

CAMELOT

COLLEGE

“The College That Cares!”



STUDENT CATALOG

THE COLLEGE THAT CARES!

CAMELOT COLLEGE

2722 Wooddale Blvd., Ste A
Baton Rouge, LA 70805
(225) 928-3005
www.camelotcollege.com



CAMELOT
COLLEGE

An Equal Opportunity Educational Institution

Effective Date: June 2023 through July 2024

Revised June 2023

ADMINISTRATORS

Pastor Ronnie L. Williams. President/CEO
General Manager

Aaron J. Simon, Sr.. Vice President
Business Manager

Pastor Ronnie L. Williams. Admissions Director

Soonja Williams. Administrator

Pastor Ronnie L. Williams. Placement Director

STATEMENT OF CONTROL

Camelot Career College, Inc. is organized as a corporation.

President. Pastor Ronnie L. Williams

Vice President. Aaron J. Simon, Sr.

Secretary. Pastor Ronnie L. Williams

Treasurer. Pastor Ronnie L. Williams

TABLE OF CONTENTS

History of Camelot College.....	1
Accreditation and Approvals.....	1
EEO Policy/ADA.....	1
Current Placement and Retention Rates.....	1
Purpose.....	2
Goals and Objectives.....	2
Course Description Policy.....	2
Copyrighted Material Policy.....	2
Admission Requirements.....	3
Rules and Regulations	
Attendance.....	4
Withdrawal Policy.....	4
Excused Absences.....	6
Unexcused Absences.....	6
Make-Up Work.....	7
Leave of Absences.....	7
Prior Credit/Transfer Credit.....	8
Definition of Clock/Credit Hour.....	8
Academic Year Definition.....	9
Disciplinary Policies.....	9
Dress Code.....	10
Student Services.....	10
Tuition/Fees.....	11
Financial Aid.....	13
Private Scholarships.....	13
Institutional Refund Policy.....	13
Standards of Satisfactory Progress.....	14
Maximum Time Frame.....	14
Academic Warning.....	15
Appeals.....	15
Denied Appeals.....	15
Accepted Appeals/Academic Probation.....	15
Grading.....	15
Pass/Fail Grades.....	16
Honors.....	16
Graduation Requirements.....	17
Placement Service.....	17
Notification of Rights - Family Educational Rights & Privacy Act (FERPA).....	18
Student Complaint Procedures.....	19
Jeanne Cleary Disclosure of Campus Security and Crime Statistics Act.....	19
Alcohol & Drug Policy.....	21
Academic Calendar.....	22
Curricular.....	23

Basic Infection Control for Healthcare Professionals - Online
Basic Mental Health Tech and Crisis Intervention - Online

Curricular Schedules.	24
Course Descriptions.....	28
General Education	
Advanced Medical Assistant	
Online Courses	
Faculty & Staff.	32

HISTORY OF CAMELOT COLLEGE

Camelot College was founded by Ronnie L. Williams on May 1, 1986 out of his sincere desire to provide education and career skill training for unemployed and underemployed people in the business and culinary employment areas.

Camelot College's first classes began on May 12, 1986 in Baton Rouge, Louisiana at 2618 Wooddale Boulevard (The Bellemont Office Park) through a classroom training contract with the Job Training Partnership Administration. Camelot was licensed by the Louisiana State Department of Education on August 28, 1986. Since that time this college, through it's emphasis on educational excellence and job placement, has educated and placed many graduates into jobs in the East Baton Rouge Parish and surrounding areas. Camelot was previously nationally accredited as a business school by the Accrediting Council for Independent Colleges and Schools on September 12, 1990 and certified by the U.S. Department of Education on February 19, 1991. Our present training programs and courses include Medical Assistant, Administrative Medical Assistant-Online Course, Basic Infection Control for Healthcare Professionals-Online Course and Basic Mental Health and Tech and Crisis Intervention-Online Course.

Camelot College plans to continue it's emphasis on educational excellence and job placement. It also plans to consistently be a vital post secondary educational institution in the Baton Rouge, Louisiana, area.

ACCREDITATION AND APPROVALS

Camelot College is licensed by the Louisiana State Board of Regents. Their mailing address is P.O. Box 3677; Baton Rouge, LA 70821-3677. Phone: (225) 342-7084.

Camelot College is also accredited by the Better Business Bureau of South Central Louisiana. Their mailing address is 748 Main Street, Baton Rouge, LA 70802. Phone: 225-346-5222.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

As an advocate of equal opportunity, Camelot College does not discriminate on the grounds of race, color, religion, sex, age, national origin, physical or mental handicap, veteran status and/or political belief with regards to participation as a student, administrator or staff person.

AMERICAN WITH DISABILITIES ACT (ADA)

If a person with a disability or handicap considers enrollment and/or employment at Camelot College, our facility will make a reasonable effort to accommodate such persons.

CURRENT PLACEMENT AND GRADUATION RATES

Per our most recent Institutional Data (January, 2022 through December, 2022) our current placement and graduation rates are as follows:

**Placement Rate- 69.70%

Graduation Rate- 97.37%

CAMELOT COLLEGE

BATON ROUGE, LOUISIANA 70805

INSTITUTIONAL MISSION (Goals and Objectives)

The mission of Camelot College is to provide unemployed and underemployed individuals with a quality, marketable education in the Medical Assistant, Administrative Medical Assistant-Online, Basic Infection Control for Healthcare Professionals-Online, Basic Mental Health Tech and Crisis Intervention-Online, Nursing Assistant, Cosmetology and Cosmetology Instructor Training employment areas so they can become productive employees in a relatively short period of time. The philosophy and objectives of Camelot College are as follows:

1. To consistently maintain a high standard of educational excellence in all programs offered by retaining a quality teaching staff of motivated, educational professionals.
2. To place the career objectives of our students as the number one priority in all career counseling sessions.
3. To provide the necessary tools of learning (books, resource materials and equipment) to our students so their chance for achieving success in their chosen field will be enhanced.
4. To aggressively assist our graduates with obtaining employment immediately after graduation in their chosen career fields and to provide a continuous graduate follow-up process which will consistently assess the effectiveness of our training programs. The ultimate goal at the end of our educational programs is **JOB PLACEMENT**.

COURSE DESCRIPTION POLICY

Camelot College currently uses a two or three digit alpha and a three digit numeric code as short titles for course offerings at the Institution. The alpha portion of the code generally represents the program of study with the exception of general courses. The alpha portion of the code for general courses generally represent a description of the course offered. The numeric portion of course descriptions generally represent the classification in which students typically take the courses. Lower number course (ie. 101) are generally freshman or beginning level courses while higher number courses (ie. 410) are senior or advanced level courses.

COPYRIGHTED MATERIAL POLICY

Camelot College prohibits the duplication, distribution, file transmittal and/or general use of unauthorized copyrighted materials by employees, students and/or users on the institution's computers, equipment and/or network.

In addition to the initial disclosure upon enrollment to students of this policy, Camelot has instituted the following to combat copyright abuse on our campus:

1. Students are not allowed to use copy machines on campus at any time. Copies are made by Instructors and/or Administrative staff.
2. All campus networks are password protected. Usernames and passwords are issued after users agree to the Internet/Intranet Agreement and Copyrighted Material Policy.
3. Signs prohibiting the duplication, distribution, file transmittal and/or general use of unauthorized copyrighted materials are posted in copy areas, computer labs and classrooms as reminders of this policy.

Violators of this policy will be referred to Administration for discipline which may include prosecution to the extent of US Copyright Laws.

ADMISSION REQUIREMENTS

Our prospective students must meet the following requirements prior to enrollment in our training programs:

1. The applicant must be a high school graduate, have a G.E.D. certification or have satisfied the requirements of graduation through an accredited home study course.

