

CATALOG

January 2012- December 2012

Mission:

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

Our Philosophy:

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

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

Objectives:

The main objectives of Palladium Technical Academy are:

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

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

Physical description of the school:

All courses are taught at Palladium Technical Academy, 10503 Valley Blvd. in the city of El Monte, California.

Our training facility occupies 12,000 square feet of a two-story building. The classrooms are large, air conditioned and furnished appropriately for their instructional purpose. Palladium Technical Academy meets all safety standards.

Our facility offers its students a reference library/media center with reference texts and other educational materials related to our curriculum. Our computer labs are equipped with IBM compatible computers with educational software for students to practice new skills and enhance their learning experience. Special medical equipment is provided for the use of students in our medical programs including simulated examination and patient care areas.

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

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

Governing Body:

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

Accreditation/Approvals:

Palladium Technical Academy has achieved national accreditation from the Council on Occupational Education.

The Vocational Nurse Program is approved by the Board of Vocational Nursing and Psychiatric Technicians.

State of California:

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

Bureau for Private Post-secondary Education
P.O. Box 980818,
Sacramento, CA 95798-0818
Ph: 916.574.7720.

Faculty & Administration:

Department:

Amir Shafe – Director/Education Director/Part Time Instructor

Bachelor of Science –Computer Sciences
California State Long Beach, CA

Administration

Dr. Jonathan Tam- President/ Part Time Instructor

Medical Degree
University of Southern California at Los Angeles

Administration

Dani Duncan – Financial Aid Officer/ Part Time Instructor

30 years medical office and clinical experience

Administration

Audra De Santiago, Admissions – Full Time

8 Years Experience

Administration

Marilyn Gesualdo –Business Office

15 Years Experience

Administration

Gerry Ramos, Admissions – Full-time

B.A. Criminal Justice
4 Years Experience

Administration

Vickie Esposito, Registrar, Student Services – Full Time

10 Years Experience

Administration

Angie Ovando, Placement – Full Time

10 Years of Experience

Administration

Kevin Rodriquez – Graphic Design – Full-time

3 Years Experience

Administration

Anas Melikian, Instructor – Part time

Bachelor of Science- Computer Science

Computer Programs

John Chong H. Kim – Instructor – Part time

Computer Networking – El Camino College

Computer Programs

Luis Samayoa, Instructor – Part Time

Bachelor of Science – Guatemala University

Computer EHR

Nellie Clark – Instructor – Full Time

CPT1- University of California, Riverside

Medical Programs

Mari Khan – Instructor Part Time
Certified Medical Coder

Medical Programs

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

Nursing Department

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

Nursing Department

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

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

Nursing Department

Admission Policies and Procedures

Admission Requirements:

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

Ability to Benefit Admission:

Palladium Technical Academy may admit individuals who are at least 18 years of age, who do not possess a high school diploma or GED if they demonstrate the ability to benefit from the education and training. These individuals need to pass a United States Department of Education approved “*Ability to Benefit*” test and have all additional requirements for admission. The WONDERLIC ASSESSMENT is utilized for testing. These individuals will be given information on GED training and must have approval from the Director of Education. *Individuals are considered for admission on an individual basis.*

Other Requirements for admission are:

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

(See Nursing Department section for Vocational Nurse Program Policy)

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

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

Degree Program Admission Requirement:

A High School Diploma or GED is required for admission to the Degree Program.

English Instruction/Proficiency:

Palladium Technical Academy does not provide instruction in English as a Second Language. All instruction at Palladium Technical Academy is provided in English. English language proficiency is documented through the CPAT standardized entrance exam by scoring (Language 33 Reading 25 Math 11) on the exam.

Program Transfer:

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

Credit for Previous Training:

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

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

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

Academic Policies

Schedule and Calendar:

This catalog is for the year Jan 2011- Dec 2011. Palladium Technical Academy's educational programs are comprised of several modules. Each module provides specific training and skills. New skills and knowledge constantly become requirements in the job market due to new technologies. Those trends and new requirements can be incorporated into our educational programs as new modules. Modules also provide flexible scheduling allowing students to embark on their education at the start of any given module.

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

The following holidays are observed:

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

Palladium Technical Academy's Location and Hours of Operation:

Administrative office location **10503 Valley Blvd, El Monte, CA 91731**
Office Hours: **8:30 AM to 10:00 PM**
Phone number: **(626) 444-0880**

Instruction Methods:

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

Program Changes/ Policy Guidelines:

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

Refresher Training & Updating:

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

Library/Media Center:

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

Program Measurement:

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

Quarter credit hours/credits are defined as follows:

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

Clock hours are defined as:

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

Palladium Technical Academy grading scale policy:

The progress and quality of the student's work is measured by a system of letter grades and percentages.

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

(See Nursing Department section for Vocational Nurse Program policy)

Satisfactory Academic Progress:

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

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

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

(See Nursing Department section for Vocational Nurse Program policy)

Make Up Work:

Students may make up work and exams with their instructor's approval.

Repeating a Course/Module:

If a student fails and receives a final grade of "F", the student may repeat the module. Modules may be repeated within the maximum time allowed to complete the program of study (150% of program length). Modules are offered frequently to allow for repeat if needed. The grade given for the failed module will not be used to compute the cumulative GPA. When students repeat a failed module, the grade received replaces the failed grade on the transcript.

(See Nursing Department section for Vocational Nurse program policy)

Maximum Program Completion Time:

This maximum time is 150% of the planned program length.

ATTENDANCE POLICY:

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

(See Nursing Department section for Vocational Nurse Program Policy)

Satisfactory Attendance:

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

(See Nursing Department section for Vocational Nurse Program Policy)

Tardiness/Leaving early:

Tardiness is a disruption to a good learning environment and is discouraged. For the purpose of satisfactory attendance, a student arriving more than 20 minutes late will be considered tardy. This policy applies to students leaving more than 20 minutes early. If repeated in excess, this may result in disciplinary action including probation, suspension, or termination.

