
SCHOOL CATALOG

Southwest School of Business and Technical Careers

2020-2021

Effective Oct – 2020

**Southwest School of Business and Technical Careers
229 SW Military Drive
San Antonio, Texas
78221
(210) 921-0951**

The School reserves the right to modify, upon approval of the Texas Workforce Commission, the offering of program, individual courses of study, tuition, hours of classes, the school calendar, and other materials listed in this publication or herein attached or inserted.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

The information in this Catalog is true and correct to the best of my knowledge.

Director

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GENERAL INFORMATION

The San Antonio office hours are Monday through Thursday, 8:00 a.m. to 9:55 p.m., Friday 8:00 a.m. to 4:00 p.m. The telephone number is (210) 921-0951.

The provisions of this catalog were in full force and effect at the time it was published. However, Southwest School of Business and Technical Careers (SWS) reserves the right to make general revisions to programs of study, academic calendars, policies, tuition charges, and other changes as necessitated by State and Federal Regulating Agencies and/or good business practices. No charges will be modified for any student who is properly enrolled and who has executed an enrollment agreement. All institutional responsibilities covered by a signed enrollment agreement will be honored. Changes in any policy, charge, calendar, or course content may be modified by a supplement to this catalog.

HISTORY

S.W. School of Business & Technical Careers, Inc. was formed in December 1985, from a sole proprietorship doing business as The Southwest Paramedical School, which was founded in Bexar County, Texas on September 26, 1979. The original location was a 1300 square foot classroom/office located at 105 N. Alamo, San Antonio, Texas.

The original programs taught were clerical and nursing assistant. The demand for a General Office Skills Program was apparent, so the school added this program in 1982 and enrollment swelled. The school moved to larger quarters at 1103 E. Commerce in December classrooms, offices, student lounges, and storage space. A Medical Assistant Program was added in 1983 and a Computer Concepts Program was added in 1987.

A building was acquired at 602 W. Southcross, San Antonio, Texas, in August 1988, and completely remodeled. The building contained over 20,000 square feet of space for offices, classrooms, student lounge, and ample storage space.

In July 1990, the traffic and parking became critical at the E. Commerce Street location, so the campus was re-located to the 602 W. Southcross Street location, which now contains the administrative offices.

On May 12, 2006, an assumed name certificate was filed with the Bexar County Clerk's office and with the Texas Secretary of State for the use of "Southwest School of Business and Technical Careers" as our institution's name. With the approval from both entities, the school's name was officially changed.

In September 2008, Southwest School of Business and Technical Careers was purchased by EDCO SYSTEMS, L.P.

In July 2016, the campus at the 602 W. Southcross, San Antonio, Texas was re-located to its current facilities at 229 SW Military Drive, San Antonio, Texas.

MISSION AND OBJECTIVES

The mission of Southwest School of Business & Technical Careers is to respond in a climate of intellectual freedom with quality training programs, and to the educational needs of our multicultural community. Southwest School is committed to excellence in teaching and to flexibility in its programs and institutional approaches as it seeks to guide students toward achievement of their maximum potential. We seek to enable all students to become self-directed, lifelong learners capable of participating in and contributing to their community.

APPROVALS

Southwest School of Business & Technical Careers is approved by the following state approving entities:

- 1. Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.*
- 2. Accredited by the Commission of the Council on Occupational Education.*

FACILITIES

Southwest School of Business & Technical Careers is located at 229 SW Military Drive, San Antonio, Texas 78221. The campus occupies 6,656 square feet of space, well designed facilities consisting of classrooms, laboratories, offices, break areas, and restrooms. Both male and female restrooms are equipped for handicapped students. City bus/handicapped service is available at the front door. Parking for over 75 vehicles is available. The main campus facility is well ventilated, air-conditioned and heated, well lighted, and tastefully decorated. The building is well maintained and a very cheerful atmosphere is apparent throughout.

STUDENT CONDUCT

All students must conduct themselves in a professional manner at all times. Crude language, boisterous playing of loud music and horseplay will not be tolerated. Students are not allowed to exercise public displays of affection on campus or in automobiles in the parking lot. Cheating on academic work, including examinations and tests, is not acceptable conduct and students caught cheating may be suspended. Students exhibiting unsatisfactory conduct will result in the student being placed on probation or terminated, at the discretion of the Director or Administrator. Students who are terminated for violation of school conduct policy may not be readmitted.

DRUG AND ALCOHOL ABUSE POLICY

It is the policy of Southwest School of Business & Technical Careers to maintain a drug free and alcohol free campus. Any student, who uses, possesses, or sells drugs or alcohol on campus will be terminated immediately and referred to the local law enforcement agency for appropriate action. Students who appear to be under the influence of drugs or alcohol will be counseled, and if the conduct continues, will be terminated from their program.

DRESS CODE

Students enrolled in health care programs must wear prescribed uniforms during class and while serving their externship training. Other students shall wear clothing that would be

appropriate for their selected professions. Short shorts, cut-offs, mini-skirts, and see-through clothing are not allowed. Students who arrive to class wearing clothing that is not acceptable will be sent home and marked tardy or absent for the amount of time missed. Male students are not allowed to wear muscle-type shirts or shirts that are left open and unbuttoned.

Uniforms are available at the student's expense. Students who violate the school dress code will be counseled and a copy of the counseling report will be placed in the student's file. Continued violation of the dress code will subject the student to probation or termination at the discretion of the Director or Administrator. Proper hygiene and cleanliness will be maintained at all times while attending classes or on campus.

TERMINATION FROM PROGRAM BY SCHOOL

The school may at the discretion of the director or administrator, terminate any student from a program of study for any of the following reasons:

- 1. Failure to maintain satisfactory progress.*
- 2. Failure, after a warning, to observe the school's uniform or dress code policy.*
- 3. Continued violation, after warning, of the school's policy regarding conduct.*
- 4. Use, possession, or sale of drugs or controlled substances and/or alcohol on campus.*
- 5. Failure to pay all required fees, tuition, and book charges.*

LEAVE OF ABSENCE

A leave of absence will not exceed sixty (60) calendar days in any twelve (12) month period and is granted only in emergency situations. All requests and approvals for leaves of absence must be in written form, signed by the student, approved by the Director or Administrator, and retained in the student's file.

