



# BIDWELL TRAINING CENTER



**2024-2025 | ACADEMIC CATALOG**



[www.bidwelltraining.edu](http://www.bidwelltraining.edu)

Bidwell Training Center  
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## **2024-2025 ACADEMIC CATALOG**

**Publication Date: April 01, 2024**



## **GREETINGS FROM THE VICE PRESIDENT**

On behalf of the board members, administrators, faculty, and staff welcome to Bidwell Training Center. Bidwell Training Center is one of the best kept secrets in the region. Your training program will be demanding but rewarding. You will be challenged to change your approach to learning. You will learn both the science and art of your program of study. You will learn new technical skills, new interpersonal skills, new ways of thinking about problem solving and the importance of professionalism and ethical behavior. Your life will change in many positive ways as you proceed through your education and training.

Bidwell Training Center is dedicated to providing high-quality career training, academic enrichment, and employment opportunities to adults in transition. This personalized commitment to learning is also incorporated in our Student Services, which offers our students an advisor who provides guidance and support for school and non-school related problems. These commitments to individualized student attention make Bidwell Training Center a safe, positive learning place with a friendly atmosphere and a caring attitude.

Thank you for choosing Bidwell Training Center, where our mission is to change lives. We are committed to your success and wish you a rewarding learning experience.

Sincerely,

Dr. Kimberly Rassau  
Vice President

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## GENERAL INFORMATION

### MISSION STATEMENT

We change lives by providing career training and academic enrichment to adults in transition.

### HISTORY OF BIDWELL TRAINING CENTER

Bidwell Training Center (BTC) is a 501 (c)(3) nonprofit, postsecondary career and academic training institution. The school was established in 1968 to provide vocational training and employment opportunities to local residents. Originally located on Bidwell Street in the Manchester neighborhood of Pittsburgh's North Side, the primary focus of training was in construction trades. The school became licensed in 1969 by the Pennsylvania Department of Education and continued developing a variety of trades programs.

In 1972, William Strickland, Jr. was hired to lead BTC. Mr. Strickland's vision and philosophy helped BTC evolve into what it is today. His idea was to create a unique learning environment that would serve the needs of the community and provide educational opportunities to anyone who aspired to achieve their dreams and goals by becoming productive, employed citizens. During the 1980's, opportunities in the construction fields continuously shrank. The question arose: what was the point of training people for jobs that didn't exist anymore? It became a decisive moment for BTC, and a clear vision was set out that the priority must be employment first and foremost.

In response, BTC began working with industries to design programs that would satisfy the employment needs in the marketplace at any given time. Rather than following a college or university model where majors remain fairly static and the responsibility for any kind of professional development or employment is left to the graduate after school, BTC forged a different path. By establishing advisory boards for each major made up of industry leaders and employee partners, what was once merely a trade school has since evolved into an institution of workforce development that helps individuals find meaningful and family-sustaining employment.

In 1986, BTC built its current location at 1815 Metropolitan Street. The new facility allowed BTC to continue its growth and movement away from construction trades to technical and healthcare related industries. In 1999, the school's campus expanded with the opening of Harbor Gardens Park, located nearby at 1650 Metropolitan Street. In 2003, Bidwell Training Center built and opened the Drew Mathieson Greenhouse. Located at 1600 Metropolitan Street, this 42,000 square-foot educational greenhouse provides students in Horticulture Technology, the new major approved in 2002, with an opportunity to receive hands-on training in a modern facility.

The current majors offered by BTC reflect the present-day job market of Pittsburgh: Culinary Arts, Chemical Laboratory Technician, Horticulture Technology, Medical Assistant, Medical Coder/Biller, and Pharmacy Technician. Through the years, establishing a robust evaluation process of these majors to ensure that instruction is industry-standard and comprehensive has been key to the success of BTC and its students. Investing heavily in student services like computer literacy, tutoring, placement, and counseling also meant that the measure of success for our programming centered around the success of our graduates beyond their time in the classroom.

### THE PURPOSE OF THE CATALOG

The Bidwell Training Center catalog is a comprehensive summary of important issues that all students should know. It should not be considered a final statement of policies, procedures, course offerings, course content, or rules and regulations. The school reserves the right to change academic content and other requirements such as course offerings and course content with prior notification to the State Board of Private Licensed Schools (PLS). Students will be informed of any new policies in writing when warranted.