(See Nursing Department section for Vocational Nursing Program Policy)

Leave of Absence:

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

1. The leave is requested in writing, states the reason the leave is necessary, and is signed and dated by the student.
2. The leave is requested in advance unless unforeseen circumstances prevent doing this.
3. The initial leave does not exceed 60 days, under exceptional circumstances an extension may be granted if requested before expiration of the current leave.
4. Additional leaves may be granted under exceptional circumstances

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

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

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

(See Nursing Department section for Vocational Nursing Program Policy)

Withdrawal from School:

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

Re-entering Students:

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

Graduation Requirements:

A student is considered to have completed their program if he/she achieves a cumulative grade point average (GPA) of 2.0 or higher and passes every course/module with a passing score. He/she must complete the training with an attendance rate of 75% of the total hours for the program and meet his/her financial obligations to the school. All program completers will

receive a certificate confirming all educational and administrative requirements have been successfully met for their program of study.

(See Nursing Department section for Vocational Nurse Program policy)

Student Records:

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

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

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

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

Dress Code:

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

Student Conduct:

We encourage all students to conduct themselves in a professional manner. We believe our students are seeking to acquire new skills to enhance their chance of success in a new challenging economy. We are here to work with them to ensure their success. We encourage our students to work and learn from each other and to bring their rich, diversified knowledge and

wisdom to school. At the same time, we believe that Palladium can introduce the professional attitude and behavior that is needed to succeed.

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

Sexual Harassment:

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

Drug Abuse Prevention:

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

Campus Safety:

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

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

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

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

Student Grievance/Complaint Procedure:

Students are encouraged to verbally express any concern to members of the faculty and/or administration at all times, for a solution that is mutually acceptable. Students should submit a written complaint within 48 hours after the incident occurs. After receiving the written complaint, the school will inquire whether a verbal complaint has indeed been discussed to resolve the problem with the instructor or a staff member. If all the above steps were properly taken, the school director will commence a grievance committee within 7 days of the report. All

documentation in support of the complaint must be submitted with the report. All people involved in the incident are requested to be present at the time of the hearing. The committee will hear all sides and immediately meet without the presence of the involved individuals to review the evidence and vote on a decision. The decision will be reported at once. If the decision is not acceptable to the student, he/she must send a letter indicating why the decision was not acceptable within 24 hours. All complaints must be resolved within 30 days of their initial report. Any unresolved complaint matters can be reported to:

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

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

Matters related to the Vocational Nursing Program may also be sent to:

**Vocational Nursing and Psychiatric Technician
25354 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2945
Phone: (916) 263-7800**

STUDENT SERVICES

Orientation:

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

Advising:

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

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

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

Community Services:

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

Events:

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

Job Placement Services:

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

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

Housing:

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

FINANCIAL INFORMATION

Tuition and Fee Policy:

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

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

Program	Tuition Payment		Registration Fee	Student Tuition Recovery Fund Fee	Books/uniform/ equipment	Total Cost for Payment		Total Program Cost
	Period 1	Period 2				Period 1	Period 2	
Medical Clinical Assistant	5600	4600	75	23	402	5600	5100	10700
Medical Insurance Specialist	5600	4600	75	23	402	5600	5100	10700
Computer& Networking	5750	4750	75	24	301	5650	5250	10900
Graphic Design And Desktop Publishing	6400	5400	75	27	498	6500	5900	12400
Electronic Health/Medical Records	6400	5400	75	27	498	6500	5900	12400
Office Technology	5050	5050	75	25	400	5500	5050	10600

TUITION NURSING PROGRAMS

Program	Tuition				Registration Fee	Student Tuition Recovery Fund Fee	Books, Uniform, & Equipment	Total Cost for Payment				Total Program Cost
	Period 1	Period 2	Period 3	Period 4				Period 1	Period 2	Period 3	Period 4	
Vocational Nurse Diploma	6425	6425	6425	6425	100	64	2136	6425	6425	6425	6425	28000
Vocational Nurse Degree	7850	7850	7850	7850	100	64	2636	10650	7850	7850	7850	34200

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

Tuition Payment:

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

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

Student Tuition Recovery Fund:

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

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

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

Financial Assistance:

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

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

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

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

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

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to withdraw from School at any time, and you have the right to receive a pro rated refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 10503 Valley Blvd., El Monte, CA 91731. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form however expressed; it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$75.00 or \$100 for the Vocational Nurse Program and less a deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rated refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$75.00 or \$100 for the Vocational Nurse Program, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of attendance for which the student was charged, the tuition is considered earned, and the student will receive no refund. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

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

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

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

Federal Refund Requirements VS State Refund Requirements:

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

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

Return of Title IV funds Policy:

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

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

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

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

Class Schedules

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

Medical Clinical Assistant

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

720 hours – 30 weeks

Medical Billing Specialist

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

720 hours – 30 weeks

Computer Graphics & Desktop Publishing

760 hours- 33 weeks

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

Electronic Health Records

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

780 hours – 34 weeks

Office Technology

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

720 hours – 30 weeks

Microcomputer & Networking

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

760 hours – 33 weeks-days

Vocational Nurse

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Theory* 1st 15 weeks	8:30-1:30 5:30-10:30	8:30-1:30 5:30-10:30	8:30-1:30 5:30-10:30	8:30-1:30 5:30-10:30	8:30-1:30 5:30-10:30
Theory* Weeks: 16-60		8:30-1:30 5:30-10:30	8:30-1:30 5:30-10:30		
Clinical	16 Hours per week – Hours vary				

1560 hours-60 weeks

Vocational Nurse Degree Program

1760 hours – 70 weeks

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Theory* 1st 15 weeks	8:30-1:30 5:30-10:30	8:30-1:30 5:30-10:30	8:30-1:30 5:30-10:30	8:30-1:30 5:30-10:30	8:30-1:30 5:30-10:30
Theory* Weeks:16- 60		8:30-1:30 5:30-10:30	8:30-1:30 5:30-10:30		
Clinical	16 Hours per week – Hours vary				
On-Line	Hours Vary				

CLASS DESCRIPTION

MA100 – Medical Fundamentals

20/20/3.0

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

CS100 – Computer Essentials

20/20/3.0

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

MA101 – Business and Medical Office

20/20/3.0

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

MA150 – Basic Pharmacology

40/40/6.0

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

MS200 – Medical System I

40/40/6.0

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

MS201 – Medical System II

40/40/6.0

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

MS202 – Medical System III

40/40/6.0

This course teaches students the fundamentals, anatomy, and clinical procedures of the endocrine, genitourinary, and reproductive systems of the body. The student will be able to

assist with exams and the screening of phone calls related to general women's health, and pregnancy.