A student who fails to return to school following an approved leave of absence will be terminated. Students who are terminated by the school may be re-admitted, at the discretion of the school Director or Administrator.

STUDENT GRIEVANCES

A student who has a grievance concerning any of the school policies, grading, student conduct, dress code, or termination may file a written request for a review with the Director or Administrator of the school. A written reply will be made within ten (10) days of receipt by the Director or Administrator. If the matter cannot be resolved in this manner, the student may forward the grievance to the Texas Workforce Commission, Career Schools and Colleges, 101 East 15th Street, Austin, Texas 78778-0001 or the Accrediting Commission of the Council on Occupational Education whose address is 7840 Roswell Road, Bldg.300, Suite 325, Atlanta, GA 30350 (770) 396-3898, or via the Council web site (www.council.org).

EQUIPMENT

Southwest School of Business & Technical Careers is well equipped for hands-on experience and instruction. Compatible computer equipment is utilized to train our students. The latest software is utilized to enable the student to be well prepared to enter the office/clerical environment.

The latest equipment is utilized in Clinical/Medical Assistant and Medical Office Specialist Programs for hands-on training.

The campus utilizes equipment that gives students the opportunity to develop a practical, working knowledge of the equipment and materials they will be using on the job, in keeping with high educational standards.

Clinical / Medical Assistant Program students utilize autoclaves, centrifuges, electrocardiographs, and other items found in a medical setting.

In the Medical Office Specialist Program, General Office Skills Program, Computerized Accounting Specialist Program, and the Pharmacy Technician Program students utilize equipment that includes computers, CD-ROMS, 10-key adding machines, calculators, program related software, and other media sources.

AFFIRMATIVE ACTION POLICY

The school admits students from any ethnic background, sex, age, handicap, or religious persuasion. Prospective students shall not be denied admission on the basis of race, color, national origin, sex, handicap, age, or veteran status, except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration.

PRIVACY ACT

The Federal Privacy Act of 1974, as amended, requiring the notification of disclosures of social security numbers is mandatory pursuant to authority of the school. Social Security Numbers are used to verify student information regarding financial aid applications for federal educational assistance and collection of funds owed to the state and/or federal government. The school has the right to review the student's records and make corrections on the information contained in these records, and to limit disclosures of information. The school endeavors to comply with the Privacy Act, as amended, at all times.

ACCREDITATION

Southwest School of Business & Technical Careers is accredited by the Accrediting Commission of the Council on Occupational Education and is entitled to all the services, privileges, and professional recognition resulting therefrom.

The address and telephone number of the Accrediting Commission is 7840 Roswell Road, Bldg.300, Suite 325, Atlanta, GA 30350 (770) 396-3898, www.council.org

CALENDAR

OFFICIAL SCHOOL HOLIDAYS

*New Year's Day – January 1st
Good Friday*

*Memorial Day – Last Monday in May
Independence Day – July 4th
Labor Day – First Monday in September
Thanksgiving – Thursday and Friday
Christmas Day – December 25th*

ENROLLMENT PERIODS

Generally, enrollment periods are on every three weeks, except when specifically designated by the Director of the School. Students may be scheduled to enter at other times to coincide with class availability.

Southwest School of Business & Technical Careers is on a quarter credit hours basis and therefore has a continuous term. Our school year is the same as the calendar year.

The conversion ratio is:

<i>1qtr lec = 10 clock</i>
<i>lab = 20 clock</i>
<i>ext = 30 clock</i>

“Individual class schedules for students that have been granted credit for previous education will be determined at the time the credit is granted and will be maintained in the individual veteran’s file. Certification of each individual’s training will be in accordance with the provisions of the Code of Federal Regulations 21.4270.”

ADMISSIONS

PROCEDURES AND REQUIREMENTS

An admission representative conducts an initial interview with the prospective student at the school. The representative will describe the school, define its objective, and ascertain what type of classes or program the student is interested in. This is determined by asking the student questions about his/her background, career desires, and prior education or work history. The representative will go over the appropriate course outline with the student and answer any questions concerning the course the student has selected or about the school. The student is then invited to take a guided tour of the facility to inspect the classrooms and/or the equipment that will be utilized in the course the student is interested in. Any additional questions are answered at this time. The representative will explain the total cost of the program, including registration fees, tuition, and cost of books and supplies.

Applicants must be at least 17 years of age and must have a high school diploma or G.E.D. Ability-to-benefit students were accepted up until June 30, 2012. Ability-to-benefit students may be accepted for enrollment if it can be verified that they have been previously enrolled as an ATB student at an accredited institution.

Students under the age of 18 require written permission from parent or legal guardian. Students enrolling in the Pharmacy Technician program must have a high school diploma or GED and may not have any felony convictions. In addition, the following are requirements and information for the Pharmacy Technician student:

- *They are required to register with the Board as a pharmacy technician trainee and that within two years they will have to register as a pharmacy technician.*
- *They must have a criminal background check, including submitting fingerprint, and*
- *They must take and pass the Pharmacy Technician Certification Board's National Certification Examination in order to register as a pharmacy technician.*
- *The National Certification Examination fee is \$129, and the fee to register as a pharmacy technician is \$54, and the fee for registration as pharmacy technician trainee is \$53.*

The student may, if he/she chooses, meet with the financial aid officer to determine eligibility for Federal Student Financial Assistance.

The representative then assists the student in completion of an application for admission, enrollment forms, and explains what documentation is required. When the student completes the forms and pays the registration fee, the student is then officially enrolled in a future class and is informed of the class start date.

The school retains the right to accept or reject an applicant based on the applicant's character references and/or scholastic performance.

CREDIT FOR PREVIOUS EDUCATION AND TRAINING

Students who desire credit for previous documented clock hours or training to be transferred from another institution, or within this organization may request this credit by notifying the admissions office or the director. Students with previous education or training may receive credit in the form of a tuition reduction by achieving a passing score on a pre-entrance exam. The student should request credit prior to signing the enrollment agreement.

