



Ayers Career College

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Catalog

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AYERS
CAREER COLLEGE

AYERS CAREER COLLEGE

Catalog

Volume XXXI, 6th Edition 10/1/2024

Policy Governing the Use of This Catalog

The effective date of this catalog is 10/1/2024. All catalogs printed prior to this date are no longer in effect. However, students may rely upon the curriculum requirements in the catalog they receive when they enroll in the School. Students may also have the option of using any new curriculum requirements that may be contained in a future edition of the catalog produced while they are in school. This applies only to curriculum requirements. For all other information and policies, the student must rely on the most recently published catalog. Due to changes that occur as a result of rules or regulations issued by our accreditor or federal and state agencies, and the need from time to time to discontinue or add certain classes, the School reserves the right to require students to meet new curriculum requirements stated in a version of the Catalog issued after the students' date of enrollment. Additionally, the School reserves the right to make changes to the catalog at any time. Students will be notified by an e-mail message and by a notice on the student bulletin boards when any changes take place. The requiring agencies and our accrediting body will be notified when a change in the Catalog occurs.



8820 Jewella
Shreveport, LA 71108

AYERS CAREER COLLEGE is accredited by the Commission of the
Council on Occupational Education (COE)
www.ayers.edu

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WELCOME! FROM OUR CAMPUS PRESIDENT

Dear Future Ayers Graduate,

Congratulations! You are now a part of a long and storied history of people who have come to Ayers to improve themselves. In just a few short months, you will join the ranks of Ayers graduates and embark on a new journey armed with the skills, confidence, and industry understanding to be as successful as you want to be! Choosing to come to Ayers will continue to benefit you long after you have left our halls to make your way in the world.

The best part of this decision is that once you make it, you are never alone! We have a team of professionals dedicated to making you - yes, you! - as successful as you can possibly be. Whether you need homework help or help finding a new job, the staff at Ayers is driven by only one thing: ensuring that each and every student is given the tools, attention, and assistance necessary to be the best versions of themselves they can be. We like to say that choosing to join us is the last decision our students have to make by themselves because from now on, we will be with you every step of the way.

My personal commitment to every student is this: I will always put your future first. Everything from the policies we write, to the staff meetings we have each week, is focused on making Ayers the best place for a person to gain the skills and connections necessary to find worthwhile employment in the field of their choice. If there's anything standing in the way of you being your best self, I want to know! Part of never being alone is knowing someone always has your back. While you are a student at Ayers, that person is me.

I can't wait to meet you!

Billy Hanisee
Campus President

PURPOSE, OBJECTIVE AND MISSION

“DEDICATED TO HELPING STUDENTS DEVELOP
TO THE UTMOST OF THEIR POTENTIAL”

Ayers Career College is an educational institution dedicated to the highest principles of career education. Throughout the history of the School, there has been a consistent emphasis on quality education. It is our belief that private institutions such as Ayers are particularly well suited to provide education that is specific and timely.

PURPOSE

The purpose of Ayers is to furnish the business community with professionally educated, knowledgeable, sought-after graduates, thereby enabling them to become successful and productive in their community and career.

This purpose is the link throughout all departments: Administrative, Academic, Admissions and Graduate Services all work together as a team to provide for each student in a competent and professional manner.

Additionally, Ayers provides an environment that will help prepare the student for the demands of the job market. By employing highly qualified instructors, Ayers ensures that its students receive the quality of instruction that is essential to personal achievement. Ayers will continue to respond as the educational requirements of the various fields change. A continuous process of modification and updating is an integral component of our purpose.

OBJECTIVE

The primary objective of Ayers is to fill the career void which exists at the post-secondary educational level. Therefore, we are dedicated to the policy of helping each student develop to the utmost of his or her potential and to instill in each mind the importance of doing each task well and a particular job with excellence.

MISSION

To educate students to achieve career and personal success.

CAMPUS INFORMATION

HISTORY OF AYERS CAREER COLLEGE

ESTABLISHED 1953

Ayers School of Business, Inc. was founded in 1953 by Mrs. Pearl Ayers. She developed the teaching philosophy and personal interest in the student, which are still guiding principles today. For many years, the School was located in downtown Shreveport. The first location was on Texas Street.

Later it was moved to the Town House on Common Street. Mrs. Ayers retired in 1977. In 1979, after twenty-seven years in downtown Shreveport, the School was moved to a new facility at 1431 Wilkinson Street in Shreveport. In 1980, the School's name changed to reflect the addition of the Technical Trades to the School's curriculum. The School was moved to 2924 Knight Street in April 1991, to facilitate the addition of the new expanded operations.

Since then, programs have been added to more directly serve the needs of the local business community. Ayers Institute, Inc. was moved to a larger facility located at 3010 Knight Street, Shreveport, LA, in April 2001.

Ayers Career College was formed to meet the needs of the businesses located in the Ark-La-Tex region. The objective of Ayers Career College remains the same as it was at its founding: to educate personnel to meet the job requirements of a progressive and technical age. In December 2006, Ayers Career College became operational at 8820 Jewella Avenue, Shreveport, Louisiana 71108.

OFFICE HOURS

Ayers Career College's Administrative office is open from 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. Friday. Visitors are welcome.

BUILDING INFORMATION

Ayers Career College is presently located at 8820 Jewella Avenue in Shreveport, Louisiana. Ayers Career College occupies the entire facility at this location. It is near major traffic arteries and is on public transportation routes.

Ayers Career College provides air-conditioned classrooms and laboratories, comfortable seating, well-lighted classrooms and approximately 23,400 square feet devoted to training. Modern equipment is available and provides the student with a wide variety of challenging projects. Consistent safety standards are an integral part of the training at Ayers. A coffee and snack area is open to all students before and after classes and during breaks. Since no smoking is allowed in the building, a designated outdoor smoking area is provided for those who do smoke.

Food and Drinks in the Classroom

Food is not allowed in the classroom. Drinks are permitted in the classroom only if secured in a spill-proof container or in a 20 ounce or smaller bottle with a lid.

Student Lounge

There is a large break area that includes a refrigerator and microwave located at the rear of the break room for student use.

Smoking Area

There is no smoking in the building. Smoking is permitted on the east front porch only (facing Jewella Avenue). All smokers must be at least 25 feet from any entry doors and are asked to place cigarette butts in the ashtrays that are provided.

Student Parking

Operating and/or parking of a vehicle on Ayers Career College property is restricted to individuals who have properly displayed a valid permit. All Ayers Career College permits must be displayed in the bottom left corner of the back window of your vehicle. All other vehicles will be considered illegally operated or parked and are subject to being towed at the driver's expense.

The following practices are specifically prohibited and may result in disciplinary action:

1. Excessive speed. The speed limit in the parking lot is 5 MPH.
2. Double parking
3. Parking over a white line or across the line indicating a parking space
4. Parking on lawns, landscaped areas, sidewalks, or other areas not designated for parking
5. Parking in fire lanes, loading zones, emergency areas, or areas marked as no parking zones
6. Squealing of tires
7. Parking spaces for the disabled are marked and any vehicles parked in these spaces without the appropriate disabled designation will be towed at the owner's expense.
8. Parking areas must be kept free of trash. Student assistance and cooperation in this regard is both expected and appreciated.
9. Abandoned vehicles may not be parked on the Campus and will be promptly towed.

Student Entrance

Please ensure that you always use the student entrance during regular class hours.

Emergency Exit

Emergency exit plans are posted throughout the School. Learn the layout of the school and where the closest exits are located.

Visitors and Guests

Students have to notify the Associate Campus Director or the Campus President for approval before bringing any visitors or guests into the School. All visitors and guests must enter the building through the lobby entrance and are required to sign the guest book and obtain a visitor's badge. No visitors may tour the facility without being accompanied by a school employee. No visitors or guests may attend a student's class without the prior permission of the Associate Campus Director or the Campus President.

Children of students may not be brought into the School while the student is in class. The School is not responsible for the safety of children on School property.

Solicitation

No soliciting or advertising of any kind is permitted on School property without express authorization to do so.

ACCREDITATION, LICENSE & APPROVALS

Accreditation:

Ayers Career College is accredited by the Commission of the Council on Occupational Education (COE). Ayers Career College's Pharmacy Technician Program is accredited by the American Society of Health-System Pharmacists (ASHP) and ACPE-Accreditation council for Pharmacy Education

Approved and Regulated By:

Louisiana State Board of Regents, Proprietary Schools
Pharmacy Technician Program - Louisiana Board of Pharmacy
U.S. Department of Education

Programs Approved for Participation In:

Louisiana Department of Vocational Rehabilitation
Veterans Education and Training
Workforce Innovation and Opportunity Act (WIOA)

Institutional Memberships:

American Society of Health-System Pharmacists
Louisiana Society of Health-System Pharmacists
National Association for Health Professionals
National Association of Student Financial Aid Administrators
National Technical Honor Society (N.T.H.S)
Northwest Louisiana Economic Partnership

Enrolled or prospective students who wish to review a copy of the documents describing this institution's accreditation, approval, or licensing may do so by contacting the Campus President.

ADMISSIONS

ADMISSION REQUIREMENTS

A student may be accepted into a program of study once they satisfy all of the following requirements:

1. The student is at least 18 years old.
2. The student has a high school diploma from a high school recognized by the state in which it is located or a recognized equivalent of a high school diploma such as a general education development (GED) certificate or a document from a state authority (to the school's satisfaction). The School must be able to verify that the above standards for a diploma or recognized equivalent are met.
3. An applicant must request and complete an appointment for a personal interview with an Admissions Officer.
4. All applicants must meet the minimum score of 15 or higher on the Wonderlic Scholastic Level Exam.
5. Applicants for the Hybrid versions of either the Pharmacy Technician or Medical Assistant program must have a reliable internet connection and non-tablet device in their home
6. Must sign an Enrollment Agreement and
7. Must pay their enrollment fee.

****Applicants who do not pass their Wonderlic Scholastic Level Exam will be allowed to retake another version of the exam within 24 hours of the first exam. If they do not pass the retake exam, the applicant will be allowed to take the exam again after a 48-hour waiting period. If the applicant still has not passed, they must wait a minimum of two weeks before they are eligible to retake the exam and six months thereafter if needed. If the applicant still has not passed, they must wait a minimum of six months before they are eligible to re-apply for admission and six months thereafter if needed.**

A student will be admitted into their program of study when the following are completed:

1. The student has a financial plan on file.
2. The student provides the school with one of the following before their course starts but no later than 5 school days from starting their course or the student will be withdrawn from their program of study:
 - a. A copy of their high school diploma,
 - b. A copy of their equivalent of high school diploma,
 - c. A copy of their official high school transcript,
 - d. The student's GED scores at or above the passing level set by the state agency awarding the GED.
3. Applicants for the HVAC program must possess a valid driver's license and may be subject to a criminal background check and a drug screening.
4. Applicants for the Pharmacy Technician program must complete a criminal background check and a drug screening before being accepted into the program.
5. Applicants for the Medical Assistant program must provide a copy of immunization record reflecting current TB skin test (within one year) and Hepatitis B series (within last 10 years).
6. Applicants for the Healthcare Administration Assistant, Medical Assistant and Pharmacy Technician programs must have all appropriate vaccinations required for employment in the field.

**** Pharmacy Technician students must pass a second criminal background check before a temporary training permit is issued by the Louisiana Board of Pharmacy. If the second background for the Louisiana Board of Pharmacy is not passed, the student will be terminated from the program.**

LATE ADMISSION

A new student must begin attending classes within two (2) school days following the official start date, if no attendance is recorded for the student, their enrollment will be cancelled. If a student's enrollment in a program of study is canceled by the College, the student can pursue readmission at the next available start date. Any time missed within the first two school days following the official start date will be counted as absences for Attendance Policy purposes.

START SCHEDULE

Ayers Career College has courses beginning every six weeks for day students and every ten weeks for evening students attending the Heating/AC/Refrigeration program.

CLASS SCHEDULE

For on campus programs, day classes are held Monday through Thursday from 8:30 a.m. until 1:50 p.m. Evening classes are held from 5:30 p.m. until 8:30 p.m. Students are provided a 10-minute break each hour.

Distance education students will have access to classes during the grading period. A student will have access to the course one day prior to the beginning date to review assignments and course requirements. Each course has specific access dates, and a student will only be allowed access to “scheduled” classes during that grading period.

CONDITIONAL ENROLLMENT POLICY

Ayers Career College is dedicated to helping students reach their career goals. All new students are automatically placed on Conditional Enrollment Status on the program start date for an introductory period of 21 calendar days. During this period, there is no financial obligation beyond the registration fee.

A student will need to:

1. Complete homework, quizzes, exams, and other assignments expected of all students.
2. Meet all attendance/participation requirements.

All first-time students will be placed on Conditional Enrollment Status. All of the Institution's policies nevertheless apply to such students, and they enjoy all the rights and resources of a student on Normal Enrollment Status with the exception of federal or state financial aid. Students returning to school may be excluded from this policy based on a review of their academic record of previous coursework. While a student is Conditionally Enrolled in the Institution, charges will accrue to the student's account; however, students choosing to withdraw during the Conditional Enrollment period will not have any financial obligation to the Institution other than the non-refundable registration fee. **Note: Nothing in this policy changes the requirement that all students must pay full tuition or have financing in place prior to the start of the program.**

The Conditional Enrollment period begins on the official start date of the program and continues through Sunday at 11:59 p.m. on the **21st calendar day** of the program. Students have until 11:59 p.m. on the following Monday (the **22nd calendar day** from the start of the program) to submit their official notice of withdrawal in order to owe nothing more than the non-refundable registration fee. **Note: The student cannot attend class on the 22nd calendar day of the program and still receive a full refund (not including the non-refundable registration fee).**

*No credits will be earned if the student withdraws from the program during the Conditional Enrollment Period. All students are responsible for a registration fee.

FULLY ENROLLED

To obtain Normal Enrollment Status, you must meet the following requirements before the end of the Conditional Enrollment period: Satisfy the attendance requirements as stated in the School Catalog; satisfy any remaining admissions requirements as stated in the School Catalog; and complete the financial aid process, including submission of all the required documentation.

- Students who have submitted all required documentation that is necessary to secure the method of payment for their tuition cost and fees, will automatically be placed on Normal Enrollment Status after the expiration of the Conditional Enrollment Period and will only then become eligible for Title IV and other federal financial aid and receive credit for their courses. The Institution will withdraw any student not meeting the criteria, and such a student will not owe any financial obligation to the Institution except for the registration fee, which is nonrefundable.

- Once a student reaches Normal Enrollment Status, the student shall be eligible for federal financial aid for the entire program, including the Conditional Enrollment period, if the student meets the qualifications for this aid.

Upon completion of all admission requirements, the Institution's administration will review the information and inform applicants in writing whether they have been officially accepted. If an applicant is not officially accepted, all monies paid will be refunded with the exception of the nonrefundable registration fee and the student will be notified they have not been fully accepted.

WITHDRAWAL FROM THE INSTITUTION

It is expected that most students who begin classes at the Institution successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the Institution require that students withdraw. Students who determine the need to withdraw from the Institution must follow the steps below for an official withdrawal:

WITHDRAWAL DURING THE CONDITIONAL PERIOD

1. Students must officially notify the registrar of their intent to withdraw, in person, or via regular or electronic mail no more than 24 hours after the Conditional Enrollment Period. The deadline to submit written notification shall be 11:59 p.m. on the 22nd day after the official start of the program. Students withdrawing in person must complete the Conditional Withdrawal form. Emails may be sent to registrar@ayers.edu. Written notices may be mailed to Attn: Registrar, Ayers Career College, 8820 Jewella Ave, Shreveport, LA 71108. All notices must be postmarked or emailed prior to the deadline.
2. Once students have officially notified the registrar of their intent to withdraw, the Institution will process the Conditional Withdrawal form. Students who withdraw during the conditional admittance period will not have financial obligations or student loan repayment responsibilities other than the non-refundable registration fee.

READMISSION

A student will be allowed to petition for re-entry into any program in which they withdrew or were withdrawn. The student must notify the school of their decision to re-enter and must complete an Application for Readmission to verify that the student is in good standing with all areas of school policy. The student's Application for Readmission and Re-Entry Checklist will be evaluated by School Administration to determine if the student will be allowed to re-enter their program of study. Once a determination is made, the student will be allowed to re-enter their program of study at the next entry point. The student will be required to complete all required documentation and must attend the next student orientation. All readmission determinations will be made by the school at its discretion and will be final and binding on the student. The College is not obligated to readmit any student.

If the College has adjusted the curriculum the student may be required to complete any and all additional courses to meet the current requirements and will be liable for any additional costs associated with the student's program of study.

TRANSFER OF CREDIT POLICY

BETWEEN PROGRAMS WITHIN THE INSTITUTION:

Students at Ayers Career College may transfer to different programs within the institution. Students must seek approval from the Campus President. Once approved, a new Enrollment Agreement and a Change in Student Status Record form must be completed; the Campus President must sign this form prior to processing. If applicable, credits will be evaluated by the Registrar and applied towards the new program. To be eligible for transfer credit, students must have successfully completed the course with a minimum grade of "C" and must be in good standing with the School.

Students will only be allowed to transfer into another program once during enrollment. If a student has completed or withdrawn from Ayers Career College and wishes to enroll into a new program, the student will be treated as a new enrollment.

FROM ANOTHER INSTITUTION:

Students may transfer to Ayers Career College from other post-secondary public or private institutions provided they meet the entrance requirements. Prior credits from another institution cannot be transferred to Ayers Career College for credit.