High School Diplomas

Camelot College will validate all high school diplomas upon admission into the College. Students must present an original diploma or a certified transcript to be considered for enrollment with a valid High School Diploma. Copies may be permitted if sufficient verbal/written validation can be obtained from the high school by a qualifying administrator at Camelot College. High school diplomas must meet one of the following requirements:

- I. The diploma must be received from a high school recognized and **approved** or registered by the state in which the high school is located.
- II. The diploma must be accredited by one of the following regional accrediting associations recognized by the U.S. Department of Education:
 - Middle States Association (<http://www.msche.org>)
 - New England Association (<http://www.neasc.org>)
 - North Central Association (<http://www.ncacasi.org>)
 - Southern Association (<http://www.sacs.org>)
 - Western Association (<http://www.wascweb.org>)
- III. Home school diplomas must be recognized and **approved** or registered by the state in which the training was completed.
- IV. If the diploma is from an online institution it must meet one of the first two criteria above to be considered.
- V. International diplomas will be translated and/or reviewed by evaluationworld.com to determine U.S. high school equivalency.

GED/HIGH SCHOOL EQUIVALENCY

Students must present original High School Equivalency/GED certificates upon enrollment. Copies may be permitted if sufficient verbal/written verification can be obtained through the state Department of Education in the state in which they were received.

2. Although it is not required, Camelot College does encourage prospective students to submit ACT/SAT scores to assist in admissions and placement decisions regarding the applicant.
3. All applicants must have an interest in the program for which they are applying.
4. A person on whom the institution fails to receive financial aid, funding from an alternative source, or enter into an institutional loan agreement with the Institution will not be recognized as a student.
5. All applicants applying for in person training must provide proof of immunization compliance as per Louisiana R.S. 17:170/Schools of Higher Learning.

MEDICAL ASSISTANT SPECIAL ENTRANCE REQUIREMENTS

All Medical Assistant students must pass a preliminary background test or self-certify on the felony healthcare admissions form regarding their criminal history. Applicants with items present on their background must provide documentation from the state police or an official agency in regards to the status of their criminal history. Students are expected to satisfy the pre-externship requirements no later than one academic session before they are due to start externship training. They are to provide documentation of the following items: Physical examination signed by a physician; Drug screen results; Criminal background check from the police department; Cardio-Pulmonary Resuscitation (CPR) LEVEL "C" certification. For more information about providing these documents, they are to pick up a "Pre-Externship Package" from the Clinical Site Coordinator. Failure to provide these documents in a timely manner will result in a delay in starting and completing the externship training.

RULES AND REGULATIONS

ATTENDANCE POLICY

Camelot College students are expected to attend all classes consistently. Absences are recorded and become a part of the student's permanent record. It is not advisable for a student to be absent from class as it is an indicator of his/her behavior on a prospective job. The following is a list of our college rules regarding absences:

1. An **absentee** is defined as a student who is not present for regularly scheduled class.
2. A student enrolled in a credit hour program will attend the scheduled classes in a consistent manner.
3. A student is considered tardy when he/she reports to class later than the time specified for class.
4. Students who have been terminated from school because of excessive absences may not re-enroll until thirty (30) days have elapsed from the date of termination.
5. If a student needs to leave school early, permission from one of the administrative staff is required.
6. Exceptions to any of the above can be made at the discretion of the President, Vice President, or Asst. to Vice-President/Education Director.
7. Attendance is monitored continuously by daily phone calls to absent students and immediate problem resolutions are made to help the students. Camelot College sincerely cares about the consistent attendance of its students. Again, it is a reflection of their future potential on their jobs.
8. All students are required to telephone the Asst. to Vice-President/Education Director if he/she cannot attend classes on a specific day.
9. A student who is absent for fourteen (14) consecutive calendar days will receive an administrative determination on whether he intends to return to classes or to withdraw.
10. Students attending online classes are expected to attend regular classes via Zoom.

Unofficial Withdrawal Policy

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and/or conduct policy, does not meet financial obligations to the school, violates conditions mentioned in the Camelot College contractual agreement, will be subject to termination and considered to have officially withdrawn.

- I. **Within eight (8) to ten (10) days of the students last date of academic attendance, the following procedures will take place:**
 - The education department will make attempts to notify the student regarding his or her enrollment status.
 - Camelot will determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
 - The student's withdrawal date is determined as the last date of attendance.
 - The student's date of determination is determined as 14 consecutive missed calendar days after the last date of attendance.
 - Camelot will notify the student of their failure to contact the school and attendance status resulting in the current termination of enrollment.

- Camelot will calculate the Institutional Refund Calculation and determine the amount the institution has earned.
- The school's refund requirement will be calculated to determine if any additional funds are necessary to be refunded to student.
- Camelot College will refund any unearned portion of collected tuition funds within 30 days of the date of determination was made, and record on student's ledger.
- Camelot College will provide the student with a drop packet explaining the following:
 - a. The amount of the Tuition school has earned based upon the length of the time the student was enrolled and scheduled to attend in the program and the amount of tuition the school received.
 - b. The amount of unearned tuition and feeds that he/she is eligible for receiving, if applicable.
 - c. Any outstanding balance due to the school and the means of contacting the appropriate department.
- A copy of the completed Camelot Refund worksheet, and final ledger card will be kept in the student's file.

Official Withdrawal Policy

A student that is considered to be "Officially Withdrawn" is a student that comes into the Financial Aid Office and completes and Official Withdrawal Sheet, or notifies the Financial Aid Director orally with his or her intent to withdraw from school. The School Administrator or Financial Aid Director will validate the identity of students on all oral request for withdrawal.

I. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal process according to the Camelot College records. A student is allowed rescind his or her notification in writing and continue the program, if the student subsequently drop, the student's withdrawal date is the original date of notification of intent to withdraw.

II. Upon receipt of withdrawal information, Camelot College will complete the following:

- Camelot will determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
- The student's date of determination and withdrawal date is the date he or she notifies the school of intent to withdraw.
- Camelot will calculate the Camelot Refund Calculation and determine the amount the school has earned, and, if any, the amount of funds for which the school is responsible for refunding.
- The school's refund requirement will be calculated to determine if any additional funds are necessary for return.
- Camelot College will return to the student any unearned portion of paid tuition within 30 days of the date of determination was made, and record on student's ledger.
- Camelot College will provide the student with a drop packet explaining the following:
 - a. The amount of any Tuition the school has earned based upon the length of the time the student was enrolled and scheduled to attend in the program and the amount of funds the school received.

- b. The amount of unearned tuition and fees that he or she is eligible to receive, if applicable.
- c. Any outstanding balance due to the school and the means of contacting the appropriate department.
- A copy of the completed Camelot Refund worksheet, and final ledger card will be kept in the student's file.

EXCUSED ABSENCES

Excused absences are permitted when situations prevent a student from being present in their scheduled classes that are beyond their control. The maximum amount of excused absences should not exceed more than ten percent (10%) of the clock hours in the payment period.

An excused absence may be awarded under the following circumstances

- a. Court Appointments
- b. Family Services Appointments
- c. Death (*Family*)
- d. Illness (*Individual or child, accompanied by a valid doctor's excuse*)

*****Please note that excused absences will not count toward any accumulated attendance hours.**

UNEXCUSED ABSENCES

An unexcused absence will result when the student is absent and returns to school without the proper documentation. Make-up work will not be authorized for unexcused absences.

Penalties for unexcused absences:

1. If a student accumulates three (3) unexcused absences he/she will be placed on attendance probation by the Education Department.
2. If a student should accumulate five (5) unexcused absences, he/she may be suspended for no less than one (1) day.
3. If a student has missed excessive days they will be placed on Final Warning and will receive the following disciplinary action on the next occasion that the student is absent due to an unexcused absence:
 1. Termination from Student Housing.
 2. Unlimited Suspension from Camelot College.
 3. Or Possibly termination from Camelot College.
4. Any student with an unexcused absence will receive a zero for that day and will not be allowed to make up work or take any exams missed. However, exceptions to any of the above can be made at the discretion of the President, Vice President or Education Department Director.

Make-Up Work

Students must receive authorization from the Education Director to make up work due to absences during their training program period. This authorization must be made in writing.

Make-up hours can be performed Monday through Thursday from 2:30p.m. until 4:00 p.m., and Fridays from 9:00 a.m. until 12:00p.m unless prior approval is given.

Online Courses - Make-up hours will only be considered for extenuating circumstances for students achieving less than the required 70% attendance required for completion. Students may, with the approval of the instructor and school administration, substitute class activity hours for make-up attendance hours only to the extent of achieving up to 80% attendance.