Transfer Credits into Southwest School of Business & Technical Careers Programs

A prospective student requesting credit for previous training must do so prior to starting school and must provide an official transcript for review. SWS may request the student also provide detailed course descriptions. SWS will then evaluate the documentation and make a decision regarding the appropriateness of the request. If prior credit is accepted, SWS will make the appropriate adjustments to the program length and charges, within the guidelines of state and federal law. Transfer courses must be relevant and comparable to SWS offerings. Students generally may transfer all credit was issued by an SWS affiliated school.

Transfer of Credits from one Program to another Program

Students transferring from an SWS program into a new program can receive credit for classes completed in the original program if the completed classes match those listed in the new program curriculum, and meet the minimum GPA requirement at the time of the signing of the new Enrollment Agreement.

Transferability of Credits to another School

SWS is an accredited institution that offers programs designed to provide the student with vocational career training and is not designed to prepare the student for transfer to other institutions. Acceptance of credits earned at SWS is determined solely by the receiving institution. Students wishing to transfer credits should first consult with the Registrar at the receiving institution concerning acceptance. Accreditation alone does not guarantee credit transfer. SWS cannot and does not guarantee credit transfer.

FINANCIAL INFORMATION

FINANCIAL ASSISTANCE

A financial aid officer is available at the campus to assist the students in applying for financial assistance. Any questions regarding eligibility, status, loan payback information, or forms for applying are available at the campus financial aid office.

CANCELLATION AND REFUND POLICY

I. GENERAL

It is the policy of Southwest School of Business & Technical Careers to make refunds to students on a fair and equitable basis consistent with the length of the program or course in which the student is enrolled and the clock hours the student has attended.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

When a student withdraws from school, two calculations will be performed. The first of these is Return to Title IV.

Federal Law specifies how the school must determine the amount of federal financial assistance that a student earns when the student withdraws. The law requires that when a student withdraws during a charging period, the amount of Student Financial Aid program assistance that is earned will be determined by a specific formula. If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive additional funds. If more assistance was received than was earned, the excess funds must be returned. This process must be completed within 45 days of the date of determination, and returns will be made according to Federal Guidelines. The amount of assistance that is earned is determined on a pro-rata basis. That is, if a student completes 30 percent of the payment period or period of enrollment, he/she earns 30 percent of the assistance originally scheduled to be received. Once a student completes more than 60 percent of the payment period or period of enrollment, all of the assistance for the period is earned.

The second calculation that will be performed is the School's Institutional Refund.

- 1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.*
- 2. The effective date of termination for refund purposes will be the earliest of the following:*

- a. *The last day of attendance, if the student is terminated by the school;*
 - b. *The date of receipt of written notice from the student; or*
 - c. *Ten school days following the last date of attendance.*
3. *If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.*
 4. *If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹*
 5. *Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required.*

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. *A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.*
7. *A full refund of all tuition and fees is due and refundable in each of the following cases:*
 - a. *An enrollee is not accepted by the school;*
 - b. *If the course of instruction is discontinued by the school and this prevents the student from completing the course; or*
 - c. *If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.*

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

¹ More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. *if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;*
 - b. *a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or*
 - c. *the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:*
 - i. *satisfactorily completed at least 90 percent of the required coursework for the program; and*
 - ii. *demonstrated sufficient mastery of the program material to receive credit for completing the program.*
9. *The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.*

PRIORITY OF REFUNDS

Refunds are first applied to reduction of any FFELP loan that the student owes; then credited to the Federal Pell Account or Federal SEOG account for any grants awarded. Any remaining balance of the refund is paid directly to the student.

The following reservations apply to refunds:

- a. *The school reserves the right to modify the course curriculum as part of its continued effort to improve the education and training offered to its students upon approval from TWC. No changes will be made for continuously enrolled students.*
- b. *Rules and Regulations are subject to change, but will be in keeping with the Guidelines and Minimum Standards as prescribed by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.*
- c. *Student refund policy is subject to changes required by guidelines published by the State Approving Agency and the United States Department of Education.*
- d. *Grounds for termination are: Unsatisfactory progress, excessive absenteeism, failure to comply with school rules written or verbal, and non-payment of tuition.*

Return to Title IV

Federal Law specifies how the school must determine the amount of federal financial assistance that a student earns when the student withdraws. The law requires that when a student withdraws during a payment period, the amount of student financial aid program assistance that is earned will be determined by a specific formula. If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able

to receive additional funds. If more assistance was received than was earned, the excess funds must be returned. This process must be completed within 45 days of the date of determination and returns will be made according to federal guidelines. The amount of assistance that is earned is determined on a pro-rata basis. That is, if a student completes 30 percent of the payment period, he/she earns 30 percent of the assistance originally scheduled to be received. Once a student completes more than 60 percent of the payment period, all of the assistance for the period is earned.

Refunds are processed automatically and students are not required to request a refund in order for the refund to be made.

“In all cases the institution’s refund will meet or exceed that of the State Approving Agency.”

STUDENT SERVICES

PLACEMENT ASSISTANCE

The school maintains placement assistance service to graduates. This service is available to all graduates. The school cannot “guarantee” that a graduate will receive a job in any particular career field since there are too many variables that determine whether a student is hired or not. The school may provide job leads, but it is up to the individual student to follow-up on these leads and present themselves for an interview. Guidance is provided in the area of job-hunting techniques, including building a successful resume and job application letter.

LIBRARY

The school maintains learning resources consisting of reference materials, texts, videocassettes, audiocassettes, and periodicals that the student may use for additional preparation of assignments for any additional study. These books may not be checked out; but may be used in the library.

TRANSCRIPTS

A complete set of student records is maintained in a permanent file at the campus for each student. Certified transcripts may be ordered from the registrar or business office at the school. Transcripts shall be available to prospective employers and to students upon request and without charge for the first copy. Requests for additional copies will incur a charge of \$3.50. Transcripts will be mailed to the student or to another school.

