.

PN260 Psychiatric Nursing Clinical **0 Credit Hours**

This course provides a supervised clinical experience to build upon the theoretical knowledge base from Psychiatric Nursing. **Prerequisite: PN250**

PN270 Geriatric/Leadership Nursing **3 Credit Hours**

This course is designed to provide knowledge and understanding of the normal process of aging. In order to develop a positive attitude toward the older person in our society, students will be provided experiences in the areas in which they can relate to the senior citizen who functions independently in the community, as well as those in health care facilities. Emphasis in this course is given to the leadership-management roles of the practical nurse and the knowledge and skills needed to assume this responsibility.

PN280 Geriatric/Leadership Clinical **0 Credit Hours**

This course provides clinical experience to build upon the theoretical knowledge base from Geriatric/Leadership Nursing. **Prerequisite: PN270**

PN290 NCLEX Reviews **4 Credit Hours**

This course offers a comprehensive review of the major principles of anatomy and physiology, nutrition, pharmacology, medical surgical nursing, maternity nursing pediatric nursing, psychiatric nursing, and geriatric nursing. The primary focus is to prepare students to take the Virginia State Board of Nursing licensure examination.

Medical Office Professional Programs

Health, fire, and safety measures are emphasized in each course of the program.

AT101 Anatomy/Terminology I **6 Credit Hours**

AT102 Anatomy/Terminology II **6 Credit Hours**

AT103 Anatomy/Terminology III **4 Credit Hours**

Students will study the structure and function of various body systems. Radiology, nuclear medicine, oncology, psychiatry, pharmacology, and the blood and immune systems will be introduced. Medical terminology related to anatomy, physiology, pathological conditions, clinical procedures and laboratory tests of these body systems and medical specialties will be emphasized, along with their proper pronunciation and spelling.

AT104 Medical Terminology **4 Credit Hours**

This course introduces the basics of medical terminology: Root words, suffixes and prefixes. Students will study the structure and function of various body systems and learn associated medical terms and abbreviations, with proper pronunciation and spelling emphasized. Related pathological conditions, clinical procedures and laboratory tests will be discussed.

AD101 Medical Office Administration **4 Credit Hours**

Administrative medical office techniques will be taught, including those related to telephone, appointments, insurance referrals, patient account management, collections, medical records, correspondence, payroll, and travel arrangements. Professional ethics and legal issues will be discussed. Students will be introduced to medical transcription and health insurance claims processing.

BE100 Business English **3 Credit Hours**

This course is designed to reinforce the student's written communication skills through the use of application materials of realistic office communications. Basic grammar, proper punctuation, correct formats for business communications, and proof reading is emphasized.

CM300 Microsoft Office **1 Credit Hour**

In these courses students will learn the basics of Microsoft Word and Excel. Word topics will include document preparation, editing, formatting and design, and printing and publishing. Excel will cover integrating worksheets, graphics and data management for mathematical, financial and organizational tasks.

CP200 Basic Pharmacology I**1 Credit Hour**

This course is a concentration of the mathematical process of medication distribution and administration. Emphasis is placed on accuracy in mathematics and dosage calculation skills necessary for safe preparation and administration of medication to the adult and pediatric patient.

CP201 Basic Pharmacology II**1 Credit Hour**

This course presents a detailed explanation of drugs, drug classification and identification, routes of administration, drug actions and adverse reactions. Emphasis is placed on legislation relating to drugs, drug references, basic principles for the administration of medication and universal and standard precautions.

CP102 Clinical Office Procedures I**4 Credit Hours**

This course is an introduction and study of the basic aseptic and infection control practices, sterilization procedures, OSHA guidelines, and hazard control. Vital signs, assisting with physical exams, and taking medical histories are studied and practiced. Blood specimen collection procedures are studied with the practice of capillary collection and venipuncture collection methods. Basic hematology is studied and analyzed with practice in hematology skills, including erythrocyte sedimentation rate, hematocrit, white blood cell count, and peripheral blood smear. Blood chemistries are discussed and blood glucose is performed and practiced. Other laboratory procedures for the medical office are studied, including microbiology with culture specimen collection and urinalysis.

CP103 Clinical Office Procedures II**4 Credit Hours**

This course is a study and practice of electrocardiography, the administration of medication, injection techniques, assisting with minor surgical procedures, and the identification of surgical instruments. First aid procedures are studied and practiced, and a course for CPR is presented.

