# Pinnacle
# Career
## Institute

*Providing **quality** higher education
with a "student-centered" focus*

## Catalog

# 2014-2015
# CATALOG

Effective May 12, 2014

Version 9.4

This catalog reflects the regulations, policies, procedures, programs and fees for Pinnacle Career Institute as of May 12, 2014.

Pinnacle Career Institute reserves the right to adopt, amend, and implement its policies and procedures as it deems appropriate and necessary. Under certain circumstances, Pinnacle Career Institute may grant exceptions to its policies and procedures in individual cases when it is determined, in the sole and absolute discretion of the institution, that such action would be appropriate to further the mission and purposes of the institution. The provisions of this catalog are not to be regarded as a contract between the student and Pinnacle Career Institute. The institution also reserves the right to correct any clerical errors as necessary. Prospective students should contact admissions for information regarding any such possible changes. Currently enrolled students should consult the campus Director of Education, school Executive Director, or other appropriate administrators for additional information.

# Table of Contents

# Welcome

On behalf of the administration, faculty, and staff I would like to welcome you to Pinnacle Career Institute (PCI). Pursuing higher education and preparation for your future career is often life changing and one of the most important, challenging, and rewarding experiences you will undertake.  We realize how important the decision to continue your education is to you and your future.  In this regard, it is central to the mission of PCI to empower our students to better their lives and to contribute positively to the organizations and communities in which they work and live.  We accomplish these overarching goals by providing quality higher education with a "student-centered" focus that will prepare you for your career choice in allied health, business, or technical-professional industry related field.

We are all fully committed to mentoring and supporting you in your pursuit of your education and career goals. The ultimate measure of our success is the success of "you", our student.

In the pages of this catalog you will find information regarding the academic calendar, program requirements, policies and procedures, financial aid, and other important information that will help guide you throughout your program to graduation.  I would encourage you to take the time to read through the catalog and if you have further questions to please ask a member of the campus administration, faculty, or staff for clarification.

Once again, welcome to PCI and best wishes as you pursue your education and career goals.

Sincerely,

Jeffrey C. Freeman
Chief Executive Officer
Pinnacle Career Institute

# Mission Statement

The mission of Pinnacle Career Institute is to empower our students to better their lives and to contribute positively to the organizations and communities in which they work and live. We accomplish this by providing quality higher education with a "student-centered" focus that prepares them for careers in allied health, business, and technical-professional industry related fields. We serve students locally, nationally, and internationally through our respective campus locations and distance learning formats.

We are passionate and agile in responding to the changing needs of our students, employers, and the communities we serve through processes of ongoing assessment, evaluation, and improvement.

**Core Values**

**Integrity** – We do what we say we will do.
**Accountability** – We hold ourselves and each other accountable daily for fulfilling our mission and purposes and adhering to our core values.
**Up-Serve Students** – We enthusiastically strive to provide our students with quality support services that consistently exceed their expectations – every day, every time.
**Academic Excellence** - We hold ourselves and our students, through dedication and commitment, to the high standards of academic excellence required to prepare them for successful careers.
**Teamwork** - We work together to optimize our students' lives through education.

**Purposes (Institutional Objectives)**

- ❖ Provide education programs to a growing and diverse student population. We serve students of diverse age, cultures, socioeconomic backgrounds, and abilities.

- ❖ Offer quality career education programs at the certificate and associates degree level, as documented by institutional and student outcome assessment processes, that allow students to model and demonstrate the desired competencies, skills, and behaviors identified by employers for entry level employment and career advancement.

- ❖ Provide for the development of information literacy and other general core abilities that empower students as lifelong learners and knowledgeable citizens of the global community.

- ❖ Provide quality education through delivery formats that are conducive to the needs of the student population.

- ❖ UP-SERVE students by providing support services and a caring environment that assists them in achieving their educational and employment goals.

- ❖ Foster a collaborative organizational culture that values the involvement of employees in institutional effectiveness, student learning outcomes assessment, planning, and improvement processes and provides them an opportunity for personal professional development.

- ❖ Pursue communication, collaboration, and alliances with educational institutions, organizations, governments, and associations on a local, regional, national, and international basis.

- ❖ Promote a quality teaching, learning, and working environment, by providing the management, policies and procedures, human capital, facilities, learning resources, equipment, and new technologies that enhance and extend quality programs and services.

- ❖ Efficiently and responsibly use our fiscal resources to provide a quality educational experience for our students and ensure our capacity to continually grow and develop as a financially sound and stable institution

# Locations

Campuses
Pinnacle Career Institute – Lawrence
1601 W. 23rd, Suite 200
Lawrence, KS 66046
785-841-9640

Pinnacle Career Institute
1001 E. 101st Terrace, Suite 325
Kansas City, MO  64131
816-331-5700

Additional Location
Pinnacle Career Institute – North Kansas City
Branch Campus of Pinnacle Career Institute
11500 Ambassador Drive, Suite 221
Kansas City, MO  64153
816-270-5300

Additional Location
Pinnacle Career Institute -- Online Education
1001 E. 101st Terrace, Suite 320
Kansas City, MO 64131
816-268-3400

Learning Site
Professional Fitness Institute
A Division of Pinnacle Career Institute
11500 Ambassador Drive, Suite 221A
Kansas City, MO  64153
816-270-5300

# Notifications to Students

Pinnacle Career Institute (PCI) students come from multiple states and have widely different career aspirations and goals. Each student is a unique learner and person. While PCI provides placement assistance to each student in finding employment in their chosen field, PCI does not guarantee employment. Factors unique to each student that can limit employment opportunities include but are not limited to:

- Conviction of a felony or serious misdemeanor,
- Physical condition or health issues that prevent or hinder employment,
- Geographic limitations and inability to relocate,
- Poor work history,
- Poor language skills or communication barriers,
- Unique personality traits such as fear of heights or of working in small work places,
- History of or contemporary substance abuse,
- Personal bankruptcy,
- Other issues that raise doubts in the mind of an employer as to the suitability of a student to become an employee.

Pinnacle Career Institute has a long and proud tradition of helping students enter and succeed in careers. Your unique situation may aid or hinder your career.

DISCLAIMER
PINNACLE CAREER INSTITUTE (PCI) MAKES NO PROMISES OR GUARANTEES OF EMPLOYMENT. DUE TO UNIQUE FACTORS AND ATTRIBUTES OF EACH STUDENT IT IS POSSIBLE THAT EVEN AFTER SUCCESSFULLY COMPLETING A PCI PROGRAM, A STUDENT MAY NOT FIND EMPLOYMENT. STUDENTS SHOULD CONSIDER THEIR OWN UNIQUE "EMPLOYABILITY" PRIOR TO ENROLLING IN ANY COLLEGE OR CAREER PREPARATION PROGRAM.

KANSAS BOARD OF REGENTS
Kansas students are required to complete a minimum of 22.5 quarter credit hours of general education in order to earn an Associate's degree.

# Institution Overview

## Statement of Legal Control

Pinnacle Career Institute is wholly owned by Manufacturers Technical Institutes, Inc., a Missouri corporation, doing business as (d/b/a) Pinnacle Career Institute.

The officers of the corporation are:
Jeffrey C. Freeman, Chief Executive Officer/ Chairman of the Board/Treasurer
Scott F. Freeman, Vice President/Secretary

They are committed to the advancement of quality higher education with a "student-centered" focus that prepares students for careers in allied health, business, and technical-professional industry related fields.  The school offers equal opportunities without distinction or discrimination because of race, color, sex, religion, age, national origin, or disability, in any of its academic programs or activities, or in any of its employment practices.

## History

The institution offered its first resident class in October, 1953 as Electronics Institute, Inc., a Missouri corporation.  The Electronics Institute operated as a subsidiary of the National School of Aeronautics, Inc. until July, 1959, at which time it was sold to Mr. H.V. Leslie of Baltimore, Maryland. Mr. Leslie continued to operate the Electronics Institute in Kansas City until June 1, 1965, at which time it was bought by a Kansas City group headed by Mr. E.L. Wasson. In May, 1970, Mr. Jeremiah Ford II acquired majority interest in the school and continued its operation until August, 1971. At that time Buck Engineering Co., Inc., Farmingdale, New Jersey, formed a wholly owned subsidiary, Manufacturers Technical Institutes, Inc. (M.T.I.) which acquired in a purchase transaction all of the capital stock of Electronics Institute, Inc.. Electronics Institute, Inc. was subsequently merged into M.T.I. On October 19, 1988, Southwest Tracor, Inc., of Belton, Missouri purchased all stock of M.T.I. from Buck Engineering, Inc.. M.T.I then became a subsidiary of Southwest Tracor, Inc.

On June 2, 1992, Scott F. Freeman and Jeffrey C. Freeman of Belton, Missouri, purchased 100% of the stock from Southwest Tracor, Inc. and over the next decade began the process of diversifying the programs available on the campus. The school changed its name in September 2002 to more accurately reflect the expansion and diversification of educational programs to Pinnacle Career Institute (PCI).

In January of 2005, Pinnacle Career Institute was approved to offer Online Education programs through online course delivery.  Pinnacle Career Institute currently serves students across the United States through its online education program offerings.

On April 25, 2008, Pinnacle Career Institute was granted approval to open the Pinnacle Career Institute - North Kansas City branch campus.

Effective June 1, 2009, Manufacturers Technical Institutes, d/b/a Pinnacle Career Institute, through succession by merger, has a division which was first located in Las Vegas, NV, commonly known as Professional Fitness Institute. In April 2014, this division was moved to Kansas City, MO, and continues to remain in operation as Professional Fitness Institute, a division of Pinnacle Career Institute.

On January 31, 2010 Manufacturers Technical Institute of Kansas, Inc., a Kansas Corporation, d/b/a Pinnacle Career Institute – Lawrence, Kansas; a longtime sister institution; was merged into Manufacturers Technical Institute.

## Accreditation and Approvals

Pinnacle Career Institute – Lawrence is currently accredited with the Accrediting Council for Independent Colleges and Schools (ACICS) to award Certificates and Associates of Applied Sciences degrees.

Pinnacle Career Institute and Pinnacle Career Institute – North Kansas City were previously accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award Certificates and Associates of Occupational Studies degrees. The Accrediting Commission of Career Schools and Colleges (ACCSC) Schools is listed as a nationally recognized accrediting agency by the United States Department of Education.

Effective June 2011, Pinnacle Career Institute (PCI) received accreditation by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Certificates and Associates of Occupational Studies degrees. At the same time, Pinnacle Career Institute-North Kansas City was recognized as an additional location and also accredited to award certificate and Associates of Occupational Studies degrees. In addition, Professional Fitness Institute, a division of Pinnacle Career Institute, is recognized as a learning site of Pinnacle Career Institute by ACICS. Effective July 1, 2012, Pinnacle Career Institute-Online Education was conditionally accepted by ACICS as an additional location and approved to award Certificates and Associates of Occupational Studies degrees.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

ACICS
750 First Street NE, Suite 980
Washington, DC 20002-6780
(202) 336-6780
http://www.acics.org/

Pinnacle Career Institute is certified to operate in the State of Missouri by the Department of Higher Education and has approvals from the Department of Elementary and Secondary Education to provide training under the Veterans Administration, Vocational Rehabilitation, and Workforce Investment Act. Pinnacle Career Institute is also approved by the Kansas Board of Regents. Pinnacle Career Institute is contracted for training by the Missouri and Kansas Rehabilitation Commissions.

Pinnacle Career Institute-Lawrence is approved by the Kansas Board of Regents, Kansas Department of Human Resources, and the Kansas Commission on

Veteran's Affairs. Pinnacle Career Institute-Lawrence is an authorized test Microsoft Office Specialist (MOS), Microsoft Technology Associate (MTA), and Internet and Computing Core Certification (IC3) exams.

## Pinnacle Career Institute Memberships

American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Council on Education
Assoc. Bodywork and Massage Professionals
Assoc. of Private Sector Colleges & Universities
Better Business Bureau of Greater Kansas City
IDEA Health and Fitness Association
Kansas City Chamber of Commerce
Kansas Vocational Rehabilitation Association
National Association Student Financial Aid Administrators
Missouri Association of Student Financial Aid Personnel
Missouri Association of Private Career Colleges & Schools (MAPCCS)
Missouri Vocational Rehabilitation Association
National Association for Health Professionals
National Strength and Conditioning Association
National Vocational Rehabilitation Association
Servicemembers Opportunity Colleges (SOC)

## Pinnacle Career Institute - Lawrence Memberships

Assoc. Bodywork Massage Professionals
Assoc. of Private Sector Colleges & Universities
Better Business Bureau of Northeast Kansas
Kansas Association of Career & Technical Educators (KACTE)
Kansas Association of Private Career Colleges & Schools (KAPCCS)
Kansas Association of Student Financial Aid Administrators (KASFAA)
Lawrence Chamber of Commerce
Lawrence Educational Achievement Partnership
National Association for Health Professionals
National Association of Student Financial Aid Administrators
Servicemembers Opportunity Colleges (SOC)

# Organization

## Board of Directors

Jeffrey C. Freeman, Chairman
Scott F. Freeman
Michael Platt

## Administration

1001 E. 101st Terrace, Suite 320
Kansas City, MO 64131

Chief Executive Officer
Jeff Freeman

President
Joan Meyer, MAEd, Capella University

Executive Vice President
Rebecca Clothier, BS, Psychology, Minor in Business, Emporia State University

Vice President, Online Education
Les Hyde, MBA, University of Phoenix, 6 Sigma Black Belt

Vice President, Operations
Matthew Killday, MBA, Keller Graduate School of Management

Chief Academic Officer
Amanda Edwards, MAEd, Jones International University

Chief Registrar
Debbie Fajen

Director of Human Resources
Cherie Smith, MPA, Park University; BA, Business Administration, William Jewell College

Director of Financial Aid
Alberto Bravo, MBA, Baker University; BA, Psychology/Physical Science, University of Kansas

Director of Business Offices
Christine Williams

Director of Learning Management System
Ryan Harp, AAS, Recording Arts, Full Sail University; Certificate, Wind Turbine Technician, Pinnacle Career Institute

Director of Instructional Design
Dawn Fry, MA, History, BA, English/History, University of Central Missouri

Librarian
Kristin Hatch, MA, Information Resources & Library Science, University of Arizona

## Pinnacle Career Institute

1001 E. 101st Terrace, Suite 325
Kansas City, MO 64131

### Administration

Executive Director
Guy Cognet, Master of Science, Adult Occupational and Continuing Education, Kansas State University

Director of Education
Greg Smee, BA, Secondary English Education, Mid-America Nazarene University

Director of Admissions
Debbie Lang

Director of Career Services
Jenny Mische, BA, Interdisciplinary Studies, BA, German, University of Missouri

Director of Financial Aid
Christy Carpenter, BA Business, Graceland University

Chief Registrar
Debbie Fajen

## Pinnacle Career Institute - North Kansas City

Branch Campus of Pinnacle Career Institute
11500 Ambassador Drive, Suite 221
Kansas City, MO 64153

### Administration

Executive Director
James E. Tanner, BS, Business & Information Systems, University of Phoenix

Director of Education
Mara Elliott, MPA, National University-San Diego, CA

Director of Admissions
Sarah Griffin, BS, Business Administration, Benedictine College

Director of Career Services
Aaron Floyd, B.S., Communications, Missouri Western State University

Director of Financial Aid
Linda Hamilton, Cert. Business Management, Kansas City Business College

Registrar
Julie Schneider

## Pinnacle Career Institute - Online Education

### Administration

Vice President, Online Education
Les Hyde, MBA, University of Phoenix

Director of Education
Thomas Sargent, BA, Interdisciplinary Humanities, Johnson State College

Director of Admissions
Mitch Reeder, BS, Business, University of Missouri

Director of Student Services
Carrie Carpenter, AA, Longview Community College

Registrar
Kerri Dirosa, BS, Occupational Therapy, University of Kansas

## Pinnacle Career Institute - Lawrence

1601 W. 23rd, Suite 200
Lawrence, KS 66046

### Administration

Executive Director
Rebecca Clothier, BS, Psychology, Minor in Business, Emporia State University

Director of Education
Kofi Boye-Doe – MS, Criminal Justice- Washburn University, BS, Criminal Justice and Law Enforcement- Washburn University, BA, Sociology- Washburn University, Associates, Biology and Chemistry- Neosho County Community College

Director of Admissions
Karen Lilley

Director of Student Services and Placement
Meshell Rortina, AAS, Business Management, Kansas State University; Certificate, Personal Trainer, Pinnacle Career Institute

Director of Financial Aid
Bonnie Sandefer, Certificate, Academy of Finance

Registrar
Deborah Liddel, BA Coe College

## Professional Fitness Institute, a division of Pinnacle Career Institute

11500 Ambassador Drive, Suite 221A
Kansas City, MO 64153

### Administration

Dr. Mitch Simon, Director; DC, Cleveland Chiropractic College; BS, Exercise Science, University of Southern California

## Faculty by Program

| Electronics | Campus |
|---|---|
| Debbie Barnes - Program Coordinator/Instructor AOS Electronics Technology, Electronics Institute; FCC Licensed Examiner; Certificate, Wind Turbine Technician, Pinnacle Career Institute | Main |
| Bill Jenkins - Instructor Certificate Navy Instructor School, US Navy; FCC/GROL/Radar ENDRSEMEN; FCC GROL | Main |

| Dental Assistant | Campus |
|---|---|
| Jennifer Jones - Dental Assisting Program Coordinator | Law |

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|---|---|
| AOS Dental Assisting, Brown Mackie College | |
| Robert Pruitt - Dental Assisting Program Coordinator-Online BS, Management, University of Phoenix; Certified Dental Assistant, Dental Assistant National Board | Online |
| Karen Stewart – Medical Assistant program instructor NRCMA; Certified Nurse Aide, Neosho County Community College; BA, Early Childhood Education | Law |

| Health Information Management/ Medical Billing and Coding Specialist | Campus |
|---|---|
| Shazia Ashraf - Health Information Technician/Health Information Management Programs Coordinator MS, Administration, CSU Bakersfield; BS, Business Administration, Walden University; AA, Health Information Technology, Santa Barbara City College; RHIT, American Health Information Management Association; CPC, American Academy of Professional Coders | Online |
| Angelia Collier - Medical Billing and Coding/Specialist/Health Information Technician Programs Coordinator/Instructor BA General Studies, Columbia College-Kansas City; Certified Coding Specialist; Medical Billing and Coding Certificate, Pinnacle Career Institute, Kansas City | Main |

| HVAC Technician | Campus |
|---|---|
| Aaron Harvey  - HVAC Technician Program Coordinator Universal EPA Certification, Nate Installation Core Certification, Missouri Propane Gas Certification | NKC |
| Darell High - HVAC Technician Program Coordinator MBA, Benedictine College; BS – Management, Park University; ESCO Institute – CFC Universal, NATE – Heat Pump Installation, AC Service & Installation, Air Distribution Service & Installation, Gas Heating Service & Installation, 410A Certification. | Online |
| Ronald Rice – HVAC Technician program instructor Bachelor of Arts in Biblical Literature, National Radio Institute, Washington D.C. , Universal EPA Certification, Green Awareness Certification, Universal Refrigerant Transition & Recovery Certification | NKC |

| Massage Therapy | Campus |
|---|---|
| Bobbie McHenry - Massage Therapy program instructor NCTM, Licensed Massage Therapist, State of Missouri; Certificate, Massage Therapy, Professional Massage Training Center | ALL |
| Taylor Mechaley - Massage Therapy program instructor Certificate, Massage Therapy, Pinnacle Career Institute | Law |
| Melissa Roberson – Massage Therapy clinic instructor Certificate, Massage Therapy, Pinnacle Career Institute | Law |

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|---|---|
| Kyle Rogers - Massage Therapy Program Coordinator NCTM, Licensed Massage Therapist, State of Missouri; Certificate, Massage Therapy; Pinnacle Career Institute; Associate of Occupational Studies, Personal Training; Pinnacle Career Institute | ALL |

| Medical Assistant | Campus |
|---|---|
| Dr. Robert Allen - Medical Assistant Instructor DC, Cleveland Chiropractic College | NKC |
| Michelle Biswell – Medical Assistant program instructor CCMA; Medical Assistant, Kansas City Business College, BLS Healthcare Providers CPR/AED, American Heart Association | NKC |
| Dr. Charles Emms - Medical Assistant Instructor D.C., Cleveland Chiropractic College; B.S., University of New York | NKC |
| Suzee Gay - Medical Assistant Program Coordinator PN-Sanford Brown College, Practical Nursing; LPN-KS and MO License, IV Certified | Online |
| Teresa Rodgers - Medical Assistant Program Coordinator NRCMA, CCMA; Certificate LPN – Flint Hills Area Vocational Technical School | Law |
| Sally Shelton - Medical Assistant Boot Camp Facilitator/Online Instructor NRCMA; Dodge City Community College, Associate Degree, Nursing | Online |
| Nina Starr – Medical Assistant instructor LPN, Hillyard Technical Center; MA certificate, Vatterott | Law |
| Karen Stewart – Medical Assistant program instructor NRCMA; Certified Nurse Aide, Neosho County Community College; BA, Early Childhood Education | Law |
| Dana Williams - Medical Assistant Program Coordinator/Instructor NRCMA, CCMA, Metro Business College; AMA, Hill University, Humble, TX | Main |

| Personal Trainer | Campus |
|---|---|
| Matthew Moilanen. - Personal Trainer Program Coordinator BSE, University of Kansas--Sports Science | Online |
| Travis Reynolds. - Personal Trainer Program Coordinator BS, Exercise Physiology Sports Medicine, Central Missouri State University, ASMA | Main |

| Wind Turbine Technician | Campus |
|---|---|

| | |
|---|---|
| Battles, Scott. - Lead Instructor AOS, Telecommunications, Electronics Institute; Certificate, GE Energy, 1.5MW Operations & Maintenance; Certificate, GE Electrical System Simplification/Converter/GE Pitch; Licensed Radiotelephone Operator | All |
| Joshua Farrington. - Wind Turbine Technician Instructor WTT Certified-Pinnacle Career Institute; OSHA 10 certified, Basic Height Rescue Zone 1 certified; Basic Harness PFPE certified; Rigging certified; Bolt Torque and Tension certified; Crane and Chain Hoist User certified; US Regional Safety Compliance certified; Technical Safety certified; Confined Space Entry certified; ENSA Safe Access and Rescue certified; First Aid CPR certified | Law NKC |
| Jenkins, Bill. Electronics Instructor Certificate Navy Instructor School, US Navy; FCC/GROL/Radar ENDRSEMEN; FCC GROL | Law Main |
| Schonhoff, Sam. Program Coordinator Certificate, Wind Turbine Technician, Pinnacle Career Institute | Online |

| General Education Courses | Campus |
|---|---|
| Kofi Boye-Doe - Director of Education, Instructor MS, Criminal Justice, Washburn University; BS, Criminal Justice and Law Enforcement, Washburn University; BA, Sociology, Washburn University; Associates, Biology and Chemistry, Neosho County Community College | Law |
| Jeffrey Carpenter – Instructor BA, Education, Graceland University | Main |
| Cordell Grandestaff - Instructor BS, Electricity & Electronics, Central Missouri State University; BS, Business Administration, Missouri Valley College | NKC |
| Carolyn McCall - Instructor BS, Business Administration, University of Central Missouri State; MA, Marketing, Webster University | NKC |
| Larry Tucker - Instructor MBA Administration, Missouri State University; MS Guidance and Counseling, Missouri State University; BS Psychology, Missouri State University; AA History, Crowder College | Online |

# Critical Strengths of the College

## Curriculum

Pinnacle Career Institute (PCI) has specialized curriculum to meet the needs of students who are career oriented. The men and women who make up the student body of Pinnacle Career Institute are interested in skills and training which will qualify them for immediate employment opportunities at a reasonable investment in terms of time and money. The certificate and degree programs offered by Pinnacle Career Institute are composed of courses designed to meet the specific needs of the business community.

PCI has established long-range goals for improvement of academics, with specific benchmarks and timelines in such areas as instructional methods, materials and curricula, and includes a structure to ensure appropriate development, assessment, and evaluation of outcomes. Curriculum is developed and reviewed on an ongoing basis, and provides an overview of specific activities designed to ensure continuous effectiveness and improvement in instructional methods and materials.

Assessments of student learning are developed in four distinct areas:

- Assessment of Student Learning Outcomes (through the use of competency checklists, certification and licensure exam results and Satisfactory Academic Progress Monitoring reports)
- Assessment of Learning Processes (through library activity, analysis of course syllabi for coherence and collaborative learning, student surveys, informal student focus groups documentation of the match between course and program learning goals)
- Assessment of Learning Inputs (placement test scores, faculty development opportunities related to student assessment and learning)
- Assessment of Learning Context that Affects Student (review of data from employer surveys, placement rates, graduation rates, regional and national trends in programming, faculty surveys).

PCI is committed to the success of its students and evaluates the learning process throughout the student's enrollment.

## Faculty

Faculty members are selected for their professional backgrounds and experience as well as their academic qualifications. Many have advanced degrees or have excelled in their particular professional endeavors. They bring PCI students the benefits of their practical experience.

## Class Size

Classes range in size, with the maximum students per class being 40 students. Class sizes vary depending on the programs to enable the student to receive the attention and practical experience necessary for their chosen fields.

For classes that are delivered via online education, the maximum number of students per class is 30 students.

## School Facilities

**Pinnacle Career Institute** campus occupies a 45,000 square foot facility on two levels within a professional building. Easily accessible off I-435 & Holmes in Kansas City, the campus is beautifully framed within trees and natural landscaping to provide pleasant surroundings for our students.

The main campus has large lecture rooms designed for each program as well as laboratories designated for each program including a 3,400 square foot gym and public massage clinic. In addition, there is a student lounge with vending available and various eating establishments and housing choices in close proximity. There is a bookstore for the students to purchase books, supplies, and school related items.

**Pinnacle Career Institute - North Kansas City** campus occupies approximately 30,000 square feet in the historic TWA professional building. Easily accessible off I-29, the campus is beautifully surrounded with trees which provide an agreeable atmosphere for our students. The campus has large lecture rooms designed for each program as well as laboratories designated for each program including a gym. In addition, there is a large student lounge with vending available, and various eating establishments and housing choices are in close proximity.

**Pinnacle Career Institute - Online Education** is located at 1001 E. 101st Terrace, Suite 320 in Kansas City, Missouri. The school resides within an office complex which features high technology capabilities to support the online campus. All aspects of the online location site are housed at the campus including administration, enrollment management, financial aid, student services, and education.

**Pinnacle Career Institute – Lawrence** campus occupies a modern 18,000 square foot, air-conditioned facility located one block east of Iowa Street on 23rd Street, in the Southern Hills Shopping Center. The school has eleven large classrooms, a Learning Resource Center, massage clinic, and a student common area.
Students at each location have full access to the online library database for research needs plus various trade publications, books, and papers are provided in an on-site Learning Resource Center that provides students with a facility for studying and research, including computers and study areas.

**Professional Fitness Institute, a division of Pinnacle Career Institute** occupies significant space in a large facility in Kansas City, Missouri. This site houses a 2600 square foot, well-equipped gym facility, offices for the PFI staff, assessment room, and offers access to 10 classrooms that are utilized in the delivery of Capstone Education events (boot camps) associated with the Personal Trainer program for Pinnacle Career Institute as well as partner schools. Equipment contained in the space includes gym equipment, office furniture, computers, and various tools and devices particular to the personal training industry.

Pinnacle Career Institute meets the physical requirements of the Americans with Disabilities Act. All locations are equipped with specifically designed entrances, drinking fountains, and other amenities for the handicapped student. Ample free parking is immediately adjacent to the buildings.

# Admissions

Students are encouraged to apply for admission as soon as possible in order to be admitted for their specific program of study and start date. All applicants are required to complete a personal interview with an admission coordinator either in person or by telephone dependent on geographic distance. Parents and/or significant others are encouraged to attend. This gives the applicants and their families an opportunity to learn about the institution and ask questions in regards to curriculum and career objectives. Personal interviews also enable the institution to determine if an applicant is a strong candidate to be admitted into Pinnacle Career Institute.

PCI believes in equal opportunity and welcomes all qualified candidates regardless of sex, race, color, or national origin. Applicants must be 18 years of age by the date they graduate from PCI. Exceptions to this age limit will be made only with the written consent of the student's parents. Students enrolling in programs that include an externship should be aware that in some cases it may be difficult for students under the age of 18 to locate and participate in offsite externship hours. In such cases, PCI staff will work with students to provide assistance to locate acceptable sites for the completion of externship hours.

All applicants must have a High School Diploma or General Education Diploma (GED).

## Procedures

The following items must be completed at the time of registration.

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Request for high school or GED transcript (and college transcripts, where applicable.) An official transcript must be received prior to the end of the first term or the student will be administratively withdrawn and be responsible for any cost incurred.
- Applicants with home school diplomas are required to present evidence to validate the credential. In the event the home school diploma cannot be verified per the state requirement, the applicant is required to complete the GED and the student will be withdrawn until GED verification is provided.
- Achieve a minimum score of thirteen (13) on the Wonderlic SLE-Q entrance exam. *(Students complete the exam online through a secure login and pass code platform).*

Students that fail the test may retest once. If they fail the test twice, they must wait 90 days before re-applying.

- Applicants should note that color is a method used for coding electronic components; consequently, color-blind or color-impaired individuals may have difficulty or be unable to succeed in some courses in the Electronics, HVAC Technician, or Wind Turbine Technician programs.
- Pinnacle Career Institute does not require any immunizations for admission into the institution and requires that no proof of immunizations be provided. Specific programs may have specific immunization requirements prior to being able to attend a boot camp or be entered into an internship/externship. Please see specific program information or request this information from the campus Director of Education.
- Certain programs may require additional student information and have additional completion requirements.

## Medical Assistant Certificate Program

All students who enroll for the Medical Assisting Certificate Online Education program and meet the admissions requirements for the institute will be Conditionally Accepted for the first 30 days of their program.  If they would cease attending, not have attendance all four weeks of the course, or receive a failing grade within the first 30 days, they will not have been considered accepted into the institution and will incur no charges.

## Academic Accommodations

Academic accommodations are defined as all adjustments, alterations, and/or modifications that allow a student with a documented disability or impairment to have equal access to the institutions programs and activities.

**Policy on Registering for Disability Services**
A student is responsible for informing the school that they have a disability and need an academic adjustments or accommodations.  Pinnacle Career Institute is not required to identify a student as having a disability or to assess their needs.

Students interested in receiving academic accommodations and/or support services must contact the school's ADA Specialist. To receive academic accommodations, students must first provide the school's ADA Specialist with appropriate documentation of their disability. A request can be made at any time during the students' academic tenure; however, proper protocol must be followed. Each course syllabi also provides students with an opportunity to self-identify and ultimately receive accommodations:

- Pinnacle Career Institution complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities.  Any student who needs accommodations should inform their admissions coordinator when enrolling, or their instructor or Director of Education immediately at the beginning of the class that he/she will be requesting accommodations for.  They will then be referred to contact the ADA Specialist to schedule an appointment to discuss and request academic accommodation services.   If academic accommodations are approved, an Individual Education Plan will then be sent to the instructor(s).

Pinnacle Career Institution is not required to provide any testing or evaluation for documentation of learning or other disabilities and does not do so. The cost for documentation is borne by the student. The school's ADA Specialist reserves the right to request additional information should the documentation provided be insufficient in diagnosing and describing the disability or in providing enough information to determine academic accommodations. Furthermore, the school is not responsible for ensuring academic accommodations for students who identify themselves only to faculty and have not identified themselves directly through the ADA Specialist.

**Required Documentation to Utilize Disability Services**
To register with the ADA Specialist, documentation must be current and must be submitted by a licensed or certified diagnostician or medical professional. This documentation must be a comprehensive assessment including recommendations and rationale for accommodations as well as recommendations for treatment. Guidelines for providing documentation are listed below.

Documentation on file for the student *must:*
- Clearly state the diagnosed disability or disabilities.
- *Describe the functional limitations* resulting from the disability or disabilities.

- **Be current** — i.e., completed within the last 3 years for learning , last 6 months for psychiatric disabilities, or last 3 years for ADHD and all other disabilities (**NOTE:** this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature).
- **Include complete educational, developmental and medical history** relevant to the disability for which testing accommodations are being requested.
- **Include a list of all test instruments** used in the evaluation report and relevant subtest scores used to document the stated disability (this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature).
- Describe the specific accommodations requested.
- Adequately support each of the requested testing accommodation(s).
- Be typed or printed on official letterhead and be signed by an evaluator qualified.