STUDENT COUNSELING

Students are encouraged to prepare for each class by studying the assigned material at home prior to the beginning of class. Students are also encouraged to ask questions of their instructor relating to their program or subject matter. The administrative staff of the school will counsel the student in such areas as financial assistance, placement, housing, transportation, and personal problems that have an effect on attendance or satisfactory progress. Counseling on continuing education and career enhancement is also available on an appointment basis. Instructors are available for additional academic assistance or remedial tutoring on an as required basis.

ACADEMIC INFORMATION

ATTENDANCE POLICY

It is the policy of Southwest School of Business & Technical Careers to encourage 100% attendance of all classes in order for the student to benefit from the instructional material provided and to complete the required number of clock hours to complete the course in a timely manner.

The following policies have been developed for absences and leaves of absences:

- 1. Each instructor will keep a daily class attendance record, which shall be marked at the beginning of the class period. When a student is absent or tardy, the record is so noted.*
- 2. Tardy is defined as missing any part of any class period, and kept in 5 minute increments.*
- 3. Student will be terminated when absences occur in excess of 20% of the scheduled hours of class attendance, or when the student is absent 10 consecutive school days. Students terminated under this provision may not re-enter before the start of the next grading period.*
- 4. Assignments, tests, and quizzes missed due to absences or tardiness must be made up, however, make-up work cannot be used to erase an absence or tardy entry on the student's record.*
- 5. A student who is terminated because of excessive absences may be permitted to re-enter school, at the discretion of the school director or an administrator.*

GRADING SYSTEM

Each student must maintain an academic average of 70% or better to qualify for graduation. With the approval of the school director, a student may repeat a subject in order to improve his/her academic standing. Original tuition will cover the repeated subjects, not to exceed 50% of the class hours originally scheduled for the student's program. The following is the grading scale:

<i>A</i>	<i>90% or above</i>
<i>B</i>	<i>80% to 89%</i>
<i>C</i>	<i>70% to 79%</i>
<i>F</i>	<i>Below 70%</i>

STATEMENT OF SATISFACTORY PROGRESS

Overview of Satisfactory Academic Progress

Students must maintain satisfactory academic progress in order to remain in school and to continue to receive financial assistance. The "Satisfactory Academic Progress" Policy will be applied consistently regardless of the student's enrollment status or whether or not the student is receiving financial assistance. Academic Progress is defined as "The Student making Satisfactory Academic Progress toward the successful completion of their chosen academic program. Our Satisfactory Academic Progress Policy complies with the requirements of the State, our Accrediting Commission and Federal Guidelines.

Students must demonstrate progress by successfully completing courses attempted. Cumulative Grade Point Average of 70 or better indicates academic progress. Students receiving grades of 69 or less may place the student at risk of their Cumulative GPA falling below 70 and resulting in Academic Probation/Warning and/or Termination. For the purpose of determining "Satisfactory Academic Progress," two criteria are used: Qualitative and Quantitative as outline below:

ACADEMIC PROBATION

Qualitative Measurement

Students, who fail to maintain satisfactory progress or make a cumulative average grade below 70 for all subjects, will be placed on academic probation for the next grading period. The student must attain an average grade of 70 during the next grading period in order to be taken off academic probation. If the student is unable to attain a grade of 70 at the end of the course grading period, the student will be terminated from the program of study. The instructor and/or the director will counsel the student and the results of the counseling will be placed in the student's file.

Quantitative Measurement

The pace a student must maintain while in school is a completion rate of 67% of courses passed to courses attempted. A student who fails to maintain the required completion rate will be placed on academic probation for the next grading period. If the student fails to bring the completion rate of courses passed above 67%, the student will be terminated for the program of study.

Maximum Time Frame

The maximum time frame allowed for successful completion of a program shall not exceed 150% of the published length of the program. The requirements for the completion rate of 67% ensure that the students are progressing at a pace which will allow them to complete their program within the maximum allowable time. All students are evaluated at the end of completion of a course.

Reinstatement of Satisfactory Academic Progress

Once the student has achieved a minimum Cumulative GPA of 70 and/or a class completion rate of 67%, the student will be removed from Academic Probation and will be reinstated to Satisfactory Academic Progress.

Course Outcomes

Incompletes are not included in the Cumulative GPA calculation or completion rate/Pace calculation. Incomplete not completed within the next 3 weeks will automatically be changed to their course grade and included in both the GPA and completion rate/Pace calculations;

Withdrawal from a course will be recorded as course attempted and will be included in the calculation of GPA;

Repeated courses will be recorded as courses attempted each time the course is retaken in the completion rate/Pace calculation and the final course grade will be averaged into the overall GPA;

Transfer credit hours are included in the completion rate/Pace calculation as both attempted and completed, but will have no impact in the Cumulative GPA calculation.

Appeal Process

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the School Director, along with any supporting documentation, reasons why decision to terminate should be reversed, and a request for a re-evaluation of progress.

The School Director, within (5) business days of termination, must receive this appeal. Should a student fail to appeal this decision, the decision to terminate will stand. An appeal hearing will take place within (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if student is a minor), the student's instructor, and the school director.

A decision on the student's appeal will be made within (3) business days by the school director and will be communicated to the student in writing. This decision will be final.

Should a student prevail on his/her appeal and be determined as making satisfactory academic progress, the student will automatically re-enter in the course and financial aid funds will be reinstated to eligible students. The only mitigating circumstances that will be evaluated when a student appeals a probationary standing are qualitative and quantitative measurements. Should a student be readmitted on a probationary status, financial aid will not be reinstated until the student has reached satisfactory academic progress.

PROGRESS REPORTS

Instructors are required to prepare a course progress report for each student. This report is made a part of the student's permanent file. Students and/or sponsors may request a copy of this report at any time.

INCOMPLETE

A student that fails to complete all course work in any grading period is given an "I", for incomplete. Make-up work must be completed during the next grading period, or within 50% of the originally scheduled clock hours, whichever is sooner. When all of the course work is completed, a numeric grade will be substituted for the incomplete designation. Under Texas Education Code, Section 132.061(f) a student who is obligated for the full tuition may request a grade of "incomplete" if the student withdraws for an appropriate reason unrelated to the student's academic status. A student who has been withdrawn from school as an "incomplete" may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

REPETITION

A student who has not made satisfactory progress or who has failed to satisfactorily complete a course, may repeat this course if completed within the 50% rule. When a student repeats a course, the grade that is received on the repeat will be substituted for the original grade.