CX100 Medical Assistant Externship Prep**1 Credit Hour**

This course will prepare the student for entry into the medical community. Students will utilize administrative and clinical medical office skills previously taught in the Medical Assisting program. Emphasis will be placed on customer service, professional dress and an overall review of the basic skills needed to perform satisfactorily at the externship site. The primary focus is to prepare the students for certification examination.

CX200 Medical Assistant Externship**2 Credit Hours**

This course is a practical application of general administrative and clinical skills in an ambulatory care setting. The clinical portion of the course is designed to provide the student with a well-rounded practical experience in an actual workplace setting.

MIS100 Medical Insurance Exit Seminar**1 Credit Hour**

This course offers a comprehensive review of billing and coding and health insurance forms and information necessary to prepare the graduates for the National Health Career Association examination.

HT100 ICD9 Coding**2 Credit Hours**

This course provides students with an understanding of how to reference and interpret the ICD-9-CM coding manual, as well as extensive hands-on practice in assigning proper diagnosis codes from all three volumes, including V codes and E codes, as required on all insurance claim forms.

HT110 CPT Coding**3 Credit Hours**

This course familiarizes students with the format, symbols, major sections, and appendices of the CPT and HCPCS coding manuals. Codes for each medical procedure and service are required on all insurance claim forms. Extensive hands-on practice in assigning proper codes and modifiers for proper insurance reimbursement is included.

HT120 Medical Health Insurance Billing 4 Credit Hours

Students will learn the rules and regulations concerning Medicare, Medicaid, Blue Cross/Blue Shield, Tricare, and workers' compensation and how to properly complete claim forms for each.

HT130 Electronic Health Records 4 Credit Hours

This course will introduce students to the fundamental components, terminology, and functions associated with electronic health record (EHR) systems in the health care setting. Students will learn the role of the EHR in accurate documentation, efficient workflow, and timely communications among clinicians, staff, and patients. Strategies and critical thinking scenarios will develop the confidence and skills necessary for successful EHR implementations. This course includes practice exercises providing hands-on experience in billing, managing patient accounts, and scheduling in the health care setting.

TR101 Medical Transcription 2 Credit Hours

This course is designed to acquaint students with hands-on medical transcription, medical report formats, and the use of medical word and drug reference books. Students will transcribe actual medical dictation from various specialties using state of the art computer software.

PD101 Professional Development 1 Credit Hour

This course will introduce the student to resume writing, job search techniques and interviewing skills. All students will participate in this course prior to graduation.

HEALTH AND BEAUTY DEPARTMENT

Esthetics Program

Health, fire, and safety measures are emphasized in each course of the program.

EST201 General Sciences and Basic Anatomy 3 Credit Hours

This course covers the principals, practice, and basic fundamentals of infection control, general anatomy & physiology, and the basics of chemistry.

EST202 State laws & Regulations 0 Credit Hours

Students are introduced to the Virginia State laws and the rules from the Department of Professional and Occupational Regulation for the Esthetics profession.

EST203 Basic Skin Care 11 Credit Hours

This course will cover the basics of skin analysis. The chemistry, ingredients and selection of skin care products is included along with the physiology and histology of the skin, basic nutrition, disorders and diseases of the skin, treatment room set up, basic facials and facial massage techniques, and facial equipment.

EST214 Basic to Advanced Infection Control 3 Credit Hours

This course will build on the essentials of skin care and esthetics, including professional ethics. The course also covers HIPAA, OSHA, and FDA rules and regulations. Additionally, this course includes levels of decontamination and bacteriology, and stresses the importance of proper client records and documentation.

EST215 Basic Procedures & Theory of Advanced Topics 5 Credit Hours

This course covers advanced skin care procedures, including skin care analysis, consultation, health screening, and documentation. Hair removal procedures and makeup application are introduced to the student. Other advanced treatment topics include an introduction to the theory of lymphatic drainage and microdermabrasion.

EST216 Basic Anatomy & Physiology 4 Credit Hours

Students will learn skin structures and function, nutrition, cells, organs, tissues, and the 11 body systems. Students will also learn to relate muscle groups to massage techniques.

EST217 Business Skills, Licensure Preparation & Review **3 Credit Hours**

This course covers business practices, including insurance, liability, and business skills. It also includes an introduction to career planning, the skin care business, and the marketing of products and services typical of the spa industry. This course prepares the student for application, testing and procedures for licensure.