MA103 – HIPAA-EMR

20/20/3.0

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

MA104- Medical Forms

20/20/3.0

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

EM102- Employment Preparation

20/20/3.0

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

EM100 – Externship

10/0/150/6.0

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

Medical Billing Specialist

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

Occupational Objectives:

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

Equipment:

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

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

A Diploma Program

720 Clock Hours

48 Quarter Credit Hours

Program Schedule:

30 Weeks, 720 Clock Hours/Week, Monday -

Friday

Hours:

**Monday – Thur 8:30AM – 1:30 PM Fri (8:30-12:30)
and 5:30 PM – 10:30 PM Fri (5:30-09:30)**

CLASS DESCRIPTION

MA100 – Medical Fundamentals

20/20/3.0

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

CS100 – Computer Essentials

20/20/3.0

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

MA101 – Business and Medical Office

20/20/3.0

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

MB100 – Introduction to Insurance Billing

20/20/3.0

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

MB102 – Office Equipment and Telephone Techniques

20/20/3.0

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

MB200 – Medical Billing Computer

40/40/6.0

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

MB201 – ICD-9 and CPT Coding

40/40/6.0

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

MB202 – Coding for Special Programs

40/40/6.0

Special emphasis is put on various government programs such as: CHDP, PACT, Medi-Cal, Medicare, and FFHC.

MA103 – HIPAA-EMR

20/20/3.0

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

MA104- Medical Forms

20/20/3.0

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

EM102- Employment Preparation

20/20/3.0

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

EM100 – Externship

10/0/150/6.0

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

Microcomputer and Networking

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

Occupational Objectives:

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

Equipment:

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

<u>Title</u>	<u>Total Clock Hours</u>	<u>Total Quarter Units</u>
CS100 Computer Essentials	40	3
CS103 Microsoft DOS	60	4
CS105 Microsoft Windows	60	4
CS120 Word/EXCEL/ACCESS	80	6
CS200 Repair and Maintenance	60	4
CS210 Network Essentials	60	4
CS220 Cabling & Networking Devices	60	4
CS230 Remote Networking	80	6
CS310 Introduction to TCP/IP & Communication Protocol	80	7
CS320 Network Administration	140	10
EM102 Employment Preparation	40	3
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Total Hours/Units	760	55

A Diploma Program

760 Clock Hours

56 Quarter Credit Hours

**Program Schedule:
Friday**

33 Weeks, 760 Clock Hours/Week, Monday -

Hours:

**Monday – Thur 8:30AM – 1:30 PM Fri (8:30-12:30)
and 5:30PM – 10:30PM Fri (5:30-09:30)**

CLASS DESCRIPTION

CS100 – Computer Essentials

20/20/3.0

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

CS103 - Microsoft DOS/Operating Systems

20/40/4.0

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

CS105 – Microsoft Windows

20/40/4.0

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

CS120 Word Processor/Spreadsheet/Database

40/40/6.0

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

CS200 Repair and Maintenance

20/40/4.0

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

CS210 Networking Essentials

20/40/4.0

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

CS220 Cabling and Networking Devices

20/40/4.0

This course covers the hardware required for setting up a network. The cabling and all topology are covered, plus working with hubs, switches, and routers.

CS230 – Remote Networking

40/40/6.0/

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

CS310 – Introduction to TCP/IP and Communication Protocols

60/20/7.0

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

CS320 Networking Administration

60/80/10.0

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

EM102 – Employment Preparation

20/20/3.0

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

Computer Graphics & Desktop Publishing

This program prepares the student for entry-level position as a Desktop Publisher and computer Graphic Designer. Students will obtain the knowledge needed to prepare newspaper and magazine layouts, flyers, logo design, scanning and editing photographs. Moreover, students will learn the essentials of Web page design and layout. At the end, students will prepare a personal portfolio.

Occupational Objectives:

Students completing this program can obtain work in the computer graphic market. This job market includes desktop publishing services, advertising services, print shops, publishers of magazines and web design shops.

Equipment:

The classroom/lecture area has computers available for each student.

<u>Title</u>	<u>Total Clock Hours</u>	<u>Total Quarter Units</u>
CS100 Computer Essentials	40	3
CS105 Microsoft Windows	60	4
CD103 Adobe Photoshop	60	4
CD104 Adobe Illustrator	60	4
CD105 QuarkXPress	60	4
CD150 MS Word	60	4
CD151 MS PowerPoint	60	4
CD106 MS Excel	60	4
CD201 Adobe PhotoShop and ImageReady	60	4
CD202 Flash	60	4
CD203 DreamWeaver/Go Live	60	4
CD500 Desktop Publish Corp Projects	80	5
EM102 Employment Preparation	40	3
Total Hours/Units	760	51

A Diploma Program

760 Clock Hours

56 Quarter Credit Hours

Program Schedule:

33 Weeks, 760 Clock Hours/Week,

Monday - Friday Hours:

**Monday – Thur 8:30AM – 1:30 PM Fri (8:30-12:30)
and 5:30PM – 10:30PM Fri (5:30-09:30)**

CLASS DESCRIPTION

CS100 - Computer Essentials

20/20/3.0

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

CS105 Microsoft Windows

20/40/4.0

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

CD103 – Adobe Photoshop

20/40/4.0

This is the premier tool for the graphics professional. This module will cover the use of Photoshop in the manipulation of bitmap artwork. Students will learn the difference between vector and bitmap, RGB, and CMYK, spot, and process color, as well as how to use the various effects in Photoshop to touch up and modify photos for use in print. Specific emphasis will be given to the artistic demands of collage and the technical skill of photo retouching.

CD104 – Adobe Illustrator

20/40/4.0

The industry standard for Vector based artwork. Students will learn the fundamentals of drawing on the computer. From Bezier tools to gradient overlays, the student will learn how to create interesting and engaging artwork using the most advanced drawing program on the market. Specific projects will include creation of Logos, and the fundamentals of Typography.

CD105 – InDesign / QuarkXpress

20/40/4.0

This is the number one layout tool in the profession. Students will learn to use InDesign to bring together the elements made in PhotoShop and Illustrator and combine them with text to create layouts for magazines, brochures, and reports. Specific attention will be given to the fundamentals of layout theory as well as an in depth exploration of Typography.

CD150 – MS WORD

20/40/4.0

This is the standard for office word processing. New features in Microsoft Word make it easier to layout and publish interesting and informative documents. The students will learn how to import graphics, set up table of contents, and work with basic layouts.