REQUIREMENT FOR GRADUATION

Students must satisfactorily complete all required subjects for the program in which they are enrolled to be eligible for graduation. The student must have an academic average of at least 70%. Students who are assigned externship as part of their training must have a satisfactory evaluation from the supervisor of the extern site. Certificates are awarded no later than 30 days after all requirements have been met.

CERTIFICATE UPON GRADUATION

It is the policy of Southwest School of Business & Technical Careers that each student who satisfactorily completes the requirements for his/her course program and has paid all fees and charges will receive a certificate of completion from the school.

PROGRAM CURRICULA

CLINICAL / MEDICAL ASSISTANT

Program Mission: To equip the graduate with the skills, knowledge, and abilities to perform the duties that are required of a clinical medical assistant in a medical office or hospital facility.

Program Objective: Students will learn both the clinical and administrative skills, business communication, computer applications, job readiness, keyboarding, medical front and back office duties, filing insurance claims, CPT and ICD-9 coding, accounts payable and receivable, payroll and reception duties.

Job Opportunities: Graduates may find employment in a doctor's office, various hospital departments, healthcare clinics, emergency care office and other offices in a medical environment.

CURRICULUM

Course Number	Course Name	Clock Hours			Total	Qtr.
		Lect.	Lab	Ext.		Credit Hours
B101	Business Communication For Careers 1	25			25	2.5
B102	Business Communication For Careers 2	25			25	2.5
B103	Business Communication For Careers 3	25			25	2.5
C101	Computer 1	10	40		50	3.0
C102	Computer 2	10	40		50	3.0
C106	Computer 6	5	20		25	1.5
J100	Job Readiness	5	20		25	1.5
K101	Keyboarding 1	10	40		50	3.0
M101	Infection Control & Medical Office Environment	20	5		25	2.0
M102	Integumentary & Skeletal Systems, Medical History	20	5		25	2.0
M103	Muscular & Nervous Systems, Physical Exam	20	5		25	2.0
M104	Cardiovascular System & Phlebotomy	20	5		25	2.0
M105	Immune & Respiratory Systems, Specialty Practices	20	5		25	2.0
M106	Digestive & Endocrine Systems, Nutrition	20	5		25	2.0
M107	Sensory & Urinary Systems	20	5		25	2.0
M108	Reproductive System, Pharmacology & Medication Administration	20	5		25	2.0
M109	First Aid, CPR & Radiology	20	5		25	2.0
M200	Externship			125	125	4.0
M301	Medical Terminology	25			25	2.5
M302	Medical Office 1	25			25	2.5
M303	Medical Office 2	25			25	2.5
O101	Office Procedures 1	20	5		25	2.0
O102	Office Procedures 2	20	5		25	2.0
O103	Office Procedures 3	20	5		25	2.0
P100	Professional Development	25			25	2.5
Total		455	220	125	800	57.5

Class Schedule: Day Classes: Monday - Thursday 8:00 a.m. to 2:45 p.m. with a 10 minute break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40. Night Classes: Monday – Thursday 5:45 p.m. to 9:55 p.m. with 10 minute break for every 60 minutes of scheduled time. Weekend Classes: Saturday and Sunday 8:00 a.m. to 4:50 p.m. with 10 minutes break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40.

LENGTH OF PROGRAM (approximately 34 weeks day, 50 weeks night and weekend) Externship approximately 5 weeks

REQUIREMENTS FOR GRADUATION

The student must complete a total of 800 clock hours (57.5 Quarter Credit Hours), must be able to complete within 150% of the published length of the program, and have satisfactory progress in both academic, as well as, practical training. The student must maintain an average of at least 70% GPA.

GENERAL OFFICE SKILLS

Program Mission: To equip the graduate with the skills, knowledge, and abilities to perform the duties that are required of a general office skills clerk in an office environment.

Program Objective: Students will learn business communication, computer applications, job readiness, keyboarding, front office duties, filing, accounts payable and receivable, payroll and reception duties.

Job Opportunities: Graduates may find employment as word processors, call center associates, customer service representative, general typists, office assistant, administrative assistant and other secretarial office positions.

CURRICULUM

Course Number	Course Name	Clock Hours			Qtr. Credit Hours
		Lect.	Lab	Total	
B101	Business Communication For Careers 1	25		25	2.5
B102	Business Communication For Careers 2	25		25	2.5
B103	Business Communication For Careers 3	25		25	2.5
C101	Computer 1	10	40	50	3.0
C102	Computer 2	10	40	50	3.0
C103	Computer 3	10	40	50	3.0
C104	Computer 4	10	40	50	3.0
C105	Computer 5	5	20	25	1.5
J100	Job Readiness	5	20	25	1.5
K101	Keyboarding 1	10	40	50	3.0
K102	Keyboarding 2	10	40	50	3.0
K103	Keyboarding 3	10	40	50	3.0
O101	Office Procedures 1	20	5	25	2.0
O102	Office Procedures 2	20	5	25	2.0
O103	Office Procedures 3	20	5	25	2.0
P100	Professional Development	25		25	2.5
Total		240	335	575	40.0

Class Schedule: Day Classes: Monday - Thursday 8:00 a.m. to 2:45 p.m. with a 10 minute break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40. Night Classes: Monday – Thursday 5:45 p.m. to 9:55 p.m. with 10 minute break for every 60 minutes of scheduled time. Weekend Classes: Saturday and Sunday 8:00 a.m. to 4:50 p.m. with 10 minutes break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40.

LENGTH OF PROGRAM (approximately 24weeks day, 36 weeks night and weekend)

REQUIREMENTS FOR GRADUATION

The student must complete a total of 575 clock hours (40.0 Quarter Credit Hours), must be able to complete within 150% of the published length of the program, and have satisfactory progress in both academic, as well as, practical training. The student must maintain an average of at least 70% GPA.

COMPUTERIZED ACCOUNTING SPECIALIST

Program Mission: To equip the graduate with the skills, knowledge, and abilities to perform the duties that are required of a computerized accounting specialist in an office environment.