LEAVES OF ABSENCE

Leaves of absence may be granted, but will not exceed one hundred eighty (180) calendar days in any twelve (12) month period and will only be granted for specific purposes. The twelve (12) month period begins on the first day of the student's leave of absence. A written request for leave of absence is required and must be signed by the student, the Financial Aid or Education Director, and Campus President or his/her designee. This request must be submitted before the effective date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. When it may not be possible to obtain a written request from a student prior to the leave of absence, the institution would then be permitted to grant the leave of absence and collect the request at a later date.

Approved leaves of absence are viewed as temporary interruptions in a student's attendance. The following are the criteria for making application and approving a Leave of Absence:

1. The request and valid documentable reason(s) for the Leave of Absence must be made by the student in writing or electronically on a Leave of Absence Request form. A family member may make the request if the student is incapacitated.
2. The applicant for the LOA should have successfully completed at least one academic session, have a minimum cumulative GPA of 1.75, be making **Satisfactory Academic Progress (SAP)** and have satisfactorily completed all financial aid requirements.
3. The initial LOA period requested should be **no more than 90 days**. Extensions may be granted however the request for extension will follow the same approval process as the original process.
4. The applicant for a LOA must be able to resume his or her training at the same point where the training was interrupted. Because academic sessions are only five (5) weeks in length, applicants requesting a LOA after a session has started must return back to the beginning of the session unless they have attended enough time to earn an "I" incomplete grade. Applicants issued an "I" grade will be given an opportunity to make up the "I" in accordance to our "I" policy and allowed to advance to the next class module upon return from LOA.
5. Applicant must confirm that there is a reasonable expectation that they will return to school if granted the LOA.
6. Applicant must confirm their understanding and agree that if he or she fails to return to active class attendance at or prior to the approved end date of the LOA, that his or her enrollment may be terminated and that his or her federal student loan(s) will have entered their federal loan "grace period" as of the applicant's actual last day of class attendance. (See below for additional information regarding exhausted grace periods).

There are some instances where it may be appropriate to permit a student to take more than one leave of absence within a twelve (12) month period, as long as the number of days of the leave of absence does not exceed one hundred eighty (180) days. Additional leaves may be granted for military reasons, jury duty or circumstances that are covered under the Family and Medical Leave Act of 1993 (FMLA):

- a. Birth of a son or daughter of the student and the need to care for that son or daughter - for twelve (12) months from the date of the birth of the child..
- b. Placement of a son or daughter with the student for adoption or foster care - for twelve (12) months beginning on the date of the placement.
- c. Need to care for the student's spouse, or a son, daughter, or parent, if the spouse, son, daughter or parent has a serious health condition; and
- d. Serious health condition that makes the student unable to function as a student.

Camelot College will permit the student to complete the course work that he/she began prior to the leave of absence. Therefore, when a student returns from a LOA, the student will be continuing his/her education where he/she left off.

If a student does not return to the institution at the expiration of an approved leave of absence, the student's withdrawal date will be the last day of academic attendance as determined by the attendance records on file. In addition, the grace period of loan repayment is also determined by this date. In some instances, depending on the length of the leave of absence, the student will have exhausted the grace period and the repayment of the Title IV loan may begin immediately.

PRIOR CREDIT / TRANSFER CREDIT

Camelot College will grant academic credit to those students who have successfully completed with a 2.0 average the substantially same subjects on a post-secondary level as listed in the Camelot College catalog. These credits must have been earned at an institution recognized by the U.S. Dept. Of Education within two (2) years of the date of enrollment. It is the student's responsibility to have official transcripts sent to Camelot College upon enrollment, no later than five (5) days after the first day of class. The transcripts and/or prior school's catalog will be reviewed. Written verification will be obtained and placed in each student's file. Tuition and fees will be adjusted accordingly upon receipt verifications.

DEFINITION OF CLOCK/CREDIT HOUR

Camelot College evaluates subjects in terms of clock hours and quarter credit hours. In the clock hour programs, one clock hour is granted for every fifty (50) minutes of classroom instruction with a ten (10) minute break attached to the fifty (50) minutes. For the quarter credit hour programs, it has been determined for all clock to credit-hour conversion purposes that Camelot College will use the federal financial aid credit-hour conversion method of:

25 clock hours = One Quarter Credit Hour

For academic purposes the credit hour conversions are as follows:

Lecture Classes: 10 clock hours = One Quarter Credit Hour

Laboratory Classes: 20 clock hours = One Quarter Credit Hour

Internship/Externship: 30 clock hours = One Quarter Credit Hour

ACADEMIC YEAR DEFINITION

Camelot College defines it's academic year depending on the program.

The following apply:

1. Medical Assistant consists of 37.6 quarter credit hours and at least 30 weeks of instruction.
2. Administrative Medical Assistant-Online consists of 96 clock hours and twelve weeks of instruction.
3. Basic Infection Control for Healthcare Professionals-Online consists of 40 clock hours and six weeks of instruction.
4. Basic Mental Health Tech and Crisis Intervention-Online consists of 40 clock hours and six weeks of instruction.

The week of instructional time is any week in which at least twelve (12) hours of regularly scheduled instruction, examinations, or preparations for examinations occurs. Instructional time does not include any periods of orientation, counseling, vacation, or other activity related to class using analytical and interpretative skills. The academic year begins on the first day of classes, and ends on the last day of classes or examinations.

DISCIPLINARY POLICIES

Camelot College reserves the right to dismiss any student whose conduct is unsatisfactory and detrimental to the best interest of other students and of the college. Our disciplinary policies include:

1. Any student involved in fighting will be expelled from the institution.
2. The use of profanity will not be tolerated and will result in suspension from classes for a period of time depending on the severity of the problem. Students may also be required to submit a (10) or (20) page typed report on Professionalism.
3. Any student using or possessing drugs on the campus grounds will be expelled from school.
4. Any student using or possessing alcoholic beverages on campus will be expelled from school.
5. Any student found carrying a concealed weapon will be expelled from school.
6. Any student involved in any form of behavior that causes a disruption on campus grounds will be suspended from class for a period of time depending on the severity of the problem.
7. Loitering in the hallways or lobby is not allowed.
8. During class changes you are urged to be as orderly as possible.
9. No student is to leave the building without permission when scheduled for a class.
10. Students are not allowed to use the business phones except for an emergency and only with permission from a school official.
11. Smoking is permitted only in the designated areas. Smoking is not allowed in the classrooms at any time.
12. Food, candy, or drinks are not permitted in our classrooms at any time. Gum chewing is not permitted in class.
13. Proper attire is required when on campus grounds. Must be dressed according to Program dress code. All students must refrain from wearing pants below their waist and refrain from any public display of their undergarments. Women are not allowed to wear body piercings (tongue/nose/face/etc.). Men are not allowed to wear earrings or body piercings.
14. Any student expelled for misconduct will not be eligible for reentrance during the remainder of the semester that he/she is expelled from, and is placed on a thirty (30) day probationary period after being readmitted.
15. Any student who violates Camelot College's rules and regulations as stated in the catalog and housing agreement will be suspended for three (3) weeks from school. In order to reduce the three (3) weeks suspension a student may opt to be assessed by a Licensed Substance Abuse Counselor.

If the student is found to be in need of substance abuse treatment then the student must participate in a substance abuse treatment program at a licensed substance abuse treatment center in order to maintain his or her enrollment at Camelot College.
16. Students will refrain from all unprofessional negative comments and conversation in regards to our staff, other students and administrators.
17. No student is to walk around the campus grounds with pajamas or sleep attire.
18. No duo and/or doo rags, scarves, or bandannas are to be worn in class or on campus grounds.
19. No unnatural hair colors or unprofessional hair styles are acceptable.
20. No pin curls, rollers, and rods are to be worn in class. Hair must be neatly combed.
21. No flip flops, house slippers, or sandals.

22. No visible body tatoos are allowed. Students must wear clothing that will cover all body tatoos.
23. All students must refrain from any unacceptable behavior which includes but is not limited to public displays of affection on campus or in the dormitories.
24. No student is permitted to photograph or record any other student, staff and/or facility on the premises without prior approval or consent from Administration.
25. Online students must follow the online terms of agreement presented during registration and posted on the institutional website.