Notwithstanding anything to the contrary, a Veterans Affairs student is required to provide the School with official transcripts from any and all post-secondary educational institutions attended before they will be certified for Veterans Affairs funding. The School will maintain a written record of previous education and training for each Veterans Affairs student which will clearly indicate that appropriate credit will be given for previous education and training, with the educational period shortened proportionately, with the Veteran and Veterans Affairs being notified.

TO OTHER INSTITUTIONS:

Post-secondary institutions vary greatly in their practice of accepting transfer credit for courses completed at other post-secondary institutions. The acceptance of transfer credits is left to the discretion of the institution to which an individual transfers.

Students planning to transfer are urged to contact the school to which they intend to transfer and apply for transfer credit. Many of the courses offered by Ayers Career College have been developed to prepare students with skills appropriate to the employment market rather than for college transfer. Some institutions may accept such courses as credit, while other institutions may not accept the transfer credit. Ayers Career College does not claim or guarantee any transfer credits to any other post-secondary institution.

FINANCIAL ASSISTANCE

FEDERAL FINANCIAL AID

There are several types of Financial Aid Programs available to our students. Those students requiring assistance must make an appointment to meet with a Financial Aid Officer. A Financial Aid Officer will assist the student in filing appropriate aid amounts and sources of funding along with any amounts the student would be required to pay from personal resources. The programs listed below are available to students at Ayers. Note that each student must satisfy the eligibility requirements as stipulated by the U.S. Department of Education and/or the appropriate sponsoring agency. All students who desire to be considered for Federal Financial Aid must file a Free Application for Federal Student Aid for the year(s)

that they expect to be in school. If a student believes that they have special or unusual circumstances they may make an appeal to the Financial Aid Office. All appeals will be reviewed by the Director of Financial Aid on a case-by-case basis.

NOTICE: Only a brief summary of the student financial aid programs is shown herein. A comprehensive description of the Federal Student Aid programs can be found in the Guide to Federal Student Aid as published by the U.S. Department of Education and available at <http://studentaid.ed.gov/resources>.

FEDERAL PELL GRANT

Eligibility for this grant is determined by a formula established by the U.S. Congress. The amount of the grant is based upon financial need and the cost of attendance. Based upon the information provided in the student's Free Application for Federal Student Aid ("FASFA"), the U.S. Department of Education issues each student a Student Aid Index number (SAI). This SAI number is used by the U.S. Department of Education to determine the amount of the Pell Grant.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

This institution has a very limited supply of these funds. Recipients are selected from those who have the lowest SAI numbers and who have the greatest financial need.

FEDERAL DIRECT LOAN

The loan is awarded based on financial need as regulated by the U.S. Department of Education. If the loan is subsidized, the student will not be charged any interest while in school or during the six-month grace period after leaving school. If the loan is unsubsidized, the student will be charged interest beginning on the date that the funds are disbursed.

FEDERAL DIRECT PLUS LOANS (PARENT LOANS TO UNDERGRADUATE STUDENTS)

These are loans administered by the U.S. Department of Education that parents can take out to pay for the student's educational expenses, if the student is dependent upon parents for support.

OTHER FEDERAL AND STATE PROGRAMS

In addition to federal student aid programs, students may be eligible for the State Matching Funds Grant, Trade Readjustment Act (TRA) or the Workforce Innovation and Opportunity Act (WIOA). Some students are eligible for State Vocational Rehabilitation or Veterans Education and Training Benefits.

GI BILL EDUCATION BENEFITS

Some programs offered are approved by the State Approval Agency for the training of veterans, Ready Reservists, National Guard members, spouses and children of deceased or 100% disabled veterans. Veterans who want to train using their GI Bill benefits must first establish eligibility with the Department of Veteran's Affairs (VA). The application can be found on www.gibill.va.gov.

VA Eligibility Requirements

Prior to using VA Educational Benefits, all VA students must provide a Certificate of Eligibility (COE). This COE must be current within 30 days of the class start date. The student will provide this documentation to the Financial Aid Department, once enrolled in classes. Once the COE has been approved by both the VA and School Certifying Official (SCO) only then will the student be allowed to enter classes under VA financing. The student must provide any additional documentation as recommended by the school (for example any prior college transcripts). If the student does not have this documentation, the student may

enter class under traditional financial aid until the student provides all of the necessary documentation. At this time, the school's SCO will get the documentation approved and retroactively certify the student under their respective VA chapter.

If a student is approved under VA Chapter 31 (Veteran's Readiness and Employment (VR&E), the student may not begin classes until they have completed all the necessary paperwork with their respective VR&E representative and the school has received an approval Purchase Order through Tungston Network for the student's educational period prior to the start of class. The school also must be provided with the respective VR&E's name and contact information, including an e-mail address.

No student will be fully certified until their respective conditional period has expired.

FINANCIAL INFORMATION

RETURN OF FEDERAL FINANCIAL AID

As required by Federal Regulation any student who withdraws or is otherwise terminated from the program must have the amount of their Title IV Student Aid Funds earned and/or refunded to be calculated in accordance with the following summarized procedure (see 34CFR part 668.22 for precise regulation).

- Obtain a percent by dividing the calendar days completed for the payment period by the calendar days in the payment period. Payment period is defined as the number of calendar days applicable to the period for which the most recent Title IV disbursement has been made or is due to be made. If the percentage obtained based upon actual days attended is greater than 60%, then the student will have earned 100% of Title IV Aid disbursed for that payment period.
- To determine the dollar amount of Title IV Aid that is earned by the student, multiply the appropriate percentage from above by the amount of Title IV Aid that was disbursed and/or could have been disbursed for the Payment Period. If a student is withdrawn prior to disbursing Title IV aid and the student has recorded attendance and a valid ISIR, the System Office will perform a Return to Title IV calculation to determine if Title IV aid could have been disbursed. If it is determined that the student is eligible those funds will be requested within 7 days of completion of the worksheet.
- The amount of Title IV Aid which must be RETURNED to the U.S. Department of Education by the student and/or by the school on behalf of the student is determined by subtracting the amount earned from the amount disbursed. These funds will be refunded to the Department of Education no later than 45 days after the school has determined that the student has withdrawn. The funds will be returned in the following order until the full amount of the required refund has been made:
 - Unsubsidized Direct Stafford Loans
 - Subsidized Direct Stafford Loans
 - Direct Parent Plus Loans
 - Pell Grant
 - Federal Supplemental Educational Opportunity Grant (FSEOG)
 - Iraq and Afghanistan Service Grant

REFUND AND CANCELLATION POLICY

This section explains how tuition, fees, and other charges are earned by the institution. The amount earned by the institution as described in this section – and the student’s responsibility for payment to the institution of the amount earned – is applicable to all students regardless of the Return of Title IV Funds Requirements.

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 student who has not attended any classes and who cancels the Enrollment Agreement after the three-day cancellation privilege has expired will be liable for the registration fee of \$100.00.

REFUND POLICY

For students withdrawing after the initial three-day period refund/earnings will be calculated in accordance with the following.

1. After the first day of classes and during the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition. (The institution shall earn 10%).
2. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 55% of the tuition. (The institution shall earn 45%).
3. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 30% of the tuition. (The institution shall earn 70%).
4. After the first 50% of the period of financial obligation, the institution shall retain 100% of the stated program price. (The institution shall earn 100%).
5. The effective date of withdrawal or termination for refund purposes is the last day of attendance.
6. Refunds, when due, are made within forty-five (45) days (1) of the date the student notifies the institution that he or she is withdrawing, or (2) of the date the institution terminates the student or determines withdrawal by the student.

NOTE: In all instances the institution will retain the registration fee of \$100.00.

ADMINISTRATIVE POLICIES

ACADEMIC ACHIEVEMENT

GRADING

Students will be informed of their program progress by grades given on tests, papers or lab assignments. Students will receive a progress report at the end of every academic grading period. A grading period is every six weeks for: Medical Office Professional, Heating/AC/Refrigeration, Information Technology Specialist, Medical Assistant, and Pharmacy Technician (day); every ten weeks for evening and distance education students. These reports are designed to keep the student abreast of his or her overall progress.

Grade points are as follows:

A:	Excellent	90-100%	4.0
B:	Above Average	80-89%	3.0
C:	Average	70-79%	2.0
D:	Below Average	60-69%	1.0

F:	Failure	59% and below	0
W:	Withdrawal		
WF:	Withdrawal Failure		0 (Grade will count towards GPA)
I:	Incomplete		I- Incomplete

- This grade will not affect a student’s cumulative GPA until a final grade is assigned. Students receiving an incomplete in a course must complete the course requirements within five (5) school days after the last day of the course. If students do not complete required class work, assignments and tests within the extension period, they will receive a grade of “0” for the incomplete work. The “0” will be averaged with the student’s other grades to determine the final grade for the course. Students who receive an “I” grade for exceeding 10% absence rate in a course, and who do not complete their attendance make-up hours within five school days will be issued a letter grade of “F” for the course.

GRADUATION REQUIREMENTS

For students to be eligible for graduation, they must have a minimum CGPA of 2.0 on a 4.0 scale, 90% or better attendance in each course and successfully completed 100% of their respective curriculum.

Upon successful completion of the Financial Aid exit interview, graduate checklist and satisfaction of all other requirements, the student will be awarded their diploma.

HONORS

Ayers Career College is a Chapter member of the National Technical Honor Society (NTHS). Students who meet the eligibility requirements of a 3.75 CGPA, a 90% cumulative attendance rate and good standing with the College will be invited to join the NTHS.

Students who maintain a 97% attendance rate are recognized each grading period. Each student will receive an Excellent Attendance Certificate that is presented to them in the classroom.

TRANSCRIPTS

After a student graduates, the transcript of courses and grades earned becomes a part of the student’s permanent record. Each student is given a copy of his or her transcript at graduation. Request for an additional transcript will be processed upon receipt of \$20.00 and written permission of the student.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students at Ayers Career College must meet or exceed the following standards in order to be considered as making satisfactory progress for Title IV aid eligibility purposes.

MAXIMUM TIME FRAME

The program of study must be completed by the time the student has attempted no more than 150% of the credit hours applicable to the program.

PACE OF COMPLETION

To ensure that students are on schedule and can complete the program within the Maximum Time Frame their Pace of Completion will at a minimum be evaluated at the following intervals. The Pace will be calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Daytime (Normally takes 36 weeks to complete)

Evaluation Period	% Of Attempted Course Work Completed
6 weeks	50%
12 weeks	50%
18 weeks	67%
24 weeks	67%
30 weeks	67%
36 weeks	67%
42 weeks	67%
48 weeks	67%
54 weeks (maximum)	67%

Evening Program (Normally takes 60 weeks to complete)

Evaluation Period	% Of Attempted Course Work Completed
10 weeks	50%
20 weeks	50%
30 weeks	67%
40 weeks	67%
50 weeks	67%
60 weeks	67%
70 weeks	67%
80 weeks	67%
90 weeks (maximum)	67%

Students who fail to meet the above requirements will be placed on a Financial Aid Warning for the duration of the next measuring period (they will be eligible for Title IV aid). Students who bring their Completion Rate up to the standards as required for the increment during which they are on Financial Aid Warning will be taken off of Financial Aid Warning. Students on Financial Aid Warning who fail to bring their Completion Rate up to the standards as required for the increment during which they are on Financial Aid Warning will normally be dismissed from school. However, in such cases the student can make a written appeal to the School. If the School determines that the student should be able to meet the standards by the end of the next measuring period, then the School can place the student on Financial Aid Probation for the period of the next measuring increment (student would still be eligible for Title IV Aid). The institution will handle such written appeals on a case-by-case basis.

If a student on Financial Aid Probation fails to bring their Pace of Completion Rate up to standards of the increments during which they are on Financial Aid Probation, they will be dismissed from school and there will be no provision for further appeal.

SUCCESSFUL COMPLETION OF PAYMENT PERIOD FOR TITLE IV DISBURSEMENT

Students in non-term programs like those at Ayers Career College, must successfully complete half of the number of credit hours in the program of study and 50% of the number of weeks of instructional time in the program of study before they can receive any further Title IV disbursements for the next Payment Period (as required per 34 CFR, Part 668.4(c)). This means that at Ayers Career College, no student can receive a Title IV Aid disbursement for their second or subsequent Payment Period until that student completes 50% of their credit hours with a “C” grade or better and a 90% Attendance Rate in each course applicable to those hours.

Note: Various Satisfactory Progress options such as Financial Aid Warning, Financial Aid Probation, Incomplete Grades, appeals etc. have no bearing on the above-mentioned requirement. The student **MUST** successfully complete all the hours of the previous Payment Period before any disbursement for a next Payment Period can be made.

EFFECTS OF COURSE INCOMPLETES, WITHDRAWALS, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES ON SATISFACTORY PROGRESS

Course incompletes, withdrawals, repetitions, and non-credit remedial courses have no effect on Satisfactory Progress other than within the confines of the guidelines stated above.

STUDENT APPEAL OF SATISFACTORY PROGRESS OR REINSTATEMENT OF AID

There is no appeal or reinstatement procedure for students who fail to successfully complete all the hours of the previous Payment Period. There cannot be a subsequent disbursement of Title IV Aid until all the hours of the previous Payment Period are successfully completed and until after the student has completed 50% of the number of weeks of instructional time in the program (34 CFR, Part 668.4(c)).

Students may appeal possible loss of aid or dismissal from the School due to failure to meet the Pace of Completion requirements. A student who fails to maintain the Pace of Completion requirements may make an appeal of that determination. The appeal must be in writing and be made to the Campus President. After consulting with the student's teachers, a decision will be made to accept or deny the appeal. The decision of the Campus President will be made in writing and these documents will be retained as a permanent part of the student's record.

Students who withdraw from enrollment or who do not complete a program of study for any reason will be subject to the same satisfactory progress standards as stated above upon re-entry. Students who re-enter after having withdrawn from enrollment must adhere to the satisfactory progress standards of Ayers Career College in conjunction with any revision made to new dates of enrollment or changes in program length.

Students receiving Veterans Affairs benefits will be held to the same criteria listed. Veterans Affairs students failing to meet these requirements will be decertified from the Veterans Affairs benefits program.

CREDIT HOUR

A credit hour is defined as a specific measurement of the quantity of learning that can take place in a course based on a specific amount of time spent on class activities and student preparation each week during the course. A credit hour is equivalent to a minimum of each of the following: one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities. An instructional hour is 50 minutes.

HOMEWORK

All courses in a program of study will contain varying amounts of homework and outside course preparation hours. All homework must be turned in by the student and will be kept by the instructor of record for each specific course.

OFFERING OF COURSES AND PROGRAMS

Ayers Career College may at their discretion vary the sequence and offering of courses in any program, modify the curriculum of any program or any course in the program and adjust the number of credit hours in any program or any course in the program.

All of the courses in every program are not offered every grading period. Course offerings in programs are contingent on multiple factors. Ayers, at their discretion, will decide which courses will be offered each grading period and which programs of study will begin new courses each grading period. Ayers does not make any guarantee whatsoever that any course will be offered by the School in any grading period or that a new course in any program of study will begin in any grading period. As a result, a student may not be able to take all of the courses that he or she requests to take in any grading period or begin a program in any grading period, which may affect the amount of time it takes the student to graduate from a particular program.

Any course in a program taught at the School or any portion of a clinical component that is cancelled by the School in any grading period due to a holiday or any other reason will be rescheduled by the College for a different day and time in the same grading period. A cancelled class period may be rescheduled by the School for a day and/or time that differs from the student's regular class schedule.

SCHOOL HOLIDAYS*

Classes will not be held during the following holidays:

Martin Luther King Jr.'s Birthday	Independence Day
Presidents Day	Labor Day
Spring Break	Fall Break
Memorial Day	Thanksgiving Break
Juneteenth	Winter Break

Other than the above holidays, classes are continuous throughout the year.

* See Absentee Policy below for additional information regarding holidays and school vacations and their effect on attendance requirements. Students will be required in some instances to make up days missed for holidays and school vacations.

ATTENDANCE POLICY

The primary purpose of the Attendance Policy is to ensure that all students are attending their scheduled courses in order to develop their knowledge and skills, so they can be competitive in the professional labor market and to ensure their continued financial aid eligibility.

Each student is expected to attend and pursue the objectives of the course(s) for which he or she is officially enrolled. In order to gain the knowledge and develop the skills and attitudes necessary to be competitive in the labor market, attendance is critical to the ultimate success of the student. This policy applies to all students including Veterans Affairs students.

In person students are expected to attend class every day. Hybrid students are expected to keep up with all of their assignments within a given week in order to be considered attending regularly. Students must call the School at **(318) 868-3000** when they are unable to attend school that day or if they are going to be late. If a student finds it necessary to leave school for any reason, at any time, the student must notify the instructor and sign out at the reception desk. Any student arriving late to school (day classes after

8:30 a.m. and night classes after 5:30 p.m.) must sign in at the reception desk.

In the event of an absence, a student should make every effort to contact his or her instructor(s). The instructor can provide the student with course assignments and/or inform the student of all the make-up work necessary to assist the student with keeping up with his or her courses. Students may also use e-mail to communicate with instructors. Students are encouraged to see their instructor for specific information on make-up work policies.