Master Esthetics Program

Health, fire, and safety measures are emphasized in each course of the program.

ME101 Advanced Business and Infection Control **3 Credit Hours**

This course provides in depth business skills information including state laws, OSHA, FDA, and MSDS esthetics regulations, and insurance and liability issues. Additionally, advanced infection control, disinfection and sterilization methods and protective equipment are covered.

ME102 Advanced Anatomy and Physiology **4 Credit Hours**

Advanced anatomy and physiology and advanced skin structure and functions are covered along with advanced nutrition and stress management.

**ME103 Advanced Skin Care and Modalities
and Intro to Advanced Procedures** **9 Credit Hours**

Advanced disease and disorders are covered with advanced skin typing and conditions, advanced cosmetic ingredients and pharmacology, advanced home care, advanced facial techniques, advanced skin care massage, medical terminology, and pre and post medical treatments.

ME104 Advanced Procedures and Chemical Exfoliation **8 Credit Hours**

Advanced facial devices, hair removal, home care, advanced makeup, spa/body treatments, alternative therapies, Ayurveda theory and treatments, and medical intervention are covered.

ME105 Lymphatic Drainage **5 Credit Hours**

This course is an Introduction to lymphatic drainage and covers tissues and organs of the lymphatic system and functions of the lymphatic system, immunity, etiology of edema, indications and contraindications for lymphatic drainage. Also included are manipulations and movements for lymphatic drainage, face and neck treatment sequence, lymphatic drainage of the trunk and upper extremities and the trunk and lower extremities, cellulite, use of lymphatic drainage with other treatments, and machine aided lymphatic drainage.

Medical Massage Therapy Program

Health, fire, and safety measures are emphasized in each course of the program.

MT100 Professional Foundations/Ethics **1 Credit Hour**

Professional foundations provide the background for understanding key concepts, issues, and legal and ethical considerations in the field of massage therapy today. Topics include the history and philosophy of massage therapy and an overview of various massage and bodywork approaches. Professional behavior and ethics are discussed along with legal issues, scope of practice, credentialing, and communication skills.

MT110 Business Practices **1 Credit Hour**

The success of a massage therapy practice rests on an understanding of sound business principles. This course covers basic business skills, starting a massage practice, and legal and insurance considerations. The options of working as a sole proprietor, independent contractor, and an employee are discussed.

MT120 Musculoskeletal/Kinesiology I **2 Credit Hours**

This course will give the student an overview of the skeleton, bony landmarks, and how to palpate these features. The focus will be on the upper extremities of the head and neck. The origins, insertions, and actions of the muscles of these areas will be thoroughly covered. The names and location of major nerves and nerve plexuses will also be covered. The student will understand how the body moves and what muscles and bones are involved with those movements.

MT130 Musculoskeletal/Kinesiology II **2 Credit Hours**

This course will continue the overview of the skeleton, bony landmarks, and how to palpate these features. The focus will be on the lower extremities, the trunk and the back. The origins, insertions, and actions of the muscles of these areas will be thoroughly covered. The names and location of major nerves and nerve plexuses will also be covered. The student will understand how the body moves and what muscles and bones are involved with those movements.

MT140 Anatomy & Physiology I **5 Credit Hours**

This course will give the student an overview of the integral workings of the human body and the mechanisms of health and disease. Medical terminology relating to the body's systems will be introduced. The nervous, endocrine, and skeletal systems will be covered as well as the structure and function of the joints. Pathology as it relates to these systems will also be covered.

MT150 Anatomy & Physiology II **5 Credit Hours**

This course will focus on the structure and function of individual muscles. Kinesiology concepts are further explored. Biomechanics basics will be introduced. The integumentary, cardiovascular, lymphatic, immune, respiratory, digestive, urinary and reproductive systems and their pathological conditions will be covered.

MT160 Massage Therapy I **5 Credit Hours**

This course presents the theory, techniques, and experience of therapeutic massage. Topics include, the scientific art of therapeutic massage, indications and contraindications, hygiene, sanitation, and safety. Attention is given to the technical aspects of massage, including the use of proper body mechanics and equipment. Proper preparation for massage, including presenting a professional environment will be established and practiced in the lab. Massage manipulations and techniques will be introduced, developed and practiced in the lab.