**** Students who are found to be not in compliance with any of the above rules and regulations will be subjected to a drug test****

DRESS CODE

Effective immediately, the proper dress code for all students is as follows:

***Medical Assistant:**

Purple crossover top

Purple cuff pants/Purple drawstring pants

Purple lab coat

White shoes

White socks

Black or Beige plain underclothing (**NO FLOWERS OR PRINTS**)

***Online Students:**

Appropriate attire during all periods on Zoom

*All uniforms must include the appropriate Camelot College Logo imprinted on the top and lab coat.

* All incoming and re-entry cosmetology students will and must be responsible for the purchase of their student uniform.

All incoming and re-entry Medical Asst. students will and must be responsible for the purchase of their student uniform.

*** Any student not following the dress code will be suspended for two (2) days.**

STUDENT SERVICES

Camelot College believes that in order to accomplish it's goals of ensuring that a student completes his/her studies, it is dependent on non-interrupted studies. Therefore, several additional services are available to make sure this is possible. Students may obtain information about these services primarily from the Admissions Department or as specified. They include the following:

TUITION, FEES and OTHER INSTITUTIONAL CHARGES

Graduation Fee	\$ 100.00
Cap and Gown Fee (Online Courses Only	\$ 50.00
Administrative Fee	\$ 100.00
Registration Fee-Online Courses Only	\$ 150.00
Student ID	\$ 12.00
Medical Assistant	\$ 14,175.76
Administrative Medical Assistant-Online	\$ 5,845.00
Basic Infection Control-Online	\$ 1,595.00
Basic Mental Health Tech & Crisis Intervention	\$ 2,995.00
*Blood Pressure/Stethoscope Kit	\$ 39.15
*Bus Pass	\$ 24.50
*Student Uniform	\$ 35.00
*Books	\$ Varies by Book
**MA Certification	\$ 109.00 - 144.00
*Optional Fees (Only charged upon issuance and availability)	
**Certification Fees (Responsibility of Student after completion of Program)	

Students are responsible for the payment of tuition and fees and other institutional charges by the payment period.

For the programs of an Academic year or less:

1. The first payment period is the period of time in which the student is scheduled for the first half of the clock hours or credit hours in the program or academic year, whichever is shorter.
2. The second payment period is the period of time in which the student is scheduled for the second half of the clock hours or credit hours in the program or the academic year, whichever is shorter.

Tuition and fees and other institutional charges are charged by the payment periods as follows:

MEDICAL ASSISTANT

PAYMENT PERIOD 1 - Tuition	\$7,087.88
Administrative Fee	50.00
Graduation Fee	50.00
*Books & Supplies	245.64
Total Cost	\$ 7,433.52

PAYMENT PERIOD 2 - Tuition	\$7,087.88	
Administrative Fee	50.00	
Graduation Fee	50.00	
*Books & Supplies	307.18	
Total Cost	\$ 7,495.06	
GRAND TOTAL =		\$ 14,928.58

ADMINISTRATIVE MEDICAL ASSISTANT-ONLINE

PAYMENT PERIOD 1 - Tuition	\$ 5,845.00	
Registration Fee	\$ 150.00	
Cap and Gown Fee	\$ 50.00	
Certification Fees	\$ 144.00	
Total Cost	\$ 6,189.00	
GRANT TOTAL =		\$6,189.00

BASIC INFECTION CONTROL FOR HEALTHCARE PROFESSIONALS-ONLINE

PAYMENT PERIOD 1 - Tuition	\$ 1,595.00	
Registration Fee	\$ 150.00	
Cap and Gown Fee	\$ 50.00	
Total Cost	\$ 1,795.00	
GRANT TOTAL =		\$1,795.00

BASIC MENTAL HEALTH TECH AND CRISIS INTERVENTION-ONLINE

PAYMENT PERIOD 1 - Tuition	\$ 2,845.00	
Registration Fee	\$ 150.00	
Cap and Gown Fee	\$ 50.00	
Total Cost	\$ 3,045.00	
GRANT TOTAL =		\$3,045.00

* Estimated Cost of Books and Supplies. These items are not included in the tuition costs. If the student drops, they have 20 days to return the textbooks for credit. Clothing and medical equipment cannot be returned in any case for health reasons.

DROP/RE-ENTRY FEE

Students who drop, withdraw, or are administratively withdrawn from the institution will be assessed an additional \$500.00 withdrawal fee.

Students with a withdrawal status desiring to re-apply for enrollment will be assessed an additional fee of \$250.00.

Students may request a waiver of Drop/Re-entry fees in writing.

FINANCIAL AID

Camelot College offers a variety of financial aid programs for entering and continuing students. The primary purpose of financial aid is to provide the necessary financial assistance to students who are in need of financial aid to complete their academic endeavors. We believe that when an individual is given the opportunity to develop his capacity, that person not only enhances himself, but also contributes greatly to society.

PRIVATE SCHOLARSHIPS

Camelot College has private scholarships available from outside donors for eligible students who meet the following criteria:

1. Student must have a remaining balance after all eligible payments (Private payments; State grant payments) have been applied towards their account.
2. Students must demonstrate financial need in one of the following ways:
 - a. Show proof of receipt of public assistance; or
 - b. Show proof of income below the current poverty level
3. Student must successfully complete the course or program of study and be eligible for graduation.

Students may apply in writing via letter or email upon enrollment and validation of the first two (2) criteria listed above and can receive a preliminary scholarship award allocation. Upon successful completion of the final criteria listed above (Completion of the course or program of study) the school will receive disbursement of the scholarship on behalf of the student to cover the remaining balance of tuition and fees.

INSTITUTIONAL REFUND POLICY

Cancellation:

- All payments paid by a student shall be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.
- All tuition or fees (minus any administrative fees not exceeding \$150) collected in advance of entrance for students who do not begin classes shall be refunded within 30 days of the start of the session.

Refunds For Programs Less Than 300 Clock Hours For Students Who Withdraw After the Start of the Session Shall Be:

1. After a student has completed less than 15% of the program, the institution shall refund 80% of the tuition cost, not to include any applicable administrative fees, thereafter;
2. After a student has completed less than 25% of the program, the institution shall refund 70% of the tuition cost, not to include any applicable administrative fees, thereafter;
3. After a student has completed at least 25% but less than 50% of the program, the institution shall refund 45% of the tuition cost, not to include any applicable administrative fees, thereafter;
4. After a student has completed 50% or more of the program, the institution may retain 100% of the stated course

tuition price.

** Any unused portion of applied book fees will be refunded.

Refunds For Programs 300 Clock Hours or Longer For Students Who Withdraw After the Start of the Session Shall Be:

1. During the first week of the program, the institution shall refund 90% of the tuition cost, not to include any applicable administrative fees, thereafter;
2. During the next three weeks of the program, the institution shall refund 75% of the tuition cost, not to include any applicable administrative fees, thereafter;
3. During the first 25% of the program, the institution shall refund 55% of the tuition cost, not to include any applicable administrative fees, thereafter;
4. During the second 25% of the program, the institution shall refund 30% of the tuition cost, not to include any applicable administrative fees, thereafter;
5. During any period beyond 50% of the program, the institution shall retain 100% of the stated course tuition price. Percentages of course completion are to be computed on the basis of clock hour. For programs longer than one year (12 calendar months) in length, 100% of the stated course tuition attributable to the period beyond the first year will be refunded when the student withdraws during the prior period.

STANDARDS OF SATISFACTORY PROGRESS

The standards in this policy apply to all students.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

To be considered as making satisfactory progress at Camelot College, a student must:

1. At the date when the first scheduled payment period was scheduled to end, achieve a minimum GPA of 1.75 and successfully complete a minimum of 60% of the scheduled clock hours/credit hours attempted.
2. At the date when the second scheduled payment period was scheduled to end, achieve a minimum GPA of 2.0 and successfully complete a minimum of 68% of the scheduled clock hours/credit hours attempted.
3. At the date when the third scheduled payment period was scheduled to end, achieve a minimum GPA of 2.0 and successfully complete a minimum of 68% of the scheduled clock hours/credit hours attempted.
4. At the date when a student reaches the scheduled maximum time frame (150% of the normal published length of the program) achieve a minimum GPA of 2.0 and successfully complete all graduation requirements.