### STATE APPROVAL/LICENSE

Bidwell Training Center is licensed by the Pennsylvania State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126, (717) 783-8228.

### EDUCATIONAL RESOURCES & ACADEMIC AFFILIATIONS

Bidwell Training Center's main building is located at 1815 Metropolitan Street on Pittsburgh's North Side, minutes from downtown. The campus also includes UPMC Harbor Gardens Professional Building at 1650 Metropolitan Street and the Drew Mathieson Greenhouse at 1600 Metropolitan Street. Bidwell Training Center has classrooms that accommodate a maximum of 25 students and computer labs that accommodate a maximum of 20 students. The campus also includes a chemical laboratory that can accommodate a maximum of 20 students, a library, a 24-seat culinary teaching amphitheater, a fully equipped kitchen, a 200-seat dining hall, a clinical lab for the Medical Assistant students that can accommodate up to 20.

### LIBRARY AND LEARNING RESOURCE SYSTEM

The library, a component of Bidwell Training Center's learning resource system, serves as the research and information hub for students, faculty, and staff. The library houses instructional materials that support the students' educational experiences and enhance the school's educational programs. The library collection consists of online access to the LIRN's (Library & Information

Resources Network) reference, general academic and program-specific resources from dozens of the most trusted educational content suppliers in the country, over 2,200 books, 85 magazines and professional journals, reference materials, and career information. The library is open daily from 7:30 a.m. to 4:00 p.m.

## **ALPHA BETA KAPPA**

Alpha Beta Kappa (ABK) is the "premier national honor society" for America's private postsecondary schools, institutes, colleges and universities. ABK chapters are granted to institutions that offer programs in generally recognized field of training and which have demonstrated high standards over a period of many years. The purpose of the Society is to encourage and recognize superior student academic achievement, character, and leadership.

\*\*Membership is based on merit, and the qualifications at the time of induction include:

- Outstanding academic excellence (minimum cumulative 3.85 G.P.A.)
- Exemplary attendance (minimum 97% present)
- Demonstrated leadership and service in class and school activities\*
- Demonstrated personal integrity and good moral character

\*Including but not limited to tutoring and mentoring peers, developing better methods of learning; sharing information; advancing the mission of the program, etc.

\*\*Students enrolled prior to April 2024 will be evaluated for nomination according to criteria published in the September 2023 catalog

## **APPROVALS AND AFFILIATIONS**

- Approved by the Pennsylvania Department of Education, Division of Veterans/Military Education
- Approved for training under the Office of Vocational Rehabilitation (OVR)
- Approved for training under the Trade Readjustment Act (TRA)
- Licensed by the Pennsylvania State Board of Private Licensed Schools (PA PLS)

## **PROFESSIONAL MEMBERSHIPS**

- Alpha Beta Kappa National Honor Society (ABK), Alpha Omega Chapter
- American Chemical Society (ACS)
- American Culinary Federation (ACF), Pittsburgh Chapter
- American Health Information Management Association (AHIMA)
- American Medical Billing Association (AMBA)
- Center for the Advancement of Foodservice Education (CAFÉ)
- Mid-Atlantic Association of Career Schools (MAACS)
- Pennsylvania Pharmacists Association (Allegheny County Pharmacists Association, ACPA)
- Pharmacy Technician Educators Council (PTEC)
- Pennsylvania Restaurant and Lodging Association (PRLA)
- National Association of Landscape Professionals (NALP)
- Society for Analytical Chemists of Pittsburgh (SACP)
- Spectroscopy Society of Pittsburgh (SSP)

## **OWNERSHIP AND CONTROL**

Bidwell Training Center, Inc. is owned by Manchester Bidwell Corporation. The campus corporate offices are located at 1815 Metropolitan Street, Pittsburgh, PA 15233.

## **STATEMENT OF NONDISCRIMINATION**

Bidwell Training Center affords every student all rights, privileges, and activities generally accorded or made available to students at BTC. BTC does not discriminate based on race, ethnicity, color, religion, national origin, disability, veteran status, sexual orientation, gender, gender identity, genetic information, or any other protected category under applicable local, state or federal law in the admission of its students, administration of its educational programs, policies, activities, services, and other offerings.