The school's ADA Specialist reserves the right to request additional information should the documentation provided be insufficient in diagnosing and describing the disability or in providing enough information to determine academic accommodations.  If there is an additional cost for this documentation, Pinnacle Career Institute may be responsible for these additional costs.

**Procedure for Requesting Academic Accommodations**

After providing the ADA Specialist with appropriate documentation and need for academic accommodations, documentation will be reviewed on an individual, case-by-case basis.   Reasonable accommodations are individually determined and will be based on the functional impact of the condition and its likely interaction with the environment (course assignments, program requirements, physical design, etc.). As such, accommodation recommendations may vary from individual to individual with the "same" disability diagnosis and from environment to environment for the same individual.

To determine an appropriate academic adjustment, the school will review the student's request in light of the essential requirements for the relevant program. The school is not required to lower or waive essential requirements. If the student has requested a specific academic adjustment, the school may offer that academic adjustment, or it may offer an effective alternative.

Should a student qualify for academic adjustments or accommodations, an appointment will be scheduled with the student's academic programming team (i.e. Program Coordinator, Student Success Coordinator, Director of Education, and ADA Specialist) to review the student's recommended academic adjustments and/or accommodations. This will insure the team will take into account possible adjustments and recommendations the student may have.   An Individual Education Plan will then be completed indicating the awarded accommodations, modifications, and/or auxiliary aids for that student. The Individual Education Plan must be signed by both parties before the student may enter the institution or enter the class that the accommodation is being provided. The Director of Education provides instructors a copy of the IEP, however students are responsible for setting up an appointment with their instructors with a copy their Individual Education Plan to review the accommodations.

Accommodations are **not retroactive.** Accommodations will take effect when the student has completed the accommodations request process, the ADA Specialist has approved the accommodations, and instructors have received the Individual Education Plan. Every effort will be made by Pinnacle Career Institute staff to ensure the students clearly understand what is expected, their rights and responsibilities. PCI staff will ensure a smooth and timely transition through this process. However, students are respected as adults and are encouraged to take an active role in informing faculty of authorized accommodations, collaborating with them to insure effective arrangements.

An Individual Education Plan applies only for the period of time in which the student is enrolled in the institution. Students who are re-entering the institution after any voluntary or involuntary withdrawal or transferring programs are required to resubmit their request to the ADA Specialist/Director of Education following the same policies and procedures for requesting academic accommodation, if they would like to receive academic accommodations upon re-entry to the institution.

**Disability Complaint/Appeals Procedures**
Students who feel that they have been adversely affected by disability decisions made by the institution can file a complaint or appeal to the Chief Academic Officer.

Complaints or appeals filed by disabled students can include (but are not limited to) matters such as:

1. Reasonable academic accommodations or services requested which have been denied, terminated, suspended, or modified in such a manner as to limit the student's access to the educational program or services of the institution that are required by the student to meet his/her educational goal;

2. For failure of the institution to provide a required academic accommodation or service in a reasonable time frame once the student has provided the necessary documentation to verify his/her disability; or

3. For actions, decisions, or procedures that the student feels have negatively affected his/her student status, privileges, or access to the educational programs or services of the college because of the student's disability status.

The Chief Academic Officer will meet with the student no more than five (5) working days of the student filing a complaint or appeal. The complaint or appeal is to be made through the Office of the Chief Academic Officer.

## School Policies

Students are expected to be familiar with the information presented in this school catalog, in any supplements, and addenda to the catalog, and with all school policies.  By enrolling at Pinnacle Career Institute, students agree to accept and abide by the terms stated in this catalog and all school policies.

Pinnacle Career Institute agrees to provide instruction in the student's program as outlined in the current catalog to the best of the school's ability. Class offerings and class starts may change dependent on the size of class enrollment or other outside forces. If a change is made in the program of a student, the student will receive written notification. Any new student to a program, upon receiving notification, may cancel their enrollment within five (5) business days without penalty.

Any dispute, claim or controversy arising out of or relating to enrollment and/or attendance at Pinnacle Career Institute or the terms and provisions of PCI's Enrollment Agreement and/ or the breach, termination, enforcement, interpretation or validity of the enrollment agreement clause thereof, including but not limited to the determination of the scope or applicability of this agreement to arbitrate, PCI and student  hereby knowingly and expressly agree that any and all disputes not resolved through PCI's internal student complaint process will be resolved through Arbitration.  Please refer to section 9 of your enrollment agreement for further information.

## New Student Orientation

All new students are required to participate in a new student orientation session prior to the start of their program.  During this orientation session, students will be informed of the pertinent rules and regulations of the institution, familiarized with the facilities, and introduced to faculty and staff members.

## Credit Assessment

### Credit by Examination
Some students may qualify for credit by examination for previous training or education gained elsewhere. This training and education must be documented at the time of application by a diploma, certificate, transcript or other correspondence before arrangements can be made. In some instances, students may have gained the commensurate knowledge in a work setting. In such a case, they must document the past work, length of time at that job and the work skills that they feel have prepared them to adequately pass such an examination. **Students may not apply to test out of GS100 Fast Track to Success course.**

The application to complete a course through credit by exam should be made **within thirty (30) days from the date of enrollment at PCI and can be obtained from the Director of Education.** Students will be charged a non-refundable fee of $25.00 per credit hour for the course they are attempting to receive credit through the credit by examination process. Financial aid will not be applied to this fee. Full payment must accompany the application submitted to the Director of Education.

The Director of Education will make arrangements to

administer a comprehensive examination over the course content. This may consist of both written and performance examinations. A minimum grade of 80% is required in order for credit to be awarded.

Students are allowed only one opportunity to test out of a course. Should they fail to pass the comprehensive examination, they must then successfully complete the full course in order to receive credit. There will be no indication of the failure on the student's transcript.

Credit by Exam will be applied to the student's program, if the student passes the examination, and will be added to the student's transcript and counted toward graduation requirements. However, no grade will be applied to credits earned through Credit by Exam and they will not be calculated in the qualitative Satisfactory Academic Progress. Refer to the Satisfactory Academic Progress policy for more information.

Academic credit by examination will not be awarded for more than two classes in any program.

### Transfer and Award of Academic Credit

Academic credits with a grade of "C" or better earned at other accredited institutions may be transferred to PCI based on the comparability of the nature, content, and level of credit earned to that offered by PCI. No more than 50% of the required program quarter credits hours may be transferred and all credits must have been earned within the past five (5) years. Students wishing to obtain transfer of credit should have an official transcript and catalog or course descriptions sent by the accredited institution to PCI. There is no legally enforceable right for a student to require PCI to accept a transfer of credit from another educational institution. **Submissions should be made within thirty (30) days from the date of enrollment at PCI.**

For PCI graduates, the grades of A, B, C, D, and P indicate successful completion for credits awarded from Pinnacle Career Institute and will be accepted for transfer of credit into another program, if applicable, at Pinnacle Career Institute. Credits will be applied to the new program as transfer credit and will not be calculated into the student's Satisfactory Academic Progress. Please refer to the Satisfactory Academic Progress Policy in this publication for further information.

For current students changing programs or re-entering students, credit will be applied by associating grades and those grades will be calculated into the student's CGPA for the new program. These credits will be counted towards course hours attempted for the course completion percentage. Please refer to the Satisfactory Academic Progress Policy in this publication for further information.

**Please note**: PCI has no control over receiving institutions' ability or willingness to accept and award PCI academic credits into another institutions' program of study.

### Prior Learning Assessment

Students may be able to fulfill some course credits with Prior Learning Assessment (PLA). PLA credits may apply to both certificate and associate degree course requirements at Pinnacle Career Institute, unless otherwise specified in policy.

To qualify for PLA credit review, prepare a PLA portfolio that includes documents demonstrating your prior learning experience. Appropriate documentation eligible for review includes:

- Institutional or corporate training courses
- Transcripts from non-accredited colleges, schools, and training facilities
- Professional certificates
- State and national licenses
- Training courses, workshops and seminars
- Documentable work experience to include resume and employer-issued job descriptions

Submit your PLA application and portfolio to the Director of Education for **evaluation within 15 days from the date of enrollment at PCI**. Application of credits to a student's program may vary as a result of program requirements, credit deficiencies, and/or the current policies of Prior Learning Assessment or Pinnacle Career Institute.

PLA Credit Costs

There is a one-time application fee of $100, which must accompany the application and portfolio submission. After review, a fee of $25 per credit awarded must be received for credits to be applied. Financial aid will not be applied to these fees.

Application to the PLA process does not guarantee credits will be applied. Speak with your Director of Education about whether your experience can qualify for credit prior to application submission.

### American Council on Education (ACE) Credit

Credit may be awarded through the American

Council on Education (ACE) for selected courses taken through the U.S. military and in business/industry. Credit recommendations are evaluated based on a review of each credit or examination successfully completed and the students chosen program of study.

Military Credit
PCI will consider skill-based courses taken while in the armed services for evaluation. To receive academic credit for military course work and schools, the student must submit a copy of his/her military training documents to PCI. These should include the DD214 or DD295, appropriate personnel file papers, and training certificates. Military transcripts are forwarded to the Chief Academic Officer for evaluation.

## Servicemembers Opportunity Colleges (SOC)

The Servicemembers Opportunities Colleges (SOC) is a consortium of national higher education associations that function in cooperation with the Department of Defense (DoD) and the Military Services including the National Guard and the Coast Guard to help meet voluntary higher education needs of service members.

Hundreds of thousands of service members, civilian employees of DoD, the Military Services including the National Guard, the Coast Guard, and family members enroll annually in programs offered by more than one thousand colleges, universities, and postsecondary occupational and technical institutions. These voluntary programs are a significant joint venture and require strong commitment and coordination among academic institutions and agencies, the Military Services including the National Guard, the Coast Guard and

the Office of the Secretary of Defense.

Pinnacle Career Institute (PCI) has been designated as a SOC institution committed to serving the educational needs of service members and their families. As a member of the SOC Consortium, PCI commits itself to support and comply with the SOC Principles and Criteria.

PCI ensures that:
- Service members and their families share in the postsecondary educational opportunities available to other citizens.
- Service members and their families are provided with accredited educational programs, courses and services.
- Flexibility of programs and procedures, particularly in admissions, counseling, credit transfer, course articulations, recognition of nontraditional learning experiences, scheduling, course format and residency requirements are provided to enhance the access to service members and their families to higher education programs.
- A military student is advised to contact his/her Education Services Officer for more information on the Servicemembers Opportunities Colleges and to visit http://www.soc.aascu.org/.

**Military Duty**
On occasion, a student servicemember receives activation or deployment orders when enrolled in a term. If those orders will impact his or her ability to attend class, a number of options are available. Length of the duty will dictate which option is best for the student. The student should contact the Director of Education well before the duty period to review those options and establish a plan.

# Student Finance

It is the goal of Pinnacle Career Institute to assist every eligible student in procuring financial aid to enable the student to attend our institution. Prospective students and their parents are encouraged to visit with the PCI Financial Aid staff for detailed information about various aid programs available.  The primary responsibility for meeting the costs of education rests with the individual student and their families.  All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin.  Need is defined as the difference between the cost of education for one academic year and the amount a student and/or family can be reasonably expected to contribute to this cost of education for the same period.

## Financial Aid Eligibility – Title IV

In order to be eligible for Tile IV financial aid, a student must:
- Be enrolled as a student in an eligible program of study on at least a half-time basis (with the exception of Pell and FSEOG);
- Have a high school diploma or the equivalent;
- Be a U.S. citizen or national, or an eligible non-citizen.  Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain Satisfactory Academic Progress;
- Provide required documentation for the verification process and determination of dependency status, if required;
- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if required;
- Complete entrance counseling prior to receiving any Title IV funds, and exit counseling upon completion of program of study, or withdrawal from institution.

## Application Process

To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed carefully and accurately as it is the basis of determining the student's eligibility.  Our Student Financial Aid Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs.  Once processed, the application will produce an Expected Family Contribution (EFC), a number which determines eligibility.  Financial aid from federal programs is not guaranteed from one year to the next; therefore it is necessary for each student to reapply every year while continuing their program of study.

### Need and Cost of Attendance
Once the FAFSA is completed, the financial information will be used in a formula established by the US Congress that calculates the EFC, need, and helps determine eligibility.  When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

### Satisfactory Academic Progress
Students must meet the standards of Satisfactory Academic Progress (SAP) in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a regular student of the institution.

Satisfactory Academic Progress for purposes of continuing eligibility for federal financial assistance is determined by applying the CGPA requirements, maximum completion time restrictions, warning provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Academic information section of the catalog.

Students on academic warning are considered to be maintaining Satisfactory Academic Progress and are eligible to continue receiving federal financial assistance.  Students who have been academically withdrawn are no longer considered active students and are ineligible for financial aid.  Reinstatement of financial aid eligibility will occur only after re-admittance through the appeal process, being placed on academic probation, and maintaining SAP.

## Grants and Loans

### Federal Pell Grant
The Federal Pell grant is intended to allow eligible students financial access to the school or college of

their choice.  For eligible students, Pell Grants are the "floor" or base upon which all other aid is built.  The amount a student may receive is determined by a standard U.S. Department of Education formula (EFC) which uses family size, income and resources, the student's full- or part-time enrollment status, and how much of the student's remaining education at the institution falls within the current federal award year (July 1 through June 30) to determine need. In order to be eligible for a Federal Pell Grant, a student may not have previously received a bachelor's degree from any other institution.  Award amounts are determined annually by the U.S. Department of Education.

## Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a gift program for students who demonstrate exceptional financial need.  The FSEOG program is federally funded for helping the financially needy undergraduate students meet the cost of postsecondary education.  This program is administered by the college and FSEOG funds are awarded only to Federal Pell Grant recipients with the lowest EFC beginning with zero.  The federal government allocates FSEOG funds to participating institutions and the limited funds pool requires PCI to award until depleted, so not all students may receive an award.

The regulated annual maximum amount of FSEOG is $4,000 and the minimum is $100.  However, the Office of Financial Aid has determined self-imposed minimums and maximums to ensure that the greatest number of students have an opportunity to receive a portion of the FSEOG allocation.  Usually the annual amount of award is $300.00.  FSEOG is only awarded for one year because of the limited availability of funds.

## Subsidized Federal Stafford Loan Program

These loans are available to eligible students enrolled at least half-time in an eligible institution and are based on the financial need demonstrated by each student.  A student may borrow up to $3,500 for the first academic year, and $4,500 for the second academic year.  The loan amounts will be prorated for academic years of less than nine months.  A student must repay his or her subsidized Federal Stafford loans based on the amount borrowed but no less than $50 per month, beginning six months after graduation or termination of studies.  The maximum interest rate on a subsidized Federal Stafford Loan is 3.4%, as of the date this

catalog was published.  Repayment of a subsidized Federal Stafford Loan may be deferred for up to three years for any student:

- Who is seeking and is unable to find full-time employment;
- Who suffers economic hardship;
- Who returns to school and is enrolled at least half-time.

A student will be obligated for a 1% origination fee and a .5% guaranteed fee on each subsidized Federal Stafford Loan he or she receives.

## Unsubsidized Federal Stafford Loan Program

These loans are available to eligible students enrolled or accepted for enrollment on at least a half-time basis at an eligible institution and who do not show available need. This loan was created so that all students, regardless of income, would be able to obtain a Stafford Loan. The terms and conditions of the unsubsidized loan, deferments, and interest rates, are the same as the Federal Subsidized Stafford Loan shown above, with a few exceptions, such as loan limits. However, interest is charged from the time the loan is disbursed until it is paid in full. The maximum interest rate on an unsubsidized Federal Stafford Loan is 6.8%, as of the date this catalog was published.

## Federal Direct PLUS Loan Program

A Federal PLUS loan enables parents with good credit histories to borrow for each child who is enrolled at least half-time and is a dependent student.

PLUS loans enable parents to borrow the cost of attendance minus other aid. PLUS borrowing is limited to parents with favorable credit histories. For Federal Direct Plus loans first disbursed on or after July 1, 2006, the interest rate will be fixed at 7.9%.

## Borrower Rights and Responsibilities

All first-time student borrowers are required to complete entrance counseling prior to their first day of class. Students with prior student loans are encouraged to complete the appropriate Deferment forms available from the Financial Aid Office. All student and parent borrowers will receive a copy of the Federal Direct Loan Program Borrower's Rights and Responsibilities.
Student borrowers should complete exit counseling prior to their last date of attendance.

## Other Loan Options

PCI can provide students with information on non-

federal based financing options. Since these loans are not guaranteed by the government, PCI cannot guarantee acceptance.

## Other Aid Programs
PCI students may also be eligible to receive funds to meet educational costs from Veterans Administration, Bureau of Indian Affairs, Workforce Investment Act (WIA), Division of Vocational Rehabilitation, and other organizations providing scholarships and grants. Please contact a Financial Aid Coordinator or appropriate agency regarding these funding sources.

## Scholarships

Scholarship and grant opportunities exist for students attending our institution. Below is a brief outline of scholarship and grants available for Pinnacle Career Institute.  For further information, the student should speak with his/her admissions coordinator or financial aid counselor.  Only one PCI grant or scholarship may be received by a student per program and may not be exchanged for cash or exceed the direct cost of tuition, fees, and institutional charges. The list of scholarship and grant opportunities listed below **do not have set deadlines associated with the application process**. All are considered open, rolling enrollments and may be applied for at any time throughout the year.

### PCI High School Scholarship
PCI recognizes the importance of providing educational opportunities for high school students in our area.  PCI provides two $2,000 scholarships to selected area high schools to be awarded to deserving students.  The scholarship must be applied toward tuition at PCI and cannot be exchanged for cash.  To be considered for the scholarship, the student must follow the application process for the PCI High School Scholarship program and apply prior to the beginning of the program. Information may be obtained either from the student's admissions coordinator or by requesting it from the Registrar at PCI.

### Imagine America Scholarships

### Career Training Foundation Scholarship Programs
The Imagine America Scholarship is a national aid program administered by the Imagine America Foundation in association with Career Training Foundation.  Pinnacle Career Institute participates with the Foundation to recognize the following scholarship programs:

### Imagine America Adult Skills Education Scholarship Program (effective 1/17/11)
The Imagine America Adult Skills Education Program (ASEP) is a national aid program established in 2008 by the Imagine America Foundation. This $1,000 award was established to assist adult, non-traditional learners in their quest for higher education.  ASEP is a one-time grant, provided through the Imagine America Foundation, to qualified adult students planning to attend a participating career college.  An application may be submitted by speaking with a financial aid counselor or submitting an application online through www.imagine-america.org.  The scholarship is awarded if all Imagine America criteria are met and if there is exceptional need of $6,500 or higher after all other Title IV and outside sources have been awarded for the direct cost of tuition, fees, books, and supplies. Students must apply prior to the beginning of the program.

### Pinnacle Career Institute Imagine America Adult Skills Education Scholarship Matching Grant (effective 1/17/11)
For students receiving the Imagine America Adult Skills Education Scholarship Program (ASEP), Pinnacle Career Institute makes available a matching grant of up to $1,000. Matching grants are made to facilitate career studies for individuals who meet PCI's admissions requirements and are sponsored by ASEP. The matching grant given by Pinnacle Career Institute is determined by the following:
- Tuition charges less the ASEP scholarship of $1,000, less all federal grants, loans and other outside sources not to exceed the direct cost of tuition, fees, and institutional charges.

### Imagine America Military Scholarship
The Imagine America Military Scholarship is a national aid program established to recognize the service of our military men and women.  This $1,000 award was established to assist military men and women in their quest for higher education.  The Imagine America Military Scholarship is a one-time grant, provided through the Imagine America Foundation, to qualified adult students planning to attend a participating career college.  An application may be submitted by speaking with a financial aid counselor or submitting an application online through www.imagine-america.org. Students must apply prior to the beginning of the program.

**Boot Camp Residential Scholarship**
The Boot Camp Residential Scholarship is awarded to a resident legally residing within the metro area in which a Boot Camp is located or within a regional area in relation to the boot camp that air travel may not be available and is within reasonable driving distance of the boot camp. The scholarship is worth $400 to be applied towards tuition and cannot be exchanged for cash value. To be considered for the scholarship, the student must complete the application and provide proof of residency in relation to location of the boot camp to determine eligibility.

**PCI Displaced Workforce Scholarship**
Pinnacle Career Institute recognizes the need to provide assistance to workers transitioning during a time of layoff or company closure. The PCI Displaced Workforce Scholarship is specifically provided to assist the displaced workforce with the direct program cost in order to obtain new or additional job skills training.

In order to qualify for this scholarship student must:
- Be an employee of an approved company as an eligible displaced workforce individual due to a group layoff/termination.
  - Must provide from HR proof of lay-off/termination notice.
  - If receiving company-provided education benefits: must complete all necessary steps to receive the benefit, provide from HR proof of eligibility and dollar amount, and pay education benefit amount to PCI.
- Start a program at PCI within three months from layoff/termination date.
- Apply for the scholarship prior to the beginning of the program by completing this application and providing all necessary documentation.
- Meet all admissions requirements.
- This scholarship is awarded one-time per individual and cannot be used with any other PCI scholarship/grant.
- Apply company-provided education benefit payable to the school for the direct cost of the educational program.
- Acknowledge personal responsibility to pay debt in the event of funding and/or eligibility changes.
- Awarding:
  - Students are awarded a tuition scholarship of up to 50% (maximum of $2500) of the company provided

education benefit or up to $1500 (whichever is greater) without an education benefit based on need and cannot exceed direct program costs to create a credit or cash balance.
  - Award is determined by: Direct education program costs less company-provided education benefit less any other federal grants and/or scholarships not to exceed the direct cost of tuition, fees, books, and other institutional charges. If funding from outside source(s) and/or other federal financial aid exceeds program cost, the scholarship will be reduced or void.
  - Scholarship is earned and applied to account card at the end of the program with successful graduation.
- Academic Requirements: Must…
  - maintain full-time enrollment in a certificate or degree program for which the student is receiving the scholarship,
  - maintain Satisfactory Academic Progress as detailed in catalog,
  - successfully graduate from the program.

Scholarship application and required documents are to be provided to the Financial Aid Coordinator prior to beginning program.

**PCI Military Scholarship**
Pinnacle Career Institute recognizes and appreciates the service of our military men and women. The PCI Military Scholarship is specifically provided to assist eligible military personnel including active duty, reservist, honorably discharged veterans, and spouse/dependents (eligible for VA benefits) with the remaining direct cost of their academic program beyond direct costs covered by his/her military benefits.

In order to qualify for this scholarship a student must:
- Be an eligible military service man/woman: active duty, reservist, honorably discharged veteran, or spouse/dependent receiving transferrable education benefits;
- Apply for the scholarship prior to the beginning of the program;
- Complete and sign a scholarship application;
- Meet all admissions requirements;
- Maintain full-time enrollment in a certificate or degree program for which the student is receiving the scholarship beyond the

add/drop week. Must complete the first 40 days per term to be eligible to receive the scholarship for each respective term;

- Provide documentation of active duty military status or honorably discharged by having their Commanding Officer or Education Services Officer sign this application. Honorably discharged status must provide a copy of the DD214 showing characterization of discharge prior to beginning class;
- Must provide proof of military benefit by providing a Certificate of Eligibility;
- Eligible spouse/dependent must provide proof of transferred educational benefit;
- Must complete all necessary requirements for the military to process the military benefit monies. VA benefits provide the funding source to the student to directly pay the school;
- Apply military benefit paid to the school for the direct cost of the educational program;
- Scholarship monies cannot exceed program cost to create a credit or cash balance on the account card. If funding increases, the scholarship will be void.
- Must maintain Satisfactory Academic Progress.

Students are awarded a tuition scholarship of up to $5,000 as follows: Direct education program costs less the military benefit amount and any other federal grants and/or scholarships not to exceed the direct cost of tuition, fees, books, and other institutional charges.

Scholarship application and required documents are to be provided to the financial aid coordinator prior to the planned term of attendance.  This scholarship must be applied for annually and if a student withdraws and re-enters, they must re-apply.

**PCI Tuition Assistance Military Scholarship**
Pinnacle Career Institute recognizes and appreciates the service of our military men and women. The PCI Tuition Assistance Military Scholarship is specifically provided to assist eligible military personnel using his/her Tuition Assistance military benefits to cover all or some of the remaining direct cost of their academic program beyond direct costs covered by his/her Tuition Assistance military benefits.

In order to qualify for this scholarship a student must:
- Be an eligible military service man/woman with Tuition Assistance benefits;

- Complete and sign a scholarship application;
- Meet all admissions requirements;
- Maintain full-time enrollment in a certificate or degree program for which the student is receiving the scholarship beyond the add/drop week. Must complete the first 40 days per term to be eligible to receive the scholarship for each respective term.
- Provide documentation from the Education Officer specifically confirming Tuition Assistance eligibility as well as the exact dollar amount per each PCI academic year;
- Must provide proof of military benefit by providing a Certificate of Eligibility;
- Must complete all necessary requirements for the military to process the military benefit monies. TA authorization vouchers must be provided by the student directly to the school;
- Must meet continued responsibility to certify each term with the Education Officer and forward the TA authorization voucher to PCI;
- Must meet responsibility to annually re-apply for TA benefit in October for each year enrolled in the program;
- Apply military benefit paid to the school for the direct cost of the educational program;
- Those without full TA may have an out of pocket expense;
- Scholarship monies cannot exceed program cost to create a credit or cash balance on the account card. If funding increases, the scholarship will be void;
- Must maintain Satisfactory Academic Progress as defined in the PCI catalog.

Students are awarded a tuition scholarship of up to $5,000 as follows: Direct education program costs less the military benefit amount and any other federal grants and/or scholarships not to exceed the direct cost of tuition, fees, books, and other institutional charges.

Scholarship application and required documents are to be provided to the financial aid coordinator prior to the planned term of attendance.  This scholarship must be applied for annually and if a student withdraws and re-enters, they must re-apply.

**Legacy Scholarship**
The Legacy Scholarship is a scholarship dedicated to assisting immediate family members of PCI students/ alumni. Immediate family members (spouses, children, siblings and parents) of current PCI students or graduates will receive a $1000 Legacy Scholarship to be used toward tuition at PCI. The

graduate family member must have graduated within 10 years of the immediate family member applying for this scholarship and application must be made prior to the beginning of the program.

**PCI Agency Benefits and Matching Grants**
For students sponsored by Federal, State and local governmental, and non-profit training and rehabilitation agencies (i.e. CAP and Displaced Workers under Workforce Development, Vocational Rehabilitation including Veteran's Rehabilitation and The Services for the Blind), Pinnacle Career Institute makes available a limited number of grants based on remaining need after grant funds are applied.

Agency grants are made to facilitate career studies for individuals who meet PCI's admissions requirements and are sponsored by governmental and non-profit organizations dedicated to sponsoring education and training for economically, physically, or socially disadvantaged clients.

Current students may not directly apply for PCI's agency grants. Rather, the decision to award an agency grant is made by the Financial Aid department as a result of Agency Representatives and staff recommendations and or by the request of the sponsoring agency to make such a grant. The number of grants varies depending upon outside agency sponsorship and the availability of budgeted funds. Application must be made prior to the beginning of the program and applied for annually. If a student withdraws and re-enters, a new application must be completed.

The grant given by Pinnacle Career Institute is determined by the following: Tuition charges less the ITA (Individual Training Authorization) certification and any other federal grants and/or scholarships not to exceed the direct cost of tuition, fees, and institutional charges.

# Tuition Fees and Policies

**Student's Right to Cancel:** Student shall have the right to cancel this Agreement for any reason by submitting written notice of cancellation to an officer or director of the school. This notice may be personally delivered to the officer or director or mailed either certified or registered, returned receipt requested. If personally delivered, the date of cancellation shall be the date of receipt of the notice; if mailed as stated above, the date of cancellation shall be the date of the postmark of the notice.

**Termination by the School:** Pinnacle Career Institute may, at its sole discretion, terminate any student if the student:
- Falsifies his/her educational status certification on the Application for Admission;
- Fails to adhere to the attendance requirements as stated in the catalog or course syllabus;
- Maliciously destroys or damages any property of the school (the student may be held liable for the cost of repair and/or replacement of the damaged property);
- Demonstrates behavior disruptive of normal classroom discipline;
- Fails to maintain satisfactory progress as specified in this catalog;
- Fails to pay the program costs as agreed in

writing;
- Fails to finalize or complete an Academic Improvement Plan;
- Engages in unlawful or improper conduct (including, without limitation, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property) or conduct contrary to the best interest of the school, or any conduct that reflects discredit upon the school or its reputation, as determined by the school at its sole discretion.
- Engages in unprofessional conduct to such an extent as to be determined to consistently impair the welfare or educational opportunities of others in the Pinnacle Career Institute community.

The date of termination shall be the actual date that the Student is notified or the postmark of any notification of termination which is mailed to the Student by certified or registered mail, return receipt requested. **REINSTATEMENT OF THE STUDENT WILL REQUIRE WRITTEN APPROVAL OF THE SCHOOL.**

4. Tuition may be either paid in full upon enrollment or complete payment must be accounted for on the Student Tuition Funding Worksheet.

5. All tuition payments are to be made in accordance with the terms of the Enrollment

Agreement and the Retail Installment Contract, if applicable. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.

6. Any student delinquent in the payment of any sum owed to the institution may be blocked from class until satisfactory arrangement has been made with the institution. If satisfactory arrangements are not made, the student may be administratively withdrawn and a refund calculation applied.

7. In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement and listed in the Student Finance section of the catalog.

8. For a first-time student entering the institution, attendance is counted on the 15th calendar day after the start of their first class. Any student in attendance will be considered to have entered the institution and tuition will be charged.

## Cancellation Policy

The institution will refund advance payments of the student's tuition in accordance with the following policy for newly enrolled students to PCI.

**Rejection of Application by Institution**: All monies which were paid by the student to the institution shall be refunded in full if the student's Enrollment Agreement is rejected by the institution.
**Five (5) Business Days**: All monies which were paid by the student to the institution shall be refunded in full if the student requests cancellation of this agreement within five (5) business days of signing it.
**Prior to Commencement of First Course:** A student that cancels this agreement after five (5) business days of signing it, but prior to commencement of the first course, shall be entitled to a refund of all monies paid to the institution.

## Tuition and Fees

See catalog addendum for current tuition and fees. If missing, notify the institution. The institution may, at any time and from time to time at its discretion, increase the tuition of the program and current pricing will be reflected within the Tuition Catalog Addendum. The price of the program remains the same throughout the program for the student as reflected within their Enrollment Agreement. A student, who ceases attending Pinnacle Career

Institute, officially or unofficially withdraws prior to completion of their program, and re-enters into the program will be charged the current tuition price at the time of their re-entry.

Exception to this rule applies to military students deployed on active duty or for long term training. Upon return, reinstatement to program shall be at the rate of initial enrollment agreement. Military students that are being deployed should notify the Director of Education as soon as possible and provide copies of the deployment papers or military orders.

## Course Repeats

For any course(s) that are repeated, students will be required to pay applicable tuition and fees.

## General Tuition Refund Policy

The intent of Pinnacle Career Institute's refund policy for terminations is to ensure a fair and equitable settlement between the institution and the student. This policy complies with all state, federal, and accreditation standards.

Tuition is charged by an academic term which consists of a twelve week period of instruction. For modular based curriculum, the term consists of (3) three four-week classes of instruction.

The date that a student officially withdraws from the institution or the date a student is officially terminated by the institution becomes the Date of School Determination (DOSD) and is the date that is used to calculate refunds.

An unofficial withdrawal means the student stopped attending for 14 consecutive days without official notification. If a student unofficially withdraws from school, the 14th calendar day after the student's last date of attendance becomes the DOSD and the last date of attendance is used to determine the amount of refund. The 14 day period does not include scheduled breaks of 5 days or more.

Lab fees are non-re-fundable and will be deducted prior to the calculation policy. For those who received Title IV funds please refer to the Title IV Tuition refund policy which determines the amount of Title IV funds required to be refunded prior to the General Tuition Refund Policy.

# Book and Material Return Policy

## Ground and Flex-Ed Courses
A return of course materials may be made if:
- A copy of the voucher or sales receipt that was included in the original shipment is provided;
- The materials are received within 21 days of the receipt on the voucher or sales receipt;
- The materials are in mint, resalable condition; wrapped items or sealed CD's can only be returned if the plastic or seal is not opened.

Electronics, special ordered items and imprinted merchandise are sold on a non-returnable basis except clothing may be returned for a different size. Clothing may be returned for exchange if:
- A copy of the voucher or sales receipt that was included in the original shipment is provided;
- 
- The clothing is received by PCI within 14 days of the receipt on the voucher or sales receipt;
- The clothing is in mint, resalable condition;
- A note stating the size the student wishes to receive.