MAXIMUM TIME FRAME

The maximum time frame is 150% of the normal published length of the program. Students in the 1,500 clock hour program may complete their program within 2,250 scheduled clock hours. Students in the 720 clock hour programs may complete their program within 1,080 scheduled clock hours. Students in the 71.5 academic credit hour programs may attempt 107.25 academic quarter credit hours.

THE FOLLOWING DEFINITIONS ARE APPLICABLE FOR EVALUATING ALL STUDENTS FOR SATISFACTORY ACADEMIC PROGRESS:

ACADEMIC WARNING

Students are counseled and placed on Academic Warning when they fail to meet the minimum standards of satisfactory academic progress at evaluation point. The student will be placed on Academic Warning for one payment period and is eligible to continue classes while on Academic Warning. If at the end of the Academic Warning period, the student has not achieved the minimum standards, the student will lose eligibility as a student and must be dismissed. The student may appeal his or her loss of eligibility and termination.

APPEALS

A student may appeal his or her loss of eligibility and termination by submitting a written request for an appeal to the President of the School. The appeal must be submitted in writing to the President within two (2) weeks. Documentation must be provided that the student had not met the minimum standards because of mitigating circumstances (i.e., death of a relative, an injury or illness of the student, or other special circumstance). The student must also provide a written explanation as to what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation.

DENIED APPEALS

Students who have appeals that are denied will maintain his or her loss of eligibility and termination from the College.

ACCEPTED APPEALS AND ACADEMIC PROBATION

Student appeals that are accepted will allow a student to re-establish his or her loss of eligibility and remain enrolled on Academic Probation. The student will be allowed to attend classes on Academic Probation for one payment period. If at the end of the Academic Probation period, the student has not achieved the minimum standards, the student will lose eligibility and will be dismissed.

GRADING

The standard letter system of grading is used:

A	100 - 90	4.0 - A average	I = Incomplete
B	89 - 80	3.0 - B average	W = Withdraw
C	79 - 70	2.0 - C average	M = Make-up
D	69 - 60	1.0 - D average	
F	0 - 59	0.0 - F average	
E	Externship		
P	Pass		
NP	Not Pass		
R	Auditing		
IL	Incomplete Leave		
IM	Incomplete Make Up		

Incomplete -	For Medical Assistant students, incomplete grades must be made up no later than the end of the next five (5) week grading period. Cosmetology students must make up all incomplete grades by the end of their rotation cycle. Failure to do so will automatically result in the grade becoming an "F" grade, except in cases where exceptions are made by the Education Director. "I" grades are not computed into the cumulative grade point average but the quarter credit hours or clock hours are counted as course attempts. If an exception is not made by the Education Director, then the "I" grade will become an "F" grade and computed into the cumulative grade average.
Repeats -	The student will receive the higher of the grades for all courses that are repeated. However, both attempts will count in calculating attempted clock hours or quarter credit hours and cumulative grade point average.
Withdrawals -	Students who withdraw from a course before the end of a five (5) week grading period will receive a "W" and will have to repeat that course if they re-enter school. The clock hours or quarter credit hours will count as clock hours or quarter credit hours attempted. The "W" grade does not count in the student's grade point average.
Transfer Credit-	All transfer credit accepted into a student's program of study will count as quarter credit hours or clock hours attempted and earned.
Program Transfer-	Students who transfer from one program into another will be treated as a new student enrolling into a program into the institution for Standards of Satisfactory Progress purposes. Transfer Credit will be considered if applicable.

PASS/FAIL GRADES

We currently offer pass/fail grades for study hall courses. Study hall courses do not count toward academic credit in regard to completion of an academic program. The student will receive a "P" (pass) or "NP" (not pass) grade after completing this course. This grade will not be calculated in the GPA for the student.

NON-CREDIT REMEDIAL COURSES

We do not offer non-credit remedial courses.

HONORS

Camelot College offers the student incentives in the form of achievement awards to enhance their academic performance.

DETERMINING HONOR STUDENTS

ELIGIBILITY FOR PRESIDENT'S LIST:

A student is eligible for the President's List each academic session as long as he/she obtains an overall 4.0 grade point average for all classes taken in that session.

ELIGIBILITY FOR DEAN'S LIST:

A student is eligible for the Dean's List each academic session as long as he/she obtains an overall grade point average from 3.5 - 3.9 for all classes taken in that session.

ELIGIBILITY FOR HONOR ROLL:

A student is eligible for the Honor Roll each academic session as long as he/she obtains an overall grade point average from 3.4 - 3.0 for all classes taken in that session.

GRADUATION REQUIREMENTS

A student must meet the following criteria in order to graduate from Camelot College:

- 1) Each student must have a cumulative overall 2.0 average (on a 4.0 scale).
- 2) Each student who enrolled in a credit or clock hour program must successfully complete all required courses.
- 3) Each student who enrolled in a clock hour program/course must attend a minimum of 70% of the scheduled program clock hours.
- 4) Each student must not owe any outstanding financial charges to Camelot College or must have entered into an agreed upon payment arrangement for any outstanding balance owed to Camelot College.

To participate in the graduation ceremonies. The following applies:

- 1) Online Course Graduates will be issued the appropriate certificate of completion and will not participate in graduation ceremonies.

Students who complete the required credit/clock hours at maximum time frame but failed to achieve the required GPA for Graduation will receive a certificate of completion.

All student graduates are awarded a diploma after they have successfully completed their chosen curriculum.

PLACEMENT SERVICE

Camelot College excels in its placement service. Our motto is "Every student who wants a job, should attain a job after graduation". The College provides the necessary skill training for our students to acquire employment on their own and our Job Placement Department, which consist of our Education Department Coordinators and Instructors, become directly involved in setting up interviews for our graduates until they are placed. We also follow up on our graduates to ensure the success of each job placement. We maintain direct contact with our area employers who have consistently been impressed with the quality of our graduates.

The placement services offered by Camelot are available to our graduates for as long as they desire to use the service. No additional charge is required for this service.

There are many factors involved in becoming employed and no reputable business college will guarantee their graduates a job, yet our graduates job placement success rate is our number one goal.

The following is a partial list of companies in which Camelot College graduates have been employed.

Baton Rouge General Medical Center

Lafayette Surgical Center

Amedisys Home Health Care

Iberia General Medical Center

Baton Rouge Endoscopy	Total Package
JC Penny's Hair Salon	Nunnery & Reed Law Offices
Our Lady of the Lake Regional Medical Center	
West TeleServices	Convergys
Manhattan Hair Line	Iberia Medical Center
West-End Kid-Med	Huey P. Long Hospital
Super Cuts	Trade Secrets
WPFC-Radio	Clips-N-Curls
Office of Family Support	Wal-Mart
Smart Styles	Woman's Hospital
Alternative Foot Clinic	Hancock Bank
City Parish Government	Baton Rouge Physical Medicine
Southern University	Nesbitt & Simmons Law Office
Ochsner Clinic of Baton Rouge	

NOTIFICATION OF RIGHTS UNDER FERPA

(FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT)

The Family Educational Rights and Privacy Act(FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day Camelot College receives a request for access. Students should submit to the Director of Education, written requests that identify the record(s) they wish to inspect. Arrangements will then be made to pull the necessary files for access and the student will be notified in writing of the time and place where the records may be inspected. If the records are not maintained by the College Official to whom the request was submitted, that Official shall advise the student of the correct Official to whom the request should be addressed.

(2)The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Education Director to amend a record that they believe is inaccurate or misleading. He/She should write the Education Director for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Education Director decides not to amend the record as requested by the student, they will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures, including the time and place of the hearing will be provided to the student when notified of the right to a hearing.

(3)The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure with consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Advisory Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school

official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Camelot College may disclose Directory Information unless the student requests that the information not be disclosed. Request for information to not be disclosed should be directed in writing to the Education Director. Directory Information is defined as: information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, and the most recent educational agency or institution attended.