MT230 Chinese Medicine & Eastern Thought **1 Credit Hour**

This course will give the student an overview of the basics of Chinese Medicine and Eastern Thought as it relates to the massage field. The concepts and basic practice of eastern modalities will be introduced including, Meridians, Shiatsu, Ayurveda, and the Chakras.

MT251 Medical Massage I **2 Credit Hours**

This course will teach the billing codes, advanced study of medical terminology, and patient charting as they each relate to medical massage.

MT260 Massage Therapy II **3 Credit Hours**

Students continue to learn specific therapeutic approaches as introduced in Massage I. The techniques are practiced and refined in the lab. This course presents assessment procedures for developing a care plan. The students learn to adapt massage sessions to the needs of special populations, including pregnant women, infants, the elderly, the terminally ill, persons living with HIV/AIDS, and other clients with specific health conditions. Professional communication, assessment and documentation are discussed and evaluated.

MT280 Medical Massage II **2 Credit Hours**

This course offers an in depth study of outcome based bodywork modalities. The study will include advanced concepts of joint movement, range of motion, kinesiology, and the practice of specific medical massage modalities.

MT300 Certification Review

2 Credit Hours

This course will review all of the material covered in the classes taken during this course, and will better prepare the students to sit for the National Certification Examination. CPR will be offered at this time.

MT310 Student Clinic

2 Credit Hours

This clinic will provide the students with practical application of everything they have learned. The students will participate in all aspects of a massage business. They will provide massage therapy for outside clients, perform intake form interviews, greet the clients and perform post-massage procedures. Indications and contraindications for each client will be emphasized. The students will be supervised by their instructor.

INFORMATION TECHNOLOGIES DEPARTMENT

CISCO Networking Academy Program

Health, fire, and safety measures are emphasized in each course of the program.

BIT101 IT Essentials

4 Credit Hours

The IT Essentials: PC Hardware and Software curriculum provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to advanced concepts.

Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. Cisco Packet Tracer simulation-based learning activities promote the exploration of network and networking security concepts and allow students to experiment with network behavior.

IT Essentials: PC Hardware and Software is a hands-on, career-oriented e-learning solution with an emphasis on practical experience to help students develop fundamental computer skills, along with essential career skills. The curriculum helps students prepare for entry-level ICT career opportunities and the *CompTIA A+* certification, which helps students differentiate themselves in the marketplace to advance their careers.

BIT102 SOHO Networking

4 Credit Hours

SOHO Networking integrates practical skills into the technical curriculum to create a learning experience for success in future educational, entrepreneurial, and occupational endeavors. In addition to learning the fundamentals of designing, building, and operating networks, students also develop problem solving, critical thinking, collaboration, teamwork, negotiation, and entrepreneurship - skills that can help them succeed in the 21st century global workplace. The curriculum begins with an exploration of networks found in small office or home office (SOHO) environments, and then proceeds to medium and larger network topologies with higher levels of complexity.

BIT203 Medium Business & ISP Networking

4 Credit Hours

The Medium Business & ISP Networking course uses small and medium business and enterprise sized networks to take concepts such as IP addressing, switching, routing, WAN technologies, and security to the next level. After completing BIT102 & BIT203, a student can choose to complete the CCENT certification exam, an optional first step toward earning the CCNA certification. CCENT certifies that students have developed the practical skills required for entry-level networking support positions. In addition, this certification is designed to assess a student's aptitude and competence for working with Cisco routers, switches, and Internetwork Operating System (IOS).

BIT204 Routing Protocols & Concepts**4 Credit Hours**

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Students complete a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs in each chapter. Packet Tracer activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand.

Prerequisites: BIT101 & BIT102.

BIT205 LAN Switching & Wireless Networking**4 Credit Hours**

This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network.

Prerequisites: BIT101 & BIT102.

BIT206 Designing & Supporting Computer Networks**4 Credit Hours**

This course introduces students to network design processes using two examples; a large stadium enterprise network and a medium-sized film company network. Students follow a standard design process to expand and upgrade each network, which includes requirements gathering, proof-of-concept, and project management. Lifecycle services, including upgrades, competitive analyses, and system integration, are presented in the context of pre-sale support. In addition to the Packet Tracer and lab exercises found in the previous courses, there are many pen-and-paper and role-playing exercises that students complete while developing their network upgrade proposals. **Prerequisites:** BIT204

BIT307 CCNA Security**4 Credit Hours**

The curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain the integrity, confidentiality, and availability of data and devices. CCNA Security includes the following features: Students develop an in-depth, theoretical understanding of network security principles as well as the tools and configurations available. The course emphasizes the practical application of skills needed to design, implement, and support network security. The curriculum helps prepare students for entry-level security career opportunities Implementing Cisco IOS.