Program Objective: Students will learn how to post transactions to accounts, utilize record-keeping systems, and operate accounting software, in addition to acquiring general accounting principles and practices.

Job opportunities: Graduates may find employment as Billing & Posting Clerks, Bookkeeping, Accounting, & Auditing Clerks, Payroll & Timekeeping Clerks, and Statistical Assistants.

CURRICULUM

Course Number	Course Name	Clock Hours			Qtr. Credit
		Lect.	Lab	Total	Hours
A101	Principles of Accounting 1	50		50	5.0
A102	Principles of Accounting 2	50		50	5.0
A103	Principles of Accounting 3	50		50	5.0
A104	Principles of Accounting 4	50		50	5.0
B101	Business Communication For Careers 1	25		25	2.5
B102	Business Communication For Careers 2	25		25	2.5
B103	Business Communication For Careers 3	25		25	2.5
C101	Computer 1	10	40	50	3.0
C102	Computer 2	10	40	50	3.0
C103	Computer 3	10	40	50	3.0
C104	Computer 4	10	40	50	3.0
C105	Computer 5	5	20	25	1.5
C108	Computer 8	10	40	50	3.0
J100	Job Readiness	5	20	25	1.5
K101	Keyboarding 1	10	40	50	3.0
K102	Keyboarding 2	10	40	50	3.0
O101	Office Procedures 1	20	5	25	2.0
O102	Office Procedures 2	20	5	25	2.0
O103	Office Procedures 3	20	5	25	2.0
P100	Professional Development	25		25	2.5
Total		440	335	775	60.0

Class Schedule: Day Classes: Monday - Thursday 8:00 a.m. to 2:45 p.m. with a 10 minute break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40. Night Classes: Monday – Thursday 5:45 p.m. to 9:55 p.m. with 10 minute break for every 60 minutes of scheduled time. Weekend Classes: Saturday and Sunday 8:00 a.m. to 4:50 p.m. with 10 minutes break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40.

LENGTH OF PROGRAM (approximately 33 weeks day, 49 weeks night and weekend)

REQUIREMENTS FOR GRADUATION

The student must complete a total of 775 clock hours (60.0 Quarter Credit Hours), must be able to complete within 150% of the published length of the program, and have satisfactory progress in both academic, as well as, practical training. The student must maintain an average of at least 70% GPA.

MEDICAL OFFICE SPECIALIST

Program Mission: To equip the graduate with the skills, knowledge, and abilities to perform the duties that are required of a medical office specialist in a medical administrative or hospital administrative office.

Program Objective: Students will learn business communication, computer applications, job readiness, keyboarding, medical front office duties, filing insurance claims, CPT and ICD-9 coding, accounts payable and receivable, payroll and reception duties.

Job Opportunities: Graduates may find employment as medical office specialist, office assistant, clerical office position, word processors, administrative assistant and filing insurance claims.

CURRICULUM

Course Number	Course Name	Clock Hours				Qtr. Credit Hours
		Lect.	Lab	Ext.	Total	
B101	Business Communication For Careers 1	25			25	2.5
B102	Business Communication For Careers 2	25			25	2.5
B103	Business Communication For Careers 3	25			25	2.5
C101	Computer 1	10	40		50	3.0
C102	Computer 2	10	40		50	3.0
C103	Computer 3	10	40		50	3.0
C104	Computer 4	10	40		50	3.0
C105	Computer 5	5	20		25	1.5
C106	Computer 6	5	20		25	1.5
J100	Job Readiness	5	20		25	1.5
K101	Keyboarding 1	10	40		50	3.0
K102	Keyboarding 2	10	40		50	3.0
K103	Keyboarding 3	10	40		50	3.0
M200	Externship			125	125	4.0
M301	Medical Terminology	25			25	2.5
M302	Medical Office 1	25			25	2.5
M303	Medical Office 2	25			25	2.5
O101	Office Procedures 1	20	5		25	2.0
O102	Office Procedures 2	20	5		25	2.0
O103	Office Procedures 3	20	5		25	2.0
P100	Professional Development	25			25	2.5
Total		320	355	125	800	53.0

Class Schedule: Day Classes: Monday - Thursday 8:00 a.m. to 2:45 p.m. with a 10 minute break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40. Night Classes: Monday – Thursday 5:45 p.m. to 9:55 p.m. with 10 minute break for every 60 minutes of scheduled time. Weekend Classes: Saturday and Sunday 8:00 a.m. to 4:50 p.m. with 10 minutes break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40.

LENGTH OF PROGRAM (approximately 34 weeks day, 50 weeks night and weekend)

Externship approximately 5 weeks

REQUIREMENTS FOR GRADUATION

The student must complete a total of 800 clock hours (53.0 Quarter Credit Hours), must be able to complete within 150% of the published length of the program, and have satisfactory progress in both academic, as well as, practical training. The student must maintain an average of at least 70% GPA.

PHARMACY TECHNICIA

Program Mission: To equip the graduate with the skills, knowledge, and abilities to perform the duties that are required of a pharmacy technician in a pharmacy environment.

Program Objective: Students will learn the basic pharmacology skills, pharmacy operations, preparing medications for dispensing, labeling, and refill authorization, transcribing physician's orders and hospital charts, drug product election, business communication, computer applications, job readiness, keyboarding, and procedures for acquiring all necessary information. This program will assist students in preparing for the Certified Pharmacy Technician (CPhT) exam. Although the program is designed to prepare students to take CPhT exam, the school cannot guarantee students will pass the exam.

Job Opportunities: Graduates may find employment as a pharmacy technician in a retail pharmacy, hospital pharmacy, pharmaceutical facility, drug related companies, and residential pharmacy.