(4)The right to file a complaint with the U.S. Department of Education concerning alleged failures by Camelot College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

STUDENT COMPLAINT PROCEDURES

Any student having a complaint or grievance should file the complaint in writing to the Department Coordinator. The Department Coordinator will set up a meeting with the student voicing the complaint within two (2) days to determine the nature of the complaint and attempt to solve the problem. If the student is not satisfied that the problem has been satisfactorily solved, then the student should put the complaint in writing to the President for final determination. Within three (3) days a meeting will be scheduled with all parties involved to determine a solution to the problem. If the student does not feel that this solution has satisfactorily resolved the problem or if the student has complaints relative to the actions of school officials, then the student should send a copy of the written and signed complaint(s) to the Louisiana State Board of Regents, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, Louisiana 70821-3677 or call (225) 342-7084, only after the student has unsuccessfully attempted to resolve the matter with the school after first filing a written and signed complaint with the school's officials.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY and CRIME STATISTICS ACT

Camelot College has established institutional security policies that ensure that all students and staff are able to obtain a quality education and perform work duties within a secure environment, virtually free from intentional harm.

Camelot College has security staffing that consists of 1) front gate attendants, who have the responsibility of assisting with campus security, but are not considered campus police, and 2) administrative personnel, namely President, Vice President, and Director of Education who have significant responsibility for student and campus activities.

All staff and students are encouraged to report any crime, including possible sex offenses to the President, Vice President and/or front gate attendant. Camelot College allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Voluntary reports should be reported to the office of the President and/or Vice President. The administrator to whom the incident was reported has the discretion to investigate the alleged violation in an appropriate time frame. Any student who commits any crime on campus is subject to being reported to police authorities and expelled from school if it is proven that the student is involved.

Campus security personnel do not have arrest authority but are mandated to call state and local police agencies in all cases of criminal activity. Camelot College maintains a daily crime log of any crime that occurred within the parol jurisdiction of our campus ,security department. We record the date of the crime, nature, time, general location and disposition of the compliant. We update the log with new information when available two (2) business days after the information is received unless the disclosure is prohibited by law or will jeopardize confidentiality.

Students at Camelot College are made aware of the campus security policies and practices during their initial orientation period. These sessions occur at the onset of each academic session. It is at this time students are also encouraged to be responsible for their own security as well as the security of others. Crime prevention is discussed in detail that covers all possible instances. Staff and faculty are made abreast of these same policies and practices during their regularly scheduled staff meetings. In addition, all crime reports and other emergencies that occur on campus are posted in public areas on campus for public information within forty eight (48) hours of the incident.

Camelot College students are advised to report alleged sexual misconduct to local enforcement authorities in accordance with the established crime reporting policy. Camelot College has adopted a Violence Against Women Policy (VAWA Policy) to help to ensure a safe environment on our campus. This policy addresses the following: rape, acquaintance rape, and any other forcible and nonforcible sex offenses. Additional topics are covered during regularly scheduled dormitory meetings, school assemblies, etc.

Victims of sex offenses are afforded the following:

- a) On-campus counseling with a member of the administration and/or a third party counselor as required and/or requested with the provision that referrals to off campus counseling,
- b) The student has the option to notify the appropriate law enforcement officials, including local police, with the institution's assistance, if this assistance is requested. Mental health, or other student services are available.
- c) Changes in academic and living situations are available after an alleged sex offense occurs should the student request and changes are reasonably securable.
- d) Situations that result in on-campus disciplinary actions of alleged sex offenses include:
 - 1) The entitlement of both the accuser and accused to the same opportunities to be present during a disciplinary proceeding.
 - 2) The provision that both the accused and accuser be informed of the outcome of any institutional disciplinary actions.

In the event of the commission of a sexual offense occurring on-campus:

- a) Students are encouraged to immediately notify the designated personnel and/or administrator that the student feels comfortable relating the incident to. For students residing in on-campus housing, should the department coordinator not be available the student is to notify their resident assistant.
- b) The department coordinator or resident assistant receiving the initial allegation should write the incident up and forward this report to the President and or/Vice President.
- c) Upon receiving the written report of the alleged sex offense, the designated administrator will begin an investigation of the allegation.

- d) Any evidence or proof relative to the commission of a criminal offense should be preserved until said allegation has been thoroughly investigated and final disposition reached. This evidence or proof should remain in the custody of either the Vice President or President.
- e) Victims are encouraged to seek an immediate medical examination.

In the event of the commission of a sexual offense occurring off-campus, the student is encouraged to notify the appropriate law enforcement agency. Upon returning to Camelot College, the student is to inform the administration of the occurrence and forward copies of the report files for inclusion in the student's record.

DRUGS AND ALCOHOL POLICY

In accordance with security protocols, as further detailed in the published Drugs and Alcohol Policy of Camelot College (obtainable via our website at: http://www.camelotcollege.com/downloads/drug_policy.pdf), the institution:

- a) Maintains and provides a safe, healthy, and productive drug-free working environment that protects and maintains a favorable public image and assures our effective operations.
- b) Restricts the possession, use, and sale of alcoholic beverages and/or illegal drugs from being brought on or being present on campus property, including its parking areas, and its vehicles.
- c) Prohibits Camelot college employees/students and all others from reporting to work/school, working/attending school, or being present on campus property with detectable levels or identifiable trace quantities of alcoholic beverages and/or illegal drugs.
- d) Respectfully honors the local, state and federal enforcement of underage drinking laws and drug laws by reporting, as necessary, illegal activity occurring on campus properties.
- e) Provides referrals to drug or alcohol-abuse education programs for any student or staff member requesting and/or requiring such services.
- f) Because of the importance of this Policy, Camelot College reserves the right, at all times, while on Company premises and property and when circumstances warrant, to have Company supervisors and/or authorized Search and Inspections Specialists, including scent-trained dogs, conduct searches and inspections of employees/students, or other persons, and their personal property..
- g) In addition to the possible sanctions for violations of Federal, state, and local drug alcohol laws, all Camelot College staff and students are mandated to follow the entire drug and alcohol policy located at the highlighted link above.

ACADEMIC CALENDAR

Class period start dates are as follows:

Medical Assistant:

Start Dates Vary. Contact Admissions Department or see website for more information

Online Classes Calendar:

Start Dates Vary. Contact Admissions Department or see website for more information

The following holidays will be observed: Christmas Day through
New Year's Day; Martin Luther King's Birthday; Good Friday, Memorial Day;
Juneteenth; Independence Day; Labor Day; and Thanksgiving Day.

Scheduling

Schedules may be adjusted periodically due to class sizes

CURRICULUM OUTLINE

MEDICAL ASSISTANT

This curriculum trains the student to assist the physician in medical procedures, medical records, and clerical duties in the physician's office, hospital and in other medical institutions. The required externship provides practical experience in a medical environment. In order to enroll in this program, a prospective student must possess a high school diploma or equivalent certification or qualify as a career pathway student. To successfully complete this training, the student must have an overall GPA of 2.0 and complete all required courses. Upon successful completion of this program, the graduate is awarded a certificate in Advanced Medical Assistant. She/he is not required, but is strongly encouraged to take the certification test from the National Healthcare Association (NHA) or American Medical Certification Association (AMCA). If she/he passes this test, she/he becomes [Nationally] certified in the tested discipline.

Course	Description	Clock	Lectre	Lab	Extern	Educ Cr
		Hrs	Hrs	Hrs		Hrs
EN 101	College English	40	40			4
ES 500	Employment Skills	40	40			4
HR 201	Human Relations 1	40	40			4
MT 103	Basic Math Principles	40	40			4
AC 200	Principles of Accounting	40	40			4
MA 105	Medical Terminology	40	40			4
MA 110	Respiratory, Digestive and Integumentary Systems	40	40			4
MA 115	Infection Control/Vital Signs	40		40		2
MA 210	Cardiovascular, Musculoskeletal and Urinary Systems	40	40			4
MA 215	Laboratory Procedures	40		40		2
MA 310	Nervous, Endocrine and Immune Systems	40	40			4
MA 315	Phlebotomy	40		40		2
MA 410	Reproductive System	40	40			4
MA 415	Examinations and Instrumentation	40		40		2
MA 420	Pharmacology	40	20	20		3
MO 200	Medical Insurance Billing	40	40			4
MO 205	Comp.Med.Ofc. Techniques	40		40		2
MHT 215	Mental Health Tech	40	40			4
MTP100	Medical Keyboarding 1	40		40		2
MA 500	Medical Externship	140			140	4.5
	Review for AMCA Exam					
	TOTAL CLOCK HOURS	900	500	260	140	
	TOTAL CREDIT HOURS					67.5

CURRICULUM OUTLINE & CURRICULUM SCHEDULE

ADMINISTRATIVE MEDICAL ASSISTANT- ONLINE

(96 Clock Hours / 12 Weeks)

This online course is designed to enhance students understanding of the administrative duties of a front office medical assistant, especially one desiring to pursue a front office management position. The course offers updated information on computer usage, telecommunications, legal and ethical medical issues, and currently-used electronic medical records systems.