If these requirements are met, the student should return the materials to the campus bookstore.

## Online Education Courses
A return of course materials may be made if:
- A copy of the voucher or sales receipt that was included in the original shipment is provided;
- The materials are received within 21 days of the receipt on the voucher or sales receipt;
- The materials are in mint, resalable condition; wrapped items or sealed CD's can only be returned if the plastic or seal is not opened.

If these requirements are met, the student should return the materials to Bookstore Returns Department, 296 Harper St., Nelsonville, OH   45764.

Electronics, special ordered items and imprinted merchandise are sold on a non-returnable basis except clothing may be returned for a different size. Clothing may be returned for exchange if:
- A copy of the voucher or sales receipt that was included in the original shipment is provided;
- The clothing is received by the Bookstore Returns Department within 14 days of the receipt on the voucher or sales receipt;
- The clothing is in mint, resalable condition;

- A note stating the size the student wishes to receive.

If these requirements are met, please return the materials to Bookstore Returns Department, 296 Harper St., Nelsonville, OH   45764.

Please return the items by UPS, FedEx, registered mail, or some other method by which the shipment can be tracked. We will not issue a credit for any item that does not meet the Returns Policy. Please make sure that all of the requirements and conditions of the Returns Policy have been met before delivering any item to PCI or the Bookstore Returns Department. Upon receipt and in the event these requirements are met; PCI will process the return. If all of the above requirements are not met, a credit will not be issued and the items will be discarded. Shipping charges are non- refundable. Students are responsible for the cost of shipping of returning all materials.

**If course materials, electronics or imprinted merchandise arrives damaged,** they may be exchanged. Upon receipt of the damaged item, please use the "Contact Us" page on the top right corner of the site and a free mailing label to return the damaged merchandise will be sent to the student.

For any questions or further information, please use the "Contact Us" page on the top right corner of the student portal or speak with a Student Success Coordinator.

## Table 4: Tuition Refund Schedule

| Based on Each Academic Term: | |
| --- | --- |
| **1-14 calendar days from the first day of class** | 95% |
| **15-28 calendar days from the first day of class** | 75% |
| **29-40 calendar days from the first day of class** | 50% |
| **Beyond the 40th calendar day from the first day of class** | None |

If any monies are due to Federal Title IV funds, to the student, or other agency, the money will be returned within 45 days of the DOSD.

For students entering into Pinnacle Career Institute for their first class, please refer to the cancellation policy in regards to when tuition is charged.

Any credit balance remaining of $1.00 or less will be

written off. A balance due of less than $15.00 will be reduced to zero by the school to close the student's account.

## Return to Title IV Policy

For students who terminate and received Title IV funds, the institution is required by federal statute to recalculate federal financial aid eligibility for these students; a determination must be made to determine the amount of Title IV aid that was earned by the student. If the amount disbursed to the student was greater than the amount the student earned, unearned funds have to be returned. Up through 60% of the enrollment period or term, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After 60% of the enrollment period or term has been completed, the student has earned 100% of the Title IV funds that have been disbursed.

In calculating the amount of Title IV funds earned, the school will use the following Federal Title IV funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. This percentage is also the percentage earned.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. The requirements of Title IV program refunds when the student withdraws are separate from any refund policy that the institution may have. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution. The school may also charge the student for any Title IV program funds that the student was required to return.

If a student earned more aid than was disbursed to their student account, the institution would owe the student a post-withdrawal disbursement which must be paid to the student's account within 180 days of the student's withdrawal. If the post-withdrawal disbursement includes federal student loan funds, the school must get the borrower's permission before it can disburse. The student may choose to decline some or all of the loan funds. The school is authorized to use all or a portion of the post-withdrawal grant funds for tuition, fees, books, and supplies.

There are some Title IV Funds that recipients were scheduled to receive that cannot be disbursed as post-withdrawal disbursements because of other eligibility requirements. For example, if the student is a first-time, first year, undergraduate student and has not completed at least the first 30 calendar days of the program prior to withdrawal, no Direct Loan funds can be disbursed.

If a refund is required, funds are allocated in the following order: Direct Unsubsidized Stafford Loans (other than PLUS loans); Direct Subsidized Stafford Loans; Direct Parent (PLUS) loans; Federal Pell Grants for which a Return of funds is required; Federal Supplemental Opportunity Grants for which a Return of funds is required.

## Other Agency Return Policies

If a student is terminated or withdraws from school prior to completing the program, Pinnacle Career Institute will follow the return policies for any third-party agency funding the student may have receive.

# Student Services

## Career Services Center

The mission of our Career Services Center is to offer current students and graduates full-time and part-time employment assistance at no cost. With our employer company base, access to electronic job banks, and an online resume service, our center has the resources to provide assistance to students seeking competitive jobs and livable wages. It is the intention of the center to assist students in finding employment opportunities within their field of study but it does not guarantee employment.

Pinnacle Career Institute (PCI) makes no promises or guarantees of employment. Due to unique factors and attributes of each student it is possible that even after successfully completing a PCI program, a student may not find employment. Students should consider their own unique "employability" prior to enrolling in any college or career preparation program.

Students seeking part-time employment to help defray part of their expenses may find jobs available through the Career Services Center. Part-time employment must be scheduled so as not to interfere with regular class hours.

## Housing

Pinnacle Career Institute is located off I-435 and Holmes in Kansas City, Missouri, Pinnacle Career Institute – North Kansas City is located off 1-29 in North Kansas City, and Pinnacle Career Institute – Lawrence is located on W 23$^{rd}$ Street with easy access.  Many apartments, duplexes, and houses are available in each area around the location.  Pinnacle Career Institute does not operate on or off-campus housing.  Students and their parents are solely responsible for housing arrangements, as well as their own security and safety.  Students are responsible for making individual housing arrangements.

## Student Activities

PCI encourages student activities that develop individual initiative, group leadership, and professionalism through participation in activities that relate to business objectives and provide recreational opportunities. School-related student activities must be sanctioned and supervised by the staff.

## Academic Advising

It is the school's policy for all faculty and staff to focus on the student's needs at all times and provide the resources that will help them to complete their education goals while in school.  Students who may require academic advising and tutoring may arrange this with their program coordinator, lead faculty or student success coordinator.  The Director of Education is also available to discuss with students educational concerns that may need attention. Discussions about tests and grading should first be brought to the teacher and further questions should be addressed to the program coordinator or lead faculty, and then the Director of Education.

## Learning Resources

Pinnacle Career Institute understands that students require library services to complete projects and study subjects in order to succeed in school.  To assist students in achieving these goals PCI has partnered with LIRN (Library and Information Resources Network) to provide web access to a virtual library of materials that will help students finish their program.  The advantage of LIRN is that it is always available to PCI students.  The databases are available online 24 hours a day/7 days a week so that students can work when it is convenient.  PCI students may obtain the password required to access LIRN from their instructors or the librarian.

The Pinnacle Career Institute Learning Resource Center is an integral part of the PCI educational experience, providing quality services and resources in support of the academic programs and promoting professional, creative, and ethical growth of faculty and students.  The Learning Resource Center offers students computer stations, private and group study space, reference books and periodicals for all campus locations.

In addition to the physical resources available to students, the library system maintains an online presence via a website called Pinnacle Online Library.  This website contains all current information students require concerning library resources, such as websites for research and personal interest evaluated by the PCI librarian, important web links such as an electronic catalog of all PCI library reference books and the LIRN link.  Helpful information is gathered as well, such as assistance with writing research papers, citation help and other tutorials appropriate to study.  PCI is interested in assisting students with their study in all ways possible that will meet their needs.

To access the Pinnacle Online Library, students may go to the following link: http://pinnacleapps.com/library/

## Student Portal

All students enrolled at PCI will be required to have a valid email on file with the school.  This will enable the student to set up access to PCI's student portal.  The portal provides valuable information to our students in regards to general and specific information concerning their program of study at PCI.
To access the Pinnacle student portal, enrolled students may go to the following link: https://portal.pcitraining.edu

# Academics

## General Information

### Terms and Credits

PCI programs of study are based on 12 week terms. Many programs are modular and are defined as three (3) four-week courses or "mods".  Each course is assigned a specific number of contact and credit hours, depending on the student learning outcomes and requirements of the course. One clock hour equals 50 minutes of instruction. Students are also required to complete assignments or projects outside of class in order to meet the requirements of the course and contact hours.

### Unit of Credit Definition

PCI awards quarter credit hours for credit earned. PCI offers coursework in traditional (on-ground) as well as non-traditional (flex-ed, Online Education, and independent study) delivery methods. The institution consistently defines and applies the definition of academic credit to transfer courses and the award of credit hours regardless of delivery. For traditionally delivered courses the contact to credit conversion formula is applied. (See the formula description below). For non-traditional courses, the objectives and content of the course are also considered. Coursework is structured in such a way that students have appropriate opportunity for preparation, reflection, and analysis of the content of the required coursework and must demonstrate that they have acquired the skills/competencies associated with the course through a variety of assessment methods. Non-traditional courses require the same number of weeks as traditional courses and contain that same amount of work based on the same set of student learning outcomes.

### Contact Hour to Quarter Credit Hour Conversion Formula

Courses at PCI may include lecture classes, lab/clinic classes, internship/externship/ practicum hours, or a combination of these. One quarter credit hour is awarded for each of the following: 10 contact hours of lecture, 20 contact hours of lab/clinic work or independent study, and 30 hours of externship.

For Title IV financial aid funding purposes, one quarter credit is awarded for each 25 contact hours in a certificate program.

**NOTE:**  It is the academic policy of Pinnacle Career Institute that every 80 hour per module course includes out-of-class learning activities required to support the learning objectives. These are reflected in the assignment of credit hours and course grades. **Documentation of completion of assigned outside work will be required in each class. Assigned outside work is calculated into the overall grade for the course. Time needed to complete online work will vary based on the individual student.**

Out of class learning activities are not considered in the overall contact hour calculation for classes with 100 hours of lecture, lab, and/or intern/externship/practicum cumulatively.

The formula for calculating the number of required outside hours of work for classes less than 100 total contact hours is based on the overall number of contact hours divided by 20 times 5. For example if there are 80 contact hours in the course the  formula for calculating number of required outside work hours would be 80 divided by 20 times 5 equals 20 hours of required outside learning activities over the length of the course.

### Academic Calendar

The academic calendar is available as an addendum to this publication.  Please verify the start date with the admissions staff.

### Course Numbering

Course structure at Pinnacle Career Institute is built to provide sequential learning for students. The course numbering system is one way of designating where courses fall into this sequence of learning.

- 100 Level courses – Introductory or Foundational Studies
- 200 Level courses – Advanced **or** Occupationally Focused Studies

Note: Numbering within the 100 and 200 levels does not necessarily indicate sequencing. For example: a 101 course will not always precede a 102 or 103 numbered course

## Academic Policies and Procedures

Pinnacle Career Institute reserves the right to revise all policies and procedures contained in this catalog.

### Professional Conduct

Pinnacle Career Institute is dedicated, not only to

the training and advancement of workplace skills, but also the development of ethically sensitive and responsible citizens.

Students have the responsibility to conduct themselves in a manner that does not impair the welfare or educational opportunities of others in the Pinnacle Career Institute community. Students must act as responsible members of the academic community and their respective future professional communities; respect the rights, privileges, and dignity of others; and refrain from actions that interfere with normal PCI functions.

If a student has been administratively withdrawn due to unprofessional conduct, they may appeal in writing to the Executive Director of the campus. Any documentation that supports their appeal should be attached to the request form. An appeal committee consisting of the campus Executive Director, the Director of Education, and the Chief Academic Officer will review the student's appeal, any documentation provided, and provide a resolution to the student in writing.

Should the student be dissatisfied with the resolution provided, the student may appeal to the Executive Vice President of Pinnacle Career Institute. That resolution will be final.

## Termination

Pinnacle Career Institute may, at its sole discretion, terminate any student if the student:

- Falsifies his/her educational status certification on the Application for Admission.
- Fails to adhere to the attendance requirements as stated in the catalog or course syllabus.
- Fails to maintain satisfactory progress as specified in this catalog.
- Fails to pay the program costs as agreed in writing.
- Fails to finalize and complete an Academic Improvement Plan (if required).
- Engages in unlawful or improper conduct (including, without limitation, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property) or conduct contrary to the best interest of the school, or any conduct that reflects discredit upon the school or its reputation, as determined by the school at its sole discretion.
- Engages in unprofessional conduct to such an extent as to be determined to consistently impair the welfare or educational

opportunities of others in the Pinnacle Career Institute community.

- Graduation Requirements
- To graduate and receive a certificate or degree, each student must meet the following requirements:
- Successfully complete with a passing grade, all required credit hours, either through transfer credit or through PCI;
- Achieve a minimum cumulative GPA of 2.0 or better;
- All tuition and fee payments are current;
- Complete Financial Aid Exit Counseling requirements where applicable;
- Complete Career Services Exit Counseling.

Upon successful completion of the requirements for graduation, applicable degrees and certificates will be awarded at each location.

## Transcript of Records

An official transcript is a certified copy of a student's permanent record that shows the academic status of the student at time of issuance. The registrar will release transcripts upon formal written request by the student. Requests must include the student's full name as recorded while attending Pinnacle Career Institute, social security number, and number of copies desired and where the transcript should be sent, along with the student's original signature. Transcripts may be withheld because of indebtedness to the school.

One copy of an unofficial transcript will be issued to the student at no charge. Thereafter, there will be a $5.00 charge for all subsequent requests.

## Academic Integrity

It is the intention of Pinnacle Career Institute to help students value the principles of integrity, honesty, hard work, and the motivation to be highly successful in their chosen career paths. We believe these core values help shape an individual's personal and professional behaviors. These values become an informal contract between faculty and students, where education is valued and a common set of behaviors promote success. Academic Integrity comprises all student behavior, and violations intended to gain unearned academic advantage or interfere with another's academics by fraudulent and/or deceptive means are prohibited.

Examples of inappropriate student conduct that can lead to the imposition of sanctions include, but are

not limited to, the following:

**Taking Information:**
- Copying graded homework assignments from another person;
- Unauthorized collaborative efforts on take home exams or graded homework;
- Looking at another student's paper during an examination;
- Unauthorized use of text materials or notes during an examination.
- Unauthorized use any personal handheld or digital device to obtain notes or information during an examination.

**Providing Information:**
- Giving one's work to another to be copied, paraphrased, or plagiarized;
- Giving answers to another student during an examination;
- After having taken an examination, passing information concerning the examination on to students who still must take it;
- Providing a required writing assignment for another student;
- Taking an exam, writing a paper, or doing a project for another student.

**Plagiarizing:**
- Unauthorized copying of all or parts of an article, paper, book, published work or other proprietary source including documents from the World Wide Web and submitting all or parts of the article or paper as one's own work, without proper citations or attribution;
- Submitting a paper acquired from a "research" or term paper service;
- Failing to give credit for ideas, statements of fact, or conclusions derived by another author;
- Failure to use quotation marks when quoting directly from another source, whether it is a paragraph, a sentence, or part thereof (except in some informal writing assignments, such as reading responses or reader's logs/journals, when the instructor has specified different guidelines);
- Retyping a paper not originally written by the student and handing it in for credit;
- Claiming credit for work done by someone else.

**Other Examples of Inappropriate Academic Conduct:**
- Conspiring with one or more fellow students to engage in any form of academically dishonest conduct;
- Lying to an instructor to improve one's grade;

- Having another student take one's exam, do one's computer program, or lab experiment;
- Submitting a paper that is substantially the same for credit in two different courses without the approval of both instructors;
- Altering a graded exercise after it has been returned, then submitting the exercise for re-grading, (unless permissible under the guidelines of the assignment);
- Removing tests from any location without the instructor's approval;
- Stealing exams or other course materials from an instructor or his/her agent;
- Stealing or altering an instructor's grade book or other academic records;
- Using spell-check or grammar-check software on a writing assignment when expressly prohibited from doing so;
- Accessing, changing, or using any information or data from a computer system to gain academic advantage for one's self or any other student.

**General Statement of Student Responsibility**
The student has full responsibility for both the content of academic assignments submitted for evaluation and the integrity with which all academic work submitted for evaluation has been done. **Ignorance of an express rule regarding inappropriate student conduct does not excuse one from adhering to appropriate ethical standards in the completion of academic assignments.** When in doubt as to the appropriateness of any action, students are to ask their instructors for clarification and guidance.

**Academic Censure**
Offenders are subject to academic censure which may include failure of an assignment, failure of a course, or termination from school.

## Class Schedule

**Residential Class Schedule**
Kansas City Campuses:
8:30 AM – 1:30 PM., Monday - Thursday
6:00 PM – 11:00 PM, Monday - Thursday

Lawrence Campus
8:30 AM – 1:30 PM., Monday - Thursday
5:30 PM – 10:30 PM, Monday - Thursday

All class sessions have appropriately scheduled breaks.

Classes may be scheduled in the afternoon and weekends dependent on scheduling needs and student availability at each location. Students will be notified when these classes are scheduled.

NOTE: Documentation of completion of assigned outside work will be required in each class. Assigned outside work is calculated into the overall grade for the course. Time needed to complete outside work will vary and will require a minimum average of 5 hours per week.

### Flex-Ed Class Schedule
Flex-Ed classes are offered through a blended format including on campus and online coursework.

Kansas City Campuses:
8:30 AM – 1:30 PM., two days a week
6:00 PM – 11:00 PM, two evenings a week

Lawrence Campus
8:30 AM – 1:30 PM., two days a week
5:30 PM – 10:30 PM, two evenings a week
8:30 AM – 5:30 PM, Saturday

All class sessions have appropriately scheduled breaks.

Class days of the week may vary throughout a student's program depending on scheduling needs and faculty availability. Schedule for classes are released prior to each class start.

NOTE: Documentation of completion of online and assigned outside work will be required in each class. Online and assigned outside work is calculated into the overall grade for the course. Time needed to complete online and outside work will vary and will require a minimum average of 16 hours per week.

### Online Class Schedule
Attendance is monitored weekly in the online classroom. For academic and attendance purposes, a week is defined as 12:00 a.m. Monday to 11:55 p.m., Sunday CST, with the exception of school breaks. Students should prepare to be academically engaged a minimum average of 25 hours per week.

NOTE: Logging into the LMS without doing any academic work will not count as attendance. Please refer to the attendance policy for online to ensure that the student remains actively engaged in the course and in compliance with the attendance

policy.

### Consortium Agreement
Students have the option to complete a portion of their program of study through online courses. Online courses are supported through services provided by Pinnacle Career Institute Online Education campus. These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. For more information, contact the academic department for additional policies and recommended technology specifications to ensure an optimal learning experience in online courses. A student who is taking online courses through our ground campus should direct all inquiries and assistance requests to their home campus Program Coordinator or Director of Education.

## Attendance

The student's attendance record is one of the prime factors in successful job placement upon graduation. Students with good grades but poor attendance will often find it difficult to enter into and succeed in their new career. Pinnacle Career Institute requires student attendance in each class and has strict requirements for attendance.

### Attendance Waiver Policy:
PCI will grant students a waiver to the attendance policy with documentation that supports the extenuating circumstance.

The following criteria must be met in order for the attendance waiver to be considered:
- Student must be in SAP and have a prior positive attendance history
- Student must make arrangements to make up all work missed during their absence.
- Student must provide written documentation that verifies reason for absence.

Only certain situations will be considered for attendance waivers. Students must present documentation for the waiver to the Director of Education. Request must be made and work completed within the mod for which the exception is being requested.

Attendance Waivers may be considered for:
- Serious illness or injury
- Death of an immediate family member
- Military training or related travel

- Jury duty lasting longer than 3 days
- Natural disasters

Non-qualifying examples may include computer problems, transportation problems, work schedule, vacation, family activities, etc.

## Traditional Delivery

All students are expected to attend the entire session as scheduled. Arriving late or leaving early will be reflected in the student's attendance record. Please schedule all appointments outside of your scheduled class time.

Students are expected to attend every class in which they are enrolled. PCI acknowledges that there are days when a student cannot attend school, or arrives late for a class due to unavoidable circumstances. However, students must attend a minimum of 75% of total class contact hours in each class to receive credit. If absences exceed 25% of the total classroom hours for the course, the student will receive a failing grade and be required to repeat the course.

## Flex-Education Delivery

Flex-Education is a hybrid delivery format where courses are taught in both on-ground and online components. It is critical for students to participate in **both** components of the course to successfully pass the course. Absences may not exceed 25% of the on-ground class contact hours for the course and/or exceed one week without an attendance qualifying assignment online. If absences exceed one of these limits, the student will receive a failing grade and be required to repeat the course.

NOTE: Logging into the LMS will not count as attendance for the online component of the Flex-Ed course. Students must submit at least one attendance qualifying assignment each week to meet the attendance policy. Please see the Online Attendance Policy for more information about online attendance.

## Online Education Delivery

Pinnacle Career Institute delivers its online programs via the Internet. Students and faculty members interact with one another in virtual classroom environments via presentations, videos, simulations, assignments, labs, weekly participation in forums with faculty and other students, quizzes and tests. Success depends upon the individual student's self-motivation, ability to undertake self-directed study and determination to meet all assignment

deadlines. At PCI, we find our most successful students dedicate on average more than 25 hours per week to their studies and access their online classroom daily. Keeping pace weekly with participation and homework assignments is essential to successful course and program completion. Interaction with other students and faculty each week is an important element of each course.

Students enrolled in online classes will be expected to complete a significant portion of their course work independently. Due to the nature of online learning, the instructor's role is that of a facilitator and guide. In that role, the instructor will provide the student with guidelines and learning activities and will offer feedback and evaluation as well as guided forum discussions as the student proceeds with the course.

## Online Attendance

The institution's philosophy on attendance supports its mission for preparing students in allied health, business, and technical careers and professional related fields. Students are expected to attend their class for each four week module and complete all academic activities assigned throughout each academic week. An academic week begins at 12:00 am CST Monday through 11:55 pm Sunday CST. Attendance for each week is documented through the submission of a minimum of one graded activity per week in the registered module. A student who does not submit a minimum of one graded activity per week in the module will receive an attendance warning. A student, who does not submit a minimum of one graded activity for two consecutive weeks (14 days), will be considered to have administratively withdrawn from the institution. Graded activities are defined as any activity, quiz, paper, lab, etc., excluding discussion boards.

In addition, a student may only receive one attendance warning per module. A student who does not submit a minimum of one graded activity per week for two non-consecutive weeks within the module will automatically receive a failing grade and will be required to repeat the class. **NOTE: Logging into the LMS without doing any academic work will not count as attendance.**

## First Time Students

The start of one's online studies is of high importance to their academic success at Pinnacle

Career Institute. All first-time students are required to complete a minimum of one graded activity per week within the module. Attendance warning is not an option for the first two weeks of the mod. A student who does not submit a minimum of one graded activity (not including forums) for the first two consecutive weeks (14 days) will not be considered to have entered the institution. **There will be no attendance waivers for extenuating circumstances during the first module.**

**Make-Up Work**
**PCI does not allow a student to make-up time missed;** however, with permission from the faculty member and the Director of Education, coursework that has been missed may be allowed to be turned in and applied toward the student's grade. Each instructor, at the beginning of each class, will provide students with the policy concerning make-up work in the class. This will be provided in the syllabus that is given to students on the first day of class and is available in the online classroom.

## Online and Flex-Ed Technical Specifications

Students enrolled in online or flex-ed programs will need to meet certain technical requirements. The student should discuss with his/her admissions coordinator when enrolling into this program. The student must have sufficient technology and internet to access all components of the online classroom. Students registered in online or flex-ed programs of study should have a backup plan to be able to complete online assignments in the event of a computer problem. Typically, extensions will not be awarded due to technical issues.

Minimum System Requirements for Hardware and Software:
Operating System: Windows Vista, Windows7, or Mac OS X

It is highly recommended that the student have administrative rights to the computer used for online coursework. If the student must use a computer over which he/she does not have administrative rights (such as a library computer or a workplace computer), he/she may experience difficulties with needed functions, such as installing plug-ins.

MAC OS 10 or higher is supported, but there are some applications that require the Windows OS. The student should be prepared to run the Parallels desktop and a Windows OS if he/she elects to use a MAC system.

Recommended Browsers:
Mozilla Firefox:
www.mozilla.org/en-US/firefox/new/

Google Chrome:
https://www.google.com/intl/en/chrome/browser/

Recommended Plug-ins:
Real Player http:
http://www.realplayer.com

Apple QuickTime Player:
http://www.apple.com/quicktime/player/

Adobe PDF Viewer:
http://www.adobe.com/products/reader.html

Recommended Software:
Office 365 or Microsoft Office Suite:
http://edmap.academicsuperstore.com/products/Microsoft/Office/1556637

Additional plug-ins and/or downloads may be required by specific courses. The courses will include information for obtaining and installing the appropriate plug-ins.

Minimum PC Specifications for students attending online and flex-Ed courses
- 2 GHZ Processor or higher; Intel Pentium/Celeron family, AMD K6/Athlon/Duron family, or compatible processor recommended.
- 512 megabytes (MB) of RAM minimum, 1024 megabytes (MB) of RAM or higher recommended
- Super VGA (1024 × 768) resolution video adapter and monitor
- 10GB Hard Disk space available after Operating System install
- One of the following: Ethernet connection and cable or DSL modem, wireless or satellite Internet (See recommendations on Internet connection below.)
- Keyboard and mouse or compatible pointing device
- CD-RW/DVD-ROM drive— Note that some software may require a DVD drive for installation.
- Sound capabilities with speakers and/or

headset and a microphone.

**NOTE:** Specific curricula for a course may require additional software purchases. The student should check with their instructor to make sure they have the necessary software for the course.

Computer specifications are reviewed and revised periodically to accommodate changes in technology. While every attempt is made to ensure that these specifications satisfy all curricular needs for students completing a course, PCI reserves the right to require upgrades in the event of technology changes. Students will be notified accordingly.

Internet Access
Internet access is required to participate in online and flex-ed courses at PCI. An Internet Service Provider (ISP) will provide the software and access necessary to utilize the Internet in order of preference.

- Students are highly recommended to have a high-speed LAN, Cable, or DSL connection.
- 56K Dial-up connections will have suboptimal performance and are discouraged. PCI will not support technical issues related to this internet connection type.

If the student connects to the internet through their company, they may need to ensure that appropriate plug-ins and access rights are available. The student should check with their IT department to ensure that they may access course materials from their company's network.

### Email Account
A valid email address, checked daily, is required. **Students are encouraged to setup a professional email address for use when communicating with staff and faculty.** This email address will also be used by Career Services to assist the student in building a network of contacts for job placement opportunities at the end of the program. If the student changes their email address, they are required to supply the correct address to the Student Success Coordinator or Director of Education so that it can be updated in the student's record.

## Evaluation

### Academic Evaluation: Frequency and Process
Academic evaluation period for Pinnacle Career Institute is based on the academic term. Final grades

are posted at completion of each class. The student is able to access this information from the student portal once final grades have been posted.

For students to be fully aware of their progress, evaluations must take place regularly. Course grades will be evaluated according to the following grade scale:

**Grade Evaluation Table 1:**

| GRADE | PERCENTAGE |
|---|---|
| A | 90-100% |
| B | 80-89.9% |
| C | 70-79.9% |
| D | 60-69.9% |
| F | 59-0% |
| I - Incomplete | No Credit – 2 weeks to clear |
| P - Pass | Credit |
| FL - Fail | No Credit |
| W - Withdraw | No Credit – within the first 2 weeks of class |
| WP - Withdraw Pass | No Credit – after first 2 weeks |
| WF - Withdraw Fail | No Credit – after first 2 weeks |

**Honors**

**Table 2: Honors Calculated by Term**

| GRADE | HONOR |
|---|---|
| 3.50 - 3.89 | Academic Honors – with no grade lower than a "C" |
| 3.90 & above | President's Honors List – with no grade lower than a "C" |
| Perfect Attendance | Student must have no absences for the term |

## Satisfactory Academic Progress

### General Standards
All students entering PCI must make Satisfactory Academic Progress toward their program completion. Satisfactory Academic Progress is measured both qualitatively and quantitatively. These measurements include cumulative results during all periods of the student's education.

### Qualitative Progress
- The student must maintain a specified cumulative grade point average (CGPA) as outlined in the Satisfactory Academic Progress

Table (See Table 3).

- When a course is repeated, the new grade will replace the original grade for the purposes of the calculation of the CGPA. Students are limited to attempting a course three (3) times to pass. Students will be placed on Academic Warning after the second failed attempt and the class must be passed within the next term and the student must be making Satisfactory Academic Progress. Additional tuition and fees will apply.
- Transfer credits (TC) accepted by Pinnacle Career Institute are not used in the calculation of the student's CGPA.

## Quantitative Progress

- The student must complete their academic program within a specified maximum time frame. At PCI the maximum time frame is 1.5 times the number of quarter credit hours of the program. This means that a student can attempt a maximum of 150% of the credits in the program. For example: if an academic program requires 66 credits (100%), a student cannot exceed 99 total credits which is 150% (66 total credits for the program x 1.5 = 99 credits).
- The student must successfully complete fifty percent (50%) of all required quarter credit hours for any program in residence at Pinnacle Career Institute. **NOTE:** Exceptions to this may be made for military students participating as a part of the Servicemembers Opportunities Colleges Consortium.
- The grades of A, B, C, D and P indicate successful completion for credit is awarded. The grade of F, FL, or I, indicates a lack of completion; no credit is awarded.
- The grade of W (withdrawal within the first 2 weeks of class) is not calculated in the student's CGPA but is counted toward credit hours attempted. A withdrawal that occurs after the first 2 weeks of class (WP or WF) are calculated as an F in the course and calculated in the student's CGPA and credit hours attempted.
- A student who has received transfer credit must complete their program of study within 1.5 times the rate of a student making normal academic progress. Such progress is measured according to the number of quarter credits remaining to be completed at Pinnacle Career Institute.
- If it is determined at any point that the student is unable to successfully complete the program within the prescribed 1.5 times rate of a student making normal academic progress, that student may be academically withdrawn from the program. At the point of determination, the student will be notified in writing by the Director of Education that they are being academically suspended from the program.

**Table 3: Satisfactory Academic Progress**

Students Enrolled in Certificate or Degree Programs:

| Terms | CGPA Required Certificate Program | Required Completion % of Credit Hrs. Attempted |
|---|---|---|
| First Term | 1.30 | 33% |
| Second Term | 1.60 | 50% |
| Third Term | 2.0 | 67% |

Pass/Fail classes are not calculated in CGPA. Pass/Fail classes attempted are calculated in maximum time frame (completion percentage)

## Academic Warning

Students are placed on Academic Warning if they do not meet Satisfactory Academic Progress (SAP) at any evaluation point in their program. **Students are allowed only one academic warning during their program**. A student placed on academic warning must show both academic progress at the end of each class and the ability to achieve SAP by the end of the term, or they will be withdrawn from the institution. The student may remain in an Academic Warning status until they attain SAP or reach the completion of the next term, at which time they must meet SAP or be academically withdrawn. Students are considered to be maintaining SAP while on Academic Warning and maintain eligibility for Title IV funding.

## Notification

Students placed on Academic Warning are notified in writing. This notification is made to assist the student in improving their CGPA and course completion percentage through the development of an Academic Improvement Plan.

Conditions of Academic Warning:
- Academic Improvement Plan
- Periodic review of academic progress with the

assigned academic advisor and reviewed by the Director of Education during the term

## Academic Withdrawal

A student who is withdrawn for not making Satisfactory Academic Progress either by qualitative or quantitative standards, has not made academic progress after being placed on academic warning, or has been academically disqualified by failing a class three (3) times, will be academically withdrawn from the institution and notified in writing by the Director of Education. A student who has been academically withdrawn has the right to appeal that determination in accordance with the Appeal Hearing procedure below.

A student who has failed two classes in succession must successfully repeat one of the failed classes before progressing in the program. If the class is not immediately available, a mod waiver or withdrawal may be necessary until the class is available. Attendance at another PCI campus where the class is available may be an option. A student will be withdrawn for receiving three failing grades in succession.

## Academic Appeals

Students must submit to the Director of Education an Appeal Hearing Request form and provide any other documentation that may be deemed necessary for the appeal. This hearing will be conducted by the Academic Standing Committee which is comprised of the Program Coordinator, Financial Aid, Director of Education, representative from Finance and key faculty representation. The committee will determine if circumstances warrant a student being eligible to re-enter into the institution. Students will be notified in writing when the appeal is accepted or denied.