CD151 – MS PowerPoint**20/40/4.0**

The most widely used presentation platform. Students will learn how to make basic linear presentations, import graphics, and use the animation features of PowerPoint to make projectable and printable presentations.

CD106 – MS Excel**20/40/4.0**

Students will learn how to make graphs and charts in Excel and use them with software programs. This module covers the basics of how to setup data in a table with an emphasis on the creation of appealing and dynamic charts.

CD201 – Adobe PhotoShop and ImageReady 3.0**20/40/4.0**

The advanced features in PhotoShop and ImageReady make these indispensable tools for creating web pages. Students will learn the difference between JPG and GIF formats and where they can be most effectively utilized. Basic animations and rollovers will be covered.

CD202 – Flash**20/40/4.0**

The innovative animation and web page solution. Students will learn to use the timeline to create simple, effective animations, and also learn to author basic interactive web pages. A basic primer in action scripting will be included, keeping the focus on the graphics end of flash as opposed to the programming end.

CD203 DreamWeaver/GoLive**20/40/4.0**

The GoLive course will familiarize you with the concept of the Internet and the World Wide Web. This course will enable you to design a site by using the site map feature and import text and graphics to the Web pages. You can use the formatting and layout grid features of GoLive for easy design of the Web pages. This course will also enable you to use images as links and help in creating image maps.

CD500 – Computer Graphics & Desktop Publishing Corporate Projects**20/60/5.0**

In this module, students will be asked to participate in the creation of actual computer graphic and desktop publishing for real companies. The projects include creation of logos, pamphlets, flyers, booklets, and web projects.

EM102 – Employment Preparation**20/20/3.0**

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

Electronic Medical Records Specialist

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

Occupational Objectives:

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

Equipment:

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

PROGRAM OUTLINE

<u>Title</u>	<u>Total Clock Hours</u>	<u>Total Quarter Units</u>
CS107 Data Base Mgt & Reports	60	4
EHR100 U.S. Healthcare Systems	40	3
EHR102 Medical Terminology	80	6
EHR120 Medical Records I	80	3
EHR130 Medical Records II	80	6
EHR200 Medical Billing I	80	6
EHR210 Medical Billing II	80	6
EHR220 Medical Billing III	60	6
EHR300 Electronic Health Records I	60	4
EHR310 Electronic Health Records II	60	4
EHR320 Electronic Health Records III	60	4
EM100 Employment Preparation	40	3
Total Hours/Units	780	56

A Diploma Program

780 Clock Hours

56 Quarter Credit Hours

Program Schedule:

34 Weeks, 780 Clock Hours/Week, Monday - Friday

Hours:

**Monday – Thur 8:30AM – 1:30 PM Fri (8:30-12:30)
and 5:30PM – 10:30PM Fri (5:30-09:30)**

CLASS DESCRIPTION

CS107 – Database Management & Reports

20/40/4.0

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

EHR102 Medical Terminology

40/40/6.0

In this module, the focus will be Medical Terminology. Students will learn the ways to understand Medical Terms and how they are constructed. Different systems and diseases are covered in this module.

EHR100 U.S. Health Care System

20/20/3.0

Students learn about the overall healthcare system in the United States. The U.S. Healthcare organizations and their structures are explained. Students get to know different health care services resources that are available in the U.S. Roles of government are also explained.

EHR120 Medical Records I

40/40/6.0

Students will be introduced to aspects of maintaining medical records and filing systems. Students will learn how to transfer, release purge, store, and destroy records and files.

EHR 130 Medical Records II

40/40/6.0

Students continue with the lesson that they have learned in HT120. The importance of confidentiality and ethical conduct are studied. In addition, effective communication and using terminology that are appropriate for health care setting is reviewed. Students will learn to create and work with appropriate files.

EHR200 – Medical Billing I

40/40/6.0

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

EHR210 – Medical Billing II

40/40/6.0

The students will be introduced to the Electronic Age of Medical Billing including all ANSI the (American national Standard Institute) requirements for Electronic Data Interchange (EDI). The student will learn the ANSIX12N 837 Professional, ANSIX 12N 837 Institutional, ANSI 835 Payment Advice Format, ANSI 270/271 Claim Status Request and Response, and the ANSI 270/271 Eligibility and Benefit Requests. The student will also be introduced to a setup of comprehensive.

EHR220 – Medical Billing III**20/40/4.0**

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

EHR300 – Electronic Health Records I**20/40/4.0**

The student will learn the HIPAA and CCHIT Security Regulations that govern EHA/EMR implementations in Health Care Facilities. The student will become fully familiar with current government regulations and standards for medical practices as defined by both HIPAA and CCHIT. In addition, the student will be instructed on how a medical facility can adhere to the guidelines to qualify for HER (Electronic Health Record) certification under the American Recovery and Investment Act (ARRA).0

EHR310 – Electronic Health Records II**20/40/6.0**

The student will learn the Interoperability standards affecting Health Information Exchange as defined by the Health Level Seven specification (HL7). The student will become familiar with the criteria for representing and communicating data associated with health care.

EHR320 – Electronic Health Records III**20/40/6.0**

The student will learn the concepts and implementation strategies for the use of E-RX Electronic Prescriptions within the medical office. The student will be taught how to optimize the benefits provided by E-Rx to enhance physician and patient relationships.

EM100 Employment Preparation**20/20/3.0**

This class prepares students in obtaining human relations skills in a service industry, developing communication skills for interoffice relations, learn about medical clinics practices and get to be acquainted with information technology in the medical field.

OFFICE TECHNOLOGY

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

Occupational Objectives:

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

Equipment:

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

Program Outline

<u>Title</u>	<u>Total Clock Hours</u>	<u>Total Quarter Units</u>
CS100 Introduction to computer	40	3.0
CS102 Operating Systems – Windows	40	3.0
CS104 Word Processing	60	4.0
CS105 Spreadsheet	60	4.0
CS106 E-Mail and Collaborative Software	60	4.0
CS107 Database Management & Presentation		
Graphics	80	5.0
CS200 Internet/Web Design Basic	60	4.0
BA100 Business Communication	40	3.0
ACC100 Accounting I	60	4.0
ACC150 Accounting II	60	4.0
EOT100 Office Technology I	60	4.0
EOT120 Office Technology II	60	4.0
EM100 Employment Preparation	40	3.0
TOTALS	720	49

A Diploma Program

720 Clock Hours

49 Quarter Credit Hours

Program Schedule:

30 Weeks, 720 Clock Hours/Week, Monday - Friday

Hours:

**Monday – Friday 8:30AM – 1:30 PM and
5:30PM – 10:30PM**

CLASS DESCRIPTION

CS100 – Introduction to Computers

20/20/3.0

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

CS102 – Operating Systems – Windows

20/20/3.0

The student will be introduced to specific components of computer software. Students will be trained on various functions of Windows and DOS.