MIS102 Operating System Fundamentals**3 Credit Hours**

Operating System Fundamentals is a more advanced course than BIT102, and covers the various operating systems used on Personal Computers. Course includes the installation, configuration, backup, and troubleshooting of Windows XP and Vista, Windows Server 2003 with R2, Windows 2000, SUSE Linux, Fedora Linux, Red Hat Enterprise Linux, Mac OS X (Panther and Tiger), and NetWare workstations.

MIS104 MS Exchange Client Support**4 Credit Hours**

MS Exchange Client Support teaches students how to get their mission-critical messaging and collaboration systems deployed and managed through Exchange Server 2007. Course covers the full range of client deployments, unified communications, security features, performance optimization, troubleshooting, and disaster recovery. It also includes security policies, tools, and techniques to help protect messaging systems from viruses, spam, and phishing. This is a comprehensive course for anyone who must deploy and operate effective, reliable, and security-enhanced messaging and collaboration services.

PD101 Professional Development**1 Credit Hours**

This course will introduce the student to résumé writing, job search techniques, and interviewing skills. All students will participate in this course prior to graduation.

PART VI-C – CERTIFICATE PROGRAM COURSE DESCRIPTIONS

Nurse Aide Program

Health, fire, and safety measures are emphasized in each course of the program.

NA100 Introduction to Nurse Aide 9 Clock Hours

This course offers a general introduction to the basic concepts of working in long term care. Roles and responsibilities of health care workers are discussed. Promoting residents' rights and independence as well as communication and interpersonal skills will be included.

NA101 Patient Care and Safety 39 Clock Hours

This course is designed to provide knowledge of the principles and performance of the procedures that are essential to the care of patients at a basic level through classroom instruction and laboratory practice. Safety related to the performance of duties is emphasized.

NA102 Mental Health and Palliative Care 12 Clock Hours

This course provides the student with a basic understanding of caring for a resident with mental health needs as well as the cognitively impaired. Basic restorative care to include physical, psychological and social aspects will be discussed. An additional focus on the dying patient will be included.

NA103 Emergency Procedures and Certification Review 16 Clock Hours

This course provides the basic understanding of life support and the necessary interventions required. Students will review all of the material covered in the classes taken during this program to prepare the student for the state certification examination.

NA104 Externship 56 Clock Hours

This course provides a supervised clinical experience to build upon the theoretical knowledge base from previous courses.

Phlebotomy Program

Health, fire, and safety measures are emphasized in each course of the program.

PB100 Introduction to Phlebotomy 48 Clock Hours

This course offers a general introduction to the process of blood collection. Skills in correct specimen collection and handling are presented as well as knowledge of the types of specimens collected. Students are also introduced to the importance of safety precautions and the strict adherence to these precautions that is essential to protect the phlebotomist.

PB101 Venipuncture Equipment 24 Clock Hours

This course is designed to provide basic information as to the type of equipment needed and used by the phlebotomist.

PB102 Routine Venipuncture 24 Clock Hours

The course provides the student with the necessary venipuncture techniques and the necessary practice to ensure quality specimens and minimal patient discomfort.

PB103 Complications & Additional Techniques 6 Clock Hours

Patient and procedural complications can occur with blood collection. This course identifies the complications that can be encountered and remedies for each. Additional techniques for obtaining blood in these special situations are also emphasized.

PB104 Special Venipuncture Collection 6 Clock Hours

This course is designed to instruct the student on the use of techniques that are not a part of routine venipuncture procedure.

PB105 Dermal Puncture 12 Clock Hours

Dermal Puncture is the method of choice for collecting blood from infants and children younger than 2 years old. This course presents the required equipment and correct procedure necessary for dermal punctures to provide a quality specimen.

PB106 Phlebotomy Externship 120 Clock Hours

This course provides a supervised clinical experience to build upon the theoretical knowledge base obtained in previous courses.

Pharmacy Technician Program

Health, fire, and safety measures are emphasized in each course of the program.