A student approved to re-enter through the appeals process who was withdrawn for not making Satisfactory Academic Progress will return on Academic Probation and must show both academic progress at the end of each class and the ability to achieve SAP by the end of the term, or they will be withdrawn from the institution.

A student approved to re-enter through the appeals process who was withdrawn for failing three classes in succession will return on the status they held prior to withdrawal and are subject to the Satisfactory Academic Progress standards and terms as before withdrawal.

## Request for Case Review

A student that is dissatisfied with the outcome of the appeal may submit a written request for interview and case review by the Chief Academic Officer of PCI. Upon completion of the case review the Chief Academic Officer will make a final determination and the student will be notified in writing of the outcome of this review.

## Request for Incomplete

A student may be awarded an "Incomplete" grade in a course in the case of special circumstances where they are unable to complete coursework in the pre-set time limitations. Students will be required to submit reasonable documentation as determined by PCI to the Director of Education. Such special circumstances might include:

- Injury or illness requiring hospitalization or long term medical care
- Participation in jury duty lasting more than two weeks
- Military service – training or conversion to active duty status
- Other special circumstances

Once a student's grade has been changed to an Incomplete, they have two (2) weeks from the end of the course to clear the Incomplete. This may be done by completing the course work for an award of a grade. **If the student fails to clear the Incomplete (by completing the coursework for a grade), the student will receive a zero on any outstanding coursework and this will be calculated into the final grade for the course.**

The student may appeal in writing to the Director of Education for additional time. Additional time for completion of incomplete work may ONLY be awarded for outstanding circumstances beyond the student's control and only with reasonable documentation.   If the student is unhappy with the resolution determined by the Director of Education, the student may appeal in writing to the Chief Academic Officer of PCI.

Incompletes MAY NOT be awarded to a student in the circumstance where a student has failed to complete a course assignment or a test in a timely manner without good cause. In such cases, students have until the last day of the course to complete work (at the discretion of the course instructor) at which time they will be given a zero" on that assignment and that zero will be calculated into the overall course grade. Incompletes are not calculated

in the student's grade point average, but they do count as credits attempted for purposes of monitoring a student's satisfactory progress.

## Course Repeat Policy

If a student receives a "D" or "F" in a course, the course may be repeated in an effort to improve the grade. Normal registration procedures are followed when a student repeats a course. A new grade earned in a repeated course will be computed in the student's cumulative grade point average. Student's transcripts will record both the initial course grade and the subsequent repeat grade. Once the course is retaken, the original course and grade will be indicated by a footnote that explains that the course has been repeated. The initial course grade(s) will no longer factor into the student's CGPA but the credit hours attempted do count towards the Credit Completion Percentage. The earned grade from the subsequent course will be posted as the official grade and will be calculated into the student's CGPA.

Students are limited in attempting a course three (3) times to pass the course. Additional tuition and fees will apply. The student will be placed on academic warning. The failed course must be retaken within the next term and successfully passed and be meeting SAP or the student will be academically withdrawn.

## Withdrawal - Non-Academic

Should a situation arise which requires a student to withdraw from PCI, the student must give written notice of withdrawal to the Director of Education, in order to officially terminate their enrollment. Students who do not provide written notification will be withdrawn from classes when it is determined by PCI that the student is no longer pursuing their educational objective. This date is determined after the student has stopped attending for 14 consecutive days without official notification and is considered an unofficial withdrawal.

## Transfer and Award of Academic Credit

Academic credits with a grade of "C" or better earned at other accredited institutions may be transferred to PCI based on the comparability of the nature, content, and level of credit earned to that offered by PCI. No more than 50% of the required program quarter credits hours may be transferred and all credits must have been earned within the past five (5) years. Students wishing to obtain transfer of credit should have an official transcript and catalog or course descriptions sent by the accredited institution to PCI. There is no legally enforceable right for a student to require PCI to accept a transfer of credit from another educational institution. **Submissions should be made within thirty (30) days from the date of enrollment at PCI.**

## Seeking Additional Credential

For PCI graduates, the grades of A, B, C, D, and P indicate successful completion for credits awarded from Pinnacle Career Institute and will be accepted for transfer of credit into another program, if applicable, at Pinnacle Career Institute. Credits will be applied to the new program as transfer credit and will not be calculated into the student's Satisfactory Academic Progress. Please refer to the Satisfactory Academic Progress Policy in this publication for further information.

## Change of Program

For current students changing programs or re-entering students, credit will be applied by associating grades and those grades will be calculated into the student's CGPA for the new program. These credits will be counted towards course hours attempted for the course completion percentage. Please refer to the Satisfactory Academic Progress Policy in this publication for further information.

**Please note**: PCI has no control over receiving institutions' ability or willingness to accept and award PCI academic credits into another institutions' program of study.

# Student Civil Rights

## Nondiscrimination Policy

Pinnacle Career Institute is committed to a policy of nondiscrimination on the basis of sex, race, color, marital status, national origin, disability, or religion in their admissions policies, educational programs, activities, and employment as specified by federal and state laws.

These laws include Title VI of the Civil Rights Act of 1964, hereinafter referred to as **Title VI**, the Americans with Disabilities Act, hereinafter referred to as **ADA**, Section 504 of the Rehabilitation Act of 1973, hereinafter referred to as **Section 504**, and Title IX of the Education Amendments of 1972, hereinafter referred to as **Title IX**.

Inquiries, complaints and grievances, academic and nonacademic, regarding Title VI, Section 504, ADA, and Title IX may be addressed to:

Chief Academic Officer
Pinnacle Career Institute
1001 E 101$^{st}$ Terrace, Suite 320
Kansas City, MO   64131
Telephone: 816-331-5700

The faculty and staff of the school recognize that at times problems, grievances, and complaints may arise. Therefore, the school has established a step-by-step procedure to help resolve civil rights complaints and grievances in all situations whether their origins are academic or nonacademic. The complaint procedure, including a statement of student's rights, as set out below, will be discussed in new student orientation and is posted in the student lounge. In addition, a copy of the procedure may be obtained from the Program Coordinator, Director of Education, or the Executive Director.

## Civil Complaint/Grievance Procedure

Students having civil rights complaints, which cannot readily be resolved through normal channels, may request the assistance of the individual program coordinator whom will assist the student at each step of the procedure.

**Step 1** – The complaint may be brought to the Director of Education. The Director of Education shall investigate the complaint and provide a resolution to the student within five working days. If the Director of Education cannot satisfactorily resolve the complaint, or the student is unsatisfied with the resolution, within five working days thereafter, the student may appeal the matter to:

System Director of Human Resources
Pinnacle Career Institute
1001 E 101$^{st}$ Terrace, Suite 325
Kansas City, MO  64131
Telephone: 816-331-5700

**Step 2** – The System Director of Human Resources for the school will review the resolution(s) and make a final decision within five working days. In all cases, the decision of the System Director of Human Resources shall be final.

## Student Rights

Students have the following rights at all stages of the Complaint/Grievance Procedure.
- The right to appeal at each level to the next higher level;
- The right to an impartial decision-maker;
- The right to relevant information unless it is otherwise confidential;
- The right to be free from retaliation for pursuing a grievance or complaint;
- The right to present evidence and witnesses;
- The right to representation;
- The right to keep the proceedings as confidential as possible.

## Non-Civil Rights Complaints

The faculty and staff of the school recognize that at times problems and complaints may arise. The school is committed to keeping the lines of communication open with all students, graduates, and other parties that have an interest in the actions of the school. Therefore, the school has established a complaint procedure to help resolve these situations. The complaint procedure will be discussed in new student orientation and is posted in the student lounge.  In addition, a copy of the procedure may be obtained from the Program Coordinator, Director of Education, or the Executive Director.

In the unlikely situation where a student has a dispute with Pinnacle Career Institute, all disputes

regardless of their basis not resolved through internal procedures are subject to the "Student Agreement to Arbitration" as stated and acknowledged in the student enrollment agreement.

A student having an academic complaint should first discuss it with the instructor. If the issue cannot be resolved with the instructor, the student may discuss it with the campus Director of Education. If the Director of Education cannot satisfactorily resolve the complaint, the student may request the matter be referred to the campus Executive Director. The Executive Director will hear the complaint and make a recommendation for a solution. If the Executive Director cannot satisfactorily resolve the complaint, the student may request the matter be referred to the school's Chief Academic Officer. The decision of the Chief Academic Officer shall be final.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council for Independent Colleges and Schools (ACICS.)   Any complaint considered by the Council must be in written form, with permission from the complainant for the Council to forward a copy of the complaint to the school for response. The Council will keep the complainant informed on the status of the complaint as well as the final resolution. Complaints are requested to be submitted in the following manner:

The complaint should be written and legible, and should include as much detail as possible. Include appropriate supporting documentation and the complainant's name and contact information. Anonymous complaints may be investigated at the Council staff's discretion, if the allegations are serious in nature.

Complaints can be submitted in the following ways:
By E-mail:       complaints@acics.org
By Fax:          202-842-2593
By Mail: ACICS
750 First Street NE
Suite 980
Washington, DC 20002

# Family Educational Rights and Privacy Act (FERPA)

**General Policy**
Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended ("Act"), a student has the right to examine certain records concerning the student which are maintained by the school.  The school must permit the student to examine such records within 45 days after the school receives a written request from the student.  A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's right of privacy.  In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint/Grievance Procedure, request a hearing. If the outcome of the hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.  A student has the right to file a complaint concerning the school's alleged failure to comply with the Act with the:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

**Education Records**
Education Records are maintained by the school and contain information directly related to the student. Examples of education records are the student's education, career services, and financial files.  The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

**Exemptions**
The following records are exempt from the Act:
- Financial records of the student's parents;
- Confidential letters and recommendations relating to admission, employment or honors to which the student has waived his or her right to inspect;
- Records about the student made by faculty or administrators which are maintained by, and accessible only to faculty or administrators;
- Employment records for school employees who are current or former students;
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which

are available only to persons providing treatment;

- Records that only contain information about an individual after he or she is no longer a student at the school.

## Review of Records

It is the policy of the school to monitor educational records to insure that they do not contain information which is inaccurate, misleading or otherwise inappropriate. At its discretion, the school may destroy records which it determines are no longer useful or pertinent to the student's circumstances.

## Directory Information

Directory Information is defined as information contained in a student's education record which would generally not be considered harmful or an invasion of privacy if disclosed. This information may be unconditionally released without the student's consent, unless the student specifically requests in writing that such information may not be released. The school requires that such request must:

1) Specify what categories of Directory Information are to be withheld by the student.
2) Be delivered to the Executive Director within 15 days after the student starts classes.

Any such request must be renewed annually by the student.

Directory information includes, but is not limited to, the student's name, address(es); telephone number(s); electronic mail address(es); photograph, grade level, enrollment status (e.g., full-time or part-time); date and place of birth; program of study; credentials and awards received.

## Access without Student Consent

The school may release a student's education records without written consent of the student to:

- Other school and Pinnacle Career Institute officials who have a legitimate educational interest;
- Other schools where the student has applied for admission;
- Authorized representatives of the U.S. Department of Education, state and local education authorities;
- Providers of financial aid for which the student has applied or received, including, without limitation, lenders, Veterans Administration, state vocational rehabilitation agencies and collection agencies;

- State and local authorities where required;
- Accrediting agencies;
- Any court in which the school initiates a legal action against the student or a parent of the student, but only with respect to the student's education records that are relevant for the school to prosecute the legal action;
- Any court in which the student or a parent of the student initiates a legal action against the school, but only with respect to the student's education records that are relevant for the school to defend itself;
- Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is deemed necessary by the school under the circumstance;
- Any person, if the education records disclosed are Directory Information of the student;
- The student or the student's parents if the student is less than 18 years old;
- A parent of the student regarding the student's violation of any federal, state, or local law or any rule or policy of the school concerning the use or possession of alcohol or a controlled substance, if the student is under the age of 21.

The school will obtain the written consent of the student prior to releasing the student's education records to any other person or organization, except with respect to Directory Information.

## Restricted Areas

The **Family Educational Rights and Privacy Act (FERPA)** require that access to areas containing student-sensitive materials be posted as restricted and that access be limited to PCI employees or appropriate federal agencies or authorized individuals. Students are permitted limited or no access to the following areas.

- The faculty lounge and work area. (These areas are strictly for faculty. Students are not permitted.)
- Instructors' computers, desks, and file cabinets. (Absolutely no access by students.)
- Any room or area posted as restricted. (Absolutely no entry by students, supervised or otherwise.)

Administrative Offices are restricted unless the student has received direct permission by the administrator to be there. The student may not enter any administrative office without that administrator or an authorized PCI employee being present.

# Programs of Study

## Dental Assisting

**Certificate Program**
9 Month, 54 Quarter Credit Hour Program                                                                CIP 51.0601
Flex-Education

**Certificate Program**
10 Month, 56 Quarter Credit Hour Program
Online

Available at the following locations:          Delivery Methods:
Pinnacle Career Institute – Lawrence          Flex-Education
                                              Online

This program prepares students for entry level jobs in the field of Dental Assisting through theoretical and practical application. Dental Assistants carry out a multitude of procedures and practices including imaging techniques, infection prevention, restorative dental techniques, instrument/hand-piece utilization, impression creation, and business operation practices common to the dental office.  A solid anatomy and physiology base is included to prepare students to perform these procedures and techniques. The program concludes with an in-field externship.

Certificate Program Objectives
1. Define, discuss and demonstrate common imaging procedures used in dental assisting.
2. Define, discuss and demonstrate proper restoration procedures.
3. Describe and demonstrate proper techniques regarding impression creation and bite registration.
4. Describe and perform proper state and federal agency-supported infection control practices for all aspects of the dental assisting role.
5. Identify and explain common dental conditions and prepare patient education information regarding condition description, treatment and/or diagnosing procedures and preventive care to combat condition.
6. Identify and discuss common dental instruments and hand-pieces and demonstrate proper techniques for utilization.
7. Compare and contrast the roles and responsibilities of each member of the dental team.
8. Outline and describe the common materials used in dental assisting and perform proper techniques using each type of material.
9. Define, describe and identify all anatomical structures and physiologic processes of the human body, with deeper focus to the head, neck, mouth and teeth.



**Figure 1 - stock photo of dental assistant**

10. Define all practices and procedures performed by dental specialists and describe the dental assistant's role in each unique specialty.
11. Outline, describe and perform common dental office procedures.

## 9 Month, Certificate Program – Flex-Education

| Course Number | Course Name | Lecture Hours | Lab Hours | Extern Hours | Total class Contact Hours | Minimum Outside Clock Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|
| **1st Term** | | | | | | | | |
| GS100 | Fast Track to Success | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| DA100 | Overview of Dental Assisting | 40 | 40 | 20 | 100 | | 100 | 6.7 |
| DA110 | Anatomy, Physiology, Oral Health and Prevention | 40 | 40 | 20 | 100 | | 100 | 6.7 |
| **2nd Term** | | | | | | | | |
| DA120 | Dental Assisting: Instruments and Materials | 40 | 40 | 20 | 100 | | 100 | 6.7 |
| DA130 | Dental Radiology | 40 | 40 | 20 | 100 | | 100 | 6.7 |
| DA140 | Chairside Assisting: General Dentistry | 40 | 40 | 20 | 100 | | 100 | 6.7 |
| **3rd Term** | | | | | | | | |
| DA150 | Chairside Assisting: Dental Specialties | 40 | 40 | 20 | 100 | | 100 | 6.7 |
| DA160 | Dental Assisting Externship | 20 | | 180 | 200 | | 200 | 8.0 |
| **Total** | | 300 | 280 | 300 | 880 | 20 | 900 | 54.0 |

## 10 Month, Certificate Program – Online

| Course Number | Course Name | Lecture Hours | Lab Hours | Extern Hours | Total Class Contact Hours | Minimum Outside Clock Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|
| **1st Term** | | | | | | | | |
| GS100 | Fast Track to Success | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| GE112 | Office Applications | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| DA101 | Overview of Dental Assisting | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **2nd Term** | | | | | | | | |
| DA111 | Anatomy, Physiology, Oral Health and Prevention | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| DA121 | Dental Assisting: Instruments and Materials | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| DA131 | Dental Radiology | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **3rd Term** | | | | | | | | |
| DA141 | Chairside Assisting: General Dentistry | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| DA151 | Chairside Assisting: Dental Specialties | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| DA161 | Dental Assisting Externship | 20 | 0 | 180 | 200 | 0 | 200 | 8.0 |
| **Total** | | 340 | 320 | 180 | 840 | 160 | 1000 | 56.0 |

Please Note: These programs are modular and courses do not follow a linear delivery. The course outlines above do not necessarily indicate order of course delivery. Courses are scheduled according to prerequisite requirements. Students are required to participate in outside assigned work per week for each course in the program. This work may take several different forms: documented reading assignments, watching a video and writing a response, journaling, discussions, simulations or drills, and practice. All outside work is required to be documented and will be calculated into the student's overall grade for the course.

# Electronics Technology

**Certificate**
12 Month, 84 Quarter Credit Hour Program

CIP 15.0303

**Associates of Occupational Studies**
18 Month, 122 Quarter Credit Hour Program

Available at the following location:
Pinnacle Career Institute

Delivery Method:
Residential

Industry today places great emphasis on the utilization of electronic test equipment. No matter how carefully designed and technically perfected the field of electronics becomes, there will always be a need for technicians with test equipment knowledge and the expertise to use them. The Electronics Technology Certificate develops a solid electronics foundation.

Certificate Program Objectives:
1. Discuss and demonstrate the fundamentals of electronics, solid state electronics and digital electronics.
2. Discuss and be able to demonstrate basic computer fundamentals.
3. Demonstrate an understanding of theory and how it applies to experimentation and application of trouble-shooting techniques.
4. Demonstrate the use of lab equipment to safely troubleshoot and repair electronic circuits.

This program prepares the graduate for entry-level employment and/or further on-the-job training as a service technician in the field of consumer, commercial, and industrial electronics. Typical job-related activities may involve assembly, installation, maintenance, testing, troubleshooting and repair. Each student is presented with career development fundamentals that teach the technical writing and communication skills necessary in the workplace.

The credits obtained from this certificate can be directly applied to the Associates Degree in the Electronics program at Pinnacle Career Institute. If a student would like to pursue an electronics based associates degree program but is unsure of which program is right for them, starting with the Electronics Technician Certificate allows them the flexibility to apply those credits when they decide.



**Figure 2 - PCI Electronics student**

The Associates of Occupational Studies in Electronics Technology Program provides graduates with an excellent knowledge of electronics, data communications, telecommunications, computers and networking.

Associate of Occupational Studies Program Objectives:
1. Discuss and demonstrate the fundamentals of electronics, solid state electronics and digital electronics.
2. Discuss and be able to demonstrate basic computer fundamentals.
3. Demonstrate an understanding of theory and how it applies to experimentation and application of trouble-shooting techniques.
4. Demonstrate the use of lab equipment to safely troubleshoot and repair electronic circuits.
5. Analyze and repair malfunctions in the computer and data communications related equipment.
6. Demonstrate working knowledge of more popular computer operating systems.
7. Demonstrate applications of electronic theory to robotics, Programmable Industrial Controllers, and other high tech equipment.

8. Analyze and provide advanced communication skills in a technical environment.

Upon graduation, the student will be prepared to assume an entry-level position of field service representative or an electronics bench technician. Opportunities exist in such areas as industrial equipment, electronic consumer goods, biomedical electronic equipment, digital office equipment, computer repair, local area networking, wide area networking, data communications, and telecommunications. Many students may choose to work for various government organizations such as the Post Office, FBI, FCC, FAA, or the Secret Service. Most local and state police departments also need trained electronic technicians.



**Figure 3 - stock photo of electronic components**

Certificate Program:

| Course Number | Course Name | General Education | Lecture Hours | Lab Hours | Extern Hours | Outside Work | Effective Contact Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|
| **1st Term** | | | | | | | | |
| ET101 | DC Fundamentals | N | 60 | 40 | | 25 | 125 | 8.0 |
| ET102E | DC Electronics | N | 30 | 20 | | 12.5 | 62.5 | 4.0 |
| TM101 | Technical Math I | N | 30 | | | 7.5 | 37.5 | 3.0 |
| GE101 | Grammar and Composition | Y | 60 | | | 15 | 75 | 6.0 |
| **2nd Term** | | | | | | | | |
| ET107 | Digital Fundamentals | N | 60 | 40 | | 25 | 125 | 8.0 |
| ET108 | Digital Electronics | N | 30 | 20 | | 12.5 | 62.5 | 4.0 |
| TM103 | Digital Mathematics | N | 30 | | | 7.5 | 37.5 | 3.0 |
| GE201 | Professional Development | Y | 60 | | | 15 | 75 | 6.0 |
| **3rd Term** | | | | | | | | |
| ET103 | AC Fundamentals | N | 60 | 40 | | 25 | 125 | 8.0 |
| ET104E | AC Electronics | N | 30 | 20 | | 12.5 | 62.5 | 4.0 |
| TM102 | Technical Math II | N | 30 | | | 7.5 | 37.5 | 3.0 |
| ECT101 | Computer Fundamentals | N | 60 | | | 15 | 75 | 6.0 |
| **4TH Term** | | | | | | | | |
| ET105 | Solid State Fundamentals | N | 80 | 40 | | 30 | 150 | 10.0 |
| ET106 | Solid State Electronics | N | 40 | 20 | | 15 | 75 | 5.0 |
| GE102 | College Composition I | Y | 60 | | | 15 | 75 | 6.0 |
| **Total** | | | 720 | 240 | | 240 | 1200 | 84.0 |

Associate Degree Program:

| Course Number | Course Name | General Education | Lecture Hours | Lab Hours | Extern Hours | Outside Work | Effective Contact Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|
| **ELECERT** | Electronics Certificate Program | | 720 | 240 | | 240 | 1200 | 84.0 |
| **1st Term** | | | | | | | | |
| ET203 | Computer Hardware and Operating Systems | N | 60 | 30 | | 22.5 | 112.5 | 7.5 |
| ET204 | Advanced Analog and Digital Communication Circuits and Systems | N | 60 | 30 | | 22.5 | 112.5 | 7.5 |
| GE204 | Technical Communication | Y | 30 | | | 7.5 | 37.5 | 3.0 |
| **2nd Term** | | | | | | | | |
| ET205 | Microcontroller & Digital Signal Processor Theory and Applications Used in PLC's and Industrial Controllers | N | 80 | 40 | | 30 | 150 | 10.0 |
| ET206 | Networking, Network Operating Systems, and Network Security for Wired and Wireless LANs and WANs | N | 80 | 40 | | 30 | 150 | 10.0 |
| **Total** | | | 1030 | 380 | | 352.5 | 1762.5 | 122.0 |

Please Note: Courses are scheduled according to prerequisite requirements. Students are required to participate in outside assigned work per week for each course in the program. This work may take several different forms: documented reading assignments, watching a video and writing a response, journaling, discussions, simulations or drills, and practice. All outside work is required to be documented and will be calculated into the student's overall grade for the course.



**Figure 4 - PCI Electronics Program student**

# Health Information Management

**Associate of Occupational Studies**
17 Month, 108 Quarter Credit Hour Program                                CIP 51.0707

Available at the following locations:          Delivery Method:
Pinnacle Career Institute – Online Education    Online

This program prepares students for entry level jobs in the field of Health Information Management and other related health records maintenance, management and quality assurance jobs.  Individuals in this field may compile, process, and maintain medical records of patients in hospital, clinic and other health care settings in a manner consistent with medical, administrative ethical, legal, and regulatory requirements of the health care system.

Associate of Occupational Studies Program Objectives
1. Collect, analyze and maintain data sets and databases.
2. Conduct qualitative analysis to assure that documentation in health record supports the diagnosis and reflects the progress, clinical findings, and discharge status of the patient.
3. Verify timeliness, completeness, accuracy and appropriateness of data and data sources (e.g. patient care, management billing reports and/or databases).
4. Analyze and monitor the accuracy and completeness of the health record as defined by organizational policy, external regulations and standards.
5. Evaluate and apply diagnosis/procedure codes using ICD-9-CM and ICD-10.
6. Evaluate and apply procedure codes using CPT/HCPCS.
7. Validate coding accuracy using clinical information found in health record.
8. Analyze and identify coding discrepancies between coded data and supporting documentation.
9. Collect, organize and present data for clinical databases and registries.
10. Differentiate the roles of various providers and disciplines throughout the continuum of healthcare services.
11. Apply regulatory policies and procedures for access and disclosure of protected health information (PHI).
12. Demonstrate the ability to use technology, including hardware and software, to ensure data collection, storage, analysis, retrieval and reporting of information.
13. Demonstrate the ability to use specialized software applications in the completion of HIM processes.
14. Design, query and generate data reports.



Figure 5 - stock photo of worker

Associate Degree Program:

| Course Number | Course Name | General Education | Lecture Hours | Lab Hours | Extern Hours | Total Class Contact Hours | Minimum Outside Clock Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|---|
| **1st Term** | | | | | | | | | |
| GS100 | Fast Track to Success | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| AHL101 | Medical Terminology | N | 80 | 0 | | 80 | 20 | 100 | 8.0 |
| AHL104 | Law and Ethics | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| **2nd Term** | | | | | | | | | |
| AHL120 | Anatomy, Physiology, Pathology – Connective Systems | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| AHL122 | Anatomy, Physiology, Pathology – Internal Systems | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| GS115 | Professional Communication | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **3rd Term** | | | | | | | | | |
| GE112 | Office Applications | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| AHL220 | Pathophysiology & Pharmacology | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| MBC210 | ICD Coding | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **4th Term** | | | | | | | | | |
| MBC215 | CPT/HCPCS Coding | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| HIM215 | Reimbursement Methods | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| HIM210 | Introduction to Health Information Management | N | 50 | 20 | 10 | 80 | 20 | 100 | 6.3 |
| **5th Term** | | | | | | | | | |
| HIM220 | Health IT Systems | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| HIM225 | Healthcare Data | N | 50 | 20 | 10 | 80 | 20 | 100 | 6.3 |
| HIM230 | Statistics and Quality Management | N | 50 | 20 | 10 | 80 | 20 | 100 | 6.3 |
| **6th Term** | | | | | | | | | |
| HIM235 | Organizational Resources | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| HIM240 | HIM Professional Practice Experience | N | | 40 | 60 | 100 | 0 | 100 | 4.0 |
| **Total** | | | 810 | 480 | 90 | 1380 | 320 | 1700 | 108.0 |

Please Note: This program is modular and courses do not follow a linear delivery. The course outline above does not necessarily indicate order of course delivery. Courses are scheduled according to prerequisite requirements. Students are required to participate in outside assigned work per week for each course in the program. This work may take several different forms: documented reading assignments, watching a video and writing a response, journaling, discussions, simulations or drills, and practice. All outside work is required to be documented and will be calculated into the student's overall grade for the course.

# HVAC Technician

## Certificate
12 Month, 69 Quarter Credit Hours                                             CIP 47.0201

| | | |
|---|---|---|
| Available at the following locations: | Delivery Methods: | Award Level: |
| Pinnacle Career Institute - Lawrence | Flex-Education; Online | Certificate |
| Pinnacle Career Institute - North Kansas City | Flex-Education | Certificate |
| Pinnacle Career Institute - Online Education | Online | Certificate |

The HVAC Technician program prepare the graduate for entry level work as a heating, refrigeration, and air conditioning technician by teaching the foundations of HVAC and ACR systems theory and application.

Program Objectives:
- Communicate the basic physical principles relating to heating, air conditioning, and refrigeration.
- Demonstrate and communicate proper techniques in refrigeration procedures.
- Demonstrate the proper techniques and communicate the basic elements of electronics in HVAC.
- Communicate the principles of air flow and air quality.
- Communicate the basic applications and work done by Commercial HVAC systems.
- Communicate the basic applications and work done by Commercial Refrigeration.
- Communicate and/or apply the procedures and practices for HVAC building efficiencies.
- Communicate the basic applications and work done by Residential Heating and Air Conditioning systems.
- Perform exam exercises in preparation for the "North American Technician Excellence" (NATE) exam.
- Participate in an Externship with a working HVAC company

| Course Number | Course Name | General Education | Lecture Hours | Lab Hours | Extern Hours | Total Class Contact Hours | Minimum Outside Clock Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|---|
| **1st Quarter** | | | | | | | | | |
| GS100 | Fast Track to Success | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| NRG101 | Fundamentals of Electricity | N | 80 | 80 | | 160 | 40 | 200 | 12.0 |
| **2nd Quarter** | | | | | | | | | |
| ACR100 | Refrigeration Fundamentals | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| ACR105 | Basic Electronics for HVAC | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| ACR106 | Airflow Principles | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| **3rd Quarter** | | | | | | | | | |
| HVAC200 | Building Efficiencies | N | 40 | 40 | | | 20 | 100 | 6.0 |
| HVAC210 | Commercial Refrigeration and HVAC | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| HVAC215 | Residential Heating | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **4th Quarter** | | | | | | | | | |
| HVAC220 | Residential Air Conditioning | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| HVAC250 | HVAC Review and Externship | N | | 20 | 180 | 200 | | 200 | 7.0 |
| **Total** | | | 440 | 380 | 180 | 1000 | 200 | 1200 | 69.0 |

Please Note: Students are required to participate in outside assigned work per week for each course in the program. This work may take several different forms: documented reading assignments, watching a video and writing a response, journaling, discussions, simulations or drills, and practice. All outside work is required to be documented and will be calculated into the student's overall grade for the course.

## Massage Therapy

**Certificate**

11 Month, 70 Quarter Credit Hour Program                                    CIP 51.3501

Available at the following locations:        Delivery Method:
Pinnacle Career Institute                            Flex-Education
Pinnacle Career Institute – Lawrence          Flex-Education
Pinnacle Career Institute – North Kansas City    Flex-Education

This program prepares individuals for entry into the wellness and healthcare field of massage and bodywork.  Basic massage techniques, as well as advanced modalities, spa modalities, and complimentary holistic therapies are emphasized. Additionally, students learn to work with special populations such as pregnant, disabled, and elderly clients, and explore career paths in spa, medical, and sports fields. Upon completion of the program, graduates are qualified to take the Massage & Bodywork Licensing Examination (MBLEx), an industry standard for most states.

Certificate Program Objectives:
1. Explain general anatomical terminology, major body regions, cavities, and membranes of the body.
2. Identify structural components, functions, and pathologies of the nervous, endocrine, urinary, lymphatic, reproductive, circulatory, respiratory, digestive systems, integumentary, muscular, and skeletal systems.
3. Discuss benefits and contraindications of massage for all populations
4. Describe and demonstrate foundational concepts of massage therapy
5. Describe and demonstrate advanced massage modalities
6. Demonstrate appropriate record keeping for massage therapy, including appropriate use of medical terminology and treatment plans
7. Describe and demonstrate positioning, draping and massage techniques for special populations
8. Describe how to work as a valuable member of a team in various settings including sports, medical, spa, and massage clinic
9. Describe and demonstrate appropriate massage techniques for various athletic circumstances
10. Apply assessment techniques used in orthopedic massage
11. Describe and demonstrate spa modalities
12. Develop an employment plan
13. Describe how to become a valuable employee
14. Illustrate the steps required to open a successful spa or massage practice



**Figure 6 - stock photo of massage client and therapist**

| Course Number | Course Name | Lecture Hours | Lab Hours | Extern Hours | Total class Contact Hours | Minimum Outside Clock Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|
| **1st Term** | | | | | | | | |
| GS100 | Fast Track to Success | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| AHL120 | Anatomy, Physiology, Pathology: Connective Systems | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| AHL122 | Anatomy, Physiology, Pathology: Internal Systems | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| **2nd Term** | | | | | | | | |
| MST100 | Foundations of Massage | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| MST102 | Spa Modalities | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| MST104 | Holistic Therapies | 40 | 40 | 20 | 100 | | 100 | 6.7 |
| **3rd Term** | | | | | | | | |
| MST106 | Massage for Special Populations | 40 | 40 | 20 | 100 | | 100 | 6.7 |
| MST108 | Advanced Massage Modalities | 40 | 40 | 20 | 100 | | 100 | 6.7 |
| MST110 | Orthopedic Massage | 40 | 40 | 20 | 100 | | 100 | 6.7 |
| **4th Term** | | | | | | | | |
| MST112 | Career Success for Massage Therapists | 40 | 40 | 20 | 100 | | 100 | 6.7 |
| MST114 | Program Review and Portfolio Assessment | 20 | 40 | 40 | 100 | | 100 | 5.3 |
| **Total** | | 460 | 400 | 140 | 1000 | 100 | 1100 | 70.0 |

Please Note: This program is modular and courses do not follow a linear delivery. The course outline above does not necessarily indicate order of course delivery. Courses are scheduled according to prerequisite requirements. Students are required to participate in outside assigned work per week for each course in the program. This work may take several different forms: documented reading assignments, watching a video and writing a response, journaling, discussions, simulations or drills, and practice. All outside work is required to be documented and will be calculated into the student's overall grade for the course.