CS104 – Word Processing

20/40/4.0

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

CS105 – Spreadsheet

20/40/4.0

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

CS200 – E-Mail and Collaborative Software

20/40/4.0

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

CS107 – DataBase Management & Presentation Graphics

20/60/5.0

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

CS200 - Internet/Fundamentals of Web Page Design

20/40/4.0

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

BA100 – Business Communication

20/20/3.0

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

ACC100 – Accounting I

20/40/4.0

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

ACC120 – Accounting II

20/40/6.0

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

EOT100 – Office Technology I

20/40/4.0

The student will be introduced to Electronic Records software program. The students will learn the general concepts of Scheduling procedures used in the medical office and medical industry. The students learn reports and documentations.

EOT120 – Office Technology II

20/40/4.0

The students will learn the general concepts of billing procedures used in the medical office and medical industry. The student will gain the basic knowledge and understanding of the fundamental billing methods and procedures.

EM100 – Employment Developments

20/20/3.0

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

NURSING DEPARTMENT

- **Diploma**
- **Degree**

Admission Policy

Student screening and selection for admission to the Vocational Nursing Program (Diploma and Degree) are reflected in the student admission policy below.

The potential student must satisfy the following requirements:

- a) Applicant must be a graduate from a US high school or equivalent high school or have successfully completed the GED (official transcripts must be provided); if the applicant attended a foreign institution it is the applicant's responsibility to obtain official transcripts that have been translated, evaluated and notarized.
- b) Preadmission testing for a knowledge based in medical terminology, math including ratio and proportion and English reading, writing and speaking proficiency.
 1. Language, reading, & math competency are assessed through the Career Planning Assessment (CPAT) exam. The minimum scaled score must be:
Language = 42 Reading = 43 Math = 41
 2. Medical terminology assessment will include a Medical Terminology test with an 80-% pass rate required for entrance into the program. Scores lower than 80% will have advisement relative to participation in the program and learning needs for medical terminology.
 - a. A personal interview will be conducted with a selection committee composed of the Director of Nursing, Director, and an Instructor.
 - b. A written statement of purpose that includes applicants' goals and reasons they should be considered for admission to the program.
 - c. Finger printing and screening for criminal record or abuse problems must be completed.
 - d. A physical examination, immunization completion, TB testing and any other healthcare related screenings
 - e. Meet with Financial aid to discuss tuition, fees, and financial options. Potential student must have the ability to pay for program or qualify for student loans.

Alternate Students:

Alternate students may be admitted to the program. Alternate students will be notified in writing of their status. Alternate students will be given priority in the next starting class. The class size

must be no larger than the number of students approved for the program by the first scheduled clinical assignment.

Orientation:

Students will be scheduled to attend an orientation session prior to the start of their program, in this session the policies and procedures of Palladium Technical Academy will be reviewed and the student will receive their handbook. In addition, VN students will be given orientation to clinical facilities and provided a handbook for the Vocational Nursing Program.

Transfer Credit:

Transfer credit shall be given for related previous education completed within the last five years. This includes the following courses:

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Armed services nursing courses
- Certified nurse assistant courses
- Other courses the school determines to be equivalent to courses in the program.

Credit for Previous Education or Training:

The Program Director will evaluate previous education and training that may be applicable to an educational program. If the education/training meets the standards for transfer credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide an official transcript in English from the educational institution where the education or training was completed.

Competency-based Credit:

Competency based credit shall be granted for knowledge and/or skills acquired through experience. Credits shall be determined by written and/or practical examinations.

Attendance Policy:

The Palladium Technical Academy Vocational Nurse Program consists of 1560 clock hours. The Board of vocational Nursing and Psychiatric Technicians determines the content areas.

Students in the Vocational Nursing Program are required to attend all classes, skills lab and clinical days designated in the program. However, recognizing that emergencies do occur, the following makeup policy applies:

Theory Absences:

Students will be allowed no more than three absences from lectures.

Skills Lab Absences:

Students again will be allowed no more than 3 absences from skills lab experiences during Module I (Term 1)

Clinical Experience Absences:

Absences from the clinical area are not acceptable. However, when emergencies do occur, the student must notify the instructor and the instructor with input from the Program Director will arrange a makeup. The arrangements must include the clinical facility and skills lab experiences. All absences including emergency ones are limited to one day per Module 2, 3, 4, (Module 1 is primary skills lab and the initial three weeks of clinical includes orientation and practice that cannot be missed).

Students who are absent from theory or lab have the responsibility to acquire information and assignments from a fellow student and arrange make up hours with the instructor. Students who do not meet the standards set forth above will have to leave the program.

The vocational nursing student must make a commitment of the necessary time to successfully complete the program. You will be spending at least 26 hours a week for class and clinical hours. In addition you will need to devote 40-48 hours a week for study and other class preparation. It is imperative that plans are made for other responsibilities you may have. Absences related to family responsibilities are not excused.

Planning for reliable transportation is of importance in maintaining the required attendance in class and at clinical sites.

Tardiness will be calculated into hours missed.

Grading Policy:

It is a requirement of the Vocational Nursing Program that all students maintain a minimum of 75% (C) in all courses.

A = 90-100
B = 80-89
C = 75-79
Below is not acceptable

All Vocational Nursing Program students who fall below the passing range will be referred for remediation by the faculty according to the remediation plan. Remediation will begin immediately following the posting of the final examination scores.

At the conclusion of the remediation period, the student will be given an alternate written and/or practical exam as appropriate to the materials.

A student who fails the remediation exam and/or does not complete the module with a grade of 75% (C) will not have made satisfactory progress and will be dropped from the program.