PT101 Pharmacy Principles & Practice 90 Clock Hours

This course covers theory and skills set by national certifying bodies for Pharmacy Technician. Students will gain knowledge of the pharmacy environment, roles and responsibilities as a technician, to the basic sciences and core of pharmacy practices with the latest information on the top 200 prescription drugs, drug usages, regulation, guidelines and safety procedures.

PT102 Pharmacy Computer Application 30 Clock Hours

This course is designed to provide hands-on training and help students' master technical information and administrative skills necessary to be successful in essential tasks students will encounter in the pharmacy setting. Students will learn tasks such as inputting patient records, patient prescriber and prescription information.

PT103 Pharmacy Calculation 60 Clock Hours

This course assists pharmacy technician students with mastering the mathematical calculations necessary for patient safety when delivering medications by use traditional methods of calculating medicinal dosages and doses: ratio/proportion, dimensional analysis, and the formula methods. It provides students with the knowledge to perform calculations for dispensing and administering medications in both ambulatory care and inpatient areas.

PT104 Pharmacy Compounding 60 Clock Hours

This comprehensive laboratory course is designed to give students practical lab exercises of a variety of pharmacy settings in retail, inpatient/hospital, home health care, long-term care, and mail orders with full feature illustration of prescription orders.

PT105 Pharmacy Externship 40 Clock Hours

In this portion of the program students apply basic pharmacy technician concepts and skills acquired in a community pharmacy setting for completion of the program.

Nail Technician Program

Health, fire, and safety measures are emphasized in each course of the program.

NT100 Orientation to Nail Technology 10 Clock Hours

This course is designed to introduce the student to the history of cosmetology and the career paths for a nail technician. Life skills will be discussed along with ethics and professional image. In addition, communication strategies and human relations will be explored.

NT110 Science of Nail Technology 75 Clock Hours

This course provides the student with the basic principles and practices related to infection control in the salon setting. The student is then introduced to anatomy and physiology, skin structure and growth, along with nail structure and growth. Abnormal conditions and diseases of

the nails are discussed. The basics of chemistry and its relationship to product are explored. An additional focus is on the basics of electricity.

NT120 Practices and Procedures

55 Clock Hours

This course is designed to introduce the student to the practical aspects of nail technology. The technique of manicuring and pedicuring will be practiced along with tips, wraps, and gels. In addition, nail enhancements and nail art will be introduced and practiced in the lab.

NT130 Business Skills

10 Clock Hours

This course will introduce the student to the basic business practices necessary for developing and implementing a successful career in nail technology.

Part V – ADMINISTRATIVE STAFF AND FACULTY

Administrative Staff

- A. Christine Carroll..... President
 B.S., State University of New York, NY
- Maureen LaGreca, R.N. Vice President/Director of Nursing
 M.A., Norfolk State University, VA
- Dorie MilfordCounselor/Executive Director of Spa Programs and *The Spa at CTS*
 B.A., Westminster College, PA
- Janene Cabatic..... Assistant Director
 B.S., Strayer University, VA
- Deborah BlankenbakerFinancial Aid Administrator
- Annemarie Bartholomew, B.A.Financial Aid Administrator
 Radford University, VA
- Carol Grimm, CBCS Registrar
 Career Training Solutions, VA
- Kathleen Carr.....Admissions Manager
- Felice JudkinsAdmissions Representative
- Dana Cornett, MCSE Network Administrator
 B.S., Strayer University, VA
- Janet Hicks Business Office Manager
 Notary
- Shannon Bailey.....Nursing Administrative Assistant

Faculty by Program

Medical Office Professional Programs

- Cassandra A. Messam, C.H.I..... Program Manager/Instructor
 A.S., Ashworth University, GA
 C.H.I., National Health Career Association, NJ
 L.P.N., Americare School of Nursing, VA
- Helen Peters, R.N., M.S.N.....Instructor
 Medical University of South Carolina, SC
- Melanie A. Sheaff, C.M.A. Instructor
 C.M.A., Mount Aloysius College, PA
- Nancy Hicks, L.P.N.....Instructor
 L.P.N., Fredericksburg Area School of Practical Nursing, VA
 A.S., Health Information Management, FI
- Judith Whitfield, L.P.N.Instructor
 L.P.N., Kapiolani Community College, HI
- Barbara Wornstaff, L.P.N.Instructor
 Timken Mercy Hospital School of Nursing, Canton, OH