The attendance requirements are as follows:

1. Students are required to complete a minimum of 90% of the total scheduled instructional hours for each course during the first earned 18 quarter credit hours.
2. Students who exceed eight (8) consecutive school days of absences will be dismissed from school.
3. Attendance advisement will be conducted at the midpoint and the last week of each grading period for all students who have in excess of a 10% absent rate for the grading period.
4. If a student completes a module with a passing grade but has over 10% absences, the student will be assigned an incomplete grade (grade of I) and will have no more than five (5) school days to complete their make-up attendance. If the attendance is not made up by the end of this time period, the "I" grade will revert to an "F".
5. Holidays and unscheduled school closings (weather, power outage) will have to be made-up before the end of the grading period in which they occurred.
6. Students may appeal in writing to the Campus President if they feel an error has been made in their attendance records.

ATTENDANCE MAKE-UP HOURS

Make-up work shall not be authorized for the purpose of removing an absence. However, if a student notifies the school prior to an absence, class work can be evaluated for credit. Make-up work will be allowed for the following reasons:

- Illness,
- Death of immediate family member,
- Court dates,
- Job interviews,
- Military duty,
- Appointment with a government agency, jury duty or other situations approved by the Campus President.

Reasons for absence must be documented. Students must submit documentation of their absence regarding the abovementioned reasons to make up their time. It is the student's responsibility to contact instructors for assignments during the absence and seek approval for make-up from their program coordinator. Students are reminded it is their responsibility to be always current in all assignments. An absence does not excuse program obligations required for satisfactory progress.

A clear cut and beneficial program has been established that will allow a student the opportunity to make-up time missed from regular training in a properly controlled and educational manner. Make-up hours may not be earned during a student's scheduled class time.

Make-up time must:

1. Be supervised by an instructor approved for the program;
2. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled course session;
3. Be documented by the School as being completed, recording the date, time, duration of the make-up session, topics covered and the name of the supervising instructor; and
4. Be signed and dated by the student to acknowledge the make-up session;
5. Be inputted by the Registrar into the student management system as make-up attendance.

Any student who is beyond the 10% absent rate at the end of a module will be assigned a letter grade of "I" for any course in which they have not met the requirement. If the time is not made up within the 5 school day period, the grade will revert to an "F".

DISTANCE EDUCATION ATTENDANCE POLICY

Online students are required to participate in each class regularly during each week. A record is generated each time the student logs into the Learning Management System. The academic week is Monday-Sunday by 11:59 PM (CST). To receive credit for attending class, students must attend their scheduled classes and the student must complete a minimum of one weekly graded requirement as defined by the course syllabi. Additionally, students can submit "offline" time worksheets to their teacher on a weekly basis to capture classwork completed outside of the LMS.

DISTANCE EDUCATION ATTENDANCE PROBATION

Students whose absences exceed 2 consecutive substantial posts will be warned in writing to improve their attendance rate. For students who are funded by an agency that requires the reporting of attendance, attendance warnings will be reported and may result in termination if a student's absences exceed 4 consecutive substantial posts or accumulated absences of more than 20% of the program. However, students may be withdrawn if they are in the last module of their program and at which time, they would not be entitled to a refund.

CLINICAL EXTERNSHIP ATTENDANCE

Students in clinical externship will be counted absent when they miss scheduled clinical hours. Students who are in clinical are required to submit their time sheets on a weekly basis. The timesheet will be used as the basis for attendance for that particular week. It is the student's responsibility, with assistance from the respective Program Coordinator and the Registrar to ensure that the timesheet is received every week. If the timesheet is not received by the following Monday at noon, the student will be marked absent for the week unless prior approval is granted by the Program Coordinator or Campus President in writing. Clinical timesheets can be faxed to the **Registrar at 318-868-7701.**

CLINICAL/ EXTERNSHIP POLICY

The Medical Assistant and Pharmacy Technician programs include an externship that must be finished successfully by the student at one or more externship/clinical sites that are assigned to the student by the

school. Students who are enrolled in a program of study that contains a clinical/externship are required to enter into an agreement with the school that sets the terms of the student's clinical externship.

Clinical/externships will be coordinated with the Program Coordinator. Hours for clinical/externship may be during the day, evening, and weekend timeframes depending on the needs of the Clinical Site. Students must be in good standing with the College and must complete all necessary pre-clinical/externship checklists before being approved to start their clinical rotation(s).

LEAVE OF ABSENCE

Ayers Career College does not provide for or offer a Leave of Absence.

INTERRUPTION OF EDUCATION FOR MILITARY MOBILIZATION/ACTIVATION

When Ayers Career College students whose higher education careers are interrupted by mobilization/activation re-enroll within one year of completion of their involuntary term of active service, Ayers Career College will make every possible effort to place these students back into their studies track as close as possible to the same place the students occupied when mobilized/activated. This will allow students to continue their studies with as little interruption as possible.

WITHDRAWAL FROM COURSES/SCHOOL

Officially enrolled students who decide to cease attending any or all courses are responsible for initiating withdrawal action through the Registrar. The official withdrawal action should be completed in person, if possible. If unable to withdraw in person, a student may submit a written request to the Registrar. Third parties, other than a designated school official, may not request a student withdrawal without the expressed written authorization of the student.

Students who are in attendance and withdrawn from a class may restart within one year of the effective date of the withdrawal. Application to restart must be made to the Registrar. Resumption of studies will usually be at the next available regular start date following the date of the new application. Students who are out of school must reapply through the admissions office to resume attending classes.

ADVISING

The administration is here to help students with any problems that may occur while they are in class and will direct them to the department which can best meet their needs. Our staff strives to be as supportive of students as possible and is genuinely concerned with the welfare of the student body. Students are periodically evaluated at various points of their program with regard to grades, attendance and academic achievements with formal advisements being conducted as needed.

The student will receive academic, attendance and/or financial aid advising from the school, as required or as the school deems necessary. Students should contact the Program Coordinator(s) or Director of Academic Affairs for academic and attendance advising. A Financial Aid Officer(s) conducts financial aid advising.

Students with disabilities requiring specific assistance are encouraged to discuss these issues with the Associate Campus Director or the Campus President (ADA Coordinator). Additionally, please see the section titled *Disabled Applicants and Students* for information on how to request an accommodation(s).

Those students seeking referral assistance to community services while at Ayers Career College during their training should contact the Director of Academic Affairs.

STUDENT CODE OF CONDUCT

Ayers Career College reserves the right to place a student on probation or terminate enrollment if the student fails to conform to dress regulations, abide by the Student Code of Conduct or is excessively absent. A student wishing to have his or her case reviewed should contact the Registrar. The Student Code of Conduct, Attendance Policy, Dress Code and other information are read and explained to each student, who then signs his or her name to verify having actually received and understood the Catalog and verbal orientation. The signed receipt becomes a part of the student's record. Re-entry of a student after dismissal due to violation of the Student Code of Conduct will be left to the discretion of the School Administration.

All students must conduct themselves in accordance with the School's policies, regulations, procedures and rules as declared in this Catalog and the Enrollment Agreement.

At the discretion of administration, any student who engages on or off campus premises in any of the following types of misconduct will be subject to disciplinary action up to and including suspension and/or termination from the student's program of study and referral to the proper authorities.

1. Physical or verbal abuse directed toward any person or group of persons
2. Any type of harassment based on race, religion, color, age, gender, sexual orientation, national origin, disability, or any protected status
3. Careless or deliberate endangerment such as tampering with safety equipment or alarms; violations of safety rules; failure to provide practical cooperation in any emergency; possession or use on school property or at organized school activities of any firearm, knife or other weapon (except for law enforcement officers who are mandated to carry a firearm at all times and who have informed the Campus President and Associate Campus Director of that requirement in writing)
4. Disruption of any school activities including, but not limited to, teaching, administration, research, student services, organized events and operations; refusing to identify oneself when asked; failure to comply with any lawful instruction from a school official or to cease or modify any action which is judged to be disruptive
5. Mobile telephones should be set so they do not interrupt or disrupt regular classroom activities including, but not limited to, leaving the classroom to take a call during scheduled class time. Students whose telephones disrupt class may be asked to leave and may be marked absent
6. Any dishonesty including, but not limited to, providing false information, the changing or misuse of documents, plagiarism and any other academic cheating, falsification or fraud
7. Obscene, offensive or insensitive behavior; insubordinate behavior towards any faculty or staff member; exposure of others to offensive situations; disregard for privacy
8. Theft, abuse or unauthorized use of school property, the personal property of others or public property; possession of stolen property
9. Illegal use, distribution or possession of stimulants, intoxicants or drugs
10. Use, distribution or possession of alcoholic beverages on school property or at organized school events
11. Violation of any federal, state or local law

12. Deliberate or careless destruction, damage or vandalism of any school property. The School may impose discipline and hold any student who is responsible for any such destruction, damage or defacement legally responsible for the repair and/or replacement of the property
13. Failure to conduct yourself in a manner that reflects positively on the student's association with the school
14. Falsification of any information on his or her Enrollment Agreement or any other official document
15. Encouraging others to commit any of the acts proscribed above; or participation as an accessory to any of the prohibited acts by providing assistance or support to others engaged in these acts; or by failure to separate oneself from a group in which others are so engaged
16. Violation of classroom food and drink policy.

The school reserves the right to obtain a drug screen from a student who is reasonably suspected of being under the influence of alcohol or drugs.

STUDENT DRESS CODE

Clothing

Allied health students must wear clean and professional looking scrubs at school. Each program is assigned specific colors for scrubs and only these colors may be worn at school or at the student's clinical site. The School will issue a voucher for scrubs to each student. Additional scrubs may be purchased at the student's expense, but all scrub tops worn at Ayers must have the Ayers logo. Program specific colors will be worn Monday through Thursday for a.m. and p.m. students.

Allied health students must wear shoes that are leather or vinyl with closed toes. Crocs or clogs with holes or an open back are not permitted nor are sandals.

Non-allied health students will receive a voucher for polo-style shirts and students are expected to wear either jeans, Dockers or Dickie style pants along with their discipline specific polo-style shirt (must have Ayers logo).

Dress code exceptions include attire for alternative dress code or special activity days. If you are not compliant with the outlined dress code option on that day, for example, such as wearing jeans and an Ayers shirt, you are out of dress code.

At no time are hats, shorts, tank tops, short skirts, sunglasses, warm-ups (or sweat suits), clothing that has offensive pictures or sayings or open toed shoes acceptable in any program at any time. Pants must be worn with a belt, and all scrub bottoms and pants must always be pulled up. Socks must be worn at all times.

Jewelry, Make-up, Hair, and Nails

1. No more than two pairs of earrings will be allowed to be worn (two in each earlobe) and they must be of small, conservative size. Loop earrings should have an opening no larger than a dime.
2. Teeth grills, nose, eyebrow, tongue rings, labret and other facial piercings are not considered professional and will not be allowed at any time during your program.
3. Bracelets and necklaces must be conservative in size and number.
4. Rings must be removed when wearing gloves.
5. Scents and perfumes must be kept to a minimum.
6. Hair must be pulled back during all lab classes.
7. Nails must be clean and manicured.

Identification Badges

Ayers Career College requires that all staff and students always wear an ID badge in a visible manner while on school grounds. Each person plays a vital role in creating a safe and secure environment for themselves and other students and employees.

1. The ID badge must be worn so that it is readily visible to others. If not worn on a lanyard, the badge should be worn on the collar, shirt pocket or shirt sleeve.
2. The ID badge is for your use only and shall not be loaned or transferred to anyone else.
3. The ID badge shall not be altered, defaced or duplicated in any manner.
4. The loss of your ID badge must be immediately reported to the School Administration and there will be a \$5 replacement charge.
5. If you forget your ID badge, you will not be allowed to attend class unless you receive a temporary badge from the front office.
6. You must turn in your ID badge if you are terminated or withdraw from school. The badge is the School's property.
7. Failure to comply with the above requirements may result in disciplinary action.

Miscellaneous

Tattoos should be covered as much as possible, dependent upon their location.

We expect students to maintain their hygiene by bathing and brushing their teeth regularly. Body odor and unbrushed teeth are considered unprofessional.

Repeated violations may lead to disciplinary action. Students violating the dress code will be asked to leave school until they are properly dressed and may be counted absent for the time they are not in class.

PERSONAL PROPERTY

The School specifically disclaims all responsibility of every kind and type whatsoever for any theft, loss, damage or destruction to any personal property of any kind owned by any student or visitor. Students are advised they must individually take absolute responsibility for safekeeping of all their property on school premises and during any school activities. The Academic Department maintains a lost and found. The School will dispose of any items left in the lost and found over 30 days.

DIVERSITY AND NON-DISCRIMINATION

Ayers is dedicated to equal opportunity and nondiscrimination for all people regardless of religion, color, race, age, sex, sexual orientation, disability, national origin, gender, genetic information or any other protected status, in employment, educational programs activities and admissions. Ayers also emboldens ethnic and cultural diversity in its staff, faculty, and students.

In accordance with the requirements and regulations of Title IX of the Education Amendments of 1972, Ayers Career College does not discriminate on the basis of sex in the educational programs and activities which it controls, including admissions and employment. The Human Resource Manager is the designated Title IX Coordinator and coordinates Title IX compliance.

Title IX Coordinator

Andrea Johnson Human Resource Manager
3010 Knight Street, Ste. 360
Shreveport, LA 71105
318-635-0280

SEXUAL & OTHER FORMS OF HARASSMENT AND DISCRIMINATION

It is the policy of Ayers Career College (Ayers) to provide an educational and working environment for its students, administrators, and staff that is free from sex discrimination and sexual harassment. In accordance with federal and state law, the School prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The School encourages students, administrators, staff and visitors to promptly report sex discrimination and sexual harassment.

What is Sex Discrimination, including sexual harassment? Sex discrimination is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education based on sex.

What is sexual harassment? Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

When is conduct unwelcome or harassing? Unwelcome sexual advances (either verbal or physical), requests for favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training, timekeeping or overtime assignments)
- b) submission to or rejection of the conduct is used as a basis for making employment decisions (hiring, promotion, termination)
- c) the conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

What is *not* sexual harassment? Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

Reporting: A person who believes that he or she has been subjected to sex discrimination or sexual harassment should report the incident to any official, administrator, supervisor or Human Resource Manager. Students are encouraged to report such incidents to the Campus President or the Office of the General Counsel & Vice-President. Incidents should be reported as soon as possible after the time of the occurrence. If your supervisor or Campus President is the source of the harassing conduct, report the behavior to the Human Resources Manager. Incidents should be reported as soon as possible after the time of occurrence. No person is required to report sex discrimination or sexual harassment to the alleged offender.

Your identity will be protected, and you will not be retaliated against for making a complaint.

Complaint: A complaint alleging sex discrimination or sexual harassment must be submitted in writing to Campus President, Human Resource Manager or the Office of the General Counsel & Vice-President within 7 days. The complaint must contain the following information:

1. Name of complainant(s);
2. Contact information, including address, telephone, e-mail;
3. Name of person(s) directly responsible for alleged violation(s);

4. Date(s) and place(s) of alleged violation(s);
5. Nature of alleged violation(s) as defined in this policy;
6. Detailed description of the specific conduct that is the basis of alleged violation(s);
7. Copies of documents pertaining to the alleged violation(s);
8. Names of any witnesses to alleged violation(s);
9. Action requested to resolve the situation;
10. Complainant's signature and date of filing; and
11. Any other relevant information.

The following communications do not constitute a complaint and will not be investigated or resolved pursuant to the complaint resolution process:

1. Anonymous communications; and
2. Inquiries that seek advice or information only.

Other Forms of Harassment. Harassment based upon any other factor that would be considered discrimination, such as race, religion and national origin, is also prohibited. Employees and students are expected to follow the reporting process for that form of harassment, just as in the case of sexual harassment. Furthermore, threatening, taunting, belittling or demeaning behavior is also prohibited, regardless of whether it is based on sex or any other protected class. Any employee or student who believes that he or she has been subjected to such behavior should report it according to this process. Furthermore, even if you have not been subjected to such behavior, report it if you are aware that such behavior may have occurred.

Complaint Evaluation: A formal investigation will be initiated if a complaint is complete, timely, within the scope of this policy and articulates sufficient specific facts, which, if determined to be true, would support a finding that this policy was violated. Ayers may not proceed with a complaint investigation under a variety of circumstances, for instance:

1. A person fails to provide a written, signed complaint;
2. A complaint fails to describe in sufficient detail the conduct that is the basis of the complaint;
3. The conduct described in the complaint is not covered by this policy;
4. A complaint is not timely;
5. The complainant declines to cooperate in the Ayers investigation;
6. The complaint has been withdrawn; or
7. An appropriate resolution or remedy has already been achieved, or has been offered and rejected.

What happens after a complaint is made? Within 7 days after a written complaint is made, a supervisor, Campus President, or Title IX Coordinator, will investigate the complaint. The person will speak with possible witnesses and will speak with the person named in your complaint. *Your anonymity will be protected to the extent possible.*

Depending on the complexity of the investigation, you should be contacted within 7 days about the status of your complaint and whether action is being taken.

Title IX Coordinator
 Andrea Johnson, Human Resources Manager
 3010 Knight Street, Ste. 360
 Shreveport, LA 71105
 318-635-0280

HEALTH, SECURITY AND SAFETY

All students, staff and faculty of Ayers Career College should be aware of medical treatment available on campus, and the procedure for acquiring medical care and/or transportation in case of emergency. In addition, there is a first aid kit available at the receptionist's desk and in the Medical Assistant classroom. In all instances of any type of emergency, the School's Emergency Response Plan will be followed.