## **SCHOOL FACILITIES, EQUIPMENT AND SUPPLIES**

Bidwell Training Center's main facility at 1815 Metropolitan Street includes classrooms, a cafeteria/dining hall, a library, and technical labs. Classes for the following programs meet in the main facility: Chemical Laboratory Technician, Culinary Arts, Medical Assistant, and Academic Support.

Meals prepared by students in the Culinary Arts program are available at a student-discounted rate. Students MUST present their Bidwell Training Center student ID at the time of purchase to receive the discounted pricing.

Harbor Gardens Park at 1650 Metropolitan Street Houses the Allied Health programs, Horticulture Technology program and Admissions, and Student Services department.



The Drew Mathieson Greenhouse is home to our educational laboratory for Horticulture Technology students. Students receive hands-on instruction and are involved in the daily operations of the facility.

Bidwell Training Center maintains appropriate facilities, equipment, and supplies that support the achievement of the stated educational goals and objectives. There are adequate in number, condition, and availability appropriate materials that are accessible to students, faculty, and administrators. Each assigned classroom is appropriately equipped and adequate in capacity. Classroom assignments can be changed at the request of the faculty through the designated program staff if space is available. All classrooms and other teaching spaces support teaching methods appropriate to the achievement of the program's goals and objectives. Students and faculty have access to appropriate physical, technological, and educational resources to support teaching and learning.

The students are responsible for the proper handling of school supplies and equipment. Any misuse and/or breakage of equipment will result in the students being financially responsible for the repair or replacement of that equipment. School equipment and supplies may not be removed from the school. Damaged equipment must be promptly reported to the instructor.

We take great pride in our facilities and want to do everything possible to keep them attractive and clean. We need your help in this endeavor, so please avoid littering or other activities that may cause damage to Bidwell Training Center property. Anyone caught stealing BTC property will be prosecuted to the fullest extent of the law.

#### **Manchester Bidwell Corporation - Main Training Facility**

1815 Metropolitan Street  
Pittsburgh, PA 15233  
Building Opens at 7:00 a.m.

This 62,000 square-foot main facility includes:

- A modern chemical laboratory equipped with 12 laptop computers, instrumentation, glassware, and chemicals that can accommodate a maximum of 20 Chemical Laboratory Technician students
- A modern medical simulation laboratory that can accommodate up to 15 Medical Assistant students
- A pharmacy simulation laboratory that can accommodate up to 15 Pharmacy Technician students
- A 24-seat culinary demonstration amphitheater and a fully equipped industrial-sized teaching kitchen for the Culinary Arts students
- A dining hall that seats up to 200 guests
- A concert hall that seats up to 350 people
- A library that houses computers, reference/research materials for career information for students, faculty, and staff
- A dedicated computer lab equipped with 20 up-to-date processors
- Classrooms with computers that accommodate a maximum of 25 students

#### **UPMC Harbor Gardens Professional Building**

1650 Metropolitan Street  
Pittsburgh, PA 15233  
Building Opens at 7:00 a.m.

This 11,350 square-foot complex includes:

- A modern simulation laboratory for the Pharmacy Technician students equipped with equipment used to prepare sterile products such as IV drugs and nutrition
- Three dedicated computer labs equipped with a variety of medical software applications and 20 desktop computers
- A portable 3D, AV Rover unit that allows instructors to teach lessons through three-dimensional (3D) imaging; and
- Spacious lecture classrooms
- Horticulture classroom with computers that accommodate 20 students

#### **Drew Mathieson Greenhouse**

1600 Metropolitan Street  
Pittsburgh, PA 15233  
Building Opens at 8:00 a.m.

This 40,000 square-foot complex includes:

- A modern, hands-on training classroom and instructional lab for the Horticulture Technology students
- Four large growing areas for main crops and a smaller space for hydroponics
- The Argus Computer Environmental Control system allows for individually controlled environmental growing zones.

**Classroom Hours: 8:00 a.m. – 3:00 p.m.**

## SCHOOL HOURS

Bidwell Training Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. However, students should check with the appropriate training department coordinator to obtain classroom schedules.