Clinical Competencies:

All Clinical competencies are to be completed satisfactorily in each module. **A student who fails clinical evaluation will be referred by faculty to remediation according to the remediation plan.**

Academic Probation:

The Vocational Nursing Program is designed to move from the simple to the complex, all competencies build upon what has been taught in preceding modules; therefore; the student must successfully pass each module to continue to the next. A student who fails the final examination will be referred for remediation and a make-up exam will be given. If the student successfully passes the final exam and continues to the next module he/she will be on academic probation for that module and will attend remediation.

Clinical Probation:

There are two major reasons for a student to be placed on clinical probation; excessive absences and failure to meet competencies. Probation for either reason will result in a referral for remediation and/or makeup hours. The student must complete the remediation by the instructor's assigned completion date. Failure to complete the remediation may result in being dropped from the program.

Enhancement:

Vocational nursing students enter the program with a wide range of knowledge and experience. Palladium Technical Academy's vocational nursing program provides each student the opportunity, resources, and support to excel.

Equipment:

The skills lab area provides hospital beds, bedside tables, and over bed tables to simulate the clinical practice area. In addition, curtains and screen separators are set up to have secluded areas for students' practice. Draw sheets, bedding, wash basins, emesis basins, fracture bedpans, hospital gowns, medicine cups, and common bedside items are available. In addition, glass thermometers, electric thermometers, blood pressure cuffs both regular and large are available in the skills lab. Other equipment includes accu-check glucose meters, wheelchairs, crutches, roller bandages, IV poles, pulse oximeters, medication cart, walkers, quad canes, suture removal kits, staple removal kits, oxygen masks, scales, and anatomical models.

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

Vocation Nursing Program Completion Requirements:

To be a candidate and to receive a certificate from the Vocational Nursing Program the student must meet the following criteria:

- Complete all required modules with a grade of 75% (C) or above
- Complete and submit any required documents
- Complete all program hours
- Complete all financial obligations to Palladium Technical Academy

A graduate of the Vocational Nursing Program is eligible to take the National Council Licensure Examination. Any fees for licensure and the NCLEX-PN® exam are the responsibility of the student.

Summary of Requirements for Licensure as a Vocational Nurse:

Section A

1. Minimum Age – 17 Years
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof)
3. Complete and sign the “Application for Vocational Nurse Licensure”
4. Complete and sign the “Record of Conviction” form
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (See “Important Fingerprint Information”). Note: A Vocational Nursing License will not be issued until the board receives the background information from Department of Justice (DOJ).
6. Attach the appropriate non-refundable fee made payable to: “BVNPT” (Board of Vocational Nursing & Psychiatric Technicians)
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process your license.

Section B

1. **Graduate of a California Accredited School of Vocational Nursing.**
Successful completion of a California Accredited Vocational Nursing Program. Contact your Program Director for application forms and instructions.
2. **Graduate of an Out-Of-State School of Practical/Vocational Nursing.**
The school of practical/vocational nursing from which you graduated must have been accredited by the board of Nursing in the State in which it is located.
Licensure in another state does NOT entitle you to practice as a Licensed vocational Nurse in California. In order to practice as a Licensed

Vocational Nurse in California; you must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.

3. Equivalent Education and/or Experience:

This method requires you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application.

In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas; may be substituted for a maximum of eight (8) months of medical/surgical experience.

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemo-dialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

All experience will be verified by the employer; showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills.

Basic Bedside Nursing

- Ambulation Techniques
- Intake and Output
- Bed making
- Neurological Check
- Catheter Care
- Personal Hygiene and Comfort Measures
- Collection of Specimens
- Positioning & Transfer
- Diabetic Urine Testing
- Range of Motion
- Enema
- Skin Care

Aseptic Technique may be demonstrated in classroom, lab, and/or patient care settings)

- Urinary Catheterization
- Sterile Dressing Change
- Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly and must show theory and clinical hours completed.

Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States

This method requires you to:

- Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date (s) and wards assigned
- Submit proof of having completed a basic course of instruction in nursing while in the armed forces.
- Submit proof that service was honorable (DD-214)

Note: a combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

Expired Four (4) Year California Licensed Vocational Nurse:

Section 2892.1 of the Business and Professions Code specifies that a license that is not renewed for 4 years shall expire. An expired licensed cannot be renewed, re-

issued, nor reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an accredited school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Vocational Nurse Program (Diploma)

The Vocational Nurse Program provides students with the theory, laboratory, and clinical experiences that will serve as preparation for an entry-level position in Vocational Nursing. Upon successful completion of this program, the student will be able to:

- 1) Demonstrate competence in direct patient care activities in hospital and community based healthcare agencies.
- 2) Demonstrate ethical and caring behaviors while providing nursing care
- 3) Take the NCLEX-PN examination in this state.

Nursing theory guides clinical practice. The clinical portion of this program provides students with actual hands-on experience providing nursing care to patients of varied ages, ethnicity, cultural groups, and stages of wellness/illness in hospitals and other healthcare agencies affiliated with Palladium Technical Academy. In addition, the clinical atmosphere will enable the student to experience first-hand – the behaviors that are crucial to employability in those agencies.

Occupational Objectives:

The licensure and practice of vocational nurses is authorized by the California Business & Professional Code and regulated by the Board of Vocational Nursing & Psychiatric Technicians. The licensed Vocational Nurse is a mid-level health professional that provides care in a variety of health settings. A graduate will be able to secure employment as a Licensed Vocational Nurse upon successfully passing the NCLEX-PN and obtaining their license. Typically, the LVN is employed in the following types of facilities:

- Acute Care Hospitals
- Skilled Nursing or Long Term Care Facilities
- Home Health Agencies
- Ambulatory Care Clinics
- Surgery Centers
- Physicians' Offices
- Correctional Facilities

Program Outline:

Title	Theory Hours	Skills Lab Clinical Hours	Total Hours	Quarter Credits
Module 1	150	183/57	390	26
Module 2	150	16/224	390	23
Module 3	150	0/240	390	23
Module 4	150	52/188	390	23

Vocational Nurse Program

1560 hours – 60 weeks

960 hours skills/lab/clinical & 600 theory hours

CLASS DESCRIPTION

MODULE 1 – Prerequisite: Admissions to the Department

150/183/57/26

Fundamentals of Nursing

Pharmacology 1

Module 1 is designed to provide the beginning student with an introduction to basic nursing skills for direct patient care. Emphasis is placed upon application of the nursing process utilized within the context of the vocational nursing scope of practice, the healthcare environment, critical thinking, the caring role, and basic nursing skills and procedures, including physical assessment. This includes six hours of introductory anatomy and physiology, and 21 hours of basic pharmacology.