Emergency Medical Care

All students, staff and faculty should immediately report a medical emergency to the Campus President, or Associate Campus Director (referred to collectively as "Administrators"). The notified employee will contact the nearest faculty member who is trained in CPR and call 911 for emergency medical services for the person in need of such services. The notified employee will communicate to the EMS dispatcher the exact location of the emergency (address, school name, contact person, and telephone number) and inform relatives/points of contact of the victim and inform them of the situation. If none of the Administrators are available, students are directed to contact a member of the faculty or staff. Members of the faculty and staff are instructed to call 911 when the administrators are unavailable.

Minor Emergency Care

Minor emergency medical care requirements will be reported to the Associate Campus Director. These problems will be resolved utilizing the first aid kit only or by referral to the appropriate medical facility or physician.

Severe Weather Information

Severe weather may consist of high winds, tornadoes, snow, hail or heavy rainfall. Ayers Career College Administrative Staff will monitor weather forecasts and bulletins concerning potential severe weather. If conditions indicate the possibility of severe weather, the Campus President and/or Associate Campus Director will make the decision for canceling classes and releasing students to go to their homes.

In the event the decision is made to close the School, Ayers will notify the local television and radio stations and post a message on the School's Facebook page. It is the student's responsibility to use these sources to determine any school closing. If in doubt, call the School. If the School reschedules a cancelled class meeting, students are expected to attend the rescheduled class and are accountable for all material covered during the rescheduled meeting. Students who are not able to attend these rescheduled class meetings have to arrange to make up the assigned work with their respective instructor(s).

If severe weather is imminent, such as high winds, tornados, or large hail, students will be moved to the interior office/classrooms away from windows and exits. Students will return to class or be released after the weather has passed.

Fire Information

In the event of a fire, instructors, staff and students, are to evacuate the building in accordance with the Emergency Response Plan and Evacuation Plan (**located in each classroom**). Instructors are to carry their attendance rosters with them and take roll once all students have exited the building. They are to remain with their individual classes to await instructions by fire officials or the Administration to either reenter the building or dismiss students. These procedures are practiced in fire drills each year.

Bomb Threat Information

A bomb threat will be addressed by following the Emergency Response Plan and immediately notifying instructors to evacuate all students, staff and visitors from the building into the parking lot away from the building. Staff will account for students by taking roll from their individual class attendance rosters. Faculty, staff and students are instructed to call 911 to alert the authorities of a bomb threat. Neither staff, students nor faculty will be allowed to reenter the building until the all-clear has been issued by local police personnel.

All personnel should be aware of unusual persons, or packages located within the school building. Do not pick up or handle unusual packages, especially if they have not been delivered by one of the recognized mail carriers. Any persons loitering or having no apparent reasons for being in the building will be asked if they require assistance. If they do not require assistance, an Administrator will address the situation.

Safety Tips

Students can do quite a few things to defend themselves from crime. Some crimes occur because there is a chance for them to happen. For example, a good number of crimes of burglary and theft are random, not calculated. They happen because a window is down, valuables are left in plain sight or a vehicle is left unlocked. The following are some important safety tips:

- Always try to walk in well-lit areas;
- Try to walk in a group or with at least one other individual, especially at night;
- Stay away from less-frequented places when alone, especially at night;
- Be aware of how you carry your valuables and don't leave them unattended;
- If a driver stops to ask for directions, do not get too close to the car;
- Do not ignore your instincts; if you think you are being followed, change direction or go to a public area or group of people.

If you are being followed while driving, drive to the nearest police station, fire station or a well-lit, open business where you can safely call the police. Additionally, if you are in the possession of a mobile phone, call 911. Try to get the car's license number and description.

Policies Pertaining to Campus Safety and Security Survey Reporting

Reporting Criminal Activities/Emergencies

Faculty, staff, students, and visitors should immediately report all criminal activities and/or other emergencies occurring on Campus or on public property within, or immediately adjacent to and accessible from the Campus to the Campus President who serves as Campus Security Authority. If the Campus President is not available, the report should be made to the Associate Campus Director or Campus Security (for night classes). If these staff members are unavailable, the report should be made to any staff or faculty member. However, if immediate intervention by a law enforcement entity or emergency response unit is warranted, the observer should, if possible, immediately dial the emergency telephone number 911. The guidelines in the Ayers Emergency Response Plan should be implemented if they pertain to the emergency.

The institution considers the following to be criminal activities or criminal activity-related:

Murder/ Non-Negligent Manslaughter	Negligent Manslaughter	Robbery
Sex Offenses, Forcible	Sex Offenses, Non-Forcible	Burglary
Aggravated Assault	Motor Vehicle Theft	Arson

Weapons Possession
Liquor Law Violations
Dating Violence

Drug Abuse Violations
Domestic Violence

Hate Crimes
Stalking

Reporting of Criminal Actions or Emergencies on Campus

Students, faculty and staff should make criminal activity and/or emergency reports to the following personnel:

Billy Hanisee, Campus President
Daffodel Todd, Associate Campus Director
Daisy Powell, Night Supervisor

If these individuals are not available, reports should be made to any staff or faculty member or 911 should be called to reach emergency responders.

In the event of the occurrence of any of the following on this Campus or on public property within, or immediately adjacent to and accessible from the Campus (i.e. criminal homicide, murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests for liquor or drug law violations, and/or possession of weapons) all students, faculty and staff will be immediately notified in a timely manner using the appropriate method as determined by the Response Team. In addition, such occurrences will be promptly posted on the school bulletin board.

Ayers Response to Crime/Emergency Reports

Ayers shall, upon receipt of a criminal activity or emergency report made by a student or employee, make written documentation of such report and retain the information for purposes of updating the Ayers Campus Safety and Security Survey which is distributed by October 1st of each year to employees and currently enrolled students and to other students and prospective students and employees upon request. Ayers will issue timely warnings and emergency notifications.

Timely Warning/Emergency Notifications Response

In the event of the occurrence of any of the criminal activities mentioned above or any potential or actual emergency on this Campus or on public property within or immediately adjacent to and accessible from the Campus, all students, faculty and staff will be notified without delay, taking into account the safety of the community. Since the Campus consists of one building, both notification and timely warnings will be made at the same time on the school's PA system, verbally or by runner as deemed necessary by the Response Team, the Campus President, Associate Campus Director or other Campus Security Authority in accordance with the Emergency Response Plan. When safely possible, a copy of the warning or notification will be posted on the student bulletin boards.

If a situation reported to school personnel or local police agencies arises, either on or off campus that, in the judgment of the Campus President, the Associate Campus Director or their designee, constitutes an ongoing or continuing threat to the Campus a "timely warning and emergency notification" will be issued by the Response Team without delay, taking into account the safety of the community, to each instructor and staff member who will in turn alert the students; unless by doing so would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Preparation of Disclosure of Crime Statistics

Each year the Campus Safety Survey Administrator prepares the Annual Security Report. This is a report of campus crime statistics to comply with the Higher Education Opportunity Act. This report is prepared in cooperation with the local law enforcement agencies to record any reported crime, arrest and referral statistics occurring on campus or on public property within, or immediately adjacent to and accessible from the Campus.

By October 1st of each year an Annual Safety and Security Report which includes statistics for the previous three years concerning reported crimes on campus or on public property within or immediately adjacent to and accessible from the campus is distributed to employees and currently enrolled students. In addition, the institution has consolidated its policies concerning campus security, emergency responses and other related areas into an Emergency Response Plan which is also supplied to current students and employees. The Annual Safety and Security Report is also in the College Catalog that is provided to all new students before or at orientation and to new employees during their employee orientation. The report will be provided to any prospective student, active student or employee upon request.

Reporting of Criminal Offenses

Students and employees should report criminal offenses described in this policy in a voluntary, confidential manner to the Campus President, Associate Campus Director or other Campus Security Authority for the purposes of making timely warnings, emergency notifications without delay, and taking into account the safety of the community, and for the annual security report disclosure. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Campus Security

Security Considerations

Overall campus security is maintained by the Shreveport Police Department, in its public capacity. Criminal incidents are referred to the local police who have jurisdiction on the Campus. The Brown Security Systems company provides keypad access for fire and police emergencies. A fire detection sprinkler system is in place throughout the Campus and most classrooms have telephones.

The name and contact information of the security company is:

Brown Security Systems
437 Highway 3191
Natchitoches, LA 71457
(318) 443-3658

Otherwise, the Campus is available for entry from 7:30 a.m. until 8:30 p.m. Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Friday except for school holidays listed in the School's catalog. Access into the School may be made from the front of the School. The Campus is closed on Saturday and Sunday.

The Campus President, Associate Campus Director, and the Night Supervisor have master keys to the main doors. The College's corporate members also have master keys. Doors within the Campus are kept locked except during regular school hours.

Campus Law Enforcement

Enforcement Authority

The institution does not have a dedicated law enforcement department but does contract with private security personnel who provide a security guard that is responsible to watch the parking lot and ensure student safety for the night classes. The Campus administrative personnel enforce the policies of the School. In instances where criminal activity or an emergency situation has been reported, the Ayers administrative personnel, acting as the Response Team, have the authority to obtain the services of public law enforcement entities. However, if administrative personnel are unavailable at the time or place in which a criminal activity or emergency situation has occurred, any Ayers' personnel or any student is given the authority and encouraged to obtain the services of public law enforcement or emergency responders by calling 911.

Policy for Prompt and Accurate Reporting

It is the policy of Ayers that all occurrences of criminal activity or emergency situations shall be reported to the Campus President or the Associate Campus Director. The procedures in the Emergency Response Plan will be followed and a written report shall be made and retained by the Associate Campus Director with a copy sent to the corporate office. Any violations of the law on Campus will be referred to law enforcement agencies for investigation. The School does not have procedures for voluntary, confidential reporting of crime statistics. When a potentially dangerous threat to the Campus community arises, timely reports or warnings will be issued through the Ayers PA system, by runner, by email announcements, the posting of flyers on bulletin boards, in-class announcements, or other appropriate means.

Ayers Career College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, Ayers cannot hold reports of crime in confidence.

Programs for Personal Security and Crime Prevention

Ayers routinely makes students and employees aware of Campus security procedures and policies through the student and employee orientation process. In addition, the school periodically holds campus-wide seminars hosted by local law enforcement agencies on such topics as personal safety, crime prevention, and drug and alcohol abuse awareness. The school also posts personal safety tips in the student break area and in the student catalog.

Off-Campus Student Activities

The institution does not provide housing for students, nor does it provide off-campus locations for student organizations.

Policy Regarding Alcohol and Drugs

Drug and Alcohol-Free Policy

It is the policy of Ayers Career College to provide a drug-free campus. Ayers Career College is committed to maintaining a drug-free campus in accordance with the applicable requirements of the United States Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance is prohibited on Campus and at any and all school sponsored activities.

Appropriate disciplinary sanctions will be imposed for violations of laws and the Student Code of Conduct as listed in the School Catalog. Such sanctions will include, but are not limited to, expulsion, termination

of employment, referral for prosecution, and on-campus penalties imposed by the proper disciplinary bodies.

Drug and Alcohol Educational Programs

Ayers Career College recognizes that there are serious health risks associated with the use of illicit drugs and alcohol abuse. Accordingly, Ayers Career College will use its educational resources to establish a drug-free awareness program for students and employees.

Efforts to educate students and employees about health risks, available counseling, treatment, rehabilitation or re-entry programs and the local, state, and federal legal sanctions related to the unlawful possession or distribution of illicit drugs and alcohol will be the primary objective of this policy. Referral services are listed in the Student Handbook.

This objective will be accomplished by:

1. Ensuring that both students and employees acknowledge and sign their understanding of the compliance requirements of all institutional policies.
2. Providing students and employees with a listing of alcohol and substance abuse education and treatment services.
3. Providing students and employees with written information describing the use and effects of controlled substances, the school's Code of Conduct and the legal sanctions imposed by state and federal law for illegal possession or distribution of such substances.

Ayers periodically holds campus-wide seminars on drug and alcohol abuse awareness. In addition, information on drug and alcohol abuse is also posted in the student break room, and written information is provided to each enrolled student during the financial aid interview.

Sexual Offenses and Offenders

Educational Programs

Ayers educates the student community about sexual assaults, domestic violence, dating violence, stalking and date rape through periodic, mandatory campus-wide seminars on these topics. The sessions are conducted by local law enforcement. Information is also available to students through the Campus President.

Procedures for Sex Offense Occurrences

Students who are sexually assaulted on campus should first get to a place of safety and then obtain necessary medical treatment. Victims are strongly advised to report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported to the Campus President, Associate Campus Director or Night Supervisor. A timely warning/notification will be issued. The College shall, upon receipt of a sexual offense report made by a student or employee, make written documentation of such report and retain the information for purposes of updating the Ayers Campus Safety and Security Survey Reporting which is distributed to all employees and enrolled students by October 1st of each year.

Notifying Law Enforcement Authorities

The Campus President shall report a sexual assault occurrence to appropriate local law enforcement entities. Filing a police report will ensure a victim receives necessary medical treatment and tests, provide the opportunity for collection of evidence, and assure the victim has access to confidential counseling.

Student Counseling

Any student who has been sexually assaulted on campus shall be encouraged to contact the Rape Crisis Center at (318) 222-0556 for counseling.

Change in Student Status

Any student who has been sexually assaulted on campus may request a change in student status from the Registrar (i.e., change from day classes to night, etc.).

Disciplinary Action

A student who has been found to have sexually assaulted another student on campus shall receive the outcome of the investigation in a closed meeting with school administration.

If after appropriate investigation by the school administration and/or a law enforcement entity, a student has been found to have sexually assaulted another student on Campus, that student shall be immediately dismissed from enrollment at the College. Such students will not be allowed to re-enter into any program of study at Ayers Career College. All students suspected of sexually assaulting another student on campus shall be subject to the same investigation and/or disciplinary action.

Law Enforcement Information Regarding Registered Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Ayers Career College is providing a link to the State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. Information concerning registered sex offenders in the State of Louisiana may be obtained by looking at the following Louisiana State Police website: www.lsp.org. For specific information on a particular offender, you may call the Louisiana State Police at 1-800-858-0551 or visit the website of the State Sex Offender and Child Predator Registry at <http://lasocpr1.lsp.org>.

AYERS CAREER COLLEGE
8820 Jewella Avenue
Shreveport, Louisiana
CAMPUS SAFETY & SECURITY REPORT
Year Ending December 31, 2023

	All On-Campus Property			Public Property (See Definition)			Grand Total		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Criminal Offense									
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible (Include only incest & statutory rape)	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	1	0	0	0	0	0	1	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	1	0	0	2	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	1	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes									
Criminal Homicide	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses-Non-forcible (Include only incest and statutory rape)	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Property Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: Carrying, Possession, etc.	0	0	0	0	4	0	0	4	0
Drug Abuse Violations	0	0	0	0	3	0	0	3	0
Liquor Law Violations	0	0	0	0	1	0	0	1	0
Disciplinary Action									
Weapons: Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

Public Property Definition: All public property, including thoroughfares, streets, sidewalks, and parking facilities, *that is within the campus, or immediately adjacent to and accessible from the campus.* A copy of the institution's Campus Safety and Security Policy may be obtained by contacting the Campus President.

DISABLED APPLICANTS AND STUDENTS

Ayers Career College is dedicated to compliance with the Rehabilitation Act of 1973, Section 5 and its regulations. Ayers' facilities follow federal, state and local laws and regulations, including those related to safety, health and disabilities.

Ayers Career College does not discriminate on the basis of disability in admission or access to, or treatment or employment in its programs and activities. Students with a disability can request an accommodation by contacting the Associate Campus Director or Campus President who serve as school Student Disability Coordinators.

STUDENT GRIEVANCE POLICY

A student must first attempt to resolve the matter with the School by filing a written and signed complaint with the School's officials at Ayers Career College, 3010 Knight Street, Ste. 360, Shreveport, Louisiana 71105. Only after the student has unsuccessfully attempted to resolve the matter with the School, after filing a written and signed complaint with the School's officials, shall the student's complaint relative to actions of school officials be addressed to the Louisiana State Board of Regents.

Louisiana State Board of Regents
1201 N. Third Street, Suite 6-200
Baton Rouge, LA 70802-5243
Telephone 225-342-4253

If the student feels that the decision of the Louisiana State Board of Regents is not acceptable, they may file their complaint with Dr. Kirk A. Nooks, Executive Director, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350. The COE website is <http://council.org>, phone number is (770) 396-3898, and FAX number is (770) 396-3790.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). Educational records, as defined by FERPA, afford students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their records. Students should contact the Registrar's office to determine the location of appropriate records and the procedure for reviewing such records.
2. The right to request that records believed to be inaccurate, or misleading be amended. The request should be submitted in writing to the Ayers Career College Registrar's Office. If the request for change is denied, the student has a right to a hearing on the issue.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records. Generally, the School must have written permission from the student before releasing any information from the student's record. FERPA does however authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to school officials with a legitimate educational interest in the record.

A school official is a person employed by Ayers Career College in an administrative, supervisory, academic, or support staff position; a person or company with whom Ayers Career College has contracted (such as an auditor, attorney or collection agent); a student serving on an official committee (such as grievance or

disciplinary committee) or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if he or she must review the educational record in order to fulfill his or her official responsibilities.

Upon request, Ayers Career College will disclose education records without consent to officials of another school in which the student seeks or intends to enroll.

Ayers Career College may also disclose "directory" information without the student's prior consent. Directory information has been defined as:

- Student Name
- Address
- Telephone number
- Major field of study
- Participation in officially recognized activities
- Dates of attendance
- Diplomas and awards received
- Most recent previous education institution or agency attended
- Current enrollment status

Students have the right to prevent directory information from being released. In order to maintain directory information as confidential, a student must sign a form at the Registrar's office by the end of the first week of school.