# Medical Assistant

## Certificate
12 Month, 69 Quarter Credit Hours                                    CIP 51.0801

## Medical Assistant Technician

### Associate of Occupational Studies
Degree Completion - Additional 6 Months, 38 Quarter Credit Hours
Total of 18 Month, 107 Quarter Credit Hours

| Available at the following location(s): | Delivery Method(s): | Award Level: |
|---|---|---|
| Pinnacle Career Institute | Flex-Education | Certificate; Associate Degree |
| Pinnacle Career Institute – Lawrence | Flex-Education | Certificate |
| Pinnacle Career Institute – North Kansas City | Flex-Education | Certificate; Associate Degree |
| Pinnacle Career Institute – Online Education | Online | Certificate; Associate Degree |

The **certificate program** prepares the student with the clinical skills necessary to perform as an effective entry-level medical assistant. Emphasis is placed on the need for compassionate patient care, attention to detail, and the need to work as an integral part of the health team.  Classes focus on human anatomy and physiology, medical terminology, law and ethics in healthcare, patient assessment and education, and assisting the physician in diagnostic and treatment modalities, including surgical procedures conducted in a doctor's office or clinic. Students are prepared to sit for a national certification exam in Medical Assisting. Prior to the start of Externship, students must show proof of Hepatitis B vaccination and a TB skin test.

Certificate Program Objectives:

1. Identify and apply the knowledge of all body systems, their structure and functions, and their common diseases, symptoms, and etiologies.
2. Define medical terms and abbreviations related to all body systems and each specialty.
3. Describe implications for treatment related to pathology of all body systems.
4. Describe the relationship between anatomy and physiology of all body systems and medications used for treatment in each.
5. Comply with federal, state, and local health laws and regulations.
6. Demonstrate and describe Universal Precautions.
7. Assist the physician with the regimen of diagnostic and treatment modalities as they relate to each body system.
8. Perform common tasks for Medical Assistants, including patient assessment, vital signs, venipuncture, injections, x-ray positioning, casting and cast removal, electrocardiogram (ECG), CLIA waved tests, sterilization techniques, and patient education.
9. Demonstrate accurate occupational math and metric conversions for proper medication administration.
10. Understand the basic concepts of insurance, billing, and coding.
11. Obtain First Aid and CPR certification.



Figure 7 - stock photo of Medical Assistant

Completion of the Certificate Program is a prerequisite to enrolling in the Associate Degree Program.

The **Associate Degree program** builds upon the Certificate program, providing a deeper knowledge of phlebotomy, cardiology, and EKG analysis. Critical thinking, communication, leadership and management, and medical office administration skills are emphasized, designed to support those seeking advancement within their current positions. Upon completion of the program and pending all field experience requirements of the National Healthcareer Association (NHA) have been met, students will be prepared to sit for the Phlebotomy Technician (CPT)* and EKG Technician (CET)** certification exams.

Associate Degree Program Objectives:
1. Apply understanding of the cardiac system to identify dysrhythmias on an EKG.
2. Describe correct procedures for collecting, storing, and transporting laboratory specimens.
3. Outline the basic skills involved in managing the needs of a provider's office and other health care facilities.
4. Evaluate and apply medical office administration techniques.
5. Apply critical thinking and problem solving skills.
6. Describe the theories and practices of effective leadership and management.

Certificate Program:

| Course Number | Course Name | General Education | Lecture Hours | Lab Hours | Extern Hours | Total Class Contact Hours | Minimum Outside Clock Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|---|
| **1st Term** | | | | | | | | | |
| GS100 | Fast Track to Success | Y | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| AHL101 | Medical Terminology | N | 80 | 0 | 0 | 80 | 20 | 100 | 8.0 |
| AHL104 | Law and Ethics | N | 60 | 20 | 0 | 80 | 20 | 100 | 7.0 |
| **2nd Term** | | | | | | | | | |
| AHL120 | Anatomy, Physiology, Pathology – Connective Systems | N | 60 | 20 | 0 | 80 | 20 | 100 | 7.0 |
| AHL122 | Anatomy, Physiology, Pathology – Internal Systems | N | 60 | 20 | 0 | 80 | 20 | 100 | 7.0 |
| AHL145 | Electronic Health Records | N | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| **3rd Term** | | | | | | | | | |
| MAC101 | Medical Assisting Clinical: Patient Assessment, Sensory, Integumentary | N | 30 | 50 | 0 | 80 | 20 | 100 | 5.5 |
| MAC102 | Medical Assisting Clinical: Digestive, Urinary, Endocrine, Reproductive | N | 30 | 50 | 0 | 80 | 20 | 100 | 5.5 |
| MAC103 | Medical Assisting Clinical: Cardiovascular, Respiratory, Lymphatic | N | 30 | 50 | 0 | 80 | 20 | 100 | 5.5 |
| **4th Term** | | | | | | | | | |
| MAC104 | Medical Assisting Clinical: Musculoskeletal, Surgery, Pharmacology | N | 30 | 50 | 0 | 80 | 20 | 100 | 5.5 |
| MAC180 | Medical Assisting Practicum | N | 0 | 0 | 180 | 180 | 20 | 200 | 6.0 |
| **Total** | | | 460 | 340 | 180 | 980 | 220 | 1200 | 69.0 |

* For Phlebotomy Technician - Training/work experience must include a minimum of 30 successful venipunctures and 10 successful capillary sticks. These venipuncture and capillary sticks must be performed on live individuals. Candidates are prohibited from using mannequins to meet this requirement.
** For EKG Technician - Training/work experience must include performing a minimum of 10 successful EKGs. These EKGs must be performed on live individuals. Candidates are prohibited from using mannequins to meet this requirement.

Associate Degree Program:

| Course Number | Course Name | General Education | Lecture Hours | Lab Hours | Extern Hours | Total Class Contact Hours | Outside Clock Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|---|
| **MACERT** | Certificate Program: concentration courses | | | | | | | | 63.0 |
| **MACERT** | Certificate Program: general education courses | | | | | | | | 6.0 |
| **1st Term** | | | | | | | | | |
| GS115 | Professional Communication | Y | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| MBC150 | Medical Office Administration | N | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| MAC200 | Advanced Phlebotomy Theory | N | 60 | 20 | 0 | 80 | 20 | 100 | 7.0 |
| **2nd Term** | | | | | | | | | |
| GE255 | Leadership and Management in Health Professions | N | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| HUM104 | Philosophy of Critical Thinking and Problem Solving | Y | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| MAC220 | Advanced Cardiology and EKG Interpretation | N | 60 | 20 | 0 | 80 | 20 | 100 | 7.0 |
| **Subtotal** | Associate degree courses | | 280 | 200 | 0 | 480 | 120 | 600 | 38.0 |
| **Total** | Certificate + Associate degree courses | | 740 | 540 | 180 | 1460 | 340 | 1800 | 107.0 |

Please Note: This program is modular and courses do not follow a linear delivery. The course outline above does not necessarily indicate order of course delivery. Courses are scheduled according to prerequisite requirements. Students are required to participate in outside assigned work per week for each course in the program. This work may take several different forms: documented reading assignments, watching a video and writing a response, journaling, discussions, simulations or drills, and practice. All outside work is required to be documented and will be calculated into the student's overall grade for the course.



**Figure 8 -PCI Medical Assistant student practicing casting**



**Figure 9 - PCI Medical Assistant student practicing vital signs**

# Medical Billing and Coding Specialist

**Associate of Occupational Studies (AOS)**
**Associate of Applied Science (AAS)**
15 Month, 94 Quarter Credit Hour Program                                      CIP 51.0713

| Available at the following locations: | Delivery Methods: | Award Level: |
|---|---|---|
| Pinnacle Career Institute | Flex-Education | AOS |
| Pinnacle Career Institute – Lawrence | Flex-Education | AAS |
| Pinnacle Career Institute – North Kansas City | Flex-Education | AOS |
| Pinnacle Career Institute – Online Education | Online | AOS |

This program prepares students for entry level jobs in the field of Medical Billing and Coding. Individuals in this field may be employed in the healthcare field in a physician-based office, hospital office, or clinic-based settings that would require knowledge of basic healthcare office practices, basic billing and coding techniques and office management.

Program Objectives:



**Figure 10 - stock photo of medical office worker**

1. Demonstrate keyboarding, word processing, and computer skills.
2. Evaluate and apply medical office organization techniques.
3. Identify, discuss and appropriately use medical terminology.
4. Differentiate recommendations prescribed by the physician to develop a clean coding of the medical record.
5. Categorize and organize reimbursement and payment systems for all types of healthcare systems and managed care.
6. Define, assess and practice the differences between coding for an inpatient setting and coding for an outpatient.
7. Explain and practice the rules that apply to inpatient and outpatient coding structures.
8. Outline and demonstrate the basic skills involved in managing the needs of a provider's office and other health care facilities.
9. Define, discuss, and perform insurance billing and coding using ICD-9, ICD-10, HCPCS and CPT for physician and health offices.
10. Demonstrate the ability to function effectively and professionally in a medical setting.
11. Discuss and analyze ethics and HIPAA requirements and obligations in medical billing and coding.
12. Outline and practice the sequential steps of the billing process (patient appointment through collections).
13. Define, discuss, and generate a CMS-1500 report.
14. Practice and prepare for the CCA exam.

| Course Number | Course Name | General Education | Lecture Hours | Lab Hours | Extern Hours | Total Class Contact Hours | Outside Clock Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|---|
| **1st Term** | | | | | | | | | |
| GS100 | Fast Track to Success | Y | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| AHL101 | Medical Terminology | N | 80 | 0 | 0 | 80 | 20 | 100 | 8.0 |
| AHL104 | Law and Ethics | N* | 60 | 20 | 0 | 80 | 20 | 100 | 7.0 |
| **2nd Term** | | | | | | | | | |
| AHL120 | Anatomy, Physiology, Pathology – Connective Systems | N | 60 | 20 | 0 | 80 | 20 | 100 | 7.0 |
| AHL122 | Anatomy, Physiology, Pathology – Internal Systems | N | 60 | 20 | 0 | 80 | 20 | 100 | 7.0 |
| AHL145 | Electronic Health Records | N | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| **3rd Term** | | | | | | | | | |
| GE112 | Office Applications | Y | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| AHL220 | Pathophysiology and Pharmacology | N | 60 | 20 | 0 | 80 | 20 | 100 | 7.0 |
| MBC210 | ICD Coding | N | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| **4th Term** | | | | | | | | | |
| MBC215 | CPT/HCPCS Coding | N | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| HIM215 | Reimbursement Methods | N | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| GS115 | Professional Communication | Y | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| **5th Term** | | | | | | | | | |
| MBC150 | Medical Office Administration | N | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| MBC220 | The Billing Cycle | N | 40 | 40 | 0 | 80 | 20 | 100 | 6.0 |
| MBC240 | MBC Professional Practice Experience | N | 0 | 40 | 60 | 100 | 0 | 100 | 4.0 |
| **Total** | | | 680 | 480 | 60 | 1220 | 280 | 1500 | 94.0 |

* AHL104 is a general education requirement recognized by Kansas Board of Regents in the Associate of Applied Science degree, but is not recognized as a general education requirement by American Council for Independent Colleges and Schools (ACICS).

Please Note: These programs are modular and courses do not follow a linear delivery. The course outlines above do not necessarily indicate order of course delivery. Courses are scheduled according to prerequisite requirements. Students are required to participate in outside assigned work per week for each course in the program. This work may take several different forms: documented reading assignments, watching a video and writing a response, journaling, discussions, simulations or drills, and practice. All outside work is required to be documented and will be calculated into the student's overall grade for the course.

# Personal Trainer

**Certificate Program**
12 Month, 74 Credit Hour Program                                        CIP 31.0507

**Associates of Occupational Studies**
18 Month, 114 Quarter Credit Hour Program

Available at the following locations:          Delivery Methods:      Award Level:
Pinnacle Career Institute                      Flex-Education         Certificate, Associate Degree
Pinnacle Career Institute – North Kansas City  Flex-Education         Certificate, Associate Degree
Pinnacle Career Institute – Online Education   Online                 Certificate, Associate Degree
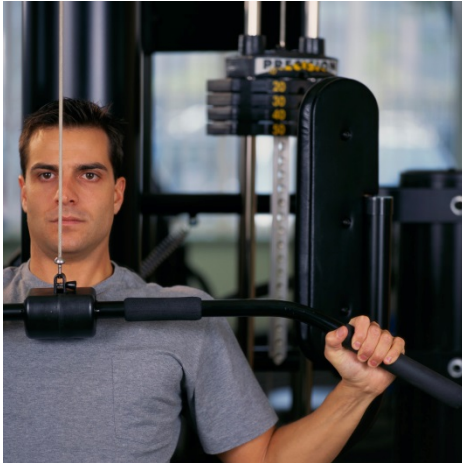


**Figure 11 - stock photo of man training in gym**

The health and fitness industry offers a variety of interesting and challenging career opportunities to graduates of the Personal Trainer Program.

In the Personal Trainer programs, students will receive the training in exercise programming, interpersonal communication, and marketing that is required in commercial, corporate, or private personal training environments. Graduates will be able to perform a variety of exercise related assessments and tests, design safe and effective exercise programs, implement safe weight loss/gain programs and be proficient in a variety of business related skills.

The objectives of the Personal Trainer Programs are to provide graduates with the knowledge, skills, and abilities to qualify for personal trainer positions in gyms, fitness centers, private studios, corporate wellness programs, or begin their own personal training business.

Certificate Program Objectives:
1. Demonstrate the knowledge, skills and abilities to qualify for an entry level personal trainer position.
2. Demonstrate a basic understanding of the skills necessary to beginning their own business.
3. Interview and develop a client plan of action using exercise related assessments and tests.
4. Design safe and effective exercise programs.
5. Illustrate career possibilities within the Personal Training field.
6. Highlight new and innovative tools and techniques for the Personal Training field.
7. Demonstrate willingness and ability to attempt new training methods.
8. Demonstrate the ability to work in a team environment.
9. Demonstrate the ability to motivate others.
10. Demonstrate general knowledge of fitness assessments, exercise techniques and exercise programming.

Associate of Occupational Studies Program Objectives:
1. Perform a variety of exercise related assessments and tests
2. Design safe and effective exercise programs
3. Implement safe weight loss/gain programs
4. Be proficient in a variety of business related skills
5. Demonstrate an understanding of how the body responds to physical activity
6. Demonstrate how physical activity affects the individual participating
7. Communicate career vision
8. Establish goals within the fitness industry
9. Develop a plan for achieving goals
10. Introduce advanced personal training tools and techniques

Certificate Program:

| Course Number | Course Name | Lecture Hours | Lab Hours | Extern Hours | Total Class Contact Hours | Minimum Outside Clock Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|
| **1st Term** | | | | | | | | |
| GS100 | Fast Track to Success | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| EP101 | Exercise Psychology | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| AHL120 | Anatomy, Physiology, Pathology: Connective Systems | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| **2nd Term** | | | | | | | | |
| AHL122 | Anatomy, Physiology, Pathology: Internal Systems | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| NUT101 | Wellness and Nutrition | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| PT101 | Fitness Assessment and Exercise Prescription I | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **3rd Term** | | | | | | | | |
| BUS101 | Business Management | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| KN101 | Kinesiology | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| EP102 | Exercise Physiology | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **4th Term** | | | | | | | | |
| PT102 | Fitness Assessment and Exercise Prescription II | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| PT113 | Externship: Personal Trainer Certificate Program* | 40 | | 160 | 200 | | 200 | 9.0 |
| **Total** | | 540 | 300 | 160 | 1000 | 200 | 1200 | 74.0 |

* PT113 is not included in associate degree program; credit and hours do not transfer.

Associate Degree Program:

| Course Number | Course Name | General Education | Lecture Hours | Lab Hours | Extern Hours | Total Class Contact Hours | Minimum Outside Clock Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|---|
| PTCERT | Personal Trainer Certificate Program | | 500 | 300 | | 800 | 200 | 1000 | 65.0 |
| **1st Term** | | | | | | | | | |
| GE112 | Office Applications | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| PT104 | Special Populations | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| PT105 | Exercise Techniques and Human Performance | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| **2nd Term** | | | | | | | | | |
| GS115 | Professional Communication | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| PT106 | Client Consultation and Fitness Assessment | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| NUT102 | Sports Nutrition | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| **3rd Term** | | | | | | | | | |
| PT213 | Externship: Personal Trainer – AOS Program | N | 40 | | 160 | 200 | | 200 | 9.0 |
| **Total** | | | 860 | 460 | 160 | 1480 | 320 | 1800 | 114.0 |

Please Note: This program is modular and courses do not follow a linear delivery. The course outline above does not necessarily indicate order of course delivery. Courses are scheduled according to prerequisite requirements. Students are required to participate in outside assigned work per week for each course in the program. This work may take several different forms: documented reading assignments, watching a video and writing a response, journaling, discussions, simulations or drills, and practice. All outside work is required to be documented and will be calculated into the student's overall grade for the course.

# Pharmacy Technician

**Certificate Program**

11 Month, 63 Quarter Credit Hour Program                                    CIP 51.0805

Available at the following locations:                     Delivery Methods:
Pinnacle Career Institute                                Flex-Education
Pinnacle Career Institute – Online Education             Online
Pinnacle Career Institute – North Kansas City           Flex-Education

This program prepares individuals for an entry-level career position as a Pharmacy Technician. Students will learn to establish and maintain customer profiles, prepare medications, assist customers, and be able to work within the clinical, wholesale or retail business operations. The program includes instruction in medical and pharmaceutical terminology, principles of pharmacology, drug identification, pharmacy lab procedures, prescription interpretation, patient communication including customer service and prescription education, record-keeping, measurement and calculation, and applicable standards and regulations including HIPAA compliance.

Certificate Program Objectives:

1.  Demonstrate proper procedures to avoid medication errors.
2.  Demonstrate proper procedures to assure delivery of the correct prescription to patients.
3.  Accurately and quickly enter prescription information and drug history into the computer.
4.  Demonstrate a clear knowledge of the line between tasks that can be performed by a pharmacy technician and by a pharmacist.
5.  Demonstrate knowledge of abbreviations used on prescriptions and familiarity with the ways they can be misinterpreted.
6.  Communicate information accurately and appropriately with patients.
7.  Follow appropriate legal and ethical rules within the guidelines of the work.
8.  Maintain HIPAA compliance while communicating with patients.
9.  Follow the proper rules and regulations while handling refills, partial filling and transfers of prescriptions among pharmacies.
10. Correctly calculate prescription quantities and supply as well as the amount of medication to be dispensed.
11. Demonstrate knowledge of terms and units of measurement in each system of measurement and the ability to convert from one system to another.



**Figure 12 - stock photo of pharmacy technician**

12. Assist with billing and inventory control.
13. Demonstrate knowledge of managed care, record keeping requirements, and appropriate coding.
14. Demonstrate the ability to answer patient questions related to third party prescription coverage.
15. Demonstrate the ability to identify types of drugs, how to pronounce the drug names and how they match with associated generic drugs.

| Course Number | Course Name | Lecture Hours | Lab Hours | Extern Hours | Total class Contact Hours | Minimum Outside Clock Hours | Contact Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|
| **1st Term** | | | | | | | | |
| GS100 | Fast Track to Success | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| GE112 | Office Applications | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| AHL101 | Medical Terminology | 80 | | | 80 | 20 | 100 | 8.0 |
| **2nd Term** | | | | | | | | |
| PHR100 | Introduction to Being a Pharmacy Technician | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| PHR105 | Pharmacology Calculations & Measures | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| AHL104 | Law and Ethics | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| **3rd Term** | | | | | | | | |
| PHR110 | Pharmacology I | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| PHR112 | Pharmacology II | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| PHR115 | Principles of Pharmacy Management | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **4th Term** | | | | | | | | |
| PHR120 | Pharmacy Technician Externship | | 20 | 180 | 200 | | 200 | 7.0 |
| **Total** | | 420 | 320 | 180 | 920 | 180 | 1100 | 64.0 |

Please Note: This program is modular and courses do not follow a linear delivery. The course outline above does not necessarily indicate order of course delivery. Courses are scheduled according to prerequisite requirements. Students are required to participate in outside assigned work per week for each course in the program. This work may take several different forms: documented reading assignments, watching a video and writing a response, journaling, discussions, simulations or drills, and practice. All outside work is required to be documented and will be calculated into the student's overall grade for the course.

# Radiation Protection Technician

**Certificate**
10 Month, 59 Quarter Credit Hour Program

**Associate of Applied Science**
18 Month, 104 Quarter Credit Hour Program                                        CIP 41.0205

Available at the following location(s):        Delivery Method(s):
Pinnacle Career Institute – Lawrence          Online, Flex-Education

Professionals in the Radiation Protection field ensure the safety of workers in radiation areas by measuring and recording radiation levels and developing and implementing processes to minimize radiation exposure and spread of contamination.



The **certificate program** prepares students to begin entry-level work as Radiation Protection Technicians. Duties of entry-level technicians may include basic repair and source checking of instruments, area radiation surveys, pre-job briefings, maintaining control point integrity, and

**Figure 13 - Vogtle Nuclear Power Plant; public domain image via Flickr**

assisting rad workers with proper dress-out techniques.  Topics of study include basic electricity, atomic and nuclear physics, radiation protection and detection, radiation exposure, and radiologic surveys.

Certificate Program Objectives:
1. Demonstrate knowledge of nuclear power plant operations
2. Demonstrate knowledge of radiation and radiation protection
3. Demonstrate general knowledge of plant safety
4. Demonstrate knowledge of applicable instrumentation
5. Describe human performance and safety operating experiences
6. Demonstrate an understanding of radiobiology
7. Analyze the physics of nuclear reactions
8. Demonstrate job-related general knowledge skills

The **associate degree program** builds upon the certificate level, providing instruction in management, leadership, and technical writing. Advanced topics also include nuclear power plant systems, mechanical components, instrumentation, and radiobiology. The associate degree program includes an externship in the nuclear field.

Associate of Applied Science Program Objectives:
1. Demonstrate knowledge of nuclear power plant operations, plant systems, and plant mechanical components.
2. Demonstrate knowledge of radiation and radiation protection
3. Demonstrate knowledge of applicable instrumentation
4. Demonstrate an understanding of plant safety
5. Analyze human performance and safety operating experiences
6. Demonstrate an understanding of radiobiology
7. Analyze the physics of nuclear reactions
8. Demonstrate job-related skills

Certificate Program:

| Course Number | Course Name | General Education | Lecture Hours | Lab Hours | Practicum Hours | Total Class Contact hours | Min. Outside Contact Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|---|
| **1st Term** | | | | | | | | | |
| GS100 | Fast Track to Success | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| NRG101 | Fundamentals of Electricity | N | 80 | 80 | | 160 | 40 | 200 | 12.0 |
| **2nd Term** | | | | | | | | | |
| NRG105 | Alternative Energy Systems | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| RPT100 | Introduction to Radiation Protection Technology | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| NU100 | Atomic and Nuclear Physics | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **3rd Term** | | | | | | | | | |
| RPT110 | Radiation Exposure | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| RPT120 | Plant-Based Radiation Protection | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| RPT130 | Radiation Protection and Detection | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **4th Term** | | | | | | | | | |
| RPT150 | Radiation Protection Technician Practicum | N | 20 | 20 | 60 | 100 | | 100 | 5.0 |
| **Total** | | | 380 | 380 | 60 | 820 | 180 | 1000 | 59.0 |

Associate Degree Program:

| Course Number | Course Name | General Education | Lecture Hours | Lab Hours | Practicum Hours | Total Class Contact Hours | Min. Outside Contact Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|---|
| RPT CERT | Certificate Program: concentration courses | N | 340 | 340 | 60 | 740 | 160 | 900 | 53.0 |
| RPT CERT | Certificate Program: general education courses | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **5th Term** | | | | | | | | | |
| GS115 | Professional Communication | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| NU200 | Nuclear Power Components | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| NU210 | Systems of Nuclear Power | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **6th Term** | | | | | | | | | |
| RPT200 | Radiobiology | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| GE250 | Leadership and Management in Energy | N* | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| NU220 | Nuclear Safety | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **7th Term** | | | | | | | | | |
| HUM104 | Philosophy of Critical Thinking and Problem Solving | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| RPT250 | Radiation Protection Technician Externship | N | 0 | 10 | 90 | 100 | 0 | 100 | 3.5 |
| **Total** | | | 660 | 670 | 150 | 1480 | 320 | 1800 | 104.5** |
| | | | | | ** Adjusted credits awarded | | | | 104 |

* This course is recognized as General Education by Kansas Board of Regents, but not by the Accrediting Council for Independent Colleges and Schools (ACICS).

Please Note: This program is modular and courses do not follow a linear delivery. The course outline above does not necessarily indicate order of course delivery. Courses are scheduled according to prerequisite requirements. Students are required to participate in outside assigned work per week for each course in the program. This work may take several different forms: documented reading assignments, watching a video and writing a response, journaling, discussions, simulations or drills, and practice. All outside work is required to be documented and will be calculated into the student's overall grade for the course.

# Wind Turbine Technician

**Certificate**
11 Month, 68 Quarter Credit Hours

**Associate of Occupational Studies (AOS)**
**Associate of Applied Science (AAS)**
Degree Completion - Additional 6 Months, 36 Quarter Credit Hours
Total of 17 Month, 104 Quarter Credit Hours                                      CIP 15.0403

| Available at the following locations: | Delivery: | Award: |
|---|---|---|
| Pinnacle Career Institute | Flex-Education | Certificate |
| Pinnacle Career Institute - Online Education | Online | Certificate; AOS |
| Pinnacle Career Institute - North Kansas City | Flex-Education | Certificate |
| Pinnacle Career Institute - Lawrence | Flex-Education; Online | Certificate; AAS |

The **certificate program** is designed to provide students with a broad-based knowledge of general electronics, hydraulics and safety as it relates to emerging wind energy initiatives. The program prepares graduates for entry level jobs in a variety of electro-mechanical technician areas but with a focus on wind energy and wind turbine installation and repair.  Similar positions may be found in other fields related to the repair and installation of electronics, hydraulics and pneumatics.

Certificate Program Objectives:
1. Demonstrate a sound understanding of basic concepts, circuits and theorems associated with direct current electricity.
2. Discuss and simulate troubleshooting activities related to Ohm's law including relationships in series, parallel and combination circuits.
3. Describe components and circuits associated with alternating current and their applications.
4. Apply basic algebraic operations, simple linear equations, algebraic functions, ratio and percent.
5. Describe the core functions of a wind turbine and wind farm including the various components and systems of operation.
6. Analyze the common maintenance routines and troubleshooting operations for the various systems of a wind turbine.
7. Explain core fundamentals of hydraulics and pneumatics through the discussion and application of the laws and principles of fluid power, control systems, and components.
8. Organize a plan of action and correctly calculate loads for proper rigging and moving of heavy objects in a safe and reliable manner.



**Figure 14 - PCI Wind Turbine Tech students at boot camp**

9. Compare and contrast the evolution of the various alternative energy forms with traditionally conventional forms of energy.
10. Analyze the theories, best practices for safety, and common hazards for working in an industrial setting.
11. Demonstrate the ability to associate proper soft skills and quality communication within a professional setting.
12. Produce a strategic plan and develop the materials necessary for securing employment.

The **Associate Degree** program builds upon the Certificate program, providing a deeper knowledge of industrial practices relating to wind power and other utility power industries.  Students will be prepared to further their careers with skills in industrial electronics, electrical networks, automation, communications, as well as smart grid and energy storage systems. Critical thinking, leadership, and management skills are emphasized, designed to support those seeking advancement within their current positions.

Completion of the Certificate Program is a prerequisite to enrolling in the Associate Degree Program.

Associate Degree Program Objectives:
1. Explain the function of digital components and circuitry associated with digital logic and control systems.
2. Evaluate electrical networks, automations and communication systems.
3. Analyze SCADA systems within an industrial setting.
4. Evaluate implementation theories and practices of Smart Grid and Energy Storage technologies.
5. Apply critical thinking and problem solving skills.
6. Describe the theories and practices of effective leadership and management.



**Figure 15 - stock photo of wind turbines**

Certificate Program:

| Course Number | Course Name | General Education | Lecture Hours | Lab Hours | Extern Hours | Total Class Contact Hours | Min. Outside Clock Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|---|
| **1st Term** | | | | | | | | | |
| GS100 | Fast Track to Success | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| NRG101 | Fundamentals of Electricity | N | 80 | 80 | | 160 | 40 | 200 | 12.0 |
| **2nd Term** | | | | | | | | | |
| NRG105 | Alternative Energy Systems | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| GS115 | Professional Communication | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| NRG110 | Industrial Safety | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| **3rd Term** | | | | | | | | | |
| WTT110 | Fundamentals of Hydraulics | N | 60 | 20 | | 80 | 20 | 100 | 7.0 |
| WTT115 | Principles of Wind Energy | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| WTT120 | Wind Physics | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **4th Term** | | | | | | | | | |
| WTT125 | Operations and Maintenance | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| WTT150 | Wind Turbine Technician Practicum | N | 20 | 80 | | 100 | 0 | 100 | 6.0 |
| **Total** | | | 460 | 440 | | 900 | 200 | 1100 | 68.0 |

Associate Degree Program:

| Course Number | Course Name | General Education | Lecture Hours | Lab Hours | Extern Hours | Total Class Contact Hours | Minimum Outside Clock Hours | Total Clock Hours | Quarter Credit Hours |
|---|---|---|---|---|---|---|---|---|---|
| **WTTCERT** | Certificate Program: concentration courses | N | | | | | | | 56.0 |
| **WTTCERT** | Certificate Program: general education courses | Y | | | | | | | 12.0 |
| **1st Term** | | | | | | | | | |
| HUM104 | Philosophy of Critical Thinking and Problem Solving | Y | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| NRG210 | Industrial Electronics | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| NRG215 | Electrical Network Communication | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **2nd Term** | | | | | | | | | |
| GE250 | Leadership and Management in Energy | N* | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| NRG220 | SCADA Systems | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| NRG225 | Smart Grid and Energy Storage | N | 40 | 40 | | 80 | 20 | 100 | 6.0 |
| **Total** | | | 240 | 240 | | 480 | 120 | 600 | 104.0 |

* This course is recognized as General Education by Kansas Board of Regents, but not by the Accrediting Council for Independent Colleges and Schools (ACICS).

Please Note: This program is modular and courses do not follow a linear delivery. The course outline above does not necessarily indicate order of course delivery. Courses are scheduled according to prerequisite requirements. Students are required to participate in outside assigned work per week for each course in the program. This work may take several different forms: documented reading assignments, watching a video and writing a response, journaling, discussions, simulations or drills, and practice. All outside work is required to be documented and will be calculated into the student's overall grade for the course.



**Figure 174 – (above) PCI Wind Turbine Tech students inside nacelle of wind turbine at boot camp**

**Figure 165 – (right) PCI Wind Turbine Tech student on top of nacelle at boot camp**

# Course Descriptions

**ACR100**
**Refrigeration Fundamentals**
Prerequisite: GS100
6 Quarter Credits
100 Effective Contact hours

This course covers the basic principles of refrigeration and air conditioning systems.  This includes the concepts of heat transfer, refrigeration, pressure-temperature, and the basic principles and processes involved in building and maintaining these systems.

**ACR105**
**Basic Electronics for HVAC**
Prerequisite: GS100, NRG101
6 Quarter Credits
100 Effective Contact Hours

This course teaches power distribution and electrical components.  The course focuses on the theory of solid-state electronics, components used in the operation, use, and testing of electrical components of HVAC.  This includes transformers, single phase and three phase power distribution, capacitors, and the theory and operation of induction motors.

**ACR106**
**Air Flow Principles**
Prerequisite: GS100
7 Quarter Credits
100 Effective Contact hours

This course teaches advanced air flow properties, duct design, and materials used in duct systems and indoor air quality.  Students learn about system balance related to air flow principles, heat losses/gains and air leakage, and computational analysis of air flow based on ductwork.

**AHL101**
**Medical Terminology**
Prerequisite: GS100
8 Quarter Credits
100 Total Clock hours

This course introduces elements of medical terminology, such as the etymology of words used to describe the human body. Students learn to apply proper terminology and spelling for body systems.