## LEADERSHIP & ACADEMIC CALENDAR

### ADMINISTRATION AND STAFF

Kimberly Rassau, EdD	Vice President
R. Gary Drent, EdD	Senior Director of Education
Patricia Thomas	Registrar
Bobbi Jeffries	Employment Coordinator, Allied Health Programs /Professional Development Instructor
Michael Hinzman	Employment Coordinator/Chemical Lab Tech, Horticulture Tech, Culinary Arts Programs/Professional Development Instructor
Carrie Jacobus	Senior Admissions Representative
Audra Pavloski, MEd	Director of Student Services
Regina McDonough	Resource Coordinator/Student Advisor
Andrew Krizman	Allied Health Department Coordinator, Computer Applications Instructor
Will Decasere	Culinary Arts Department Coordinator, Culinary Arts Program
David Miller	Sanitor/Cashier
Patricia Patterson	Student Advisor, Academic Department
Nicole Roque	Administrative Assistant, Allied Health Department
Molly Hicks, PhD	Senior Director of Horticulture & Agriculture Technology/Drew Mathieson Greenhouse
Mark Wallace	Facilities Operations Manager, Drew Mathieson Greenhouse
Carol Kenney-Martin	Community Outreach & Sales Coordinator, BTC/Drew Mathieson Green
Melinda Gorman	Administrative Assistant, Horticulture Technology program/DMC Greenhouse
Sonia Weese, BS	Head Grower, Drew Mathieson Greenhouse, Horticulture Technology Program Instructor

### FACULTY

Rebecca Arena	Culinary Arts Program Instructor AA, Pennsylvania Institute of Culinary Arts
Keith Butler	Culinary Arts Program Instructor AA, Pennsylvania Institute of Culinary Arts AA, Culinary Arts, Community College of Allegheny County
Richard French	Allied Health Programs Instructor BSEd, Communication Arts, Clarion University
Molly Hicks, Ph.D.	Senior Director Horticulture & Agriculture Technology PhD, Antioch University New England/MEn., Miami University/BPh, Miami University
Kevin Hollenbaugh	Culinary Arts Program Instructor Certificate in Culinary Arts, Indiana University of Pennsylvania, Academy of Culinary Arts
Michael Hinzman	Employment Coordinator/Chemical Laboratory Technician, Horticulture Technology, Culinary Arts Programs/Professional Development Instructor BA, Communications and Political Science, Allegheny College
Bobbi Jeffries	Allied Health Employment Coordinator/Medical Assistant, Medical Billing & Coding, Pharmacy Technician Programs/Professional Development Instructor AAS, Human Services, Monroe Community College NAWDP- National Association Workforce Development Professional
Jodi Johnson, CCMA	Allied Health Programs Instructor AS, Community College of Allegheny County
Andrew Krizman	Computer Applications Instructor University of Colorado, Boulder, CO
Eugene Mankowski	Culinary Arts Kitchen Chef and Inventory Controller AS, Community College of Allegheny County/Dietetic Technician and Nutrition, DTR Dietary Management, CDM

Beth Miller	Chemical Laboratory Technician Program Instructor BS, Chemistry, Illinois State University
Janel Morrison	Horticulture Technology Program Instructor BS, Botany, Miami University (Ohio)
Paul Putala	Chemical Laboratory Technician Program Instructor BS, Chemistry, Indiana University of Pennsylvania
Chris Saccamango	Medical Coder/Biller Program Instructor BS, Health Services Management/Independence University RHIT, CCS, Approved ICD-10-CM/PCS AHIMA Approved Trainer AS, Community College of Allegheny County, Allegheny Campus AS, Community College of Allegheny County, South Campus
Barbara Schwartz	Pharmacy Technician Program Instructor MS, Education, Duquesne University BS, Pharmacy, University of Pittsburgh, School of Pharmacy Registered Pharmacist (Pennsylvania)
Anthony Taglieri	Senior Director, Culinary Arts & Enterprise Certified Sous Chef, American Culinary Federation Culinary Arts Apprentice Graduate, Westmoreland Community College
Kaitlin Watson	Horticulture Technology Program Instructor Level II Diploma, Horticulture Technology, Bidwell Training Center
Sonia Weese	Horticulture Technology Program Instructor BS, Agriculture, The Ohio State University
Kelly Weiler, Ph.D.	Chemical Laboratory Technician Program Instructor Level II PhD, Chemistry, University of Washington BS, Chemistry, University of Pittsburgh
Whanda Wright, NRCMA, NRCPT	Medical Assistant Program Instructor ABA, Kaplan