CURRICULUM

Course Number	Course Name	Clock Hours			Total	Qtr. Credit Hours
		Lect.	Lab	Ext.		
B101	Business Communication For Careers 1	25			25	2.5
B102	Business Communication For Careers 2	25			25	2.5
B103	Business Communication For Careers 3	25			25	2.5
C101	Computer 1	10	40		50	3.0
C102	Computer 2	10	40		50	3.0
C107	Computer 7	5	20		25	1.5
J100	Job Readiness	5	20		25	1.5
K101	Keyboarding 1	10	40		50	3.0
O101	Office Procedures 1	20	5		25	2.0
O102	Office Procedures 2	20	5		25	2.0
O103	Office Procedures 3	20	5		25	2.0
P100	Professional Development	25			25	2.5
P101	Introduction to Pharmacy & Pharmacology	20	5		25	2.0
P102	Anti-Infectives & Pharmacy Law and Regulations	20	5		25	2.0
P103	Nervous System, Drugs, Dose Forms & Routes of Drug Administration	20	5		25	2.0
P104	Anticonvulsants & Community Pharmacy	20	5		25	2.0
P105	Respiratory, Gastrointestinal & Basic Measurements	20	5		25	2.0
P106	Urinary & Cardiovascular	20	5		25	2.0
P107	Muscle Relaxant, Hormones & Topicals	20	5		25	2.0
P108	Chemotherapy & Nutrition	20	5		25	2.0
P109	Certification Preparation Review	20	5		25	2.0
P110	Calculation	50			50	5.0
P200	Externship			125	125	4.0
Total		430	220	125	775	55.0

Class Schedule: Day Classes: Monday - Thursday 8:00 a.m. to 2:45 p.m. with a 10 minute break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40. Night Classes: Monday - Thursday 5:45 p.m. to 9:55 p.m. with 10 minute break for every 60 minutes of scheduled time. Weekend Classes: Saturday and Sunday 8:00 a.m. to 4:50 p.m. with 10 minutes break for every 60 minutes of scheduled time and 30 minute break for lunch from 12:10 to 12:40.

LENGTH OF PROGRAM (approximately 33 weeks day, 49 weeks night and weekend)

Externship approximately 5 weeks

REQUIREMENTS FOR GRADUATION

The student must complete a total of 775 clock hours (55.0 Quarter Credit Hours), must be able to complete within 150% of the published length of the program, and have satisfactory progress in both academic, as well as, practical training. The student must maintain an average of at least 70% GPA.

SYNOPSIS OF COURSES

- A101 Principles of Accounting 1**
50 Clock Hours - 50 Lecture **5.0 Quarter Credit Hours**
Students will learn the fundamentals of accounting including journalizing, posting, worksheets and ending statements. (Prerequisite: None)
- A102 Principles of Accounting 2**
50 Clock Hours - 50 Lecture **5.0 Quarter Credit Hours**
Students will learn intermediate accounting including sales, accounts receivable and payable, banking, and payroll. (Prerequisite: A101)
- A103 Principles of Accounting 3**
50 Clock Hours - 50 Lecture **5.0 Quarter Credit Hours**
Students will learn advanced accounting including closing procedures, uncollectible accounts, notes payable and receivable, inventories and long term assets. (Prerequisite: A102)
- A104 Principles of Accounting 4**
50 Clock Hours - 50 Lecture **5.0 Quarter Credit Hours**
Students will learn accounting for partnerships and corporations. (Prerequisite: A103)
- B101 Business Communication For Careers 1**
25 Clock Hours - 25 Lecture **2.5 Quarter Credit Hours**
Students will learn how to use basic grammar and parts of speech. (Prerequisite: None)
- B102 Business Communication For Careers 2**
25 Clock Hours - 25 Lecture **2.5 Quarter Credit Hours**
Students will learn sentence structure to write effectively. Emphasis is on punctuation and skills needed for effective business english. (Prerequisite: None)
- B103 Business Communication For Careers 3**
25 Clock Hours - 25 Lecture **2.5 Quarter Credit Hours**
Students will learn correct usage in written and oral communications for business. (Prerequisite: None)
- C101 Computer 1**
50 Clock Hours - 10 Lecture 40 Lab - 3.0 Quarter Credit Hours
Students will learn basic use of word processor and spreadsheet applications. (Prerequisite: None)
- C102 Computer 2**
50 Clock Hours - 10 Lecture 40 Lab - 3.0 Quarter Credit Hours
Students will learn basic use of database and presentation applications. (Prerequisite: None)
- C103 Computer 3**
50 Clock Hours - 10 Lecture 40 Lab - 3.0 Quarter Credit Hours
Students will learn advanced word processor and spreadsheet applications. (Prerequisite: C101)
- C104 Computer 4**
50 Clock Hours - 10 Lecture 40 Lab - 3.0 Quarter Credit Hours
Students will learn advanced database and presentation applications. (Prerequisite: C102)

- C105 Computer 5**
25 Clock Hours - 5 Lecture 20 Lab - 1.5 Quarter Credit Hours
Students will learn advanced schedule and organizational applications.
(Prerequisite: C104)
- C106 Computer 6**
25 Clock Hours - 5 Lecture 20 Lab - 1.5 Quarter Credit Hours
Students will learn computerized medical office software for use in claims generation and financial management. (Prerequisite: None)
- C107 Computer 7**
25 Clock Hours - 5 Lecture 20 Lab - 1.5 Quarter Credit Hours
Students will learn Rx software for use to fill prescriptions.
(Prerequisite: None)
- C108 Computer 8**
50 Clock Hours - 10 Lecture 40 Lab - 3.0 Quarter Credit Hours
Students will learn a computerized accounting software package used within the business community. (Prerequisite: None)
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- J100 Job Readiness**
25 Clock Hours - 5 Lecture 20 Lab - 1.5 Quarter Credit Hours
Students will learn how to develop possibilities for employment by preparing resumes and interviewing successfully. (Prerequisite: None)
-
- K101 Keyboarding 1**
50 Clock Hours - 10 Lecture 40 Lab - 3.0 Quarter Credit Hours
Students will learn how to perform the proper keyboarding and formatting techniques. Students will have a goal for speed and accuracy to reach 29 words per minute. (Prerequisite: None)
- K102 Keyboarding 2**
50 Clock Hours - 10 Lecture 40 Lab - 3.0 Quarter Credit Hours
Students will continue to learn how to perform the proper keyboarding and formatting techniques. Students will have a goal for speed and accuracy to reach 38 words per minute. (Prerequisite: K101)
- K103 Keyboarding 3**
50 Clock Hours - 10 Lecture 40 Lab - 3.0 Quarter Credit Hours
Students will continue to learn how to perform the proper keyboarding, formatting, skill building, and ten keys techniques. Students will have a goal for speed and accuracy to reach 45 words per minute. (Prerequisite: K102)
-
- M101 Infection Control & Medical Office Environment**
25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours
Students will learn infection-control techniques and HIV, Hepatitis, and other Blood-Borne Pathogens. (Prerequisite: None)
- M102 Integumentary & Skeletal Systems, Medical History**
25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours
Students will learn to identify the structures and functions of the human body. This includes the integumentary system and skeletal system. Students will be able to prepare medical history forms. (Prerequisite: None)
- M103 Muscular & Nervous Systems, Physical Exam**
25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours
Students will learn to identify and understand the muscular system and the nervous system. Students will be able to assist with the physical exam. (Prerequisite: None)