**AHL104**
**Law and Ethics**
Prerequisite: GS100
7 Quarter Credits
100 Total Clock hours

This course begins with an examination of why it is important that healthcare practitioners understand medical law and ethics. The course then covers the basics—civil and criminal law, lawsuits and malpractice, negligence, and contracts. Other topics include patient confidentiality, employer/employee issues, the structure of medical practices, the role of the physician in death and dying issues, bioethical issues, and the impact of the Health Insurance Portability and Accountability Act (HIPAA) on medical practices.

**AHL120**
**Anatomy, Physiology, Pathology: Connective Systems**
Prerequisite: GS100
7 Quarter Credits
100 Total Clock Hours

The course is designed to provide the student with an overall understanding of levels of human structure and organization, cellular structure and function; anatomical terminology, anatomy, physiology, and pathology of the integumentary, skeletal and muscular systems. Emphasis is placed on naming bones, bony landmarks, muscles and their origins, insertions and actions.

**AHL122**
**Anatomy, Physiology, Pathology: Internal Systems**
Prerequisite: GS100
7 Quarter Credits
100 Total Clock Hours

The course is designed to provide the student with an overall understanding of anatomical terminology, body planes and movements; anatomy, physiology, and pathology of the nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.

**AHL145**
**Electronic Health Records**
Prerequisite: GS100
6 Quarter Credits
100 Total Clock Hours

Using Electronic Health Records saves time and money, reduces errors, and improves patient care. In this class, you will learn how to schedule patient appointments, enter and manage patient data, and create reports. The importance of security standards when handling Protected Health Information electronically also is examined.

**AHL220**
**Pathophysiology & Pharmacology**
Prerequisite: GS100, AHL120, AHL122
7 Quarter Credits
100 Effective Contact hours

This course will take you on a journey that will explore the basic concepts of pathophysiology and pharmacology. You will learn pathophysiology concepts focused on common disease processes in the various human body systems. Along the way, you will be introduced to basic pharmacology concepts, including specific drug classifications, interactions and effects on the human body.

**BUS101**
**Business Management**
Prerequisite: GS100
7 Quarter Credits
100 Effective Contact hours

The course is designed to provide the student with an overall understanding of the skills involved in being a successful business owner. In this course, students will learn basic business principles and how to create a successful career. Subjects include office productivity software, marketing materials, resume development, business plan development, licensing, and continuing education.

**DA100**
**Overview of Dental Assisting**
Prerequisite: GS100
6.7 Quarter Credits
100 Effective Contact Hours

Welcome to the world of dental assisting! In this engaging and informative course, you will be introduced to the specific procedures the dental assistant will use on a daily basis. Basic safety, sterilization and disinfecting techniques will be outlined and evaluated, as well as exposure to the unique operations of working effectively with the dental office team. This course includes 20 hours of internship

**DA101**
**Overview of Dental Assisting**
Prerequisite: GS100
6.0 Quarter Credits
100 Effective Contact Hours

Welcome to the world of dental assisting! In this engaging and informative course, you will be introduced to the specific procedures the dental assistant will use on a daily basis. Basic safety, sterilization and disinfecting techniques will be outlined and evaluated, as well as exposure to the unique operations of working effectively with the dental office team.

**DA110**
**Anatomy, Physiology, Oral Health and Prevention**
Prerequisite: GS100
6.7 Quarter Credits
100 Effective Contact Hours

Dive into the depths of the human body by examining the basic anatomy and physiology principles necessary for dental assisting. A deep examination of mouth and tooth anatomy will open the door for you to apply these concepts throughout the course and your program of study. In addition to these foundational concepts of anatomy, you will gain exposure to some fundamental dental assisting concepts such as periodontal disease, preventive techniques and a peek at special consideration populations in dentistry. Enjoy the journey through the magnificent human body! This course includes 20 hours of internship.

**DA111**
**Anatomy, Physiology, Oral Health and Prevention**
Prerequisite: GS100
6.0 Quarter Credits
100 Effective Contact Hours

Dive into the depths of the human body by examining the basic anatomy and physiology principles necessary for dental assisting. A deep examination of mouth and tooth anatomy will open the door for you to apply these concepts throughout the course and your program of study. In addition to these foundational concepts of anatomy, you will gain exposure to some fundamental dental assisting concepts such as periodontal disease, preventive techniques and a peek at special consideration populations in dentistry. Enjoy the journey through the magnificent human body!

**DA120**
**Dental Assisting: Instruments and Materials**
Prerequisite: GS100
6.7 Quarter Credits
100 Effective Contact Hours

Auto mechanics and other trades need to have a supreme grasp regarding the tools that reside in their back pocket. Dental assistants need the same grasp regarding their instruments and hand-pieces. Learn all about the usage and care of these wonderful instruments and hand-pieces used in dentistry. Get your hands and instruments working as you explore the world of common mixes and materials used in the dental office, creating impressions that will assist in examining bite registration. This course includes 20 hours of internship.

**DA121**
**Dental Assisting: Instruments and Materials**
Prerequisite: GS100
6.0 Quarter Credits
100 Effective Contact Hours

Auto mechanics and other trades need to have a supreme grasp regarding the tools that reside in their back pocket. Dental assistants need the same grasp regarding their instruments and hand-pieces. Learn all about the usage and care of these wonderful instruments and hand-pieces used in dentistry. Get your hands and instruments working as you explore the world of common mixes and materials used in the dental office, creating impressions that will assist in examining bite registration.

**DA130**
**Dental Radiology**
Prerequisite: GS100, DA110
6.7 Quarter Credits
100 Effective Contact Hours

Smile for the camera! Be the photographer in this important course that allows you to look beyond your patient's pretty smile and create the images that will help tell their dental story. A detailed look at the unique imaging techniques and procedures will help paint a clear picture of your patient's history and future. Processing techniques, legal and safety considerations will also be addressed in this interesting and engaging class. This class includes 20 hours of internship. Ready? Say "cheese"!

**DA131**
**Dental Radiology**
Prerequisite: GS100, DA111
6.0 Quarter Credits
100 Effective Contact Hours

Smile for the camera! Be the photographer in this important course that allows you to look beyond your patient's pretty smile and create the images that will help tell their dental story. A detailed look at the unique imaging techniques and procedures will help paint a clear picture of your patient's history and future. Processing techniques, legal and safety considerations will also be addressed in this interesting and engaging class. Ready? Say "cheese"!

**DA140**
**Chairside Assisting: General Dentistry**
Prerequisite: GS100, DA120
6.7 Quarter Credits
100 Effective Contact Hours

Cavities happen to good people. In fact, they happen to a large percentage of your future patients. Learn how to recognize a cavity and what options are available to your patients for treatment. Explore a multitude of restoration possibilities and discover your role in the process. This course includes 20 hours of internship.

**DA141**
**Chairside Assisting: General Dentistry**
Prerequisite: GS100, DA121
6.0 Quarter Credits
100 Effective Contact Hours

Cavities happen to good people. In fact, they happen to a large percentage of your future patients. Learn how to recognize a cavity and what options are available to your patients for treatment. Explore a multitude of restoration possibilities and discover your role in the process.

**DA150**
**Chairside Assisting: Dental Specialties**
Prerequisite: GS100, DA120
6.7 Quarter Credits
100 Effective Contact Hours

If your vehicle needs repair, you take it to the mechanic. If your pet is sick, you take it to the vet. If your tooth hurts, you go to the dentist, and to fix the problem you may be referred to a specialist. In this course, you will learn about a variety of dental specialists you may work with one day. Explore each specialty's unique practices and procedures to anticipate your role when working in a specialty practice, and educate patients about the specialist they have been referred to. This

class includes 20 hours of internship.

**DA151**
**Chairside Assisting: Dental Specialties**
Prerequisite: GS100, DA121
6.0 Quarter Credits
100 Effective Contact Hours

If your vehicle needs repair, you take it to the mechanic.  If your pet is sick, you take it to the vet.  If your tooth hurts, you go to the dentist, and to fix the problem you may be referred to a specialist.  In this course, you will learn about a variety of dental specialists you may work with one day. Explore each specialty's unique practices and procedures to anticipate your role when working in a specialty practice, and educate patients about the specialist they have been referred to.

**DA160**
**Dental Assisting Externship**
Prerequisite: GS100, DA100, DA110, DA120, DA130, DA140, DA150
8.0 Quarter Credits
200 Effective Contact Hours

Congratulations! It's time to put your skills to work! This course is a culmination of your journey in preparation for entry-level work in the Dental Assisting field. Over a consecutive 8-week period, you will be completing a 180-hour clinical externship in your local area. During this time you will be responsible for weekly online assignments and evaluation forms submissions.  Arrangements for the externship are your responsibility with the assistance of the Dental Assisting Program Coordinator and Externship Coordinator.
Overall structure of the course is:
- 20 contact hours online assignments
- 180 contact hours clinical externship

You are required to obtain a TB skin test and submit documentation of this prior to beginning your externship. Your Dental Assistant Program Coordinator will provide details about obtaining the test; cost is included in the program tuition. After completion of this and all prior courses, you will have completed a total of 300 internship/externship hours – way to go!

**DA161**
**Dental Assisting Externship**
Prerequisites: GS100, GE112, DA101, DA111, DA121, DA131, DA141, DA151
8 Quarter Credits
200 Effective Contact hours

Congratulations! It's time to hone your skills and get to work! This course is a culmination of your journey in preparation for entry-level work in the Dental Assisting field. Over a consecutive 8-week period, you will be completing a 60-hour skills "boot camp" at a Pinnacle Career Institute campus, then a 120-hour clinical externship in your local area. During this time you will be responsible for weekly online assignments and evaluation forms submissions.  The course begins with a one-week, intensive and challenging boot camp experience focused on skills demonstration, patient consultation, and dental office protocols. Arrangements will be provided for air travel as well as housing, program-related local transportation and meals during the boot camp. These costs are included in the tuition for the program, and any other discretionary incidental expenses are your own responsibility. After successful completion of the boot camp, you will begin an externship in your local area. Arrangements for the externship are your responsibility with the assistance of the Dental Assisting Program Coordinator and Externship Coordinator.
Overall structure of the course is:
- 20 contact hours online assignments
- 60 contact hours boot camp
- 120 contact hours clinical externship

You are required to obtain a TB skin test and submit documentation of this prior to beginning your externship. Your Dental Assistant Program Coordinator will provide details about obtaining the test; cost is

included in the program tuition. After completion of this course, you will have completed a total of 180 externship hours – way to go!

**ECT101**
**Computer Fundamentals**
Prerequisite: n/a
6 Quarter Credits
75 Effective Contact hours

This course provides the necessary background for and provides hands-on practice using popular PC applications, including word processing, spread sheeting, data and presentation management, and accessing and using Web-based services, such as e-mail. Covers what computers are, their main components, how they work together, and the terminology used to refer to their components and what they do.

**EP101**
**Exercise Psychology**
Prerequisite: GS100
7 Quarter Credits
100 Effective Contact hours

Students are introduced to the basics of personal and professional leadership. Motivational and situational techniques for client usage are extensively discussed. Attention is given to understanding and application of a holistic, integrated, principled-centered approach to organizing personal lives and motivating people to be physically active. Students learn the effects of planned stress (e.g., exercise) and recovery (e.g., sleep, massage) on mental health, physical performance, and health-related quality-of-life. This class lays the foundation for students to effectively promote personal training as part of a healthy lifestyle.

**EP102**
**Exercise Physiology**
Prerequisite: GS100, AP103
6 Quarter Credits
100 Effective Contact hours

This course includes a fundamental study of the physiological adjustments that occur within the body during exercise. The presentation of this material is particularly oriented toward a basic understanding of the physiological systems as they are affected by physical exercise including observations of respiratory, circulatory, nervous, and metabolic adjustments to physical exercise.

**ET101**
**DC Fundamentals**
Prerequisite: n/a
8 Quarter Credits
125 Effective Contact hours

This course is intended to familiarize the student with the basic concepts of electricity, what is and how it is produced. It will also familiarize the student with the basic laws concerning the three fundamental properties of direct current resistive circuits. The laboratory work will allow the student to become familiar with the use of basic instruments used to measure voltage, current, resistance and power.

**ET102E**
**Digital Electronics**
Prerequisite: ET101
4 Quarter Credits
62.5 Effective Contact hours

This course covers resistive circuits having DC sources. Analysis topics include Ohm's law, Kirchhoff's law, the Superposition theorem, Thevenin's theorem, Norton's theorem, and the basic principles of magnetism. The current, voltage and resistance relationships in series, parallel and combination circuits will be studied. These concepts and circuits are analyzed in the laboratory.

**ET103**
**AC Fundamentals**
Prerequisite: ET102E
8 Quarter Credits
125 Effective Contact hours

This course is intended to familiarize the student with the basic principles of alternating voltage and current power. It will also include a study of the basic components and circuits associated with alternating current and their applications. Wave-form analysis is included. Lab work covers operation of oscilloscopes, power supplies, and signal generators for circuit measurements.

**ET104E**
**AC Electronics**
Prerequisite: ET103
4 Quarter Credits
62.5 Effective Contact hours

This course will apply the analysis techniques presented in AC Fundamentals to complex circuits driven by AC and pulsed sources. The responses of AC circuits with reactance and impedance, series and parallel resonance, and transient circuits with time constant concepts will be analyzed. Other topics include transformers and electrical filters. These concepts and circuits are analyzed in the laboratory.

**ET105**
**Solid State Fundamentals**
Prerequisite: ET104E
10 Quarter Credits
150 Effective Contact hours

This is the first course in electronic devices. Students learn how discrete semiconductor devices are constructed, how to handle them, how diodes, bipolar transistors, FETS, and thyristors operate and how to use them in practical circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment. Students will build, test and troubleshoot variable DC power supply kits.

**ET106**
**Solid State Electronics**
Prerequisite: ET105
5 Quarter Credits
75 Effective Contact hours

This course explores analog circuit configurations and applications including small-signal amplifiers, multistage analog amplifiers, power amplifiers, filter circuits and oscillators. Emphasis is placed on the design and operation of basic operational amplifier circuits through theory and lab work.

**ET107**
**Digital Fundamentals**
Prerequisite: n/a
8 Quarter Credits
125 Effective Contact hours

This course is intended to introduce the student to the basic concepts and devices used in digital electronics. The students learn about the binary number system and how to convert between systems. Also included are the basic electronic devices used in digital circuits. The course covers the basic digital circuits, such as gates, inverters, multivibrators, and other logic circuits. These concepts and circuits are analyzed in the laboratory.

**ET108**
**Digital Electronics**
Prerequisite: ET107
4 Quarter Credits
62.5 Effective Contact hours

This course begins with a study of integrated-circuit logic families. TTL, ECL, MOS logic families, IC packaging conventions, and low-power technologies are considered. Studied are MSI logic circuits such as encoders, decoders, displays, multiplexers, demultiplexers, shift registers, adders, and basic memory devices. Practical circuit techniques that utilize standard laboratory test equipment receive emphasis throughout this course.

**ET203**
**Computer Hardware and Operating Systems**
7.5 Quarter Credits
Prerequisite: Successful completion of the Electronics Certificate
112.5 Effective Contact hours

This course explores the organization of a personal computer (PC) at the hardware and software level. The hardware topics include mother boards, processor types, system memory, power supplies, input/output (I/O) ports, internal video, network, sound and various of other boards that the student will encounter in the field. The student will explore the function and structure of the PC's operating system and how it interacts with the hardware. The student will learn various installation and troubleshooting techniques as is presented in the A+ Course. The student will completely disassemble a Pentium class computer and reassemble it, leaving it in working order. After the hardware is understood, the student will proceed into much greater detail of the software operating system and how it interacts with the BIOS. The student will learn how to change the BIOS setting and also learn how to flash a BIOS upgrade. This will be taught by detailed cd's on the OS and then hands-on practice.

**ET204**
**Advanced Analog and Digital Communication Circuits and Systems**
Prerequisite: Successful completion of the Electronics Certificate
7.5 Quarter Credits

This course provides both an introduction and advanced theory starting with analog circuits and systems and building into a complete two-way radio communications platform. The theory and troubleshooting skills will be honed by the assembly and debugging of an AM-FM radio receiver. Once the student has a working knowledge of analog communications they will move into the introductory areas of digital communications. In this part of the course the student will study the theoretical and practical concepts of digital communications systems

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| 112.5 Effective Contact hours | from basic to advance. The student will concentrate on techniques that are currently in use in digital cell phones, wireless PC's, cordless phones, Wi-Fi, GPS, and Bluetooth technology. The student will study the various types of digital modulation techniques including Pulse-Code Modulation, (PCM), Delta Modulation, TDMA, FDMA, CDMA, OFDM, and SDMA. |
| | The student is introduced to the basic subsystems of data/telecommunications equipment as they build basic systems into many types of complex system platforms. |
| **ET205** **Microcontroller & Digital Signal Processor Theory** Prerequisite: Successful completion of the Electronics Certificate 10 Quarter Credits 150 Effective Contact hours | This course combines the Embedded Processor along with the custom DSP. Both of these types of Micro's have specific functions in the industrial controller, robotics, and other types of industrial systems that are better suited for non-human intervention. The student will learn how each type is programmed and using both assembler and relay logic code decide which is best for various applications. The student will also be exposed to system simulation and be required to build various real time simulated systems. |
| **ET206** **Networking, Network Operating Systems, and Network Security for Wired and Wireless LANs and WANs** Prerequisite: Successful completion of the Electronics Certificate 10 Quarter Credits 150 Effective Contact hours | The student will study the overall system concepts of local area networks (LAN), and wide area networks (WAN). This will include each type of configuration of the various LAN topologies and the hardware and software that supports each. This will be integrated in with the OSI Model and extensive study of the Ethernet protocols for most LANs and the TCP/IP Protocols used in the Internet. The student will also study current network operating systems such as Windows XP Professional and Vista. They will also understand the other side of the host by working with Windows Server 2003/2008. In this course the student will also become involved with the various types of wireless networks and how they differ from standard wired nets. The student will then combine all of his/her basic network training into an intense sub course in network security. This course will train the student to look for holes and weak points in his/her network. Also covered, is a brief introduction to firewalls, IDS, IPS, and computer forensics. |
| **GE101** **Grammar and Composition** Prerequisite: n/a General Education Requirement 6 Quarter Credits 75 Effective Contact hours | This course will focus on developing ideas, making clear statements and organizing information at the level of the paragraph. Students will review and improve grammar skills, punctuation, spelling, sentence structure, and paragraph writing while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. |
| **GE102** **College Composition I** Prerequisite: n/a General Education Requirement 6 Quarter Credits 75 Effective Contact hours | This course is devoted to improving the student's writing and critical reading. Students sharpen their ability to analyze, evaluate, and synthesize texts and ideas, and to argue effectively in writing that exhibits an intended purpose and audience. Emphasis is on the planning, writing, and revising compositions, including the development of critical and logical thinking skills. |
| **GE112** **Office Applications** Prerequisite: GS100 | This course introduces computer novices and beginning students to the features and functionality of computer hardware and computer literacy, Microsoft Windows, and Microsoft Office applications such as |

General Education
Requirement
6 Quarter Credits
100 Effective Contact Hours

Word, Excel, Outlook, and PowerPoint. Students will learn the essentials of creating business letters, resumes, spreadsheets, and presentations.

**GE201**
**Professional Development**
Prerequisite: n/a
General Education
Requirement
6 Quarter Credits
75 Effective Contact hours

This course begins students on their job searches with self-assessment and move through each key step, including research, networking, writing resumes and cover letters, completing successful interviews, following-up, and getting promoted.

**GE204**
**Technical Communication**
Prerequisite: Successful
completion of the Electronics
Certificate
General Education
Requirement
3 Quarter Credits
37.5 Effective Contact hours

This course focuses on the process of technical writing and professional communication skills necessary in the industry.  Emphasis is placed on oral presentation skills of the professional.

**GE250**
**Leadership and Management
in Energy**
Prerequisites: GS100, GS115
General Education requirement
(as recognized by Kansas Board
of Regents)
6 Quarter Credits
100 Effective Contact hours

This course provides an overview of leadership and management. Topics include change management and team dynamics.

**GE255**
**Leadership and Management
in Health Professions**
Prerequisite: GS100, GS115
6 Quarter Credits
100 Effective Contact hours

This course provides an overview of leadership and management. Topics include change management and team dynamics.

**GS100**
**Fast Track to Success**
Prerequisite: NA
6 Quarter Credits
100 Effective Contact hours

Utilizing the best of cognitive research, the students explore various theories and functions related to self-exploration and awareness. Examining the process of self-awareness and goal setting through application of scientific problem-solving principles, feedback loop scenarios, and attitude analysis, students learn how cognitive psychology can be leveraged to improve self-image and professional demeanor**.**

**GS115**
**Professional Communication**
Prerequisite: GS100
General Education requirement
6 Quarter Credits
100 Effective Contact hours

This course provides students a foundation for written and verbal communication in today's workplace including memos, e-mail, social networking, and formal written reporting. The development of professional speaking and listening skills is emphasized.

**HIM210**
**Introduction to Health Information Management**
Prerequisite: GS100
6.3 Quarter Credits
100 Effective Contact hours

Welcome to the world of Health Information Management (HIM)! This world will introduce you to key components you will use in the HIM field, including accreditation requirements, accuracy and completeness of the medical record, and the organization of healthcare delivery in the United States. You will also acquire a variety of skills that will help you understand basic HIM functions. *You will complete 10 hours of internship through a virtual lab.

**HIM215**
**Reimbursement Methods**
Prerequisite: GS100
6 Quarter Credits
100 Effective Contact hours

This course provides a comprehensive study of healthcare reimbursement methodologies and systems, coding compliance, health insurance plans and revenue cycle management. Reimbursement optimization skills are developed and applied to inpatient and ambulatory settings.

**HIM220**
**Health IT Systems**
Prerequisite: GS100
7 Quarter Credits
100 Effective Contact hours

Be prepared to embark on a unique journey exploring the many different systems used in healthcare today. Your tour will include an investigation of HIM-specific systems such as release of information, coding, and registries. Your tour will conclude with an understanding of system design and how systems can fit the needs of the healthcare organization.

**HIM225**
**Healthcare Data**
Prerequisite: GS100, HIM210, HIM220
6.3 Quarter Credits
100 Effective Contact hours

As the medical records custodian, you will be charged with securely protecting the integrity of healthcare data. To assist you in this mission, you must learn the various classifications, nomenclatures and clinical vocabularies. This course is your "one stop shop" for healthcare data! *You will complete 10 hours of internship through a virtual lab.

**HIM230**
**Statistics and Quality Management**
Prerequisite: GS100
6.3 Quarter Credits
100 Effective Contact hours

In this engaging course, you will explore the healthcare statistics you will encounter in your daily HIM endeavors. You will use these statistics to identify trends that affect patient safety and quality of care. Learn how quality affects risk management and utilization review! *You will complete 10 hours of internship through a virtual lab.

**HIM235**
**Organizational Resources**
Prerequisite: GS100
6 Quarter Credits
100 Effective Contact hours

Go HIM Team! Working effectively in teams and committees will be a vital component in your professional HIM career. This course will provide many tools for your professional toolbox including communication, consensus building and budgeting skills. In addition, you will learn how to evaluate productivity, staffing levels and resources.

**HIM240**
**HIT Professional Practice Experience**
Prerequisite: GS100, AHL101, AHL104, AHL120, AHL122, GE112, GS115, AHL220, MBC210, MBC215, HIM210, HIM215, HIM220, HIM225, HIM230, HIM235
4 Quarter Credits
100 Effective Contact hours

Time to wrap it all up! This course is a culmination of your journey in preparation for entry-level work in the Health Information Management field. You will be studying for your certification exam while completing 60 hours of in-field externship experience. You have completed 30 hours of virtual internship in previous courses. After this course completion, you will have compiled a total of 90 internship/externship hours in the program. Congratulations!

**HUM104**
**Philosophy of Critical Thinking and Problem Solving**
Prerequisites: GS100
General Education requirement
6 Quarter Credits
100 Effective Contact hours

The primary objectives of this course are to impart a functional ability to reason, to improve the student's analytical skills and problem solving skills related to argument analysis. In addition to familiarizing the student with elementary methods of argument composition and analysis, the course is further designed to aid the student in understanding the essential principles involved in the theory and practice of reasoned decision making.

**HVAC200**
**Building Efficiencies**
Prerequisite: GS100, ACR100, NRG101, ACR105, ACR106
6 Quarter Credits
100 Effective Contact hours

This course provides the basic knowledge of alternative energy systems, heating and cooling efficiency rating and insulation values. This includes an overview of the systems that utilizes wind, solar, air to air heat pumps, and high efficiency heating and cooling.

**HVAC210**
**Commercial Refrigeration & HVAC**
Prerequisite: GS100, ACR100, NRG101, ACR105, ACR106
6 Quarter Credits
100 Effective Contact hours

This course introduces the student to commercial refrigeration. These high-volume mechanical systems deliver and maintain refrigeration in food service areas such as schools, hospitals, factories, restaurants and shopping centers. Students are also introduced to commercial ventilation, heating, and air conditioning.

**HVAC215**
**Residential Heating**
Prerequisite: GS100, ACR100, NRG101, ACR105, ACR106
6 Quarter Credits
100 Effective Contact hours

This course introduces the student to residential heating. Students learn components, normal operations, and trouble-shooting for new and older residential heating systems, as well as indoor and outdoor units, unit placement, vent piping and gas line piping. Concepts of retrofitting systems for existing buildings are examined.

**HVAC220**
**Residential Air Conditioning**
Prerequisite: GS100, ACR100, NRG101, ACR105, ACR106
6 Quarter Credits
100 Effective Contact hours

This course introduces the student to residential cooling systems. Students learn components, common normal operation, and troubleshooting for new and older residential systems. Unit placement and installation requirements for indoor and outdoor units are also examined. Students are also introduced to the concepts of retrofitting systems for existing buildings.

**HVAC250**
**HVAC Review and Externship**
Prerequisite: GS100, NRG101, ACR100, ACR105, ACR106, HVAC200, HVAC210, HVAC215, HVAC220
7 Quarter Credits
200 Effective Contact hours

HVAC Review and Externship is an eight week class where students refine the knowledge and skills required to successfully perform as entry level HVAC Technicians through program review, active demonstrations, hands-on practice and skill competency assessment. Students participate in an industry externship and prepare and sit for the industry-recommended NATE (North American Technical Excellence) certification exam.

**Online Students** travel to an eleven day intensive skills-focused boot camp at a Pinnacle Career Institute campus, where they apply technical knowledge to hands-on activities and demonstrate successful acquisition of the technical skills necessary to be an entry-level HVAC Technician. Arrangements are provided for air travel as well as housing, program related local transportation and meals during the boot camp, and these costs are included in the tuition for the program. Any other discretionary incidental expenses are the responsibility of each student.

After successfully completing HVAC boot camp, students enter the externship portion of the class where they perform hands-on skills under the observation of a site supervisor at a local business, and submit weekly journals online documenting these activities. Emphasis is placed on skill competency mastery.

**Flex-Education Students** directly enter into the externship portion of the class and do not participate in boot camp. During externship, students perform hands-on skills under the observation of a site supervisor at a local business and submit weekly journals online documenting these activities. Emphasis is placed on skill competency mastery.

The overall content and objectives of the course remain the same regardless of delivery method.
Overall structure of the course:
- 20 contact hours online
- 180 contact hours of boot camp and/or externship

**KN101**
**Kinesiology**
Prerequisite: GS100
7 Quarter Credits
100 Effective Contact hours

Students learn the mechanical concepts and principles that underlie human movement and the basic structure and function of the musculoskeletal system. Discussions will emphasize analyzing human movement and exercise progressions while systematically focusing on the bones, muscles, joints, and ligaments for the upper extremity, lower extremity, and the spinal column, pelvis and thorax. This course lays the foundation for student understanding of the musculoskeletal system as a machine capable of generating and transmitting forces. Students will perform quantitative and qualitative analysis of human movement, design exercise programs to improve selected performance variables and identify ergogenic aids that may affect health and performance.

**MAC101**
**Medical Assisting Clinical: Patient Assessment, Sensory, Integumentary**
Prerequisite: GS100, AHL120, AHL122, AHL101
5.5 Quarter Credits
100 Total Clock Hours

This course provides instruction for the assessment of patients in a physician office setting, including pediatrics and geriatrics. The student will demonstrate safety measures, infection control procedures, measurement of vital signs, patient transfers, and positioning; and competencies involving the sensory and integumentary systems

**MAC102**
**Medical Assisting Clinical: Digestive, Urinary, Endocrine, Reproductive**
Prerequisite: GS100, AHL120, AHL122, AHL101
5.5 Quarter Credits
100 Total Clock Hours

This course provides instruction and competencies related to the digestive, urinary, endocrine and reproductive systems. The class prepares the student to take a medical assistant national certification examination.

**MAC103**
**Medical Assistant Clinical: Cardiovascular, Respiratory, Lymphatic**
Prerequisite: GS100, AHL120,

This course reviews normal function of the lymphatic/immune, respiratory, cardiovascular, and blood systems. Students will learn to identify common pathologies, describe implications of treatment plans, demonstrate patient education related to these body systems, and assist the physician with diagnostic and treatment modalities as they

AHL122, AHL101
5.5 Quarter Credits
100 Total Clock Hours

**MAC104**
**Medical Assisting Clinical:**
**Musculoskeletal, Surgery,**
**Pharmacology**
Prerequisite: GS100, AHL120,
AHL122, AHL101
5.5 Quarter Credits
100 Total Clock Hours

**MAC180**
**Medical Assisting Practicum**
Prerequisite: GS100, AHL101,
AHL104, AHL20, AHL122,
AHL145, MAC101, MAC102,
MAC103, MAC104
3.0 Quarter Credits
200 Total Clock Hours

relate to these body systems. Students are also introduced to the medical assistant's duties in the clinical laboratory.

This course provides instruction in the musculoskeletal system, pharmacology, and mobility therapy. Students will learn to assist the physician with diagnostic and treatment modalities as they relate to these areas and learn the medical assistant's responsibilities when assisting the physician during surgical operations in the small office.

In the Medical Assisting Practicum, students develop the knowledge and skills required to successfully perform as an entry level medical assisting professional in a variety of medical settings. Emphasis is placed on skill competency review under professional supervision over an eight (8) week period of time. Students are required to participate in one credit hour worth of clinical skills review, demonstration of the competencies outlined in the program and submit weekly narratives in association with this course. Students learn to be proactive and think critically while demonstrating a holistic approach to compassionate patient care. Students in the Medical Assistant program are required to produce documentation of immunization records prior to beginning their externship. Immunization requirements are: Hepatitis B series and TB skin test. This information will be updated and maintained by the Medical Assistant Program Coordinator. The cost of the Hepatitis B series and the TB skin test is a part of the student's tuition cost.

**Online Students** will travel to a "boot camp" on the Pinnacle Career Institute campus in Kansas City, MO where they will participate in a one week, intensive and challenging intellectual experience in the areas of skills demonstration, patient consultation and medical office protocols. The boot camp experience ultimately provides the Medical Assistant student with a variety of resources, knowledge and hands-on experience that will be invaluable to not only the Medical Assistant student, but to prospective employers in the industry. The externship experience will allow Medical Assistant students to complete or assist in tasks of daily operations of a variety of medical care facilities as well as provide a great opportunity for students to begin networking with current medical professionals. Overall structure of the course is as follows:

- 60 contact hours of boot camp focused on intensive competency and skills review
- 120 contact hours of supervised clinical externship on site
- 20 contact hours outside work

The one week intensive skills focused boot camp lays the foundation for students to demonstrate successful acquisition of the clinical skills necessary to be an entry-level Medical Assistant. The boot camp must be successfully completed prior to the students embarking on the externship experience in the clinical setting. This experience is divided into two uniquely designed areas of theory acquisition/competency

demonstration and field-based participation and work. Arrangements will be provided for air travel as well as housing, program related local transportation and meals during the boot camp and these costs are included in the tuition for the program. Any other discretionary incidental expenses are the responsibility of the students.

**Flex-Ed Students** have the opportunity to demonstrate the hands-on lab techniques throughout the program and therefore do not participate in the boot camp. The overall content and objectives of this course remain the same regardless of delivery structure. Overall structure of the course is as follows:
- 180 contact hours of supervised clinical externship on site
- 20 contact hours outside work

**MAC200**
**Advanced Phlebotomy Theory**
Prerequisite: GS100, AHL101, AHL104, AHL20, AHL122, AHL145, MAC101, MAC102, MAC103, MAC104, MAC180
7.0 Quarter Credits
100 Total Clock Hours

This course provides instruction on Laboratory collection procedures to include venipuncture, capillary puncture, and non-blood specimens.  At the completion of this course, the student is expected to know the correct procedures for collecting, storing and transporting laboratory specimens. This course prepares the student to sit for the national certification exam in Phlebotomy Technician*.