MODULE 2 – Prerequisite: Successful completion of Module 1

150/240/23

Medical-Surgical Nursing 2

Anatomy and Physiology 2

Pharmacology 3

Module 2 is designed to provide the student with a foundation in medical-surgical nursing.

Topics include general care of patients having problems with pain, cancer, immobility, and fluid and electrolyte imbalances. Emphasis is placed upon care of patients with disorders of the Integumentary system, endocrine system, blood, cardiovascular and respiratory system, utilizing the nursing process as a unifying framework. There are 21 hours of anatomy & physiology and 37 hours of pharmacology.

MODULE 3 – Prerequisite: Successful completion of Module 2

150/0/240/23

Medical-Surgical Nursing 2

Anatomy and Physiology 2

Pharmacology 3

Module 3 is a continuation of Medical Surgical Nursing where emphasis is placed upon care of patients with muscular, skeletal, gastrointestinal, neurological, eye, and ear, neurological disorders and patients with AIDS. Once more, the nursing process is the unifying framework for the students. This module contains 20 hours of anatomy & physiology and 44 hours of pharmacology.

MODULE 4 –Prerequisite: Successful completion of Module 3

150/52/188/23

Family

Pediatrics

Leadership/Supervision

Specialty Areas

Module 4 is designed to provide the senior student with basic knowledge in several specialty areas: maternity, pediatrics, male & female reproductive systems, mental health, and to provide the core information for leadership and supervision. In addition, career issues for the vocational nurse are discussed during preparation for professional practice.

A Diploma Program

1560 Clock Hours

95 Quarter Credit Hours

Program Schedule:

60 Weeks, 1560 Clock Hours/Week, Monday-Friday

Hours:

**Monday – Friday 8:30AM – 1:30 PM and
5:30PM – 10:30PM**

Vocational Nurse Program
Associate of Applied Science in Vocational Nursing

The Vocational Nurse Degree Program provides students with the theory, laboratory, and clinical experiences that will serve as preparation for an entry-level position in Vocational Nursing. Upon successful completion of this program, the student will be able to:

1. Demonstrate competence in direct patient-care activities in hospital and community based health care agencies
2. Demonstrate ethical and caring behaviors while providing nursing care
3. Take the NCLEX-PN examination in this state. Nursing theory guides clinical practice.

The clinical portion of this program provides students with actual hands-on experience providing nursing care to other healthcare agencies affiliated with Palladium Technical Academy. In addition, the clinical atmosphere will enable the student to experience first-hand the behaviors that are crucial for employment in those agencies.

In addition to all regular courses, students in the Degree Track need to complete the following courses:

COURSE:	:	
Anatomy and Physiology	54 Hours	5 Units
*Algebra	60 Hours	5 Units
*English Composition	40 Hours	4 Units
*Biology	60 Hours	5 Units
*Introduction to Sociology	40 Hours	4 Units
TOTAL	254 HOURS	23 UNITS

***THESE CLASSES ARE OFFERED AS ON-LINE COURSES.**

Occupational Objectives

The licensure and practice of Vocational nurses is authorized by the California Business & Professional Code and regulated by the Board of Vocational Nursing & Psychiatric Technicians. The licensed vocational nurse is a mid-level health professional that provides care in a variety of health settings. A graduate will be able to secure employment as a Licensed Vocational Nurse upon successfully passing the NCLEX-PN and obtaining their license. Typically, the LVN is employed in the following types of facilities:

- Acute Care Hospitals
- Skilled Nursing or Long Term Care Facilities
- Home Health Agencies
- Surgery Centers
- Physicians' Offices
- Correctional Facilities

Degree Track provides additional opportunity in the field of Education and governmental agencies where a degree is required.

Program Outline

Title	Theory Hours	Skills/Lab Clinical Hours	Total Hours	Quarter Credits
Module 1	150	183/57	390	26
Module 2	150	16/224	390	23
Module 3	150	0/240	390	23
Module 4	150	52/188	390	23
*Algebra	40	20	60	5
*English	40		40	4
*Biology	40	20	60	5
*Introduction to Sociology	40	0	40	4
TOTAL	760	1000	1760	113

Associate of Applied Science in Vocational Nurse Program

1760 Hours – 70 Weeks

1000 Hours Skills Lab/ Clinical & 760 Theory Hours

HOURS: M – F --8:30 AM – 1:30 PM and 5:30 PM- 10:30 PM

***ONLINE PROGRAMS**

The information contained in the “Online Programs” section of the catalog pertains only to online degree programs and not to the PTA’s traditional on-ground programs. Students enrolled in online degree programs may also be subject to the policies outlined in the remainder of this catalog.

Biology: Introductory Biology for Non-majors is an introductory course in the biological sciences for the non-major student. Topics included are cell structure and function, biogenetics, DNA structure and function, cell reproduction, taxonomy, evolution, ecology, and an overview of the anatomy and physiology of the major organ systems.

English Composition: This course helps students to qualify writing skills by explaining and identifying the steps involved in the writing process. Five types of writing are examined/compare/contrast, argumentative, persuasive, narrative, and descriptive. The importance of proper grammar, punctuation, and spelling is highlighted. Students also learn research techniques, as well as how to edit and revise their work.

Introduction to Sociology: This course provides a broad overview of sociology and its application to everybody life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change. Students also explore the influence of social class and social institutions, such as: churches, education, healthcare, government, economy, and environment. The family as a social structure is also examined.

Algebra: this course provides a working knowledge of college-level algebra and its application. Emphasis is on solving linear and quadratic equations, work problems, and polynomial, rational, and radical equations and applications. Students perform operation on real numbers and polynomial; and simply algebraic, rational, and radical expression.

CLASS DESCRIPTION

MODULE 1 – Prerequisite: Admissions to the Department

150/183/57/26

Fundamentals of Nursing

Pharmacology 1

Module 1 is designed to provide the beginning student with an introduction to basic nursing skills for direct patient care. Emphasis is placed upon application of the nursing process utilized within the context of the vocational nursing scope of practice, the healthcare environment, critical thinking, the caring role, and basic nursing skills and procedures, including physical

assessment. This includes six hours of introductory anatomy and physiology, and 21 hours of basic pharmacology.