REVISIONS TO POLICIES AND PROCEDURES

Ayers Career College reserves the right to amend their policies and procedures, including those outlined in this Catalog, at any time. Students will be notified of changes that pertain to them via email announcements and posting of any policy change on the student bulletin board located in the student break area and/or the program of study specific bulletin boards located throughout the campus.

STUDENT SERVICES

CAREER SERVICES

Ayers Career College assists graduates by helping them to obtain entry-level positions in their respective fields of study and provides guidance on self-directed job searches. Ayers Career College has an employer base comprised of companies that have either hired our graduates in the past or are looking to hire our graduates. Ayers Career College invites employers to visit the School and speak with our students regarding employment opportunities. Upon successful completion of the program, we will assist the graduates in obtaining entry-level employment. However, ***Ayers Career College does not guarantee job placement.*** Through our training in career development, a student is taught job-seeking skills that will be useful throughout his or her career. As a student acquires these skills, he or she will learn how to find a job on his or her own merit. However, Career Services will work diligently to help each graduate in their efforts to secure employment.

ACADEMIC RESOURCES

A resource center of materials to supplement the textbook content is available for all students to use during school hours. These materials include books, audio and video tapes and DVDs. There are separate resources for medical and technical programs.

HOUSING ASSISTANCE

Ayers Career College does not offer any type of housing assistance.

COMMUNITY RESOURCES

Listed below are some informative Community Resources such as Al-Anon, Women's Health, and other related groups. Feel free to contact the Director of Academic Affairs for more information concerning Community Resources that may be accessible to you.

Organization Website and Phone Number

- Council on Alcoholism and Drug Abuse www.cadanwla.org (318) 222-8511
- Alcoholics Anonymous www.aa.org 1 (800) 234-0246
- Al-Anon www.al-anon.org 1 (888) 425-2666
- Cocaine Anonymous www.ca.org 1 (800) 347-8998
- Drug and Alcohol Abuse Hotline www.nida.nih.gov 1 (800) 234-0420
- Family and Children's Services www.acf.hhs.gov 1 (800) 222-8000
- HIV/AIDS www.AIDS.gov See website
- Men's Health www.health.nih.gov See website
- Narcotics Anonymous www.na.org See website
- Rape Crisis Center www.therapeccrisiscenter.org 1 (888) 366-1640
- Women's Health www.womenshealth.gov 1 (800) 994-9662

COPYRIGHT INFRINGEMENT

Federal law requires that all colleges and universities provide their students with the following important information regarding United States Copyright Law and the consequences of violating this law. Violations of U.S. Copyright Law **are serious and carry stiff penalties.**

Know the Facts

- I. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities.
- II. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
- III. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Ayers Policy Regarding Copyright Violations

Ayers Career College ("ACC") has a zero-tolerance policy for students found to have violated U.S. Copyright Law using ACC's information technology systems, including but not limited to, all ACC computers and networks. Any student that is suspected of such a violation will be immediately subjected to an internal investigation. If the investigation shows that the student did violate U.S. Copyright Law, the student will be subject to discipline up to and including dismissal from ACC.

ACC will fully cooperate and work with any law enforcement agency investigating a potential violation of US Copyright Law through the use of ACC information systems.

Legal Alternatives

As technology has improved, many sites have been created to provide individuals with legal access to copyrighted content such as movies, television shows and music. Many of these sites provide this content free of charge. For a list of alternative legal sources of copyrighted content please visit, <http://www.educause.edu/legalcontent>.

Campus Points of Contact

The listing below is not all inclusive. If you have a question or require additional information, please ask someone so that they can assist you or point you to the correct person or department.

Billy Hanisee Campus President	Accreditation and licensing, copyright infringement, safety and security, student diversity, campus oversight, regulatory compliance, student disability coordinator, survey and data tracking
Daffodel Todd Associate Campus Director	Institutional facilities, classroom equipment, information technology, ID badges, lost and found, student records, graduate employment assistance, completion, retention and graduate employment rate information
Kristin McDuffie Registrar	Class schedules, program/course change and withdrawals, attendance and grade input, student records
Brandi Randle Financial Aid Officer	Cost of attendance and financial aid, financial aid advising, refund policy, return of federal loan and grant assistance, student account information, tuition and fees, student loan deferments and forbearance
Daisy Powell Night Supervisor	Point of contact for all evening students as a conduit to the appropriate person and/or department

PROGRAMS OF STUDY

Heating/AC/Refrigeration

Medical Assistant

Medical Office Professional

Pharmacy Technician

HEATING/AC/REFRIGERATION

This program is designed to allow the student to learn the concepts and practices of heating, air conditioning and refrigeration equipment, installation, humidity control, and ways to improve indoor air quality. The fundamentals of the course are presented and then applied to actual equipment in hands-on training. The student will be trained in the maintenance and troubleshooting of mechanical and electrical systems. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

This program is designed to prepare graduates to install, repair, service and maintain residential and light commercial heating, cooling and refrigeration systems and introduce students to basics of industrial and chilled water refrigeration.

Career Opportunities

Ayers Career College HVAC graduates may find employment in any of the following HVAC settings: residential, commercial, maintenance.

Offering

This program is taught four days per week for a total of thirty-six (36) quarter credit hours in a period of thirty-six (36) weeks or four evenings per week for a total of thirty-six (36) quarter credit hours in a period of sixty (60) weeks.

Day classes meet Monday through Thursday from 8:30 a.m. to 1:50 p.m. Evening classes meet Monday through Thursday from 5:30 p.m. to 8:45 p.m.

Program Outline

Course		Lecture Hours	Lab Hours	Extern Hours	Total Hours	Qtr. Cr. Hrs.
ACM110	Technical Mathematics for HVAC	10	20	0	30	2.0
ACR114	Introduction to HVAC	10	110	0	120	6.5
ACR115	Introduction to Electricity and Automatic Controls	10	50	0	60	3.5
ACR116	Electric Motors	10	20	0	30	2.0
ACR117	Refrigeration	10	110	0	120	6.5
ACR217	Air Conditioning (Heating)	10	110	0	120	6.5
ACR218	Air Conditioning (Cooling)	10	80	0	90	5.0
ACR315	All-Weather Systems	0	60	0	60	3.0
ACR325	Domestic Appliances	0	30	0	30	1.5
BE770	Career Development	50	10	0	60	5.5
	Total	120	600	0	720	42.0

Course Descriptions

ACM110 Technical Mathematics for HVAC (10 Lecture/20 Lab: Total 30 Clock Hours) 2 Qtr. Cr. Hrs.

Students will review fundamental operations of numbers including basic addition, subtraction, multiplications, division, fractions, decimals, and percentages. The course progresses to the application of fundamental math to HVAC situations. [Prerequisite: None]

ACR114 Introduction to HVAC (10 Lecture/110 Lab: Total 120 Clock Hours) 6.5 Qtr. Cr. Hrs.

The student will learn how heat, matter and energy respond to different temperatures and pressures, with special emphasis on refrigerants and how they respond to temperature and pressure changes. This course is also designed to teach general safety practice, the name of tools and special instruments and their proper use, the names and uses of fasteners used in the industry, and how to cut, measure and braze cooper tubing and safe handling of other tubing. [Prerequisite: None]

ACR115 Introduction to Electricity/Automatic Controls

(10 Lecture/50 Lab: Total 60 Clock Hours) 3.5 Qtr. Cr. Hrs.

This course is designed to teach basic electricity, series and parallel circuits, automatic controls and their components and applications, and electronic and programmable controls. Much attention is given to safety. Students will be given lab experience in wiring various systems, using multi-meters, ammeters, and Ohms' law to troubleshoot electrical systems. Students will gain practice in reading schematic and pictorial diagrams and develop critical thinking skills and logic to assess systems. [Prerequisite: None]

ARC116 Electric Motors

(10 Lecture/20 Lab: Total 30 Clock Hours) 2.0 Qtr. Cr. Hrs.

This course is designed to teach the types of electric motors, their applications, operation, and controls. Lab exercises will teach troubleshooting techniques and give practice in changing motors, fans, and bearings. [Prerequisite: None]

ACR117 Refrigeration

(10 Lecture/110 Lab: Total 120 Clock Hours) 6.5 Qtr. Cr. Hrs.

This course is designed to teach the commercial system components, evaporators, condensers, compressors, expansion devices, special refrigeration systems components, and their uses in refrigeration systems. The student will learn typical operating conditions for commercial refrigeration and troubleshooting techniques using pressure gauges, electric meters, system diagrams and schematics. [Prerequisite: None]

ACR217 Air Conditioning (Heating)

(10 Lecture/110 Lab: Total 120 Clock Hours) 6.5 Qtr. Cr. Hrs.

This course is designed to teach the electric, gas, oil, and hydronic heating systems and techniques to maintain indoor air quality. Students will learn components of the various systems and techniques to maintain indoor air quality. Students will learn components of the various systems and how to safely install, maintain and troubleshoot each. Students will completely wire an electric heating system using electric diagrams and instruments. Lab exercises will acquaint students with gas heating components and special safety procedures. [Prerequisite: None]

ACR218 Air Conditioning (Cooling)

(10 Lecture/50 Lab: Total 60 Clock Hours) 3.5 Qtr. Cr. Hrs.

This course is designed to teach air conditioning as it relates to comfort cooling. Operating under typical conditions, students will learn about comfort and psychrometrics, and how to adjust the indoor air quality for maximum comfort. Students will also learn how to determine the correct cooling system size for a residence, how to install it, its typical operating conditions, and troubleshooting the components and controls. The student will gain experience in the lab using a psychrometer and duct size tables. The student will learn proper installation as an addition to existing heating system. [Prerequisite: None]

ACR315 All-Weather Systems (0 Lecture/60 Lab: Total 60 Clock Hours) 3.0 Qtr. Cr. Hrs.

This course is designed to teach systems that combine heating and cooling systems, including electric, gas, and oil heating added to electric air conditioning with air source and geothermal heat pumps and their components being the focus of the course. The student will learn installation, maintenance and troubleshooting using both split system and room air source heat pumps in the lab. [Prerequisite: None]

ACR325 Domestic Appliances (0 Lecture/30 Lab: Total 30 Clock Hours) 1.5 Qtr. Cr. Hrs.

This course is designed to teach repair and maintenance of refrigerators, freezers, and room air conditioners. Students will perform the service and maintenance in the lab that they will perform on the job. Students are encouraged to bring these appliances into the lab to diagnose problems and effect repairs. [Prerequisite: None]

BE770 Career Development (50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

HEATING/AC/REFRIGERATION HYBRID

This program is designed to allow the student to learn the concepts and practices of heating, air conditioning and refrigeration equipment, installation, humidity control, and ways to improve indoor air quality. The fundamentals of the course are presented and then applied to actual equipment in hands-on training. The student will be trained in the maintenance and troubleshooting of mechanical and electrical systems. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

This program is designed to prepare graduates to install, repair, service and maintain residential and light commercial heating, cooling and refrigeration systems and introduce students to basics of industrial and chilled water refrigeration.

Special Requirements

Hybrid students must show proof of reliable home internet connection.

Career Opportunities

Ayers Career College HVAC graduates may find employment in any of the following HVAC settings: residential, commercial, maintenance.

Offering

This program is taught four days per week for a total of thirty-six (36) quarter credit hours in a period of thirty-six (36) weeks or four evenings per week for a total of thirty-six (36) quarter credit hours in a period of sixty (60) weeks.

Classes are delivered asynchronously, meaning you may check in and work at your own pace.

Day classes meet Monday through Thursday from 8:30 a.m. to 1:50 p.m. Evening classes meet Monday through Thursday from 5:30 p.m. to 8:45 p.m.

Program Outline

Course		Lecture Hours	Lab Hours	Extern Hours	Total Hours	Qtr. Cr. Hrs.
ACM110	Technical Mathematics for HVAC	10	20	0	30	2.0
ACR114	Introduction to HVAC	10	110	0	120	6.5
ACR115	Introduction to Electricity and Automatic Controls	10	50	0	60	3.5
ACR116	Electric Motors	10	20	0	30	2.0
ACR117	Refrigeration	10	110	0	120	6.5
ACR217	Air Conditioning (Heating)	10	110	0	120	6.5
ACR218	Air Conditioning (Cooling)	10	80	0	90	5.0
ACR315	All-Weather Systems	0	60	0	60	3.0
ACR325	Domestic Appliances	0	30	0	30	1.5
BE770	Career Development	50	10	0	60	5.5
Total		120	600	0	720	42.0

Course Descriptions

ACM110 Technical Mathematics for HVAC (10 Lecture/20 Lab: Total 30 Clock Hours) 2 Qtr. Cr. Hrs.

Students will review fundamental operations of numbers including basic addition, subtraction, multiplications, division, fractions, decimals, and percentages. The course progresses to the application of fundamental math to HVAC situations. [Prerequisite: None]

ACR114 Introduction to HVAC (10 Lecture/110 Lab: Total 120 Clock Hours) 6.5 Qtr. Cr. Hrs.

The student will learn how heat, matter and energy respond to different temperatures and pressures, with special emphasis on refrigerants and how they respond to temperature and pressure changes. This course is also designed to teach general safety practice, the name of tools and special instruments and their proper use, the names and uses of fasteners used in the industry, and how to cut, measure and braze copper tubing and safe handling of other tubing. [Prerequisite: None]

ACR115 Introduction to Electricity/Automatic Controls

(10 Lecture/50 Lab: Total 60 Clock Hours) 3.5 Qtr. Cr. Hrs.

This course is designed to teach basic electricity, series and parallel circuits, automatic controls and their components and applications, and electronic and programmable controls. Much attention is given to safety. Students will be given lab experience in wiring various systems, using multi-meters, ammeters, and Ohms' law to troubleshoot electrical systems. Students will gain practice in reading schematic and pictorial diagrams and develop critical thinking skills and logic to assess systems. [Prerequisite: None]

ARC116 Electric Motors

(10 Lecture/20 Lab: Total 30 Clock Hours) 2.0 Qtr. Cr. Hrs.

This course is designed to teach the types of electric motors, their applications, operation, and controls. Lab exercises will teach troubleshooting techniques and give practice in changing motors, fans, and bearings. [Prerequisite: None]

ACR117 Refrigeration

(10 Lecture/110 Lab: Total 120 Clock Hours) 6.5 Qtr. Cr. Hrs.

This course is designed to teach the commercial system components, evaporators, condensers, compressors, expansion devices, special refrigeration systems components, and their uses in refrigeration systems. The student will learn typical operating conditions for commercial refrigeration and troubleshooting techniques using pressure gauges, electric meters, system diagrams and schematics. [Prerequisite: None]

ACR217 Air Conditioning (Heating)

(10 Lecture/110 Lab: Total 120 Clock Hours) 6.5 Qtr. Cr. Hrs.

This course is designed to teach the electric, gas, oil, and hydronic heating systems and techniques to maintain indoor air quality. Students will learn components of the various systems and techniques to maintain indoor air quality. Students will learn components of the various systems and how to safely install, maintain and troubleshoot each. Students will completely wire an electric heating system using electric diagrams and instruments. Lab exercises will acquaint students with gas heating components and special safety procedures. [Prerequisite: None]

ACR218 Air Conditioning (Cooling)

(10 Lecture/50 Lab: Total 60 Clock Hours) 3.5 Qtr. Cr. Hrs.

This course is designed to teach air conditioning as it relates to comfort cooling. Operating under typical conditions, students will learn about comfort and psychrometrics, and how to adjust the indoor air quality for maximum comfort. Students will also learn how to determine the correct cooling system size for a

residence, how to install it, its typical operating conditions, and troubleshooting the components and controls. The student will gain experience in the lab using a psychrometer and duct size tables. The student will learn proper installation as an addition to existing heating system. [Prerequisite: None]

ACR315 All-Weather Systems (0 Lecture/60 Lab: Total 60 Clock Hours) 3.0 Qtr. Cr. Hrs.

This course is designed to teach systems that combine heating and cooling systems, including electric, gas, and oil heating added to electric air conditioning with air source and geothermal heat pumps and their components being the focus of the course. The student will learn installation, maintenance and troubleshooting using both split system and room air source heat pumps in the lab. [Prerequisite: None]

ACR325 Domestic Appliances (0 Lecture/30 Lab: Total 30 Clock Hours) 1.5 Qtr. Cr. Hrs.

This course is designed to teach repair and maintenance of refrigerators, freezers, and room air conditioners. Students will perform the service and maintenance in the lab that they will perform on the job. Students are encouraged to bring these appliances into the lab to diagnose problems and effect repairs. [Prerequisite: None]

BE770 Career Development (50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

MEDICAL ASSISTANT

The Medical Assistant program is a comprehensive course that combines basic knowledge with applied skills mastered in the classroom and clinical settings. Students are able to put theory into practice, as they are placed in medical offices to work under the supervision of the physician and other experienced medical personnel. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

The purpose of this program is to prepare students to function effectively and safely as members of a medical health team. It enables students to perform procedures concerned with diagnosis, treatment and education of patients in a medical office. Successful graduates can offer their skills as an entry-level Medical Assistant in a hospital, home healthcare, clinical setting, or nursing home, etc.

Special Requirements

Students wishing to enroll in the Medical Assistant program must have all appropriate vaccinations required for employment in the industry.

Career Opportunities

Ayers Career College Medical Assistant graduates may find employment in any of the following medical standings: physician's offices/clinic, hospital, offices of health practitioners, outpatient care centers, rehabilitation centers, medical and diagnostic laboratories, nursing care facilities or private and public healthcare facilities.