* For Phlebotomy Technician - Training/work experience must include a minimum of 30 successful venipunctures and 10 successful capillary sticks. These venipuncture and capillary sticks must be performed on live individuals. Candidates are prohibited from using mannequins to meet this requirement.

**MAC220**
**Advanced Cardiology and EKG Interpretation**
Prerequisite: GS100, AHL101, AHL104, AHL20, AHL122, AHL145, MAC101, MAC102, MAC103, MAC104, MAC180
7.0 Quarter Credits
100 Total Clock Hours

This course provides a review and deeper study of the anatomy, physiology, and pathology of the heart, and relates cardiac function to EKG morphology. Students will apply understanding of the cardiac system to identify dysrhythmias on an EKG. Upon successful completion of the course, students will be prepared to sit for the national certification exam in EKG Technician**.

** For EKG Technician - Training/work experience must include performing a minimum of 10 successful EKGs. These EKGs must be performed on live individuals. Candidates are prohibited from using mannequins to meet this requirement.

**MBC150**
**Medical Office Administration**
Prerequisite: GS100
6 Quarter Credits
100 Effective Contact hours

In order to serve our patients, a medical office must run like a well-oiled machine. This class introduces you to the basics of medical office administration like scheduling, handling correspondence, and managing medical records. You will also explore the medical practice as a business while learning about billing and practice finances.

**MBC210**
**ICD Coding**
Prerequisite: GS100, AHL101
6 Quarter Credits
100 Effective Contact hours

This specialized coding class will expose you to the vast array of concepts and guidelines of the International Classification of Diseases (ICD).  You will receive in-depth instruction on the current and trending coding classifications and groupings according to federal and industry standards.  You will learn to validate the accuracy of your coding using clinical information found in the medical record.

**MBC215**
**CPT/HCPCS Coding**
Prerequisite: GS100, AHL101

This specialized coding class will expose you to the vast array of concepts and guidelines of the Current Procedural Terminology and the Healthcare Common Procedure Coding System (CPT/HCPCS).  You will

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| 6 Quarter Credits<br>100 Effective Contact hours | receive in-depth instruction on the current and trending coding classifications and groupings according to federal and industry standards. You will learn to validate the accuracy of your coding using clinical information found in the medical record. |
| **MBC220**<br>**The Billing Cycle**<br>Prerequisite: GS100<br>6 Quarter Credits<br>100 Effective Contact hours | Welcome to the world of Medical Billing! In this course, you will navigate the billing cycle of a practice from the time a patient makes an appointment to final payment of their bill. You will learn concepts along the way that focus on billing both individuals and their insurance provider. You will learn to apply these concepts through the use of practice management software. |
| **MBC240**<br>**MBC Professional Practice Experience**<br>Prerequisite: GS100, AHL101, AHL120, AHL122, GE112, GS115, MBC210, MBC215, MBC220, HIM215<br>4 Quarter Credits<br>100 Effective Contact hours | Time to wrap it all up! This course is a culmination of your journey in preparation for entry-level work in the Medical Billing and Coding field. You will be studying for the CCA certification exam while completing 60 hours of in-field internship experience. Congratulations! |
| **MST100**<br>**Foundations of Massage**<br>Prerequisite: GS100<br>6 Quarter Credits<br>100 Effective Contact hours | In this course, students learn the history of massage, scope of practice, basic principles and benefits of massage therapy. Students learn to perform a basic massage, including set up, draping and bolstering, and Swedish massage techniques. Additionally, students will become familiar with contraindications, proper body mechanics, client communication, record keeping, hygiene and environmental sanitation. |
| **MST102**<br>**Spa Modalities**<br>Prerequisite: GS100<br>6 Quarter Credits<br>100 Effective Contact hours | In this course students will explore historic and modern spas, and common modern spa equipment, facilities, and procedures. Students will examine the use of hydrotherapy, body wraps, aromatherapy, and thalassotherapy in a spa setting. |
| **MST104**<br>**Holistic Therapies**<br>Prerequisite: GS100, MST100<br>6.7 Quarter Credits<br>100 Effective Contact hours | This course examines the application of fundamental holistic therapies, with an introduction to Eastern and contemporary Western concepts, including Shiatsu, Craniosacral Therapy, Reflexology, and stone applications. Students complete 20 hours of internship in the school's public massage clinic. |
| **MST106**<br>**Massage for Special Populations**<br>Prerequisite: GS100, MST100<br>6.7 Quarter Credits<br>100 Effective Contact hours | In this course, students learn functional ways to adapt massage equipment and techniques to meet the needs of special populations such as geriatric, pediatric and infant, and prenatal clients, and those with other special requirements. Benefits and contraindications are emphasized. Students complete 20 hours of internship in the school's public massage clinic. |
| **MST108**<br>**Advanced Massage Modalities**<br>Prerequisite: GS100, MST100<br>6.7 Quarter Credits<br>100 Effective Contact hours | This course is designed to introduce students to advanced massage modality concepts and practices, including myofascial release, neuromuscular therapy techniques, positional release, and active isolated stretching. Students will learn to recognize pain patterns, identify principal muscles involved, and discover routines to facilitate neuromuscular change. Integration of these techniques into a massage session is addressed. Students complete 20 hours of internship in the |

school's public massage clinic.

**MST110**
**Orthopedic Massage**
Prerequisite: GS100, AHL120, MST100
6.7 Quarter Credits
100 Effective Contact hours

In this course, students learn advanced assessment skills, massage techniques, and treatment plan development to most effectively facilitate neuromuscular change. Release of muscle tension and restoration of balance to the musculoskeletal system and the relationship of athletic activities to potential injuries are emphasized. Importance is placed on working with physicians, athletic trainers and coaches in a medical or sports setting. Students complete 20 hours of internship in the school's public massage clinic.

**MST112**
**Career Success for Massage Therapists**
Prerequisite: GS100
6.7 Quarter Credits
100 Effective Contact hours

This course is designed to provide the student with an overall understanding of the skills needed to be a successful massage therapy employee and massage practice owner. Students will develop an employment plan including an entry-level massage therapy resume and cover letter, and develop interviewing skills. Industry ethics, massage law, licensing, and continuing education are discussed, as well as basic business principles, retail sales, and business ownership. Students complete 20 hours of internship in the school's public massage clinic.

**MST114**
**Program Review and Portfolio Assessment**
Prerequisites: GS100, AHL120, AHL122, MST100, MST102, MST104, MST106, MST108, MST110, MST112
5.3 Quarter Credits
100 Effective Contact hours

This course prepares students for the Massage & Bodywork Licensing Examination (MBLEx) through program review and exam practice. Students will also research employment opportunities, create dynamic cover letters, and revise their resume for varying types of massage employment. Professional Portfolio items developed throughout the program will be revised and submitted. Students complete 40 hours of internship in the school's public massage clinic.

**NRG101**
**Fundamentals of Electricity**
Prerequisite: none
12 Quarter Credits
200 Effective Contact hours

This course covers the physical properties of electricity, including measurements, calculations, and conversions in simple and complex circuits encompassing a wide range of values. Additional course highlights are reading schematics and diagrams and the importance of electrical safety.

**NRG105**
**Alternative Energy Systems**
Prerequisite: GS100
6 Quarter Credits
100 Effective Contact hours

This course provides students with an overview of the different types of alternative energy systems they might encounter in residential, community, and utility scale operations. Topics cover a basic overview of systems that utilize wind, solar, geothermal, hydro, and nuclear. Students will also be comparing these energy sources to the three major fossil fuel energy types: oil, gas, and coal.

**NRG110**
**Industrial Safety**
Prerequisite: GS100, NRG101
7 Quarter Credits
100 Effective Contact hours

This course introduces students to the OSHA requirements for safety in an industrial work environment. Topics include electrical safety, personal protective equipment, environmental protection, safety documentation, and working at height. Students will be tested on the concepts of safety theory and defining the foundation for a safe work environment in an industrial work setting.

**NRG210**
**Industrial Electronics**
Prerequisites: GS100, NRG101, NRG105, NRG110, WTT110, WTT115, WTT120, WTT125,

This class focuses on the control functions within industrial electronics. Topics include machinery control, control circuits, and digital logic. Students will learn control theory, as well as circuit and diagram design for PLC application.

WTT150
6 Quarter Credits
100 Effective Contact hours

**NRG215**
**Electrical Network Communication**
Prerequisites: GS100, NRG101, NRG105, NRG110, WTT110, WTT115, WTT120, WTT125, WTT150
6 Quarter Credits
100 Effective Contact hours

This class will guide students through electrical networking, automation, and communication systems involved in the secure transmission and distribution of power. Students will review transformer and substation systems before advancing into topics such as power networks, electrical protection, substation control, data communications, communication protocols, security, and system automation. Students will gain a broader understanding of how these systems function individually and holistically.

**NRG220**
**SCADA Systems**
Prerequisites: GS100, NRG101, NRG105, NRG110, WTT110, WTT115, WTT120, WTT125, WTT150, NRG210, NRG215
6 Quarter Credits
100 Effective Contact hours

This class will further the students understanding of Supervisory Control and Data Acquisition (SCADA) systems. The topics of study include basic terminology, system anatomy, functions and operations. Students will learn to distinctly communicate the purpose, proper implementation, functional benefits, and various limitations of a SCADA system.

**NRG225**
**Smart Grid and Energy Storage**
Prerequisites: GS100, NRG101, NRG105, NRG110, WTT110, WTT115, WTT120, WTT125, WTT150, NRG210, NRG215
6 Quarter Credits
100 Effective Contact hours

Students research the development and theoretical practices of smart grid and energy storage systems. Topics cover both policy and technology within these systems with an emphasis on the integration of Renewable Energy resources.

**NU100**
**Atomic and Nuclear Physics**
Prerequisites: GS100
6 Quarter Credits
100 Effective Contact hours

This course provides students with a basic understanding of atomic structure, nuclear interactions and reactions, sources of radiation, and nuclear power plant operations.

**NU200**
**Nuclear Power Components**
Prerequisites: GS100, NRG101, NU100
6 Quarter Credits
100 Effective Contact hours

This course will introduce the theory, construction, and application of mechanical components found in the nuclear power industry.

**NU210**
**Systems of Nuclear Power**
Prerequisites: GS100, NRG101, NU100
6 Quarter Credits
100 Effective Contact hours

This course will explain the principles and concepts related to water systems, air systems, and heating and cooling systems, and describe the operation of related mechanical components found in the nuclear industry.

**NU220**
**Nuclear Safety**
Prerequisites: GS100, NRG101, NU100

This course will provide students with an understanding of concepts related to nuclear power plant protection, transient prevention and mitigation of core damage. Topics will include accident management with an analysis of historical precedents.

6 Quarter Credits
100 Effective Contact hours

**NUT101**
**Wellness and Nutrition**
Prerequisite: GS100
6 Quarter Credits
100 Effective Contact hours

Students will be taught the basics of wellness to apply to self-care and as a model for care guidelines to help clients manage stress levels. A variety of methods of exercise and stress management, including proper nutrition, stretching techniques, and body mechanics are discussed and experienced. Ethics and boundary setting will be covered.

**NUT102**
**Sports Nutrition**
Prerequisite: NUT101
7 Quarter Credits, 100 Effective Contact hours

This course incorporates the basics of nutrition, exercise physiology, and cell/molecular biology.  The student learns how to apply the use of nutrition and/or dietary supplement strategies to enhance athletic performance or improve body composition.  Students obtain knowledge in the understanding of underlying biological mechanism(s) regarding the effect(s) of foods and/or supplements.

**PT101**
**Fitness Assessment and Exercise Prescription I**
Prerequisite: GS100
6 Quarter Credits
100 Effective Contact hours

Students develop knowledge and skills needed to assess physical fitness and prescribe exercise for apparently healthy individuals. This course provides a well-balanced approach to the field assessment of physical fitness, addressing five components of total physical fitness including: flexibility, muscular fitness, cardiorespiratory endurance, body weight and composition, and neuromuscular relaxation.

Students learn to evaluate testing data and apply the information to the development of individualized exercise programs. Students develop the knowledge and skills to design functional strength training programs along an exercise continuum that ranges from corrective to athletic performance. Students will learn to consider the integrated nature of the human body, the operational environment, and individual needs for successful performance as they focus on training movements versus muscles.
Students develop the knowledge and skills required to develop bodybuilding programs for recreational and competitive bodybuilders. Emphasis will be placed on the manipulation of training variables such as exercise selection, exercise technique, sets, repetitions, training load, training volume and recovery. Students are introduced to advanced bodybuilding techniques (e.g., pre-exhaustion, drop sets, forced reps) and training systems (e.g., super-slow, split routines, blitz). This lab lays the foundation for the development of exercise programs that cause muscle hypertrophy and reduce body-fat percentage.

**PT102**
**Fitness Assessment and Exercise Prescription II**
Prerequisite: GS100, PT101
6 Quarter Credits
100 Effective Contact hours

Students develop the knowledge and skills to develop sport specific power-development programs with an emphasis on learning the safest, most effective learning progressions for the movements used in competitive weight lifting—the snatch, clean, jerk, and their variations. Students also learn to combine weightlifting with plyometric, speed and agility training, and sport psychology to optimize athletic performance. This lab lays the foundation for students to develop programs that will help athletes become stronger, faster, and more powerful in football, baseball, basketball, soccer, ice hockey, track and field, wrestling, racket sports, or competitive weightlifting.
Students will increase their knowledge about the various body systems and how they integrate during physical fitness, exercise, and sports performance. The course specifically focuses on the components of

exercise prescription and program design. Learning the concepts of exercise prescription and physiology will allow students to connect physical activity, health, and exercise to their chosen discipline. A basic understanding of the limitations of selected populations is included in this course.

**PT104**
**Special Populations**
Prerequisites: PT102 and EP102
7 Quarter Credits, 100 Effective Contact hours

This course has been specifically designed to offer the student an in depth study of some of the most common conditions that personal trainers see in practice. Topics discussed in this course are: pregnancy, children and adolescents, older adults, hypertension, heart disease and heart attack, stroke, overweight and obesity, metabolic disorders, and high level athletes.

**PT105**
**Exercise Techniques and Human Performance**
Prerequisites: PT102 and KN101
7 Quarter Credits, 100 Effective contact hours

In this course, students will learn how to ensure client success with the most efficient training and teaching techniques for improving human performance. Topics included in this course are: the relationship between diet and health including physiological responses of the body related to human performance; proper alignment and positioning for exercises; guidance on monitoring, cueing spotting, and coaching clients; and a full review of the muscles involved in each exercise. Students will also have the opportunity to develop training programs for developing base strength, improving whole-body fitness and advanced split routines.

**PT106**
**Client Consultation & Fitness Assessment**
Prerequisite: PT102
7 Quarter Credits, 100 Effective Contact hours

This course provides information related to the nutritional and fitness requirements of youth, aging, medications influence and a closer look at diet, disease, age and other factors that impact client consultation and fitness assessment for all ages from youth through adolescence, middle age through elderly years.

**PT113**
**Externship: Personal Trainer Certificate Program**
Prerequisites: GS100, BUS101, AP103, AP104, EP101, EP102, KN101, NUT101, PT101, and PT102
9 Quarter Credits, 200 Effective Contact hours

Students develop the knowledge and skills required to lead and work as an independent professional. Emphasis is placed on skill competency demonstration at approved externship locations. Students are required to submit weekly narratives in association with the weekly evaluations submitted by the on-site supervisor. Students learn to be innovative and combine multi-joint, multi-planar movements to increase fitness while having fun. The externship lays the foundation for students to train clients of varying fitness levels under any circumstances with whatever equipment is available. This course will include one week of on-site assessment and training at Professional Fitness Institute, a division of Pinnacle Career Institute, in Kansas City, Missouri, where students will also receive CPR certification.

**PT213**
**Externship: Personal Trainer – AOS Program**
Prerequisites: GS100, AP103, AP104, BUS101, EP101, EP102, KN101, NUT101, NUT102, PT101, PT102, PT104, PT105, PT106, and GE112
5 Quarter Credits, 100 Effective Contact hours

PT Externship students develop the knowledge and skills required to lead and work as independent professionals. Emphasis is placed on skill competency demonstrations at approved externship locations. Students are required to submit weekly narratives in association with the weekly evaluations submitted by on-site supervisors. Students learn to be innovative and combine multi-joint, multi-planar movements to increase fitness using advanced theory and methods. The externship lays the foundation for students to train clients of varying fitness levels under any circumstances with whatever equipment is available.

This course will include one week of on-site assessment and training at Professional Fitness Institute, a division of Pinnacle Career Institute, in Kansas City, Missouri. This experience is designed to provide future personal fitness trainers with a field-based approach in relation to working in the fitness industry. This experience will be divided into two uniquely designed areas of field-based participation and work. The Personal Trainer Boot Camp (60 hours) is a rigorous physical and intellectual experience in the areas of exercise testing and prescription, fundamentals of resistance training, weightlifting combinations, functional training, training progressions, program design, nutrition, business management and exercise psychology. The Boot Camp experience ultimately provides the Personal Trainer student with a variety of resources, knowledge and hands-on experience that will be invaluable to not only the Personal Trainer student, but also to prospective Personal Trainer employers. The externship experience will allow Personal Trainer students to complete or assist in tasks of daily operations of fitness facilities as well as provide a great opportunity for students to begin networking with current Personal Trainer professionals and/or fitness facilities.

**PHR100**
**Introduction to Being a Pharmacy Technician**
Prerequisite: GS100
6 Quarter Credits, 100 Total Clock Hours

This course provides an overview to the position of Pharmacy Technician, focusing on customer service and communication, critical thinking and problem solving, and hands-on lab work. Topics covered include practice settings, basic safety and standards, customer service, legal and regulatory issues, basic pharmacology and dosage calculations, drug administration, medication errors, referencing, and career development.

**PHR105**
**Pharmacy Calculations and Measures**
Prerequisite: GS100
6 Quarter Credits, 100 Total Clock Hours

This course consists of topics designed to provide students with the skills required to interpret drug orders, understand drug labels and package inserts, and calculate the amount of medication to administer to patients using the appropriate dosing equipment. Topics presented include dosage calculation methodology, dosage equipment, and units of measure.

**PHR110**
**Pharmacology** I
Prerequisite: GS100, PHR105
6 Quarter Credits, 100 Total Clock Hours

This course introduces pharmacology as the study of drugs. The course begins with an explanation of therapeutic and adverse effects of drugs, in addition to the basic operation of the nervous system. Then, several body systems and the conditions that affect them are reviewed, with particular reference to the use of drugs to treat these conditions. Topics include muscle relaxants, anesthetics, pain medication, and nervous system and psychological disorders.

**PHR112**
**Pharmacology II**
Prerequisite: GS100, PHR105
6 Quarter Credits, 100 Total Clock Hours

This course continues the study of pharmacology. Several major body systems are covered, including the cardiovascular, urinary, respiratory, gastrointestinal, and reproductive systems, with particular emphasis on the endocrine and immune systems. The components and functions of each of these systems are reviewed, along with diseases and conditions that affect them. The drugs that are used to treat such conditions are studied with respect to their mechanisms of action, therapeutic effects, and adverse effects.

**PHR115**
**Principles of Pharmacy Management**

This course provides an introduction to the principles of pharmacy management, and includes a practical, focused overview of medical insurance and billing of prescriptions in the community pharmacy

Prerequisite: GS100, PHR100
6 Quarter Credits, 100 Total
Clock Hours

setting. Topics covered include the different types of practice settings, inventory control, medical insurance basics, private insurance payers and plans, Medicare, Medicaid, TRICARE, CHAMPVA, Workers' Compensation, and the medical claims process.

**PHR120**
**Pharmacy Technician**
**Externship**
Prerequisites: GS100, GE112,
AHL101, AHL104, PHR100,
PHR105, PHR110, PHR112,
PHR115
7 Quarter Credits, 200 Total
Clock Hours

Upon successful completion of all prerequisite coursework, students will work in a clinical environment for 180 hours over an eight week period to gain confidence and apply and refine skills learned in the classroom.  Students are required to produce documentation of immunization records prior to beginning their externship. Students are responsible for documenting their hours at the clinical site, reporting to their site supervisor and instructor, discussing their experiences, and preparing for the certification exam.

**RPT100**
**Introduction to Radiation**
**Protection Technology**
Prerequisites: GS100
6 Quarter Credits
100 Effective Contact hours

This course provides students with an understanding of the systems of a nuclear power plant in regards to plant safety. In this course, students will be introduced to radiological and calibration equipment and its use.

**RPT110**
**Radiation Exposure**
Prerequisites: GS100, RPT 100,
NU100, NRG101
6 Quarter Credit
100 Effective Contact hours

This course provides students with a detailed description of the interactions between radiation and matter, including human health risks associated with radiation exposure.

**RPT120**
**Plant-based Radiation**
**Protection**
Prerequisites: GS100, RPT 100,
NU100, NRG101
6 Quarter Credits
100 Effective Contact hours

This course will explain precautions that should be used, when practical, during radiological work to control or reduce exposures, to control the spread of radioactive contamination, and to control airborne radioactivity. This topic includes radiation work permits and the design of radiological surveys.

**RPT130**
**Radiation Protection and**
**Detection**
Prerequisites: GS100, RPT100,
NU100, NRG101
6 Quarter Credits
100 Effective Contact hours

This course guides students in synthesizing knowledge about radiation protection into the creation and/or evaluation of an exposure control plan.

**RPT150**
**Radiation Protection**
**Technician Practicum**
Prerequisites: GS100, RPT 100,
NU100, NRG101, RPT110,
RPT120, RPT130
5.0 Quarter Credits
100 Effective Contact hours

During the Radiation Protection Technician Practicum students refine the knowledge and skills required to successfully perform as an entry level Radiation Protection Technician through program review, active demonstrations, hands-on practice and skill competency assessment. **Online Students** travel to a one week intensive skills-focused boot camp at a Pinnacle Career Institute campus, where they apply technical knowledge to hands-on activities and demonstrate successful acquisition of the technical skills necessary to be an entry-level Radiation Protection Technician.  Arrangements are provided for air travel as well as housing, program related local transportation and

meals during the boot camp, and these costs are included in the tuition for the program. Any other discretionary incidental expenses are the responsibility of each student.

**Flex-Education Students** demonstrate hands-on lab techniques throughout the program and during this course at their local campus. They do not participate in boot camp.

The overall content and objectives of the course remain the same regardless of delivery method.

Overall structure of the course:
- 40 contact hours program review
- 60 contact hours of boot camp/lab activity

**RPT200**
**Radiobiology**
Prerequisites: GS100, RPT100
6 Quarter Credits
100 Effective Contact hours

This course is focused on expanding student's understanding of human health risks associated with radiation exposure from a medical perspective.

**RPT250**
**Radiation Protection Technician Externship**
Prerequisites: GS100, RPT 100, NRG101, RPT110, RPT120, RPT130, RPT200, NU100, NU200, NU210, NU220
3.5 Quarter Credits
100 Effective Contact hours

The Radiation Protection Technician Externship is a four week course where students apply the knowledge and technical skills learned throughout the program in a nuclear industry work setting. Students perform hands-on skills under the observation of a site supervisor and submit weekly journals documenting these activities. Emphasis is placed on skill competency mastery.

Overall structure of the course:
- 10 contact hours lab journal
- 90 contact hours of on-site externship

**TM101**
**Technical Math I**
Prerequisite: n/a
3 Quarter Credits
37.5 Effective Contact hours

This course introduces methods and techniques for the solution of basic DC circuit problems. Included is the study of algebraic operations, simple linear equations, algebraic fractions, ratio and percent, graphing, and use of the electronic calculator.

**TM102**
**Technical Mathematics II**
Prerequisite: TM101
3 Quarter Credits
37.5 Effective Contact hours

This course develops skills in the use of algebra, trigonometry, complex numbers, logarithms, and determinants as needed in electronics calculations. Techniques of network solutions are emphasized including Kirchhoff's and Ohm's Laws, Thevenin's and Norton's theorems. Emphasis throughout is on applications to various technologies.

**TM103**
**Digital Mathematics**
Prerequisite: n/a
3 Quarter Credits
37.5 Effective Contact hours

This course teaches the binary number system and its relationship to other number systems such as decimal, hexadecimal and octal is the principal focus. Topics include decimal, binary, hexadecimal, and octal arithmetic, set theory, Boolean algebra, logical operators, truth tables, and circuitry. The binary number system and digital codes are fundamental to understanding how computers and many other types of digital systems work.

**WTT110**
**Fundamentals of Hydraulics**
Prerequisite: GS100, NRG101
7 Quarter Credits
100 Effective Contact hours

This class introduces students to the fundamentals of fluid power starting with the physical properties of how fluid can be used as a force multiplier. Familiarization with hydraulics components, equipment, and hydraulic schematics are all emphasized. Students will also be developing a working knowledge of inspection, maintenance, and troubleshooting operations on hydraulic systems during this class.

**WTT115**
**Principles of Wind Energy**
Prerequisite: GS100, NRG101
6 Quarter Credits
100 Effective Contact hours

In this course, students will examine the workings of the wind turbine, wind farm, and wind industry. The course familiarizes the student with the evolution of wind technology, and then moves onto wind system anatomy, wind farm design, wind business processes and general characteristics of the industry.

**WTT120**
**Wind Physics**
Prerequisites: GS100, NRG101, NRG105, NRG110, WTT110, WTT115
6 Quarter Credits
100 Effective Contact hours

Students will learn rigging concepts, load weight calculations, balancing, components inspections, hoists, slings and lifts, wire ropes and slings, chain slings, fiber ropes, industrial cranes, special lifting application concepts, and safe load turning using a variety of methods, theories and calculations.

**WTT125**
**Operations and Maintenance**
Prerequisite: GS100, NRG101, NRG105, WTT110, WTT115
6 Quarter Credits
100 Effective Contact hours

In this course, students will explore in detail the mechanical functionality, control, and care of the wind turbine. Topics covered include gearboxes, bearings, shaft alignment, lubrication, seals, motors, and generators. Students will also be relating those same mechanical elements to the wind turbine's sensors and control systems.

**WTT150**
**Wind Turbine Technician Practicum**
Prerequisites: GS100, NRG101, NRG105, NRG110, WTT110, WTT115
6 Quarter Credits
100 Effective Contact hours

In this class, students review the competencies of the Wind Turbine Technician program including safety, basic electronics, hydraulics, and wind turbine specific knowledge. Through a partnership between Pinnacle Career Institute and the Wind Energy program of Texas State Technical College in Sweetwater, Texas, students will be participating in a hands on Boot Camp earning several industry recognized certificates. While not at Boot Camp, students will be focused on the skills and strategies necessary to prepare them for their employment search.

**Online students** will travel to the boot camp on the TSTC campus where they will participate in a two week (12 days/96 hour) intensive hands on safety and laboratory training as well as wind safety and check out training that will include a tower climb test, ENSA certification, OSHA 10 certification and first aid/CPR certification as required to be employed in much of the Wind Industry. Arrangements will be provided for air travel as well as housing, program related local transportation and meals during the boot camp in Sweetwater and these costs are included in the tuition for the program. Any other discretionary incidental expenses are the responsibility of the student.

**Flex-ed students** will travel to a boot camp on the TSTC campus where they will participate in a one week (6 day/48 hour) of intensive hands on safety training that will include a tower climb test, first aid/CPR certification and OSHA 10 certification as required to be employed in much of the Wind Industry. Arrangements will be provided for air travel as well as housing program related local transportation and meals during the boot camp in Sweetwater and these costs are included in the tuition of the program. Any other discretionary incidental expenses are the responsibility of the students.

# Textbook Lists

View all books required for each program by visiting the Pinnacle Career Institute Textbook database at:
http://pinnacleapps.com/textbooks/

# State Authorization and Contact Information for State Regulatory Bodies

Pinnacle Career Institute is regulated by the Missouri Coordinating Board of Higher Education (CBHE). The following is the policy for complaint resolutions with the CBHE:

## CBHE POLICY ON COMPLAINT RESOLUTION

### Introduction
In order for institutions of higher education to participate in the federal student aid programs authorized by Title IV of the Higher Education Act of 1965, an institution must be legally authorized to provide post-secondary educational programs within the state in which it is located. By rule promulgated by the U.S. Department of Education, part of this "state authorization" requirement is that the state must have "a process to review and appropriately act on complaints concerning the institution including enforcing applicable State laws …." 34 C.F.R. § 600.9(a)(1). For its part, the institution must "provide students or prospective students with contact information for filing complaints with its accreditor and with its State approval or licensing entity and any other relevant State official or agency that would appropriately handle the student's complaint." *Id*. at § 668.43(b).

The Coordinating Board has determined that from the perspective of the institutions and of students and prospective students, it is preferable to have a simplified process with a central clearinghouse for addressing complaints rather than a complex matrix of contact points that might not cover every possible complaint and might also easily become outdated. Therefore, this policy sets out a process by which the Missouri Department of Higher Education will serve as the clearinghouse for complaints concerning colleges and universities authorized to operate in the State of Missouri, acting on those within its purview and forwarding those that are not to other entities for their appropriate action.

## Complaints Not Covered

Complaints concerning laws not applicable to a state institution of higher education are not covered by this policy. Complaints of criminal misconduct should be filed directly with local law enforcement authorities. Complaints relating to violations of Federal law should be filed directly with the Federal agency having cognizance over the matter in question (e.g., violations of the Family Educational Rights and Privacy Act with the U.S. Department of Education).

## Exhaustion of Remedies at the Institutional Level

Many issues fall within areas that generally are within the sole purview of an institution and its governing board. Examples include, but may not be limited to, complaints related to student life (such as, student housing, dining facilities, or student activities and organizations) and certain academic affairs (such as the assignment of grades). Moreover, issues or complaints are generally more speedily and appropriately resolved within the grievance channels available at the institution. Face-to-face discussion of the matter through open door policies or other informal means is the preferred starting point. Should that fail, the complainant should use formal dispute resolution mechanisms provided by the institution. Exhaustion of all informal and formal institutional processes, including both campus processes and any applicable system processes, is a prerequisite to filing any formal complaint with the MDHE pursuant to this policy.

## Process

If a mutually agreeable resolution cannot be reached at the institutional level, the student or prospective student may proceed with the MDHE's formal complaint process. The complaint must be submitted in writing, using a

complaint form provided by the MDHE. It may be mailed or faxed to the department and should include any other supporting documentation. The MDHE will acknowledge receipt of the complaint, either in writing or by email. Such acknowledgment, however, will not constitute a determination that the complaint addresses a law applicable to the institution or otherwise is a complaint covered by the policy. If there is no indication that institutional remedies have been exhausted, the complaint will be returned for that purpose.

**Filing a complaint pursuant to this policy cannot, and does not, extend or satisfy any statutory deadlines that may apply to filing particular complaints with any other state or federal agency having jurisdiction over such matters.**

Complaints that fall within the jurisdiction of the CBHE will be investigated and resolved as appropriate by the relevant unit of the MDHE. Complaints that fall within the jurisdiction of another State agency or are within the purview of an institution's accrediting body will be forwarded to that agency for appropriate investigation and resolution. The agency to which the complaint is forwarded will keep the MDHE apprised of on-going status and final disposition of the complaint. All parties to the complaint will be notified of its resolution by mail.

The MDHE will keep a log of all complaints and record the date received, the name of the complainant, the institution against which the complaint is made, a brief description of the complaint, the agency addressing the complaint, and the date and nature of its disposition.

**Note: Prior to initiating this formal process, complainants must first call the MDHE at 573-526-1577 to indicate their desire to file a complaint. At that time, the MDHE will ascertain whether the issue can be resolved through informal means and also determine whether administrative processes available within the institution of concern have been exhausted. If after that screening the complainant still desires to initiate a formal complaint, the MDHE will send the complainant the form to be filled out and returned for that purpose.**

For Online students who reside in Alabama, Arizona, Arkansas, Georgia, Kentucky, Maryland, Minnesota, Missouri, New Mexico, Tennessee, Washington or Wisconsin, students can file a complaint with their own state regulatory agency. All other Online students should file external complaints with the Missouri Coordinating Board for Higher Education. The following is a list of the contact information for all state regulatory bodies.