MODULE 2 – Prerequisite: Successful completion of Module 1

150/240/23

Medical-Surgical Nursing 2

Anatomy and Physiology 2

Pharmacology 3

Module 2 is designed to provide the student with a foundation in medical-surgical nursing. Topics include general care of patients having problems with pain, cancer, immobility, and fluid and electrolyte imbalances. Emphasis is placed upon care of patients with disorders of the skin, endocrine system, blood, cardiovascular and respiratory system; utilizing the nursing process as a unifying framework. There are 21 hours of anatomy & physiology and 37 hours of pharmacology.

MODULE 3 – Prerequisite: Successful completion of Module 2

150/0/240/23

Medical-Surgical Nursing 2

Anatomy and Physiology 2

Pharmacology 3

Module 3 is a continuation of Medical Surgical Nursing where emphasis is placed upon care of patients with muscular, skeletal, gastrointestinal, neurological, eye, and ear, urological disorders and patients with AIDS. Once more, the nursing process is the unifying framework for the students. This module contains 20 hours of anatomy & physiology and 44 hours of pharmacology.

MODULE 4 – Prerequisite: Successful completion of Module 3

150/52/188/23

Family

Pediatrics

Leadership/Supervision

Specialty Areas

Module 4 is designed to provide the senior student with basic knowledge in several specialty areas, such as maternity, pediatrics, male & female reproductive systems, mental health, and to provide the core information for leadership and supervision. In addition, career issues for the vocational nurse are discussed during preparation for professional practice.

PROGRAMS AND COURSES

Description

Online programs are offered via the internet. The interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be identical in context to the on-ground mode, although more individual effort and initiative will be required to successfully master the material.

Requirements

To maximize student success within the online programs, students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Program Application at the time of enrollment;
- Have internet access and an established email account
- Commence online contact with the course site within the first week of the term;
- Understand that participation is required on a weekly basis;
- Complete and turn in assignments on a weekly basis for a grade to be assigned

ORIENTATION

Students enrolling in the Online Programs will be required to participate in an orientation session. The Orientation Course consists of the following: Information about Online Degree Programs, how to access the course, find the syllabus, and how to use the major platform tools.

PARTICIPATION POLICY

Your education is designed to prepare you for successful employment in the workplace. Therefore, it is critical that professional behavior be practiced at all times. This includes timely and consistent participation in all classes, meeting assignment deadlines, and meaningful participation in class-related activities.

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as; but not specifically limited to:

- An examination/quiz
- Computer assisted instructions
- Completing a course assignment, including research, projects and journalizing
- Simulations
- Viewing instructional media
- A tutorial session
- Academic advising
- Attending a study group
- Instructor lecture or demonstration
- Attending a guest lecture
- Participating in role play activities
- Library research
- A survey evaluating the course material, text, and instructor performance
- Presenting material

- Mid-term assessment performed by faculty to evaluate student progress

Your success relies heavily on consistent and meaningful participation in the above-described class related/academic activities.

Importance is placed on mirroring the model of the workforce to reinforce the importance of consistent participation in the classroom and the expectation of consistent attendance/participation in the workplace. Collaborative learning within the curriculum prepares you to be comfortable within the learning team concept, which is prevalent in today's workplace.

ONLINE LIBRARY

The Palladium Technical Academy Online Library supports the curriculum and provides information for online students, faculty, and staff through information reference materials, and through electronic access with the Library and Information Resources Network (LIRN).

WITHDRAWAL PROCEDURES

Students finding it necessary to withdraw from the Palladium Technical Academy are requested to notify the PTA in writing as to why and when the withdrawal is necessary and to complete all necessary paperwork with the Palladium Technical Academy. Failure to do so will delay out-processing and may result in a delay of any refund that may be due to the student or the funding source.

The Director must approve withdrawal from any individual course. Upon withdrawal, grades will be assigned in accordance with the applicable Grading System.

Computer Requirements:

The Palladium Technical Academy may choose to offer certain courses online. Online courses are offered using the McGraw Hill-Palladium Technical Academy platform via the Internet and interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated in the class schedule so students may register during the normal registration period.

To maximize success within the online courses, students must:

- Have a computer with a system profile that meets or exceeds the following:
 - Windows Systems
 - Windows 2000, XP, or VISTA
 - 64 MB Ram
 - 28.8 kbps modem (56K recommended)
 - Sound Card & Speakers
 - Recommended Browser: Microsoft Internet Explorer 7.0
 - Recommended Browser: Mozilla Firefox 2.0
 - Supported Browser: Microsoft Internet Explorer 6.0
 - Supported Browser: Mozilla Firefox 3.0
 - Or
 - Mac Systems

Mac OS X or higher (in classic mode)
32 MB RAM (64 recommended)
28.8 kbps modem (56K recommended)
Sound Card & Speakers
Recommended Browser: Safari 3.0
Recommended Browser: Mozilla Firefox 2.0
Supported Browser: Safari 2.0
Supported Browser: Mozilla Firefox 3.0

- Complete the application only once but check quarterly to make sure they are maintaining the correct system profile;
- Have Internet access and an established email account;
- Verify their email account/address with their Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as you have access to your courses;
- Understand that student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, student may be withdrawn from the course and may not be allowed to reenter the course.

CONSUMER PROTECTION

- Palladium Technical Academy has not entered into a transfer or articulation agreement with any other college or university.
- Palladium Technical Academy has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal Law.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you, prior to signing an enrollment agreement.
- Any questions a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
Sacramento, CA 95798-0818
www.bppe.ca.gov
Phone: 916-574-7720
Email: bppe@dca.ca.gov

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

HEADING EAST

(from downtown LA)

- 10 freeway West
- Exit on Baldwin Ave. going North
- Turn right (east) on Valley Blvd.
- Turn left into Pacific Place at 10503 Valley Blvd.

WEST

- 10 freeway West
- Exit on Santa Anita Ave. going North
- Turn left on Valley Blvd. (going West)
- Turn right into Pacific Place at 10503 Valley Blvd

NORTH

- 605 freeway North
- Transition to 10 freeway West
- Exit on Santa Anita Ave. going North
- Turn left on Valley Blvd. (going West)
- Turn right into Pacific Place at 10503 Valley Blvd.

SOUTH

- 210 freeway East
- Transition to 605 freeway south
- Exit on E. Valley Blvd.
- Merge onto E. Valley Blvd.
- Turn right into Pacific Place at 10503 E. Valley Blvd.