- I. WEEK ONE (8 HOURS)**
 - 1. Health Care Roles and Responsibilities**
- II. WEEK TWO (8 HOURS)**
 - 1. Medical Law & Ethics**
 - 2. Professional Communication**
 - 3. MOSS Training**
- III. WEEK THREE (8 HOURS)**
 - 1. Medical Terminology**
 - 2. MOSS Training**
- IV. WEEK FOUR (8 HOURS)**
 - 1. Medical Terminology Cont'd**
 - 2. Anatomic Descriptors & Fundamental Body Structure**
 - 3. MOSS Training**
 - 4. Midterm Part 1 - Proctored Online**
- V. WEEK FIVE (8 HOURS)**
 - 1. Telephone Communications**
 - 2. Written Communications**
 - 3. MOSS Training**
- VI. WEEK SIX (8 HOURS)**
 - 1. Scheduling Appointments**
 - 2. The Medical Record & Health Insurance**
 - 3. MOSS Training**
 - 4. Midterm Part 2 - Proctored Online**
- VII. WEEK SEVEN (8 HOURS)**
 - 1. CPT/ICD-10 Coding & Billing**
 - 2. MOSS Training**
- VIII. WEEK EIGHT (8 HOURS)**
 - 1. Preparing Insurance Claims**
 - 2. Posting Payments/Collections**
- IX. WEEK NINE (8 HOURS)**
 - 1. Banking Accounting Procedures**
- X. WEEK TEN (8 HOURS)**
 - 1. Administrative Procedures (Final MOSS Assessment)**
- XI. WEEK ELEVEN (8 HOURS)**
 - 1. Billing Procedures (Final MOSS Assessment)**
 - 2. Certification Exam Review**
- XII. WEEK TWELVE (8 HOURS)**
 - 1. Exam Review & Instructor Proctored Final Exam**

CURRICULUM OUTLINE & CURRICULUM SCHEDULE

BASIC INFECTION CONTROL FOR HEALTHCARE PROFESSIONALS - ONLINE

(40 Clock Hours / 6 Weeks)

This online course focuses on the history, causes, and control of infectious diseases; the agencies associated with disease control; the structure of the immune system; the legal issues associated with infection control; and the difference between infectious diseases and communicable diseases.

I. WEEK ONE (8 HOURS)

A. INTRODUCTION TO INFECTION CONTROL

- 1. Legal Issues Related to Infection Control**

II. WEEK TWO (8 HOURS)

A. THE INFECTIOUS DISEASE PROCESS

- 1. The Immune System**

III. WEEK THREE (8 HOURS)

A. PROTECTION FROM COMMUNICABLE DISEASES IN THE WORKPLACE

- 1. Agencies Associated with Infectious Disease Control**
- 2. Protection from Infectious Agents Used as Weapons**

IV. WEEK FOUR (8 HOURS)

A. EXPOSURE DETERMINATION OF COMMUNICABLE DISEASES

- 1. Post Exposure to Communicable Diseases**

V. WEEK FIVE (4 HOURS)

A. REVIEW FOR FINAL EXAMINATION

VI. WEEK FIVE (4 HOURS)

A. FINAL EXAMINATION AND MAKE-UP EXAMS

CURRICULUM OUTLINE & CURRICULUM SCHEDULE

BASIC MENTAL HEALTH TECH AND CRISIS INTERVENTION - ONLINE

(40 Clock Hours / 6 Weeks)

This online course is designed to introduce the student to the basic principles of crisis intervention, with ways of enhancing interaction and performance when faced with a mental health crisis. The material presented in the course builds on concepts of communication, mental health and social service needs to advance the learner's understanding of health and social service needs to advance the learner's understanding of specific mental health contentions important in the specialized care of individual's experiencing mental illness related issues.

I. WEEK ONE (6 HOURS)

- 1. Introduction to Mental Health and Mental Illness**
- 2. Overview of Crisis Intervention**
- 3. Ethical and Legal Aspects of Mental Health and Crisis Situations**
- 4. Safety in the Mental Health/Crisis Setting**

II. WEEK TWO (8 HOURS)

- 1. How the personality develops**
- 2. Developmental Stages**
- 3. Communication with Patients with Mental Illness**
- 4. Model of Crisis Intervention**

III. WEEK THREE (8 HOURS)

- 1. Levels of Anxiety and potential causes**
- 2. Discuss common phobias and anxiety-related disorder**
- 3. Identify common terms and behaviors associated with schizophrenia**
- 4. Expressions of Grief, Confusion, and the Causes**
- 5. Measures to care for patients with anxiety, grief, or confusion**

IV. WEEK FOUR (8 HOURS)

- 1. Differences between Depression and Dementia**
- 2. Suicidal Behaviors and Persons at Risk**
- 3. Measures to care for patients with Depression and Dementia**
- 4. Observation of side effects of medications**

V. WEEK FIVE (6 HOURS)

- 1. Crisis Related to Military Service**
- 2. Crisis Related to Community Disasters**
- 3. Crisis Related to Personal Trauma, Physical Illness, and Disabilities**
- 4. Developmental and Cultural Crises**

VI. WEEK SIX (4 HOURS)

- 1. Review for Final Exam**
- 2. Final Exam**

MEDICAL ASSISTANT CURRICULUM SCHEDULE
PROGRAM TOTAL: 900 CLOCK HOURS OR 67.5 QUARTER CREDITS

<u>First Academic Session</u>		CLOCK	CREDIT (Edu)
EN 101	College English	40	4
MA 105	Medical Terminology	40	4
MT 103	Basic Math Principles	40	4
Totals:		120 clock	12 credits
<u>Second Academic Session</u>			
MA 115	Infection Control/Vital Signs	40	2
HR 201	Human Relations 1	40	4
MA 110	Respiratory, Digestive and Integumentary	40	4
Totals:		120 clock	10 credits
<u>Third Academic Session</u>			
ES 500	Employment Skills	40	4
MA 420	Pharmacology	40	3
MTP 100	Medical Key Boarding 1	40	2
Totals:		120 clock	9 credits
<u>Fourth Academic Session</u>			
MO 200	Medical Insurance Billing	40	4
MA 210	Cardiovascular, Musculoskeletal and Urinary Systems	40	4
MA 215	Laboratory Procedures	40	2
Totals:		120 clock	10 credits
<u>Fifth Academic Session</u>			
MHT215	Mental Health Tech	40	4
MA 310	Nervous, Endocrine and Immune Systems	40	4
MA 315	Phlebotomy	40	2
Totals:		120 clock	10 credits
<u>Sixth Academic Session</u>			
MO 205	Comp. Medical Office Techniques	40	2
	Study Hall 1	N/A	N/A
	Study Hall 2	N/A	N/A
AC 200	Principles of Accounting	40	4
Totals:		80 clock	6 credits
<u>Seventh Academic Session</u>			
MA 410	Reproductive System	40	4
MA 415	Examinations & Instrumentation	40	2
Totals		80 clock	6 credits
<u>Eighth Academic Session</u>			
MA 500	Medical Externship	140	4.5
Total:		140 clock	4.5
GRAND TOTAL:		900 clock	67.5

COURSE DESCRIPTIONS

GENERAL COURSES

AC 200 PRINCIPLES OF ACCOUNTING (40 clock hours/4 Edu credit hours) Prerequisite: MT

103. This course teaches the student the basic accounting principles. It covers such topics as the general ledger, accounts payable, accounts receivables, payroll and financial reports.

EN 101 COLLEGE ENGLISH: (40 clock hours/4 Edu credit hours) Prerequisite: None. A

review of grammar with emphasis on speech, sentence structure, punctuation and capitalization.