- M104 Cardiovascular System & Phlebotomy**
25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours
 Students will learn to identify and understand the cardiovascular system and perform blood testing and obtaining blood samples. (Prerequisite: None)
- M105 Immune & Respiratory Systems, Specialty Practices**
25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours
 Students will learn to identify and understand the immune system, respiratory system, and assist with specialized examinations or minor surgery. (Prerequisite: None)
- M106 Digestive & Endocrine Systems, Nutrition**
25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours
 Students will learn to identify and understand the digestive system and endocrine system. Students will learn nutrition and special diets. (Prerequisite: None)
- M107 Sensory & Urinary Systems**
25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours
 Students will learn to identify and understand the sensory system and urinary system. (Prerequisite: None)
- M108 Reproductive System, Pharmacology & Medication Administration**
25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours
 Students will learn to identify and understand the reproductive system. Students will learn the value of drugs and the regulations as how to dispensing and administering drugs. Students will learn how to assist with performing electrocardiograms. (Prerequisite: None)
- M109 First Aid, CPR & Radiology**
25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours
 The students will learn how to assist with and perform first aid and CPR. (Prerequisite: None)
- M200 Externship**
125 Clock Hours - 125 Ext. - 4.0 Quarter Credit Hours
 Students will perform on-the-job training that utilizes the skills that the student has learned in class in an office setting including, but not limited to, doctor's offices, clinics, hospitals, or nursing homes. Confidence building, interpersonal relationship, and good patient involvement are stressed. (Prerequisite: Completion of program course requirements)
- M301 Medical Terminology**
25 Clock Hours - 25 Lecture 2.5 Quarter Credit Hours
 Students will learn terminology commonly used in the medical field, including prefixes, suffixes, word roots, combining forms, and medical abbreviations. (Prerequisite: None)
- M302 Medical Office 1**
25 Clock Hours - 25 Lecture 2.5 Quarter Credit Hours
 Students will learn how to perform tasks required in a medical office. Students will learn medical ethics and various laws and regulatory agencies. (Prerequisite: None)
- M303 Medical Office 2**
25 Clock Hours - 25 Lecture 2.5 Quarter Credit Hours
 Students will learn how to use coding systems (CPT – ICD) and prepare medical insurance forms. (Prerequisite: None)
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- O101 Office Procedures 1**
25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours
 Students will learn business office procedures, filing, office machines, processing mail, and ethics. Prerequisite: None)

O102 Office Procedures 2

25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours

Students will learn the telephone systems and procedures for communicating properly, time management and working with others. (Prerequisite: None)

O103 Office Procedures 3

25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours

Students will learn the fundamental business calculations used in today's workplace, processing and understanding financial information. (Prerequisite: None)

P100 Professional Development

25 Clock Hours - 25 Lecture 2.5 Quarter Credit Hours

Students will learn basics of personal and office skills necessary for today's workplace. (Prerequisite: None)

P101 Introduction to Pharmacy & Pharmacology

25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours

Students will learn the role of pharmacy technician, basic concepts of pharmacology, common terms, abbreviations, and Terminology. (Prerequisite: None)

P102 Anti-Infectives & Pharmacy Law and Regulations

25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours

The students will learn antibiotics treatment, action, side effects, and dispensing. Students will understand the differences between fungi and viruses. Students will learn the law and regulations that govern the practice. (Prerequisite: None)

P103 Nervous System, Drugs, Dose Forms & Routes of Drug Administration

25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hour

Students will learn sources, and uses of drugs. Students will learn the introduction to pathologies of the nervous system. (Prerequisite: None)

P104 Anticonvulsants & Community Pharmacy

25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours

Students will learn various types of drugs to treat other CNS disorders. Students will learn dispensing, labeling, billing third-party insurance, receiving, inventory, and compounding. (Prerequisite: None)

P105 Respiratory, Gastrointestinal & Basic Measurements

25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours

Students will learn the drug actions linked to respiratory and gastrointestinal systems. Students will practice basic measurement systems. (Prerequisite: None)

P106 Urinary & Cardiovascular

25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours

Students will learn the drug actions linked to urinary and cardiovascular systems. (Prerequisite: None)

P107 Muscle Relaxant, Hormones & Topicals

25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours

Students will learn the drug actions linked to muscle relaxant, hormones, and topical. (Prerequisite: None)

P108 Chemotherapy & Nutrition

25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours

Students will learn recombinant drugs and chemotherapy. Students will learn vitamins, nutritional and alternative supplements. (Prerequisite: None)

P109 Certification Preparation Review

25 Clock Hours - 20 Lecture 5 Lab - 2.0 Quarter Credit Hours

Students will complete a comprehensive review in preparation for certified pharmacy technician exam. (Prerequisite: None)

P110 Calculation

50 Clock Hours - 50 Lecture 5.0 Quarter Credit Hours

Students will learn the essential calculation concepts and skills used by the pharmacy technician. (Prerequisite: None)

P200 Externship

125 Clock Hours - 125 Ext. - 4.0 Quarter Credit Hours

Students will perform on-the-job training that utilizes the skills that the student has learned in class in a pharmacy, hospital, or other appropriate healthcare facility. (Prerequisite: Completion of program course requirements)