Offering

This program is taught four days per week for a total of fifty-point six (50.6) quarter credit hours in a period of thirty-six (36) weeks.

Classes meet Monday through Thursday from 8:30 a.m. to 1:50 p.m.

Clinicals will be coordinated with the Clinical Coordinator and the Clinical Site Coordinator. Hours for clinicals are normally during normal daytime business hours.

Program Outline

Course		Lecture	Lab	Extern	Total Hours	Qtr. Cr. Hrs.
BE770	Career Development	50	10	0	60	5.5
ER100	Electronic Health Records	20	40	0	60	4.0
MA100	Medical Terminology	40	20	0	60	5.0
MA155	Body Structure & Disease	40	20	0	60	5.0
MA355	Patient Education and Safety in the Medical Office	40	20	0	60	5.0
MA320	Administrative Medical Assistant Duties	30	30	0	60	4.5
MA850	Clinical Medical Assisting Duties	30	30	0	60	4.5
MA900	Medical Math	30	30	0	60	4.5
MA955	Principles of Pharmacology for Medical Assisting	30	30	0	60	4.5
MA1000	Certification Review	10	50	0	60	3.5
MA1050	Clinical (Medical Assistant)	0	0	140	140	4.6
	Total	320	280	140	740	50.6

Course Descriptions

BE770 Career Development

(50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

ER100 Electronic Health Records

(20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course provides the student with the opportunity to put administrative skills into practice in a simulated medical setting using electronic health care records (EHR) and allows the student to learn about EHR management practices. This course covers the medical billing process, including the flow of information from pre-registering patients through recording office visit transactions to collecting on overdue accounts, the role of information technology in medical offices, and discusses the HIPAA Security Rule and the HIPAA Transaction and Code Sets Rule as they relate to insurance claims. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system. [Prerequisite: None]

MA100 Medical Terminology

(40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course covers medical terminology, symbols and abbreviations and the applications of this new language in the field of health care. While terms are covered as they relate to body structure and function, the main focus is on medical vocabulary and being able to construct terms using word parts such as roots, suffixes, and prefixes. [Prerequisites: None]

MA155 Body Structure & Disease

(40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. [Prerequisites: None]

MA355 Intro to MA/Patient Safety (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course prepares Medical Assistants for their duties. Specifically, those related to providing patient education in areas of wellness, nutrition, and disease prevention and control. Students learn foundational concepts required for patient education including effective communication using multiple channels. Additionally, common patient barriers that hinder patient education and communication are addressed; such as language, cultural differences, stress, pain, and related psychological states. This course also explores the role of the medical assistant in the healthcare facility as it relates to maintaining the safety of coworkers and patients, including safety policies and procedures, universal precautions, medical and surgical asepsis, and office security and quality assurance. [Prerequisite: None]

MA320 Administrative Medical Assisting Duties

(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course defines the knowledge and skills required to perform the many administrative tasks in the front office of a physician's office or similar medical facility. Topics include patient reception, appointment scheduling, telephone techniques, handling medical records, opening and closing the medical office, office communication, maintenance of office equipment and supplies. This course explains the knowledge and skills required for the medical assistant to perform financial management duties in the medical office. Topics include basic banking and bookkeeping procedures, medical insurance, billing and coding, and insurance claims processing. [Prerequisite: None]

MA850 Clinical Medical Assisting Duties**(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.**

This course explains skills and knowledge required for the Medical Assistant to perform authorized clinical duties in the medical office. Topics include the procedures for equipment sterilization and infection control, assisting with various medical examinations, assisting with minor surgery performed in the medical office, and assisting with procedures related to various medical specialties. Additionally, students learn the Medical Assistant's role in performing procedures for obtaining samples for and performing clinical and laboratory testing common to the medical office such as blood and urine testing, radiological procedures, electrocardiography and pulmonary function testing. Students also learn the role and responsibilities of medical assistants in physical therapy and rehabilitation modalities and how to address specific needs of special populations. [Prerequisite: MA100; MA155; MA255]

MA900 Medical Math**(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.**

This course is designed to assist the Medical Assistant with using critical thinking skills, understanding medication orders, equipment used in medication preparation and administration, and drug labels in addition to calculating dosages administered oral and parenteral routes using the three systems of measurement.

MA955 Principles of Pharmacology for Medical Assisting**(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.**

This course explains the knowledge and skills required for the Medical Assistant to accurately and safely administer medications under the supervision of a physician. Students apply basic math skills to pharmacology and drug administration, learn the pharmacological properties of common drugs related to each body system, and learn the appropriate routes and methods of drug administration. Additionally, students review the safety precautions and guidelines related to drug administration and related patient care. The course also discusses the role and legal responsibilities of the Medical Assistant in an office emergency, including Medical Assistant tasks to be performed in an emergency, emergency supplies and equipment, and basic first aid procedures for common medical office emergencies. [Prerequisite: MA100; MA155, MA200; MA255; MA320]

MA1000 Certification Review**(10 Lecture/50 Lab: Total Hours 60) 3.5 Qtr. Cr. Hrs.**

This course is preparation for the nationally recognized credentialing exam. [Prerequisite:[All previous Medical Assistant courses]]

MA1050 Clinical**(0 Lecture/0 Lab/140 Extern: Total Hours 140) 4.6 Qtr. Cr. Hrs.**

This course provides the Medical Assistant student foundational information that prepares students for and supports students in their medical assistant clinical experience. The practical experience component occurs in an authorized medical facility as assigned and coordinated by the School. The student will perform or demonstrate medical procedures, medical competencies and administrative techniques in the clinical setting under the supervision of an on-site coordinator. Students will be evaluated for performance of administrative and clinical tasks and job preparatory skills such as appearance, attitude, maturity, dependability, initiative, and interpersonal skills with co-workers, supervisors, patients, and physicians. Examples of procedures are: phlebotomy; EKG; vital signs; scheduling appointments; patient history; injections; urinary catheters. [Prerequisites: [All previous Medical Assistant courses]]

MEDICAL ASSISTANT HYBRID

The Medical Assistant program is a comprehensive course that combines basic knowledge with applied skills mastered in the classroom and clinical settings. Students are able to put theory into practice, as they are placed in medical offices to work under the supervision of the physician and other experienced medical personnel. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

The purpose of this program is to prepare students to function effectively and safely as members of a medical health team. It enables students to perform procedures concerned with diagnosis, treatment and education of patients in a medical office. Successful graduates can offer their skills as an entry-level Medical Assistant in a hospital, home healthcare, clinical setting, or nursing home, etc.

Special Requirements

Students wishing to enroll in the Medical Assistant program must have all appropriate vaccinations required for employment in the industry. Hybrid students must show proof of a reliable home internet connection.

Career Opportunities

Ayers Career College Medical Assistant graduates may find employment in any of the following medical standings: physician's offices/clinic, hospital, offices of health practitioners, outpatient care centers, rehabilitation centers, medical and diagnostic laboratories, nursing care facilities or private and public healthcare facilities.

Offering

This program is taught four days per week for a total of fifty-point six (50.6) quarter credit hours in a period of thirty-six (36) weeks. Classes are split into six-week modules. Every module, students will be required to spend 6 hours on campus for lab practice.

Classes are delivered asynchronously, meaning you may check in and work at your own pace.

Clinicals will be coordinated with the Clinical Coordinator and the Clinical Site Coordinator. Hours for clinicals are normally during normal daytime business hours.

Program Outline

Course		Lecture	Lab	Extern	Total Hours	Qtr. Cr. Hrs.
BE770	Career Development	50	10	0	60	5.5
ER100	Electronic Health Records	20	40	0	60	4.0
MA100	Medical Terminology	40	20	0	60	5.0
MA155	Body Structure & Disease	40	20	0	60	5.0
MA355	Patient Education and Safety in the Medical Office	40	20	0	60	5.0
MA320	Administrative Medical Assistant Duties	30	30	0	60	4.5
MA850	Clinical Medical Assisting Duties	30	30	0	60	4.5
MA900	Medical Math	30	30	0	60	4.5
MA955	Principles of Pharmacology for Medical Assisting	30	30	0	60	4.5
MA1000	Certification Review	10	50	0	60	3.5
MA1050	Clinical (Medical Assistant)	0	0	140	140	4.6
	Total	320	280	140	740	50.6

Course Descriptions

BE770 Career Development (50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

ER100 Electronic Health Records (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course provides the student with the opportunity to put administrative skills into practice in a simulated medical setting using electronic health care records (EHR) and allows the student to learn about EHR management practices. This course covers the medical billing process, including the flow of information from pre-registering patients through recording office visit transactions to collecting on overdue accounts, the role of information technology in medical offices, and discusses the HIPAA Security Rule and the HIPAA Transaction and Code Sets Rule as they relate to insurance claims. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system. [Prerequisite: None]

MA100 Medical Terminology (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course covers medical terminology, symbols and abbreviations and the applications of this new language in the field of health care. While terms are covered as they relate to body structure and function, the main focus is on medical vocabulary and being able to construct terms using word parts such as roots, suffixes, and prefixes. [Prerequisites: None]

MA155 Body Structure & Disease (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. [Prerequisites: None]

MA355 Patient Education and Safety in the Medical Office (10 Lecture/20 Lab: Total Hours 30) 2.0 Qtr. Cr. Hrs.

This course prepares Medical Assistants for their duties. Specifically, those related to providing patient education in areas of wellness, nutrition, and disease prevention and control. Students learn foundational concepts required for patient education including effective communication using multiple channels. Additionally, common patient barriers that hinder patient education and communication are addressed; such as language, cultural differences, stress, pain, and related psychological states. This course also explores the role of the medical assistant in the healthcare facility as it relates to maintaining the safety of coworkers and patients, including safety policies and procedures, universal precautions, medical and surgical asepsis, and office security and quality assurance. [Prerequisite: None]

MA320 Administrative Medical Assisting Duties (30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course defines the knowledge and skills required to perform the many administrative tasks in the front office of a physician's office or similar medical facility. Topics include patient reception, appointment scheduling, telephone techniques, handling medical records, opening and closing the medical office, office communication, maintenance of office equipment and supplies. Additionally, this course explains the knowledge and skills required for the Medical Administrative Assistant to perform financial management duties in the medical office. Topics include basic banking and bookkeeping procedures, medical insurance, billing, coding, and insurance claims processing. [Prerequisite: None]

MA850 Clinical Medical Assisting Duties**(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.**

This course explains skills and knowledge required for the Medical Assistant to perform authorized clinical duties in the medical office. Topics include the procedures for equipment sterilization and infection control, assisting with various medical examinations, assisting with minor surgery performed in the medical office, and assisting with procedures related to various medical specialties. Additionally, students learn the Medical Assistant's role in performing procedures for obtaining samples for and performing clinical and laboratory testing common to the medical office such as blood and urine testing, radiological procedures, electrocardiography and pulmonary function testing. Students also learn the role and responsibilities of medical assistants in physical therapy and rehabilitation modalities and how to address specific needs of special populations. [Prerequisite: MA100; MA155; MA255]

MA900 Medical Math**(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.**

This course is designed to assist the Medical Assistant with using critical thinking skills, understanding medication orders, equipment used in medication preparation and administration, and drug labels in addition to calculating dosages administered oral and parenteral routes using the three systems of measurement.

MA955 Principles of Pharmacology for Medical Assisting**(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.**

This course explains the knowledge and skills required for the Medical Assistant to accurately and safely administer medications under the supervision of a physician. Students apply basic math skills to pharmacology and drug administration, learn the pharmacological properties of common drugs related to each body system, and learn the appropriate routes and methods of drug administration. Additionally, students review the safety precautions and guidelines related to drug administration and related patient care. The course also discusses the role and legal responsibilities of the Medical Assistant in an office emergency, including Medical Assistant tasks to be performed in an emergency, emergency supplies and equipment, and basic first aid procedures for common medical office emergencies. [Prerequisite: MA100; MA155, MA200; MA255; MA320]

MA1000 Certification Review**(10 Lecture/50 Lab: Total Hours 60) 3.5 Qtr. Cr. Hrs.**

This course is a preparation for the nationally recognized credentialing exam. [Prerequisite: MA955]

MA1050 Clinical**(0 Lecture/0 Lab/140 Extern: Total Hours 140) 4.6 Qtr. Cr. Hrs.**

This course provides the Medical Assistant student foundational information that prepares students for and supports students in their medical assistant clinical experience. The practical experience component occurs in an authorized medical facility as assigned and coordinated by the Campus. The student will perform or demonstrate medical procedures, medical competencies and administrative techniques in the clinical setting under the supervision of an on-site coordinator. Students will be evaluated for performance of administrative and clinical task and job preparatory skills such as appearance, attitude, maturity, dependability, initiative, and interpersonal skills with co-workers, supervisors, patients, and physicians. Examples of procedures are: phlebotomy; EKG; vital signs; scheduling appointments; patient history; injections; urinary catheters. [Prerequisite: MA100; MA200; MA255; MA320; MA850; MA955]

MEDICAL OFFICE PROFESSIONAL

The Ayers Career College Medical Office Professional program educates learners on the variety of skills that are necessary to be a successful Medical Office Professional. Medical Office Professionals may be employed in hospital settings, healthcare clinics, health insurance companies, nursing homes, outpatient clinics and community health centers. Medical Office Professionals may support and manage facility operations, develop work schedules for staff and physicians, support and manage patient fees and billing, help to improve facility efficiency and quality, help with ensuring facility remains in compliance with local, state, and federal laws and regulations and communicate with physicians and nurses.

Objective

The purpose of the Medical Office Professional program is to provide learning experiences which enable graduates to obtain competencies needed for employment in a variety of medical office settings.

Special Requirements

Students wishing to enroll in the Medical Office Professional program must have all appropriate vaccinations required for employment in the industry.

Career Opportunities

Ayers Career College Medical Office Professional graduates can find employment in any of the following positions:

Patient access representatives, clinical services/center coordinators, administrative assistants, electronic medical records and more.

Offering

This program is taught four days per week for a total of fifty-one-point five (51.5) quarter credit hours in a period of thirty-six (36) weeks.

Day classes meet Monday through Thursday from 8:30 a.m. to 1:50 p.m.

Course Outline

Course Number	Course Name	Lecture Hours	Lab Hours	Extern Hours	Total Hours	Qtr.Cr. Hours
BE770	Career Development	50	10	0	60	5.5
ER100	Electronic Health Records	20	40	0	60	4.0
MA100	Medical Terminology	40	20	0	60	5.0
MA320	Medical Administrative Duties	40	20	0	60	5.0
HA200	Medical Insurance/Billing	40	20	0	60	5.0
HA220	Medical Law/Drug Classification	50	10	0	60	5.5
HA250	Computers in Health Care	10	50	0	60	3.5
HA401	CPT/HCPCS Coding Systems	40	20	0	60	5.0
HA402	ICD-10 Coding Systems	30	30	0	60	4.5
HA500	NRCCHA Certification Review	30	30	0	60	4.5
HA600	Externship	0	0	120	120	4.0
	Total	350	250	120	720	51.5

Course Descriptions

BE770 Career Development (50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers in detail how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages, disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

ER100 Electronic Health Records (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course provides the student with the opportunity to put administrative skills into practice in a simulated medical setting using electronic health care records (EHR) and allows the student to learn about other management practices. It covers the medical billing process, including the flow of information from pre-registering patients through recording office visit transactions to collecting on overdue accounts, the role of information technology in medical offices, and discusses the HIPAA Security Rule and the HIPAA Transaction and Code Sets Rule as they relate to insurance claims. Types of electronic management systems will be explored along with their impact on various areas of the healthcare system. [Prerequisite: None]

HA200 Medical Insurance/Billing (40 Lecture /20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course will provide students the knowledge to accurately process health insurance claims. Students will learn the responsibility for processing health insurance claims that require thorough details in all aspects of medical insurance, plan options, payer requirement, state, and federal regulations. Upon completion of this course, students will be able to accept payments, complete basic bookkeeping tasks, complete paperwork for insurance claim processing, and have a detailed understanding of the medical billing process. [Prerequisite: None]

HA220 Medical Law/Drug Classification (50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

As part of the frontline of health care, Medical Office Professionals have a critical need to understand medical law and ethics. This course provides the student the necessary information to help them excel in an environment dealing with legal and ethical issues and to educate in a way that helps minimize the risk of lawsuits by discussing the concepts of standard care, scope of employment, differences in criminal and civil acts, contracts, negligence, health care ethics and more. [Prerequisite: None]

HA250 Computers in Health Care (10 Lecture/50 Lab: Total Hours 60) 3.5 Qtr. Cr. Hrs.