EN 202 BUSINESS COMMUNICATION: (40 clock hours/4 Edu credit hours) Prerequisites: EN

101. Theory and practice of written communications in business. The application of psychological principles to improve the effectiveness of business correspondence and related types of business writing for implementation of business policy. The preparation of business reports is required.

ES 500 EMPLOYMENT SKILLS: (40 clock hours/4 Edu credit hours) Prerequisites: HR 200 or HR 201.

Course covers resume and employment application preparation, interviewing techniques, role playing, effective business dress and grooming habits, pre-employment testing and sources for job leads.

HR 200 PROFESSIONAL DEVELOPMENT :(60 clock hours/6 Edu credit hours) Prerequisite:

None. This course covers the importance of a positive attitude, honesty, integrity, initiative and creativity in the workplace. It also teaches the student how to effectively relate with other co-workers, supervisors and customers in the actual working setting.

HR 201 HUMAN RELATIONS 1:(40 clock hours/4 Edu credit hours) Prerequisite:

None. This course emphasizes human relations as the key to personal and career success, perception, motivations for maximizing productivity, communication as an essential skill, group dynamics, and teamwork.

HR 202 HUMAN RELATIONS 2:(20 clock hours/2 Edu credit hours) Prerequisite:

HR 201. This course emphasizes change in the workplace, business etiquette, ethics at work, and how to maintain a balance at work and life.

MT 103 BASIC MATH PRINCIPLES : (40 clock hours/4 Edu credit hours) Prerequisites: None.

Mathematical processes applied to business activities. A review of fundamental processes is followed by specific applications in such areas as discounts, conversions, marketing, banking and payroll.

COURSE DESCRIPTIONS

MEDICAL ASSISTANT

MA 105 MEDICAL TERMINOLOGY (40 clock hours/4 Edu credit hours) The student is taught medical terms by word association. This course builds the necessary professional vocabulary used in this curriculum.

MA 110 RESPIRATORY, DIGESTIVE AND INTEGUMENTARY SYSTEMS (40 clock hours/4 Edu credit hours) Prerequisite: MA 105. This course consists of lecture material for a biology review. Also covered are the respiratory, digestive and integumentary systems and personal behavior influencing health.

MA 115 INFECTION CONTROL AND VITAL SIGNS (40 clock hours/2 Edu credit hours)

Prerequisite: MA 105. This course focuses on infection control and covers diagnostic procedures related to the respiratory, integumentary and digestive systems. Clinical areas covered are temperature, pulse, respiration, and blood pressure. Concurrent with MA 110.

MA 210 CARDIOVASCULAR, MUSCULOSKELETAL AND URINARY SYSTEMS (40 clock hours/4 Edu credit hours) This course consists of the study of the cardiovascular, musculoskeletal and the urinary systems.

MA 215 LABORATORY PROCEDURES (40 clock hours/2 Edu credit hours) This course teaches the student the anatomy and physiology of the urinary and cardiovascular systems. It includes the performance of routine urinalysis and pregnancy tests, cardiac auscultation, EKG's and other cardiology procedures. Concurrent with MA 210.

MA 310 NERVOUS, ENDOCRINE AND IMMUNE SYSTEMS(40 clock hours/4 Edu credit hours)

This course consists of the study of the nervous system, endocrine system and the immune system.

MA 315 PHLEBOTOMY (40 clock hours/2 Edu credit hours) This course is designed to cover blood collection techniques including venipuncture, capillary puncture and arterial puncture. Safety, special collection procedures and blood collection are discussed as well as developing customer skills. Concurrent with MA 310.

MA 410 REPRODUCTIVE SYSTEMS (40 clock hours/4 Edu credit hours) This course is designed to give students an in depth understanding of the physiology of the reproductive system and a study of the special senses.

MA 415 EXAMINATIONS AND INSTRUMENTATION (40 clock hours/2 Edu credit hours) In this course, the student learns the procedures for preparing patients for examinations, performing eye and ear

examinations, patient positioning and draping, and assisting with special examinations. Students will be able to identify and use associated instruments including sterilization and proper storage. An introduction to the hematological laboratory procedures performed in the physician's office, first aid, medical emergencies and CPR performed in a medical facility. Concurrent with MA 410.

MA 420 PHARMACOLOGY (40 clock hours/3 Edu credit hours) This course is designed to prepare students to administer medications as directed by the physician by establishing a knowledge of forms and classifications of drugs, their sources and common side effects. Students will also learn methods of medication delivery.

MO 200 MEDICAL INSURANCE - CODING and BILLING (40 Clock hours/4 Edu credit hours)

Prerequisites: MA 105. This course is designed to introduce the student to standard medical billing techniques. Included are specialized forms and documents like the CPT code, ICD-9's and HIC forms.

MO 205 COMPUTERIZED MEDICAL OFFICE TECHNIQUES: (40 clock hours/2 Edu credit hours)

Prerequisite: TP 100 and MO 200. This course introduces the student to basic computer operations and applications for the medical office. This course is also a study of medical office techniques which involve developing decision-making ability through office simulation with emphasis on medical terminology and forms.

MHT 215 MENTAL HEALTH TECHNICIAN (40 clock hours/4 Edu credit hours)

This course is designed to teach the student the basics of mental health and how to interact and perform in the mental health field as a health professional.

MTP 100 MEDICAL KEYBOARDING 1 (40 clock hours/2 Edu credit hours) Prerequisite: None.

Emphasizes the correct finger positioning and movement on the computer keyboard emphasizing on medical terminology. Students are expected to achieve a minimum typing speed of 25 words per minute and will be graded on a graduated scale.

MA 500 MEDICAL ASSISTANT EXTERNSHIP (140 clock hours/4.5 Edu credit hours) Prerequisite:

2.0 GPA The Medical Assistant major will complete a 140 hour externship in an appropriate medical setting (physician's office, clinic). All Medical Assistant students are expected to satisfy the pre-externship requirements no later than one academic session before they are due to start externship training. Students are expected to satisfy the pre-externship requirements prior to starting externship training. They are to provide documentation of the following items: Physical examination signed by a physician; Drug screen results; Criminal background check from police department; Cardio-Pulmonary Resuscitation (CPR) LEVEL 'C' certification. For more information about providing these documents, they are to pick up a "Pre-Externship Package" from the Clinical Site Coordinator. Failure to provide these documents in a timely manner will result in a delay in starting and completing the externship training.

COURSE DESCRIPTIONS

ONLINE COURSES

MAO-115 - BASIC INFECTION CONTROL FOR HEALTHCARE PROFESSIONALS (40 Clock Hours) This online course focuses on the history, causes, and control of infectious diseases; the agencies associated with disease control; the structure of the immune system; the legal issues associated with infection control; and the difference between infectious diseases and communicable diseases.

MHTO-215 - BASIC MENTAL HEALTH TECH AND CRISIS INTERVENTION (40 Clock Hours) This online course is designed to introduce the student to the basic principles of crisis intervention, with ways of enhancing interaction and performance when faced with a mental health crisis. The material presented in the course builds on concepts of communication, mental health and social service needs to advance the learner's understanding of specific mental health contention important in the specialized care of individual's experiencing mental illness related

AMA-O - ADMINISTRATIVE MEDICAL ASSISTING (96 Clock Hours) This online program is designed to enhance students understanding of the administrative duties of a front office medical assistant, especially one desiring to pursue a front office management position. The program offers updated information on computer usage, telecommunications, legal and ethical medical issues, and currently-used electronic medical records systems.

FACULTY MEMBERS

GENERAL EDUCATION INSTRUCTORS

TBA

ADVANCED MEDICAL ASSISTANT INSTRUCTORS

TBA

ONLINE INSTRUCTORS

**Jennifer Jackson - Bachelor's Degree Healthcare Administration, California Coast University, San Francisco, CA

Latisha Cummings - Health Care Administration (Masters), Ashford University; HCA, Charter Oak State College (BS)

Ariel Johnson - Public Health (Masters), Purdue University; BS Health Sciences, Purdue University

Tori Frost - Medical Assistant, Fortis College - (Medical Assistant)

**Lead Instructor

Camelot College encourages Academic Freedom for all of its faculty members.

Academic Freedom is the freedom of teachers, students, and academic institutions to pursue knowledge wherever it may lead, without undue or unreasonable interference.



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