Information Technologies Program

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Strayer University, VA

Phlebotomy Program

Vanessa Galloway, M.L.T..... Instructor
A.S., Elon University, NC

Medical Massage Therapy Program

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Career Training Solutions, VA

Mira Patterson, M.S.E.Instructor
Conservatory of Esthetics, VA

Chrystal Higginbotham, N.C.M.T.....Instructor
Miller-Motte Technical College, TN
Marian University, WI

Andi Fulena, C.M.T.....Instructor
Career Training Solutions, VA

Esthetics Program

Dennis Franklin, L.M.E. Master Esthetics Instructor
The Skin Science Institute, UT

Mira Patterson, L.M.E Master Esthetics Instructor
Conservatory of Esthetics, VA

Heidi Drummond, L.M.E Esthetics Instructor
Institute of Advanced Medical Esthetics, VA

Nursing Education Programs (Registered Nurse, Practical Nurse, Nurse Aide)

Beverly Lewis, R.N., B.S.N. Director of Nursing Education
Medical College of Virginia, VA

Maureen LaGreca, R.N., M.A. Director of Nursing, PN Program
Norfolk State University, VA

Kathleen Marshall, R.N., M.N. Director of Nursing, RN Program
Louisiana State University Medical Center, LA

Karen Atkins, R.N., B.S.N.....Instructor
University of New Mexico, NM

Mary Ann Byrum, R.N.....Instructor
Rappahannock Community College, VA

Belinda Cameron, R.N., B.S.N.Instructor
Medical College of Virginia, VA

Nursing Education Programs -Continued

Rebecca Currie, R.N.	Instructor
Methodist School of Nursing, TN	
M. Katherine Chambers, R.N., M.S.N.	Instructor
University of Phoenix, AZ	
Gail DeWitt, R.N., B.S.N.	Instructor
Old Dominion University, VA	
Jane Ivey, R.N., M.S.N.	Instructor
George Mason University, VA	
Donna Leahy, R.N., M.A.	Instructor
Loyola College, MD	
Diane Purks, R.N.	Instructor
Germanna Community College, VA	
Manjit Sangha, R.N., M.S.N.	Instructor
Wheeling Jesuit University, WV	
Marianne Servis, R.N., M.S.N.	Clinical Coordinator
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Nancy Shoemaker, R.N., B.S.N.	Instructor
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Debra Clark, R.N., B.S.N.	Instructor
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Celia Olson, R.N., M.S.N.	Instructor
South University, GA	
Barbara Meyer, R.N., M.S.N.	Instructor
University of Minnesota, MN	
Mark Mantilla, R.N., B.S.N.	Instructor
Adventist University – Philippines	
Mary Esancy, R.N., B.S.N.	Instructor
George Mason University, VA	
Valerie Sherman, R.N.	Instructor
Germanna Community College, VA	
Karly Silkensen, R.N., B.S.N.	Instructor
Virginia Commonwealth University, VA	
Brooke Sparks, R.N., B.S.N.	Instructor
Old Dominion University, VA	
Noreen Collins, R.N., B.S.N.	Instructor
George Mason University, VA	
Anne Wilms, R.N., B.S.N.	Instructor
Western Carolina University, NC	

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B.A., Westminster College, PA

Robert LaGreca, Secretary

PART VI – GENERAL HOLIDAYS

CTS observes the following general holidays. These holidays may not apply to all programs. Please refer to your specific program calendar for holidays and breaks that apply to you.

2011 – 2012

2011

October

Columbus Day Monday, October 10
(School will be open. Some classes may meet.)

November

Veteran’s Day Friday, November 11
(School will be open. Some classes may meet.)

Thanksgiving..... Thursday, November 24 – Friday, November 25
(School will be closed. No evening classes Wednesday November 23)

December

Christmas..... Friday, December 23 – Monday, December 26
(School will be closed)

2012

January

New Years Observed Monday, January 2
(School will be closed)

Martin Luther King, Jr. Day Monday, January 16
(Student Holiday)

February

Presidents’ Day..... Monday, February 20
(School will be closed)

April

Good Friday Friday, April 6
(School will be closed)

May

Memorial Day..... Monday, May 28
(School will be closed)

July

Independence Day Wednesday, July 4
(School will be closed)

September

Labor Day Monday, September 3
(School will be closed)