Students will become more familiar with the computer applications they are most likely to encounter as Medical Office Professionals. There is a brief review of keyboarding, followed by a deeper dive into professional communication, record keeping, document formatting, and more! This course is a must for any healthcare professional whose job is largely done via computer. [Prerequisites: None]

HA401 CPT/HCPCS Coding Systems (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course defines the knowledge and skills using a comprehensive approach to learning the basics of procedural coding. It provides the essential information to determine the different medical code types and how they are generated for billing. This course provides a review of human anatomy that is relevant to selecting procedural codes. Upon completion of this course, students should have an understanding of CPT and HCPCS codes and how to use the appendices for medical coding and billing. [Prerequisite: none]

HA402 ICD-10 Coding Systems (30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course defines the knowledge and skills using a comprehensive approach to learning the basics of ICD-10 coding systems. It provides the essential information to determine the different medical code types and how they are generated for billing. This course provides knowledge of frequently encountered diseases to assist students to become familiar with common disease signs and symptoms, clinical testing, and treatments. Upon completion of this course, students should have a basic understanding of ICD-10-CM and ICD-10-PCS codes and how they are used in medical billing. [Prerequisite: none]

HA500 NRCAHA Certification Review (30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course prepares Medical Office Professional candidates to take the Nationally Registered Certified Administration Health Assistant Certification exam. This course reviews communicating with patients, handling scheduling, medical coding, insurance payments, completing medical documentation, and understanding medical law and ethics. [Prerequisites: BE201, ER100, MA100, HA100, HA200, HA300, MS101, MS102, HA401, HA402, HA320]

MA100 Medical Terminology (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course covers medical terminology, symbols and abbreviations and the applications of this new language in the field of health care. While terms are covered as they relate to body structure and function, the focus is on medical vocabulary and being able to construct terms using word parts such as roots, suffixes, and prefixes. [Prerequisite: None]

MA320 Medical Administrative Duties (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course defines the knowledge and skills required to perform the many administrative tasks in the front office of a physician's office or similar medical facility. Topics include patient reception, appointment scheduling, telephone techniques, handling medical records, opening, and closing the medical office, office communication, maintenance of office equipment and supplies. It explains the knowledge and skills required for the medical assistant to perform financial management duties in the medical office. Topics include basic banking and bookkeeping procedures, medical insurance billing and coding, and insurance claims processing. [Prerequisite: None]

HA600: Externship (0 Lecture/0 Lab/120 Extern: 120 Total) 4.0 Qtr. Cr. Hrs.

For this capstone course, students will be placed at an active job site and be given hands-on training on how to do the job they will soon be paid to do. Our industry partners ensure that students receive the knowledge, skills, and experience to contribute to their workspace the moment they are hired. Students may file, organize, and input medical records into a tracking system, or they may help a physician organize the flow of the office. Anything that can help the office run more efficiently is on the table! [Prerequisites: HA500]

PHARMACY TECHNICIAN

The Pharmacy Technician program provides an overview of the theory, principles and practices of the Pharmacy Technician. Areas of the study include accurately and safely processing prescriptions, aseptic techniques, inventory control, keeping accurate and confidential records, third party billing, acting within relevant legislation and effectively communicating orally and in writing. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

The purpose of the Pharmacy Technician program is to provide learning experiences which enable graduates to obtain basic competencies needed for employment as a Pharmacy Technician in either the hospital or retail setting.

Special Requirements

Students wishing to enroll in the Pharmacy Technician program must pass an initial criminal background check and drug screening before being accepted into the program. In addition, any student desiring to practice in the state of Louisiana is strictly prohibited from entering or completing the clinical portion of their training until after they receive their Pharmacy Technician permit from the State Board of Pharmacy. This process includes passing an additional criminal background check that is administered by the State Board of Pharmacy. This criminal background check must be passed while the student is actively enrolled in School. It is fully the student's personal responsibility to ascertain that they can pass all criminal background checks and the drug screening prior to entry into the program. All candidates for the Pharmacy Technician program must be 18 years of age at the time of enrollment and have all appropriate vaccinations required for employment in the industry.

Career Opportunities

Ayers Career College graduates may find employment at any of the following pharmaceutical settings:

Retail (Community) Pharmacies	Hospitals/Institutional
Franchised Pharmacies	Pharmaceutical Facilities
Long Term Care Agencies	Compounding Pharmacies
Infusion Pharmacies	Nuclear Pharmacies

Offering

This program will be taught four days per week for a total of fifty-point one (50.1) quarter credit hours in a period of thirty-six (36) weeks.

Classes meet Monday through Thursday from 8:30 a.m. to 1:50 p.m.

Clinicals will be coordinated with the Clinical Coordinator and the Clinical Site Coordinator. The hours for clinicals may be during the day, evening or night depending on the needs of the Clinical Site.

Program Outline

Course Name	Lecture Hours	Lab Hours	Clinical Hours	Total Hours	Qtr. Cr. Hours
BE770 Career Development	50	10	0	60	5.5
PMY100 Pharmacy Calculations I	40	20	0	60	5.0
PMY102 Pharmacy Calculations II	40	20	0	60	5.0
PMY105 Principles of Dispensing Medication	30	30	0	60	4.5
PMY130 Law & Ethics for Pharmacy Technicians	30	30	0	60	4.5
PMY140 Pharmacotherapy and Disease Processes	40	20	0	60	5.0
PMY210 Pharmacy Practice	20	40	0	60	4.0
PMY230 Sterile Products and Aseptic Techniques	20	40	0	60	4.0
PMY240 Pharmacotherapy and Drug Classification	20	40	0	60	4.0
PMY295 Pharmacy Technician Exam Review	20	40	0	60	4.0
PMY300 Pharmacy Clinical	0	0	140	140	4.6
Total	310	290	140	740	50.1

Course Descriptions

BE770 Career Development

(50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

PMY100 Pharmacy Calculations I

(40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course will cover basic math skills as they relate to pharmacy practice and calculations and manipulations of metrics and related dosages. Pharmacy topics related to mathematical functions are emphasized. The objective of this course is to review with the student basic math functions and skills specific to pharmacy. Systems used in daily practice for dosage calculations, IV flow rates; prescription preparation and activities will be discussed in depth. [Prerequisite: None]

PMY102 Pharmacy Calculations II

(40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course will cover basic math skills as they relate to pharmacy practice and calculations and manipulations of metrics and related dosages. Pharmacy topics related to mathematical functions are emphasized. The objective of this course is to review with the student basic math functions and skills specific to pharmacy. Systems used in daily practice for dosage calculations, IV flow rates; prescription preparation and activities will be discussed in depth. [Prerequisite: None]

PMY105 Principles of Dispensing Medication

(30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course is an introduction to the role of the Pharmacy Technician in practice settings including history, personnel, resources, and ethical standards of pharmacy practice. Students will learn the role and scope of

pharmacy technicians, identify the various practice settings, display appropriate work ethic and concepts, and articulate the role of pharmacy technicians as support personnel in a pharmacy. This course also includes a practical, focused overview of medical insurance and billing of prescriptions in the community pharmacy setting and a hands-on, practical approach to understanding and working with prescription charges and the billing process. [Prerequisite: None]

PMY130 Law & Ethics for Pharmacy Technicians (30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course is a thorough overview of law and ethics in pharmacy. It reviews federal and state laws and regulations that affect pharmacy employees. Special attention is paid to the Controlled Substances Act and the resultant activities of the Food and Drug Administration (FDA) and the Drug Enforcement Agency (DEA).

PMY140 Pharmacotherapy and Disease Processes (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course is designed to introduce the student to fundamental concepts and processes of pharmacology and human diseases. This course will provide the students with a study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy. Students will be able to explain the use and side effects of prescription and OTC medications on 13 systems to include cardiovascular, respiratory, gastrointestinal, renal, nervous, endocrine, reproductive, immune, skeletal, eyes, ears, nose and throat, dermatologic, hematologic, and muscular. [Prerequisite: None]

PMY210 Pharmacy Practice (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, outpatient dispensing, hospital dispensing procedures, controlled substances procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. [Prerequisite: None]

PMY230 Sterile Products and Aseptic Techniques (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course will discuss sterile products information and aseptic admixture techniques. Principles of sterile products manipulation for the purpose of intravenous admixture of drug doses and products. [Prerequisite: None]

PMY240 Pharmacotherapy and Drug Classification (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topic includes nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. [Prerequisite: None]

PMY295 Pharmacy Technician Exam Review (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

All pharmacy technicians are required to pass the Pharmacy Technician exam to practice in the state of Louisiana. This course is designed to prepare technician candidates for the exam. [Prerequisite: None]

PMY300 Pharmacy Clinical I (0 Lecture/0 Lab/140 Extern: Total Hours 140) 4.6 Qtr. Cr. Hrs.

This course provides an opportunity to work in a retail or hospital pharmacy setting under a pharmacist's supervision. Emphasis is on communicating effectively with personnel, developing proper employee attitude, and dispensing medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and operate computers efficiently. [Prerequisite: PMY100; PMY105; PMY130; PMY140 PMY210; PMY230; PMY240; PMY295]

PHARMACY TECHNICIAN HYBRID

The Pharmacy Technician program provides an overview of the theory, principles and practices of the Pharmacy Technician. Areas of the study include accurately and safely processing prescriptions, aseptic techniques, inventory control, keeping accurate and confidential records, third party billing, acting within relevant legislation and effectively communicating orally and in writing. Upon completion of this program, a diploma is awarded to signify successful completion of training.

Objective

The purpose of the Pharmacy Technician program is to provide learning experiences which enable graduates to obtain basic competencies needed for employment as a Pharmacy Technician in either the hospital or retail setting.

Special Requirements

Students wishing to enroll in the Pharmacy Technician program must pass an initial criminal background check and drug screening before being accepted into the program. In addition, any student desiring to practice in the state of Louisiana is strictly prohibited from entering or completing the clinical portion of their training until after they receive their Pharmacy Technician permit from the State Board of Pharmacy. This process includes passing an additional criminal background check that is administered by the State Board of Pharmacy. This criminal background check must be passed while the student is actively enrolled in School. It is fully the student's personal responsibility to ascertain that they can pass all criminal background checks and the drug screening prior to entry into the program. All candidates for the Pharmacy Technician program must be 18 years of age at the time of enrollment and have all appropriate vaccinations required for employment in the industry. Hybrid students must also show proof of a reliable home internet connection.

Career Opportunities

Ayers Career College graduates may find employment at any of the following pharmaceutical settings:

Retail (Community) Pharmacies	Hospitals/Institutional
Franchised Pharmacies	Pharmaceutical Facilities
Long Term Care Agencies	Compounding Pharmacies
Infusion Pharmacies	Nuclear Pharmacies

Offering

This program will be taught five days per week for a total of fifty point one (50.1) quarter credit hours in a period of thirty-six (36) weeks. Classes are split into six-week modules. Every module, students will be required to spend 6 hours on campus for lab practice.

Classes are delivered asynchronously, meaning you may check in and work at your own pace.

Clinicals will be coordinated with the Clinical Coordinator and the Clinical Site Coordinator. The hours for clinicals may be during the day, evening or night timeframes depending on the needs of the Clinical Site.

Program Outline

Course Name	Lecture Hours	Lab Hours	Clinical Hours	Total Hours	Qtr. Cr. Hours
BE770 Career Development	50	10	0	60	5.5
PMY100 Pharmacy Calculations I	40	20	0	60	5.0
PMY102 Pharmacy Calculations II	40	20	0	60	5.0
PMY105 Principles of Dispensing Medication	30	30	0	60	4.5
PMY130 Law & Ethics for Pharmacy Technicians	30	30	0	60	4.5
PMY140 Pharmacotherapy and Disease Processes	40	20	0	60	5.0
PMY210 Pharmacy Practice	20	40	0	60	4.0
PMY230 Sterile Products and Aseptic Techniques	20	40	0	60	4.0
PMY240 Pharmacotherapy and Drug Classification	20	40	0	60	4.0
PMY295 Pharmacy Technician Exam Review	20	40	0	60	4.0
PMY300 Pharmacy Clinical	0	0	140	140	4.6
Total	310	290	140	740	50.1

Course Descriptions

BE770 Career Development (50 Lecture/10 Lab: Total Hours 60) 5.5 Qtr. Cr. Hrs.

This course offers the student an overview of how to define career aspirations, develop career goals, and create effective career strategies. It covers how to identify personal preferences, develop skills to help career advancement, and explore career options. This course covers in detail the guidelines to maintain productivity, steps to develop self-discipline, steps to develop an effective professional image, the advantages and disadvantages of self-study and formal education, and the guidelines to maintain work performance and morale. [Prerequisite: None]

PMY100 Pharmacy Calculations I (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course will cover basic math skills as they relate to pharmacy practice and calculations and manipulations of metrics and related dosages. Pharmacy topics related to mathematical functions are emphasized. The objective of this course is to review with the student basic math functions and skills specific to pharmacy. Systems used in daily practice for dosage calculations, IV flow rates; prescription preparation and activities will be discussed in depth. [Prerequisite: None]

PMY102 Pharmacy Calculations II (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course will cover basic math skills as they relate to pharmacy practice and calculations and manipulations of metrics and related dosages. Pharmacy topics related to mathematical functions are emphasized. The objective of this course is to review with the student basic math functions and skills specific to pharmacy. Systems used in daily practice for dosage calculations, IV flow rates, prescription preparation and activities will be discussed in depth. [Prerequisite: None]

PMY105 Principles of Dispensing Medication (30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course is an introduction to the role of the Pharmacy Technician in practice settings including history, personnel, resources, and ethical standards of pharmacy practice. Students will learn the role and scope of pharmacy technicians, identify the various practice settings, display appropriate work ethic

and concepts, and articulate the role of pharmacy technicians as support personnel in a pharmacy. This course also includes a practical, focused overview of medical insurance and billing of prescriptions in the community pharmacy setting and a hands-on, practical approach to understanding and working with prescription charges and the billing process. [Prerequisite: None]

PMY130 Law & Ethics for Pharmacy Technicians (30 Lecture/30 Lab: Total Hours 60) 4.5 Qtr. Cr. Hrs.

This course is a thorough overview of law and ethics in pharmacy. It reviews federal and state laws and regulations that affect pharmacy employees. Special attention is paid to the Controlled Substances Act and the resultant activities of the Food and Drug Administration (FDA) and the Drug Enforcement Agency (DEA).

PMY140 Pharmacotherapy and Disease Processes (40 Lecture/20 Lab: Total Hours 60) 5.0 Qtr. Cr. Hrs.

This course is designed to introduce the student to fundamental concepts and processes of pharmacology and human diseases. This course will provide the students with a study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy. Students will be able to explain the use and side effects of prescription and OTC medications on 13 systems to include cardiovascular, respiratory, gastrointestinal, renal, nervous, endocrine, reproductive, immune, skeletal, eyes, ears, nose and throat, dermatologic, hematologic, and muscular. [Prerequisite: None]

PMY210 Pharmacy Practice (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, outpatient dispensing, hospital dispensing procedures, controlled substances procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. [Prerequisite: None]

PMY230 Sterile Products and Aseptic Techniques (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course will discuss sterile products information and aseptic admixture techniques. Principles of sterile products manipulation for the purpose of intravenous admixture of drug doses and products. [Prerequisite: None]

PMY240 Pharmacotherapy and Drug Classification(20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topic includes nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. [Prerequisite: None]

PMY295 Pharmacy Technician Exam Review (20 Lecture/40 Lab: Total Hours 60) 4.0 Qtr. Cr. Hrs.

All pharmacy technicians are required to pass the Pharmacy Technician exam to practice in the state of Louisiana. This course is designed to prepare technician candidates for the exam. [Prerequisite: None]

PMY300 Pharmacy Clinical (0 Lecture/0 Lab/140 Extern: Total Hours 140) 4.6 Qtr. Cr. Hrs.

This course provides an opportunity to work in a retail or hospital pharmacy setting under a pharmacist's supervision. Emphasis is on communicating effectively with personnel, developing proper employee attitude, and dispensing medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and operate computers efficiently. [Prerequisite: PMY100; PMY105; PMY130; PMY140 PMY210; PMY230; PMY240; PMY295]

TUITION AND FEES

Heating/AC/Refrigeration:

36 Weeks-Day	Tuition	\$17,797.00
60 Weeks-Evening	Registration	100.00
42.0 Qtr. Cr. Hours	Required Program Materials	553.00
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	Total Cost	\$18,450.00

Medical Assistant:

36 Weeks-Day	Tuition	\$17,556.00
50.6 Qtr. Cr. Hours	Registration	100.00
	Required Program Materials	794.00
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	Total Cost	\$18,450.00

Medical Office Professional:

36 Weeks-Day	Tuition	\$17,720.00
51.5 Qtr. Cr. Hours	Registration	100.00
	Required Program Materials	630.00
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	Total Cost	\$18,450.00

Pharmacy Technician:

36 Weeks-Day	Tuition	\$16,861.00
50.1 Qtr. Cr. Hours	Registration	100.00
	Required Program Materials	1,489.00
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	Total Cost	\$18,450.00

START CALENDAR

Day Class Start Schedule 2024/2024			
Start Date 6 Weeks	Grading Period End Date 6 Weeks	Mid-Point 18 Weeks	Grad Date 36 Weeks
1/8/2024	2/15/2024	5/16/2024	9/19/2024
2/19/2024	4/4/2024	6/27/2024	11/7/2024
4/8/2024	5/16/2024	8/8/2024	1/9/2025
5/20/2024	6/27/2024	9/19/2024	2/20/2025
7/1/2024	8/8/2024	11/7/2024	4/10/2025
8/12/2024	9/19/2024	1/9/2025	5/22/2025
9/23/2024	11/7/2024	2/20/2025	7/3/2025
11/11/2024	1/9/2025	4/10/2025	8/14/2025
1/13/2025	2/20/2025	5/22/2025	9/25/2025
2/24/2025	4/10/2025	7/3/2025	11/6/2025

Evening Class Start Schedule 2023/2024			
Start Date 10 Weeks	Grading Period End Date 10 Weeks	Mid-Point 30 weeks	Grad Date 60 Weeks
12/11/2023	2/29/2024	7/25/2024	3/20/2025
3/4/2024	5/16/2024	10/3/2024	6/5/2025
5/20/2024	7/25/2024	1/9/2025	8/14/2025
7/29/2024	10/3/2024	3/27/2025	10/30/2025
10/14/2024	1/9/2025	6/5/2025	TBD
1/13/2025	3/27/2025	8/14/2025	TBD
3/31/2025	6/5/2025	10/23/2025	TBD

2024-2025 Holidays

- MLK*
- Presidents Day*
- Spring Break
- Memorial Day*
- Juneteenth
- Independence Day*
- Labor Day*
- Fall Break
- Thanksgiving Break
- Winter Break

*requires make up

CERTIFICATION AND LICENSING EXAM PREPARATION

To increase your opportunity for enhancement in the field, Ayers Career College offers short certification preparation programs designed for individuals with relevant work experience and/or education in related fields. These programs are approved by the Louisiana Board of Regents and are non-accredited continuing education programs. They do not qualify for federal financial aid. Ayers Career College does not guarantee certification attainment and does not offer job placement assistance in the certification prep courses.