**Alabama:** The student may contact the Alabama Department of Postsecondary Education, PO Box 302130, Montgomery, AL 36130-2130; telephone 334.242.2959.
**Alaska:** Alaska Commission on Postsecondary Education (908)465-2962, (907)465-5316
**Arizona:** The student may contact the Arizona State Board for Private Postsecondary Education, 1400 W. Washington, Room 260, Phoenix, AZ 85007, telephone 602.542.2399.
**Arkansas:** The student may contact the Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201-3818; telephone 501.371.2065.
**California:** The student may contact the California Bureau for Private Postsecondary Education, C/O Department of Consumer Affairs, PO Box 980818, W. Sacramento, CA 95798-0818; telephone 916.431.6959, 888.370.7589.
**Colorado:** The student may contact the Department of Higher Education, Commission on Higher Education, 1300 Broadway Road, Second Floor, Denver, CO 80203; telephone 303.866.2723, 303.866.4209.
**Connecticut:** The student may contact the Office of Financial and Academic Affairs for Higher Education, Connecticut State Board of Education, 61 Woodland Street, Hartford, CT 06105-2326; telephone 860.947.1800, 860.947.1821.
**Delaware:** The student may contact the Delaware Department of Education, The Townsend Building, 401 Federal St., Suite 2, Dover, DE 19901-3639; telephone 302.735.4000.
**Florida:** The student may contact the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400; telephone 850.245.3200.
**Georgia:** The student may contact the Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084; telephone 770.414.3306.
**Hawaii:** The student may contact the Business Registration Division of the Hawaii Department of Commerce and Consumer Affairs, P.O. Box 40, Honolulu, HI 96810; telephone 808.586.2744.
**Idaho:** The student may contact the Idaho State Board of Education, P.O. Box 83720, Boise, ID 83720-0037;

telephone 208.332.1587.

**Illinois:** The student may contact the Illinois Board of Higher Education, 431 East Adams Street, Second Floor, Springfield, IL 62701-1418; telephone 217.557.7359, website: www.ibhe.org.

**Indiana:** The student may contact the Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 670, Indianapolis, IN 46204; telephone 317.464.4400.

**Iowa:** The student may contact the Iowa College Student Aid Commission, 603 E. 12th Street, 5th Floor, Des Moines, IA 50319; telephone 515.725.3400.

**Kansas:** The student may contact the Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612- 1368; telephone 785.296.4936, 785.296.4917.

**Kentucky:** The student may contact the Kentucky Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601-8204; telephone 502.573.1555 ext. 350.

**Louisiana:** The student may contact the State of Louisiana Board of Regents, P.O. Box 3677, Baton Rouge, LA 70821; telephone 225.342.4253.

**Maine:** Maine Department of Education (207) 624-6600, (207) 624-2700

**Maryland:** The student may contact the Maryland Higher Education Commission, 839 Bestgate Road, Suite 400, Annapolis, MD 21401-3013; telephone 800.974.0203. Consumer Information Guide 2013–2014 — February 2014 88

**Massachusetts:** The student may contact the Massachusetts Board of Higher Education, One Ashburton Place, Suite 1401, Boston, MA 02108-1696; telephone 617.994.6937.

**Michigan:** The student may contact the Michigan Department of Education, P.O. Box 30008 (or) 608 W. Allegan, Lansing, MI 48909; telephone 517.373.9235.

**Minnesota:** The student may contact the Minnesota Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108; telephone 651.259.3975, 800.657.3866.

**Mississippi:** The student may contact the Mississippi Commission on College Accreditation, 3825 Ridgewood Road, Jackson, MS 39211; telephone 601.432.6372.

**Missouri:** The student may contact the State of Missouri Coordinating Board for Higher Education, 205 Jefferson Street, Jefferson City, MO 65101; telephone 573.751.2361.

**Montana:** Montana University System, Montana Board of Regents (406) 444-6570.

**Nebraska:** The student may contact the Coordinating Commission for Postsecondary Education, P.O. Box 95005, Lincoln, NE 68509-5005; telephone 402.471.0020, 402.471.2847.

**Nevada:** The student may contact the Nevada Commission on Postsecondary Education, 3663 E. Sunset Road, Suite #202, Las Vegas, NV 89120; telephone 702.486.7330.

**New Hampshire:** New Hampshire Post-secondary Education Commission, (503) 271-3494

**New Jersey:** The student may contact the New Jersey Secretary of Higher Education, 20 W. State Street, PO Box 542, Trenton, NJ 08625-0542; telephone 609.292.4310, 609.984.2709.

**New Mexico:** The student may contact the New Mexico Higher Education Department, 2048 Galisteo Street, Santa Fe, NM 87505-2100; telephone 505.476.8400.

**North Carolina:** The student may contact the Board of Governors of the University of North Carolina, General Administration, 910 Raleigh Road, Chapel Hill, NC 27515-2688; telephone 919.962.4538.

**Ohio:** The student may contact the Ohio Board of Regents, 25 South Front Street, Columbus, OH 43215; telephone 614.466.6000.

**Oklahoma:** The student may contact the Oklahoma State Regents of Higher Education, 655 Research Parkway, Suite 200, Oklahoma City, OK 73104-3603; telephone 405.225.100, 405.225.9142.

**Oregon:** The student may contact the Oregon Office of Degree Authorization, 1500 Valley River Dr. Suite 100, Eugene, OR 97401; telephone 541.687.7478.

**Pennsylvania:** The student may contact the Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333; telephone 717.83.6785.

**Puerto Rico:** The student may contact the Consejo de Educacion Superior de Puerto Rico/Puerto Rico Council on Higher Education, PO Box 19900, San Juan, Puerto Rico 00910-1900; telephone 787.724.7100 ext. 2022 or ext. 2016.

**South Carolina:** The student may contact the Nonpublic Postsecondary Institution Licensing, 1333 Main Street, Suite 200, Columbia, SC 29201; telephone 803.737.2281.

**Tennessee:** The student may contact the Tennessee Higher Education Commission, Parkway Towers, Suite 1700, 404 James Robertson Pkwy, Nashville, Tennessee 37243- 0830; telephone 615.741.3605.

**Texas:** The student may contact the Texas Higher Education Coordinating Board, P.O. Box 12788, Capitol Station, Austin, TX 78711; telephone 512.427.6520.

**Utah:** The student may contact the Utah System of Higher Education State Board of Regents, 60 South 400 West, Salt Lake City, UT 84101-1284; telephone 801.321.7103.

**Vermont:** Vermont State Board of Education (802) 828-3135

**Virginia:** The student may contact the Commonwealth of Virginia Council of Higher Education, James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219; telephone 804.225.2600.

**Washington:** The student may contact the Washington Student Achievement Council, PO Box 43430, Olympia, WA 98504-3430; telephone 360.753.7869, 360.753.7866.

**Washington DC:** The student may contact the Government of the District of Columbia Education Licensure Commission, 810 1st Street, NE, 2nd Fl., Washington, DC 20002; telephone 202.727.2824.

**West Virginia:** West Virginia Higher Education Policy Commission (304) 558-4016

**Wisconsin:** The student may contact the Wisconsin Educational Approval Board, 201 W. Washington Ave., 3rd Floor, Madison, WI 53703; telephone 608.266.1996, 608.266.1996.

**Wyoming:** The student may contact the Wyoming Department of Education, Hathaway Bldg., 2 Floor, 2300 Capitol Avenue, Cheyenne, WY 82002-0050; telephone 307.777.5712

## State Authorization - Washington

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the: Workforce Board, 128 - 10th Ave. SW, Box 43105, Olympia, Washington 98504; Web: wtb.wa.gov; Phone: 360-753-5662; E-Mail Address: wtecb@wtb.wa.gov

# Addenda

## Professional Fitness Institute, a division of Pinnacle Career Institute

UPDATE: page 11

**Administration**
Gerald Mayes, Director; BS, Public Health/Education, American Public University; AOS, Personal Training, Pinnacle Career Institute

## Flex-Ed Class Schedule – Lawrence campus

UPDATE: page 34 - Effective 8/11/14 - Saturday classes are no longer offered at the Lawrence campus. The campus is no longer open on Saturdays.

## Terminated Programs – updated 8/11/14

Effective **January 14, 2014**, the following programs will no longer be available. No enrollments will be accepted that cannot complete the program of study by the termination date.

| Program | Campus | Termination Date |
|---|---|---|
| Dental Assisting | Pinnacle Career Institute - Online Education | 10/06/2014 |
| Health Information Technician | Pinnacle Career Institute | 6/9/2014 |
| | Pinnacle Career Institute - North Kansas City | 1/13/2014 |
| | Pinnacle Career Institute - Lawrence | 9/8/2014 |
| Health Information Management | Pinnacle Career Institute -  Online Education | 5/11/2015 |

Effective **August 11, 2014**, the following programs will no longer be available for enrollment. No enrollments will be accepted that cannot complete the program of study by the termination date.

| Program | Campus | Termination Date |
|---|---|---|
| Radiation Protection Technician - Certificate | Pinnacle Career Institute - Lawrence | 8/11/14 |
| Radiation Protection Technician – Associate of Applied Science | Pinnacle Career Institute - Lawrence | 8/11/14 |
| HVAC Technician | Pinnacle Career Institute - Lawrence | 8/11/14 |

# Wind Turbine Technician Boot Camp – effective 9/15/14

Description of change – The Wind Turbine Technician Boot Camp will now be located in Kansas City, Missouri. The first Boot Camp will commence October 19, 2014, and continue at this location for all students in the program from this date forward. The curriculum of the course and course objectives have not changed.

**Course description**

**WTT150**
**Wind Turbine Technician Practicum**
Prerequisites: GS100, NRG101, NRG105, NRG110, WTT110, WTT115
6 Quarter Credits
100 Effective Contact hours

In this class, students review the competencies of the Wind Turbine Technician program including safety, basic electronics, hydraulics, and wind turbine specific knowledge. Students will be participating in a hands-on Boot Camp at Pinnacle Career Institute in Kansas City, Missouri, earning several industry recognized certificates. While not at Boot Camp, students will be focused on the skills and strategies necessary to prepare them for their employment search.

**Online students** travel to Boot Camp at Pinnacle Career Institute campus where they participate in a ten day (96 hour) intensive hands-on safety and laboratory training. Topics include wind safety and check out training, tower climb test, ENSA certification, OSHA 10 certification and first aid/CPR certification, which are required to be employed in much of the Wind Industry. Arrangements are provided for air travel, lodging, program-related local transportation and meals during the boot camp. These costs are included in the tuition for the program. Any other discretionary incidental expenses are the responsibility of the student.

**Flex-Ed students** attend boot camp at Pinnacle Career Institute in Kansas City where they participate in a five day (48 hour) intensive hands-on safety training that includes a tower climb test, first aid/CPR certification and OSHA 10 certification, which are required to be employed in much of the Wind Industry. Arrangements will be provided for lodging and meals during the boot camp. Local students are expected to stay in provided lodging. These costs are included in the tuition for the program. Any other discretionary incidental expenses are the responsibility of the students.

# Organization – Updated 9/8/14

## Board of Directors

Jeffrey C. Freeman, Chairman
Scott F. Freeman
Michael Platt

## Administration

1001 E. 101st Terrace, Suite 320
Kansas City, MO  64131

Jeff Freeman, Chief Executive Officer

Joan Meyer, President
MAEd, Capella University

Rebecca Clothier, Executive Vice President; BS, Psychology, Minor in Business, Emporia State University

Matthew Killday, Vice President, Operations; MBA, Keller Graduate School of Management

Amanda Edwards, Chief Academic Officer; MAEd, Jones International University

Debbie Fajen, System Registrar

Debbie Liddel, System Associate Registrar; BA Coe College

Barbra James, SPHR, Executive Director of Human Resources; BA, Human Resource Management, Wesleyan College

Alberto Bravo, System Director of Compliance; MBA, Baker University; BA, Psychology/Physical Science, University of Kansas

Heather Berry, System Director of Business Office; BS, Business Administration, National American University

Monika Lehrbach, System Director of Financial Aid; BS, Applied Management, National American University

Debbie Barnes, Academic Chair; AOS, Electronics Technology, Electronics Institute

Michael Marcum, Academic Chair; BSN, Nursing, St. Louis University

Ryan Harp, Director, Learning Management System; AAS, Recording Arts, Full Sail University; Certificate, Wind Turbine Technician, Pinnacle Career Institute

Dawn Fry, Director, Instructional Design; MA, History, BA, English/History, University of Central Missouri

Kristin Hatch, Librarian; MA, Information Resources & Library Science, University of Arizona

## Pinnacle Career Institute

1001 E. 101st Terrace, Suite 325
Kansas City, MO  64131

Guy Abel Cognet, Executive Director; MS, Adult Occupational and Continuing Education, Kansas State University

Debbie Lang, Director of Admissions

Jenny Mische, Director of Student and Career Services; BA, Interdisciplinary Studies, University of Missouri

Christy Carpenter, Director of Financial Aid; BA Business, Graceland University

## Pinnacle Career Institute - North Kansas City

Branch Campus of Pinnacle Career Institute
11500 Ambassador Drive, Suite 221
Kansas City, MO  64153

Carrie Carpenter, Executive Director; AA, Longview Community College

Sarah Griffin, Director of Admissions; BS, Business Administration, Benedictine College

Amy Smith, Director of Student and Career Services; BA, Communication Arts, Park University

Linda Hamilton, Director of Financial Aid; Cert. Computer Business Management, Kansas City Business College

## Pinnacle Career Institute - Online Education

Amanda Oppel, Executive Director; MM Masters of Management from National American University

Consuela Benson, Director of Student Services; MBA, Lincoln University

## Pinnacle Career Institute - Lawrence

1601 W. 23rd, Suite 200
Lawrence, KS 66046

Karen Lilley, Executive Director

Meshell Rortina, Director of Student and Career Services; AAS, Business Management, Kansas State University; Certificate, Personal Trainer, Pinnacle Career Institute

Bonnie Sandefer, Director of Financial Aid; Certificate, Academy of Finance

## Professional Fitness Institute, a division of Pinnacle Career Institute

11500 Ambassador Drive, Suite 221A
Kansas City, MO  64153

Gerald Mayes, Director
BS, Public Health and Education, American Public University; AOS, Personal Training, Pinnacle Career Institute

# Full-Time Faculty – Updated 9/8/14

| Name | Position | Credentials | SKC | NKC | LAW | OLE | ALL |
|------|----------|-------------|-----|-----|-----|-----|-----|
| | | **Campus** | | | | | |
| Ashraf, Shazia | Lead Faculty, Health Information Technician/ Health Information Management | MS, Administration, CSU Bakersfield; BS, Business Administration, Walden University; AA, Health Information Technology, Santa Barbara City College; RHIT, American Health Information Management Association; CPC, American Academy of Professional Coders | | | | X | |
| Battles, Scott | Lead Faculty, Wind Turbine Technician | AOS, Electronics Technology, Electronics Institute | | X | | X | |
| Biswell-Moore, Michelle | Lead Faculty, Medical Assistant | Certificate, Medical Assistant, Kansas City Business College/TAD Technical Institute | | X | | | |
| Carpenter, Jeff | Instructor, General Education | BA, Art-Studio, Graceland University | X | | | | |
| Collier, Angelia | Lead Faculty, Medical Billing & Coding Specialist | BS, General Studies, Columbia College; Certificate, Medical Billing & Coding, Pinnacle Career Institute | X | X | | X | |
| Farrington, Joshua | Lead Faculty, Wind Turbine Technician | OA, Wind Turbine Technology, Pinnacle Career Institute | X | | | X | |
| Gay, Suzee | Lead Faculty, Medical Assistant | PN-Sanford Brown College, Practical Nursing; LPN-KS and MO License, IV Certified | | | | X | |
| Gonzalez, Jessica | Lead Faculty, Massage Therapy | Certificate, Massage Therapy, Wellspring School of Allied Heath; State Licensed Massage Therapist-Missouri | X | X | | | |
| Harvey, Aaron | Lead Faculty, HVAC Technician | Certificate, HVAC, Pinnacle Career Institute | | X | | | |
| High, Darell | Lead Faculty, HVAC Technician | MBA, Benedictine College; BS, Management, Park University; ESCO Institute, CFC Universal, NATE certification: Heat Pump Installation, AC Service & Installation, Air Distribution Service & Installation, Gas Heating Service & Installation, 410A Certification | | | | X | |
| Jenkins, William | Lead Faculty, Electronics | US Navy Electronics | X | X | | X | |
| Lynne, Patti | Lead Faculty, Medical Billing & Coding Specialist | Certificate, Medical Assisting, Bryman College, Certified Professional Coder (CPC), American Academy of Professional Coders | | | | X | |
| McCall, Carolyn | Instructor, General Education | BS, Business, Central Missouri State University; MA, Marketing, Webster University | X | X | | X | |
| McHenry, Bobbie | Instructor, Massage Therapy | Certificate, Massage Therapy, Professional Massage Training Center; NCTM; State Licensed Massage Therapist-Missouri | X | X | X | | |
| Miller, Daniel | Lead Faculty, Personal Trainer | OA, Personal Trainer, Pinnacle Career Institute | | X | | | |
| Moilanen, Matthew | Lead Faculty, Personal Trainer | BSE, Sports Science, University of Kansas | | | | X | |
| Moses, Chris | Instructor, HVAC | AAS, Robotics/ Automated Systems, Itawamba Community College | | X | | | |
| Reynolds, Travis | Lead Faculty, Personal Trainer | BS, Physical Education, University of Central Missouri | X | | | | |
| Rogers, Kyle | Lead Faculty, Massage Therapy | Certificate, Massage Therapy, Pinnacle Career Institute; NCTM; State Licensed Massage Therapist-Missouri; Associate of Occupational Studies, Personal Training; Pinnacle Career Institute | X | X | X | | |
| Schonhoff, Sam | Lead Faculty, Wind Turbine Technician | Certificate, Wind Turbine Technician, Pinnacle Career Institute | | | | X | |
| Shelton, Sally | Boot Camp Facilitator/Instructor, Medical Assistant | AOS, Nursing, Dodge City Community College; NRCMA | | | | X | |
| Stewart, Karen | Lead Faculty, Medical Assistant | NRCMA; Certified Nurse Aide, Neosho County Community College; BA, Early Childhood Education | | | X | | |
| Tucker, Larry | Instructor, General Education | MBA, Administration; MS, Guidance and Counseling; BS, Psychology, Missouri State University | | | | X | |
| Williams, Connie | Lead Faculty, Pharmacy Technician | MA, Business Administration, Baker University | | | | X | |
| Williams, Dana | Lead Faculty, Medical Assistant | Certificate, Medical Assisting, Metro Business College; NRCMA; CCMA | X | | | | |

## Corrections - Course Descriptions – 9/29/14

The following corrections have been made; new language is underlined and ~~deleted language is struck~~:

**ET102E**
**~~Digital~~ DC Electronics**
Prerequisite: ET101
4 Quarter Credits
62.5 Effective Contact hours

**PT113**
**Externship: Personal Trainer Certificate Program**
Prerequisites: GS100, BUS101, ~~AP103, AP104~~, EP101, EP102, KN101, NUT101, PT101, PT102, and AP103/AHL120, AP104/AHL122
9 Quarter Credits, 200 Effective Contact hours

**PT213**
**Externship: Personal Trainer – AOS Program**
Prerequisites: GS100, ~~AP103, AP104~~, BUS101, EP101, EP102, KN101, NUT101, NUT102, PT101, PT102, PT104, PT105, PT106, and GE112, and AP103/AHL120, AP104/AHL122
~~5 Quarter Credits, 100 Effective Contact hours~~
9.0 Quarter Credits, 200 Effective Contact Hours

**MAC180**
**Medical Assisting Practicum**
Prerequisite: GS100, AHL101, AHL104, AHL20, AHL122, AHL145, MAC101, MAC102, MAC103, MAC104
~~3.0 Quarter Credits~~
6.0 Quarter Credits
200 Total Clock Hours

**EP102**
**Exercise Physiology**
Prerequisite: GS100, AP103 or AHL120
6 Quarter Credits
100 Effective Contact hours

## High School Diploma or GED Requirement-Military – 9/29/14

EXEMPTION: STUDENTS WITH A DD214
If a student who is unable to procure their high school diploma or GED and has extenuating circumstances which would preclude the student or the school from obtaining (i.e. such as fire at the school, destruction of records), the student may request the registrar for Pinnacle Career Institute to take into account their status of high school or GED completion on their DD2214 if they served in the military.  The preferred documentation of high school completion is an official transcript or GED – but under appeal and approval of the System Registrar and the Senior Vice President the DD214 may be allowed.

## Other Loan Options – 10/1/14

PCI can provide students with information on non- federal based financing options. Since these loans are not guaranteed by the government, PCI cannot guarantee acceptance.

Pinnacle Career Institute provides payment options for those students who have additional needs to cover the cost of the program.  Dependent on the needs of the student Pinnacle Career Institute provides different options.  Please discuss with your financial aid coordinator if you would require any further information concerning these programs.

PCI Institutional Loan with On-time Payment Advantage

- Anyone with a need for additional funding should exhaust all options available that may be available to the student.

- First Payment is Due the first day of class, and all subsequent payment are scheduled on a monthly basis.

- Level 2, 3, and 4 are required to have Co-Signers (Co-Signer waivers MAY be approved with a Reoccurring Payment Form see your financial aid office)

- High Gap IL approval required for: Cert $2001+ or AOS $4001+ (Proof of Income for Student and Co-Signer required, NO co-signer waivers on high gaps)

- To qualify for the On-Time Payment Advantage, students must meet the following criteria:
    - All Payments must be made on time and in full (not more than 30 days late)
    - Must maintain full time enrollment with exception of Approved Waivers
    - Maintain Satisfactory Academic Progress as outlined in our Catalog

- On-Time Payment Advantage is structured as follows:
    - 0% starting interest
    - 8% Interest failure to maintain OPA requirements
    - All payment required if default on-time payments

- On-Time Payment Advantage Limit is $8000. Any balance over $8000 should be set up as a Full-Financing or the balance paid down to be less than $8000 for On-time Payment Advantage

**Amount Outstanding to Finance**

| $100.00 - $499.99 | LEVEL 1 |
|---|---|
| | *12 Monthly Payments, Make 9 on-time, full payments, Forgive Balance |

| $500-$2000 | LEVEL 2 |
|---|---|
| | *24 Monthly Payments, Make 16 on-time, full payments, Forgive balance |

| $2000.01-$4000 | LEVEL 3 |
|---|---|
| | *36 Monthly Payments, Make 24 on-time, full payments, Forgive Balance |

| $4000.01 + | LEVEL 4 |
|---|---|
| | *48 Monthly Payments, Make 32 on-time, full payments, Forgive Balance |

## PCI Institutional Loan Options - Full IL

**Option 1 - Payment in Full**

- Payment in full due 1st day of class; requires proof of funds approved by Director of Finance; failure to pay w/in 5 days will result in dismissal from program unless borrower completes Financial Aid packaging; co-signer is not required.

- Approved by the Director of Finance

- Must be presented to the Director of Finance for review. Will require proof of financial means to pay in full: student must provide paycheck stub, or proof of funds (i.e.- trust fund paperwork).

**Option 2 - Full IL Paid in Installments - Special Request**

Must meet the following criteria:

- Must complete a calculated FAFSA and cannot be in default (not required to take T4)

- Approved by the Director of Finance

- Must be presented to the Director of Finance for review. Will require proof of financial means to pay the

monthly payment required to pay-off within the program length (payments must be equal): student must provide paycheck stub & paycheck stub of co-signer, or proof of funds (i.e.- trust fund paperwork).

- Director of Finance: if approved, will be required to have a co-signer on the IL. If 5 days past due, will be suspended/blocked from class & given 5 more days to become current or package for Title IV, or dropped & forwarded to an outside collection agency. Divide the program cost by the number of classes. 1st Payment (equal to the amount of 3 payments) is due 1st day of class. Monthly payments thereafter (equal to 1 payment amount). Minimum requirement - could pay in fewer payments.

- Example: $15,000 program cost divided by 10 classes equals $1500 per class. 1st payment (3 months' worth) due on start day is $4500, and then $1500 every month thereafter until paid in full.

| | |
|---|---|
| Payment1/mo1 | $4,500 |
| Payment2/mo2 | $1,500 |
| Payment2/mo3 | $1,500 |
| Payment2/mo4 | $1,500 |
| Payment2/mo5 | $1,500 |
| Payment2/mo6 | $1,500 |
| Payment2/mo7 | $1,500 |
| Payment2/mo8 | $1,500 |
| Total | $15,000 |

## Grade Evaluation Table 1

Correction: ~~59-0%~~ <u><= 59%</u>

| GRADE | PERCENTAGE |
|---|---|
| A | 90-100% |
| B | 80-89.9% |
| C | 70-79.9% |
| D | 60-69.9% |
| F | <= 59% |
| I - Incomplete | No Credit – 2 weeks to clear |
| P - Pass | Credit |
| FL - Fail | No Credit |
| W - Withdraw | No Credit – within the first 2 weeks of class |
| WP - Withdraw Pass | No Credit – after first 2 weeks |
| WF - Withdraw Fail | No Credit – after first 2 weeks |

# 2014 ACADEMIC CALENDAR

| JANUARY | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

January 13 - Mod Start

| FEBRUARY | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

February 10 - Mod Start

| MARCH | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

March 10 - Mod Start

| APRIL | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

April 4 - Mod Start
April 14-20 - Spring Break

| MAY | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

May 12 - Mod Start
May 26 - Memorial Day
May 30 - Required Class Day

| JUNE | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

June 9-Mod Start

| JULY | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

July 7-Mod Start
July 21-27 - Summer Break
September 1 - Labor Day

| AUGUST | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

August 11-Mod Start

| SEPTEMBER | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

September 8-Mod Start
September 5-Required Class Day

| OCTOBER | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

October 6 - Mod Start

| NOVEMBER | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

November 3 - Mod Start
November 21 – Required Class Day
November 27 - Thanksgiving

| DECEMBER | | | | | | |
|---|---|---|---|---|---|---|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

December 1 - Mod Start
December 22-January 4-
Winter Break
Classes resume January 5, 2015

| | |
|---|---|
| End of mod | No Classes |
| Start of new mod | Holiday |

Required Classes

# 2015 ACADEMIC CALENDAR

## JANUARY

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

January 12-Mod Start

## FEBRUARY

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

February 9-Mod Start

## MARCH

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |   |   |   |   |

March 9-Mod Start
March 30-April 5-Spring Break

## APRIL

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |   |   |

April 13-Mod Start

## MAY

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |   |   |   |   |   |   |

May 11-Mod Start
May 25-Memorial Day
May 29-Required Class Day

## JUNE

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |   |   |   |   |

June 8-Mod Start

## JULY

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |   |

July 6-Mod Start
July 20-26-Summer Break

## AUGUST

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   |   |   | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |   |   |   |   |   |

August 10-Mod Start

## SEPTEMBER

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |   |   |   |

September 7-Labor Day
September 8-Mod Start
September 11-Required Class Day

## OCTOBER

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   |   |   | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

October 5-Mod Start

## NOVEMBER

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |   |   |   |   |   |

November 2-Mod Start
November 20-Required Class Day
November 26-Thanksgiving
November 30-Mod Start

## DECEMBER

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
|   |   | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |   |   |

December 21-January 3-
Winter Break
Classes resume January 4, 2016

**Legend:**
- End of mod
- Start of new mod
- No Classes
- Holiday
- Required Friday

# Tuition and Fee Schedule

**Effective September 8, 2014, for Calendar Year 2014-2015**
Pinnacle Career Institute
Pinnacle Career Institute – Online Education
Pinnacle Career Institute – North Kansas City
Pinnacle Career Institute – Lawrence, Kansas
-Not all programs are offered at all locations-

DENTAL ASSISTING CERTIFICATE PROGRAM:
LENGTH:          9 Months
TUITION:         $14,250.00
FEES:            $365.00
BOOKS*:          $500.00
PROGRAM
INCLUDES:        Hepatitis-B immunization, CPR Certification Exam, Uniforms

DENTAL ASSISTING CERTIFICATE PROGRAM:
LAWRENCE DISTANCE EDUCATION ONLY
LENGTH:          10 Months
TUITION:         $14,750.00
FEES:            $365.00
BOOKS*:          $650.00
PROGRAM          Hepatitis-B immunization, CPR Certification Exam, Uniforms; boot camp at Pinnacle Career
INCLUDES:        Institute in Lawrence, KS (Online delivery only)

ELECTRONICS TECHNOLOGY - ASSOCIATE OF APPLIED OCCUPATIONAL STUDIES DEGREE PROGRAM:
LENGTH:          18 Months
TUITION:         $26,250.00
FEES:            $320.00
BOOKS*:          $2,080.00

ELECTRONICS TECHNOLOGY - CERTIFICATE PROGRAM:
LENGTH:          12 Months
TUITION:         $19,750.00
FEES:            $230.00
BOOKS*:          $1,250.00

HEALTH INFORMATION MANAGEMENT - ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM:
LENGTH:          17 Months
TUITION:         $25,500.00
FEES:            $300.00
BOOKS*:          $1,950.00
PROGRAM
INCLUDES:        Certified Coding Specialist (CCS) Exam

HVAC TECHNICIAN - CERTIFICATE PROGRAM:
LENGTH:      12 Months
TUITION:     $19,750.00
FEES:        $320.00
BOOKS*:      $1,500.00
PROGRAM
INCLUDES:    North American Technician Excellence (NATE) Core Exam; EPA Section 608 Exam

MASSAGE THERAPY CERTIFICATE PROGRAM:
LENGTH:      11 Months
TUITION:     $15,500.00
FEES:        $365.00
BOOKS*:      $900.00
PROGRAM      Portable Massage Table with headrest**, Uniforms, CPR & First Aid Certifications, Associated Body
INCLUDES:    & Massage Professional Student Membership, Massage and Bodywork Licensing Exam (MBLEx)***

MEDICAL ASSISTANT - CERTIFICATE PROGRAM:
LENGTH:      12 Months
TUITION:     $18,950.00
FEES:        $365.00
BOOKS*:      $1,100.00
PROGRAM      TB Skin Test and Hepatitis-B immunization, CPR & First Aid Certification, Medical Assistant
INCLUDES:    Certification Exam, Uniforms; boot camp at Pinnacle Career Institute in Kansas City, MO (Online
             Education only)

MEDICAL ASSISTANT TECHNICIAN – ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM:
PREREQUISITE:    Completion of the Medical Assistant – Certificate program
LENGTH:      6 Months
TUITION:     $8,850.00
FEES:        $0.00
BOOKS*:      $575.00
PROGRAM
INCLUDES:    Phlebotomy Technician (CPT) and EKG Technician (CET) certification exams

MEDICAL BILLING & CODING SPECIALIST - ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM:
LENGTH:      15 Months
TUITION:     $23,750.00
FEES:        $300.00
BOOKS*:      $2,500.00
PROGRAM
INCLUDES:    Coding Certification Exam, Uniforms

PERSONAL TRAINER - ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE PROGRAM:
LENGTH:      18 Months
TUITION:     $25,250.00
FEES:        $365.00
BOOKS*:      $1,750.00
PROGRAM      National Strength and Conditioning Association (NSCA) Membership, NSCA Certification Exam,
INCLUDES:    Boot Camp at Professional Fitness Institute in Kansas City, Missouri

PERSONAL TRAINER - CERTIFICATE PROGRAM:
LENGTH:        12 Months
TUITION:       $17,250.00
FEES:          $365.00
BOOKS*:        $1,030.00
PROGRAM        American Council on Exercise (ACE) Exam, Boot Camp at Professional Fitness Institute in Kansas
INCLUDES:      City, Missouri

PHARMACY TECHNICIAN - CERTIFICATE PROGRAM:
LENGTH:        11 Months
TUITION:       $16,500.00
FEES:          $365.00
BOOKS*:        $900.00
PROGRAM
INCLUDES:      Pharmacy Technician Certification Exam

WIND TURBINE TECHNICIAN - CERTIFICATE PROGRAM:
LENGTH:        11 Months
TUITION:       $17,250.00
FEES:          $365.00
BOOKS*:        $1,400.00
PROGRAM        OSHA10 Certification, Tower Climb Certificate, CPR & First Aid Certification Exams, boot camp at
INCLUDES:      Pinnacle Career Institute in Kansas City, MO

WIND TURBINE TECHNICIAN - ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM:
LAWRENCE DISTANCE EDUCATION ONLY
**PREREQUISITE**:   Completion of the Wind Turbine Technician – Certificate program
LENGTH:        6 Months
TUITION:       $11,400.00
FEES:          $365.00
BOOKS*:        $2,000.00


*        Approximate Cost of Books
**       PCI will issue each Massage Therapy student a massage table after the student has demonstrated the
skills necessary to begin practicing in the Student Clinic. Tables remain the property of PCI until the student meets
the graduation criteria specified in this catalog.
***      PCI will pay for the student to take the MBLEX exam provided the student completes the required
application within 60 days of completing the Massage Therapy program.