ADMISSION REQUIREMENTS

Phlebotomy Technician Certification Prep

A student may be accepted into Phlebotomy Technician Certification Prep once they satisfy all of the following requirements:

1. The student is at least 18 years old
2. Must sign an Enrollment Agreement
3. Must pay their enrollment fee
4. Must have proof of experience in a healthcare position OR previous education within six months of enrollment.
5. Must take a customized allied health literacy entrance exam and pass with a score of 70% or higher. Current Medical Assistant students and previous Ayers Career College Medical Assistant graduates are exempt from taking this exam.
6. Must provide a copy of immunization record reflecting current TB skin test (within one year) and Hepatitis B series (within last 10 years).

** Phlebotomy Technician Certification Prep students must pass a criminal background check before a state license is issued by the Louisiana Board of Medical Examiners.

Digital Literacy, Microsoft Word, Excel, PowerPoint, Outlook Certification Prep

1. Must sign an Enrollment Agreement
2. Must pay their enrollment fee

REFUND POLICY

Students may cancel their enrollment without any penalty or obligation until midnight of the third (3) business day from the date Student signs their Enrollment Agreement. If Student cancels, any property traded in, or payments made under the contract sale and any negotiable instrument executed by the students will be returned within forty-five (45) business days following receipt of Student's written, signed and dated cancelation notice.

This section explains how tuition, fees, and other charges are earned by the institution in the State of Louisiana. The amount earned by the institution as described in this section – and the student's responsibility for payment to the institution of the amount earned – is applicable to all students regardless of the Return of Title IV Funds Requirements.

Three-Business-Day Cancellation: All monies paid by a student shall be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

Cancellation After the Three-Business-Day Cancellation Period but Before Commencement of Classes by the Student: If tuition or fees are collected in advance of entrance, and if the student does not begin classes, not more than a \$100 registration fee shall be retained by the institution. Appropriate refunds shall be made within 30 days of the start of the quarter, term, or semester.

- (1) After a student has completed less than 15% of the course, the institution shall refund at least 80% of the tuition, less the registration fee, thereafter;
- (2) After a student has completed less than one fourth of the course, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter;
- (3) After a student has completed one fourth, but less than one half of the course, the institution shall refund at least 45% of the tuition, less the registration fee, thereafter;
- (4) After a student has completed one half or more of the course, the institution may retain 100% of the stated course price.

Any unused portion of the book fee will be refunded.

CERTIFICATION AND LICENSING CALENDAR START DATES

Phlebotomy Certification Prep Evening (5 weeks)	
Start Date	End Date
3/4/2024	4/11/2024
5/20/2024	6/20/2024
7/29/2024	8/29/2024
10/14/2024	11/14/2024

2024/2025 Holidays

MLK*
Presidents Day*
Spring Break
Memorial Day*
Juneteenth*
Independence Day*
Labor Day*
Fall Break
Thanksgiving Break
Winter Break

*requires make up

PHLEBOTOMY TECHNICIAN CERTIFICATION PREP

Phlebotomy Technician Certification Prep is a comprehensive course that combines basic knowledge with skills in the classroom and in a laboratory setting. Students are able to put theory into practice as they are placed in a laboratory setting to work while being supervised by professional medical personnel. Upon completion, students are awarded a certificate of completion, have been prepared to take the National Association for Health Professions (NAHP) Certification Exam for Phlebotomy and apply for a license from the Louisiana State Board of Medical Examiners.

Objective

The purpose of this certification prep is to prepare students to perform effectively and safely as members of a medical laboratory and medical health team and achieve the Phlebotomy Technician Certification and state licensure.

Offering

This program will be taught four evenings a week, three hours per night, in a period of five weeks, for a total of 60 clock hours. Classes meet Monday through Thursday from 5:30 p.m. to 8:30 p.m.

Laboratory will be coordinated with the Certification Prep Coordinator and the Laboratory Coordinator. Hours will vary depending upon laboratory setting.

Program Outline

Course#	Course	Lecture	Lab	Extern	Total Hours	Qtr. Credits
PLB001	Medical Terminology and Anatomy	20	0	0	20	2.0
PLB002	Medical Math	5	0	0	5	0.5
PLB003	Safety and Laboratory Practices	10	10	0	20	1.5
PLB004	Externship (Phlebotomy)	0	0	15	15	0.5
	Total	35	10	15	60	4.5

Course Descriptions

PLB001 Medical Terminology and Anatomy (20 Lecture/0 Lab: Total Hours 20) 2.0 Qtr. Cr. Hrs.

This course covers medical terminology, symbols and abbreviations and the applications of this new language in the field of health care. While terms are covered as they relate to body structures and function, the main focus is on medical vocabulary related to the blood and laboratory testing and being able to construct terms using word parts such as roots, suffixes and prefixes. Additionally, this course provides a basic study of the structure and function of the human body. Students will learn to identify major body systems, know the anatomical structures of the body, structures of a cell, and anatomical directional terms. [Prerequisite: None]

PLB002 Medical Math (5 Lecture/0 Lab: Total Hours 5) .5 Qtr. Cr. Hrs.

This course is designed to assist the student with mathematical calculations with a primary focus on math conversions, understanding the units of weights and volume and using fractions. [Prerequisite: None]

PLB003 Safety and Laboratory Practices (10 Lecture/10 Lab: Total Hours 20) 1.5 Qtr. Cr. Hrs.

This course provides the study of blood components, basic microscopy, phlebotomy practices and collection of specimens to prepare for testing. Students will be evaluated on conducting at least 30 venipuncture procedures and 10 capillary procedures. Students in this course will also learn the importance of patient identification, sample labeling and how to deal with patient reactions to specimen collection. This course prepares students for their duties related to the safety standards in phlebotomy. This course will also explore the role of the phlebotomist in a healthcare and/or medical laboratory as it relates to maintaining the safety of coworkers and patients, including safety policies and procedures, law and ethics, universal precautions, quality control, OSHA regulations and HIPAA compliance. [Prerequisite: PLB001, PLB002]

PLB004 Externship (Phlebotomy) (0 Lecture/0 Lab/ 15 Extern: Total Hours 15) .5 Qtr. Cr. Hrs.

Students who have successfully completed all prerequisite courses will be placed in a laboratory setting where at least 25 successful venipuncture procedures and 5 capillary procedures will be performed. [Prerequisite: PLB001, PLB002, PLB003]

TUITION COSTS

Phlebotomy Technician Certification Prep

Tuition	\$1,150.00
Registration	100.00
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Total Cost	\$1,250.00

**** Books and certification exam costs are included in tuition**

DIGITAL LITERACY CERTIFICATION PREP

The Digital Literacy Certification Prep provides the review and instruction in digital literacy concepts needed to successfully complete the IC3 Digital Literacy Certification Exam. This course covers computing fundamentals, using productivity software, using open-source productivity software and understanding the internet, ecommerce, communication online and social media. Students shall participate in in-depth lecture and laboratory exercises as well as completion of practice exams.

Objective

Digital Literacy Certification Prep is designed to provide individuals with the knowledge and experience necessary to successfully complete the IC3 Digital Literacy Exam.

Offering

This course will require students to complete course work online and on campus for a period of two (2) weeks. Students will complete 15 hours per week, totaling 30 hours. Classes meet Monday through Friday from 2:00 p.m. to 5:00 p.m.

Course		Lecture Hours	Lab Hours	Extern Hours	Total Hours
CIS1040	Digital Literacy	10	20	0	30

Course Description

CIS1040 Digital Literacy

(10 Lecture/20 Lab: Total Hours 30)

This course provides review of computing fundamentals such as computer components and their functions, hardware, software, input and output devices, operating systems and functions; understanding productivity software, such as word-processing software, database software, spreadsheet software and presentation software; Internet and the World Wide Web, such as buying, selling, banking, communicating online and searching for information. Upon completion of this course, the student will have the skills to successfully complete the IC3 Digital Literacy Certification Exam.

TUITION COSTS

Digital Literacy Certification Prep

Tuition	\$ 625.00
Registration	100.00
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Total Cost	\$ 725.00

**** Books and certification exam costs are included in tuition**

MICROSOFT OUTLOOK CERTIFICATION PREP

The Microsoft Outlook Certification Prep provides review and instruction in Microsoft Outlook concepts needed to successfully complete the Microsoft Office Specialist – Outlook Certification Exam. Students shall participate in in-depth lecture and laboratory exercises as well as completion of practice exams.

Objective

Microsoft Outlook Certification Prep is designed to provide individuals with the knowledge and experience necessary to successfully complete the Microsoft Outlook Certification Exam.

Offering

This course will require students to complete course work online and on campus for a period of two (2) weeks. Students will complete 15 hours per week, totaling 30 hours. Classes meet Monday through Friday from 2:00 p.m. to 5:00 p.m.

Course		Lecture Hours	Lab Hours	Extern Hours	Total Hours
CIS1050	Microsoft Outlook Certification Prep	10	20	0	30

Course Description

CIS1050 Microsoft Outlook Certification Prep

(10 Lecture/20 Lab: Total Hours 30)

This course provides review of Microsoft Outlook fundamentals such as customizing Outlook settings; printing, searching and saving information; configuring mail settings; creating, formatting and formatting messages; organizing and managing messages; creating and managing calendars; creating and organizing appointments, meetings and events; creating and managing notes and tasks; and creating and managing contacts and groups. Upon completion of this course, the student will have the skills to successfully complete the Microsoft Office Specialist – Outlook Certification Exam.

TUITION COSTS

Microsoft Outlook Certification Prep

Tuition	\$ 625.00
Registration	100.00
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Total Cost	\$ 725.00

**** Books and certification exam costs are included in tuition**

MICROSOFT WORD CERTIFICATION PREP

Microsoft Word Certification Prep provides review and instruction in the Microsoft Word concepts needed to successfully complete the Microsoft Office Specialist – Word Certification Exam. Students shall participate in in-depth lecture and laboratory exercises as well as completion of practice exams.

Objective

Microsoft Word Certification Prep is designed to provide individuals with the knowledge and experience necessary to successfully complete the Microsoft Word Certification Exam.

Offering

This course will require students to complete course work online and on campus for a period of three (3) weeks. Students will complete 15 hours per week, totaling 60 hours. Classes meet Monday through Friday from 2:00 p.m. to 5:00 p.m.

Course		Lecture Hours	Lab Hours	Extern Hours	Total Hours
CIS1060	Microsoft Word Certification Prep	15	45	0	60

Course Description

CIS1055 Microsoft Word Certification Prep

(15 Lecture/45 Lab: Total Hours 60)

This course provides review of Microsoft Word fundamentals such as creating and organizing documents; navigating through a document; formatting a document; customizing and viewing documents; printing and saving documents; inserting and formatting text and paragraphs; creating columns, tables and modifying lists; creating and managing reference markers; inserting and formatting graphic elements and SmartArt. Upon completion of this course, the student will have the skills to successfully complete the Microsoft Office Specialist – Word Certification Exam.

TUITION COSTS

Microsoft Word Certification Prep

Tuition	\$ 1,000.00
Registration	100.00
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Total Cost	\$ 1,100.00

** Books and certification exam costs are included in tuition

MICROSOFT EXCEL CERTIFICATION PREP

The Microsoft Excel Certification Prep provides review and instruction in Microsoft Excel concepts needed to successfully complete the Microsoft Office Specialist – Excel Certification Exam. Students shall participate in in-depth lecture and laboratory exercises as well as completion of practice exams.

Objective

Microsoft Excel Certification Prep is designed to provide individuals with the knowledge and experience necessary to successfully complete the Microsoft Excel Certification Exam.

Offering

This course will require students to complete course work online and on campus for a period of three (3) weeks. Students will complete 15 hours per week, totaling 60 hours. Classes meet Monday through Friday from 2:00 p.m. to 5:00 p.m.

Course		Lecture Hours	Lab Hours	Extern Hours	Total Hours
CIS1070	Microsoft Excel Certification Prep	15	45	0	60

Course Description

CIS1060 Microsoft Excel Certification Prep

(15 Lecture/45 Lab: Total Hours 60)

This course provides review of Microsoft Excel fundamentals such as creating worksheets and workbooks; navigating and formatting in worksheets and workbooks; understanding customized options and views for worksheets and workbooks; configuring worksheets and workbooks for distribution; inserting, formatting, and organizing data; creating and managing tables; filter and sorting data in worksheets and workbooks; performing calculations using functions; formatting and modifying text using functions; creating and formatting charts; and inserting and formatting objects. Upon completion of this course, the student will have the skills to successfully complete the Microsoft Office Specialist – Excel certification exam.

TUITION COSTS

Microsoft Excel Certification Prep

Tuition	\$ 1,000.00
Registration	100.00
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Total Cost	\$ 1,100.00

**** Books and certification costs are included in tuition**

MICROSOFT POWERPOINT CERTIFICATION PREP

The Microsoft PowerPoint Certification Prep provides review and instruction in Microsoft PowerPoint concepts needed to successfully complete the Microsoft Office Specialist – PowerPoint Certification Exam. Students shall participate in in-depth lecture and laboratory exercises as well as completion of practice exams.

Objective

Microsoft PowerPoint Certification Prep is designed to provide individuals with the knowledge and experience necessary to successfully complete the Microsoft PowerPoint Certification Exam.

Offering

This course will require students to complete course work online and on campus for a period of three (3) weeks. Students will complete 15 hours per week, totaling 60 hours. Classes meet Monday through Friday from 2:00 p.m. to 5:00 p.m.

Course		Lecture Hours	Lab Hours	Extern Hours	Total Hours
CIS1080	Microsoft PowerPoint Certification Prep	15	45	0	60

Course Description

CIS1070 Microsoft PowerPoint Certification Prep (15 Lecture/45 Lab: Total Hours 60)

This course provides review of Microsoft PowerPoint fundamentals such as creating a presentation; inserting and formatting slides; modifying slides, handouts, and notes; order and grouping slides; changing presentation options and views; configuring presentations for print and slide shows; inserting and formatting text, shapes, text boxes, and images; grouping objects; inserting and formatting tables, charts, SmartArt, and media; applying slide transitions; formatting animations and slide transitions; merging content from multiple presentations; and finalizing presentations. Upon completion of this course, the student will have the skills to successfully complete the Microsoft Office Specialist – PowerPoint Certification Exam.

TUITION COSTS

Microsoft PowerPoint Certification Prep

Tuition	\$ 1,000.00
Registration	100.00
Total Cost	\$ 1,100.00

**** Books and certification exam costs are included in tuition**

ADMINISTRATION LIST

Bruce A. Busada
President

G. Barry Busada
Senior Vice President

Janet B. Johnson
Vice President

Michael J. Busada
General Counsel & Vice President

Mitch G. Busada
Vice President of Finance

Stephanie Collier
Director of Financial Aid

Marcia Upchurch
Financial Aid Coordinator

Kalil A. Busada
Facilities and Equipment Manager

Andrea Johnson
Human Resources Manager

Avery Vascoe
Compliance Manager

Emily Cook
Controller

Billy Hanisee
Campus President

Daffodel Todd
Associate Campus Director

Nichole Walker
Director of Admissions

Daisy Powell
Night Supervisor

FACULTY LISTING

MEDICAL FACULTY

Full – Time

Angela L. Davis
Healthcare Administrative Assistant
Program Coordinator/Instructor
Medical, Vocational, Clerical Subjects

Rockbridge Training Institute-Medical Assistant Diploma
Nationally Registered Certified Medical Assistant
18 Years Experience

Sherry W. Jackson, NRCMA
Medical Assistant Program
Coordinator/Instructor
Medical Assistant Subjects

McCann School of Business-Medical Assistant Diploma
Nationally Registered Certified Medical Assistant
19 Years Experience

PHARMACY FACULTY

Full – Time

Danielle R. Pomber, CPhT
Instructor
Pharmacy Tech Subjects

Certified Pharmacy Technician
27 Years Experience

TECHNICAL FACULTY

Full – Time

Eric J. Casey
Instructor
Heating/AC/Refrigeration

Ayers Career College- HVAC Diploma, Certified HVAC
Technician
8 Years Experience

Maurice J. Jackson
Program Coordinator/Instructor
Heating/AC/Refrigeration

Ayers Career College- HVAC Diploma,
Certified HVAC Technician
44 Years Experience

MULTI-PROGRAM FACULTY

Full-Time

Daffodel A. Todd
Instructor
Computer Applications

University of San Carlos – B.S. Accounting
Microsoft Word, Excel, PowerPoint, Outlook Certified
14 Years Experience

Part-Time

Daisy B. Powell
Instructor
Medical Subjects & Career
Development

Wiley College, B.S. - Office Management
University of Phoenix-M.B.A.
Central Michigan University-M.S.A.
34 Years Experience

AYERS CAREER COLLEGE

ADDRESS

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



(President)

10/1/2024

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