***\*Faculty subject to change***

### **Manchester Bidwell Corporation Administration**

William E. Strickland, Jr.	Founder & Executive Chairman
Kevin L. Jenkins, LSW	President & Chief Executive Officer
Mara Bruce, CPA	Executive VP/Chief Financial Officer

**PROGRAM OFFERINGS****CHEMICAL LABORATORY TECHNICIAN PROGRAM START DATES****CHEMICAL LABORATORY TECHNICIAN DIPLOMA**

START DATE	END DATE
April 1, 2024	March 28, 2025
September 30, 2024	September 26, 2025

**HORTICULTURE TECHNOLOGY PROGRAM START DATES****HORTICULTURE TECHNOLOGY DIPLOMA**

START DATE	END DATE
April 8, 2024	October 25, 2024
October 7, 2024	May 9, 2025

**CULINARY ARTS PROGRAM START DATES****CULINARY ARTS DIPLOMA**

START DATE	END DATE
April 1, 2024	March 13, 2025
September 30, 2024	August 14, 2025

**ALLIED HEALTH PROGRAMS START DATES****MEDICAL ASSISTANT DIPLOMA**

START DATE	END DATE
April 15 <sup>th</sup> , 2024	November 22, 2024
October 14 <sup>th</sup> , 2024	May 23, 2025

**MEDICAL CODER/BILLER DIPLOMA**

START DATE	END DATE
April 15 <sup>th</sup> , 2024	November 22, 2024
October, 14 <sup>th</sup> , 2024	May 23, 2025

**PHARMACY TECHNICIAN DIPLOMA**

START DATE	END DATE
April 15 <sup>th</sup> , 2024	November 22, 2024
October 14 <sup>th</sup> , 2024	May 23, 2025

**School calendar subject to change. Students will be properly notified of any changes.**

## **HOLIDAYS**

BTC will be closed in observance of the following scheduled holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day and the Day After
- Day before Christmas through Year end

## EDUCATIONAL MAJORS & CURRICULA

### STATEMENT ON POLICY CHANGES

The school reserves the right to make necessary changes from time to time in curriculum, costs, schedules, requirements, regulations, and other pertinent information, as it deems appropriate. The school has the right to stop-out a class for any reason it deems necessary and resume that class at a future date. Bidwell Training Center reserves the right to postpone training. All Program schedules are subject to change in start and completion dates. Students will be duly notified. Students will be offered the opportunity to consent to the new program dates.

Bidwell Training Center reserves the right to change or modify, without notifications, the program content, equipment, staff or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for currently enrolled students.

To continually provide current information, this catalog may be amended by inserts identified as "Academic Catalog 2022-2023 Addendum." Such addenda are intended and are to be regarded as an integral part of this catalog.

### CHEMICAL LABORATORY TECHNICIAN PROGRAM

- Chemical Laboratory Technician, Diploma

### ALLIED HEALTH PROGRAMS

- Pharmacy Technician, Diploma
- Medical Assistant, Diploma
- Medical Coder/Biller, Diploma

### HORTICULTURE TECHNOLOGY PROGRAM

- Horticulture Technician, Diploma

### CULINARY ARTS PROGRAM

- Culinary Arts, Diploma

## CHEMICAL LABORATORY TECHNICIAN – DIPLOMA PROGRAM

Program Length	11 Months/ 51 Weeks
Total Clock Hours	1374

### Program Description

The Chemical Laboratory Technician program is an intensive, eleven-month program that prepares students for entry-level jobs in the chemical industry. This program will prepare students to conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solid, liquid, and gaseous materials. Graduates of this program will be suited for work in research and development, quality assurance/quality control, or manufacturing jobs in the materials science, oil and gas, environmental, biochemical, and related fields. Students begin hands-on lab work in their first quarter of study.

<b>Course Length</b>	1374 clock hours
<b>Externship Included</b>	Yes
<b>Class Schedule</b>	Monday through Friday, 8:30 a.m.— 2:30 p.m. Externship schedules are determined by the site.

### Course Outline

Course Number	Course	Hours
MATH 101	Technical Mathematics 1	60
MATH 102	Technical Mathematics 2	60
CHEM 101	General & Inorganic Chemistry 1	90
LAB 101	Safe Chemical Lab Practices 1: Equipment and Measurement	68
COMP 101	Introduction to Computers	28
COMP 102	Technical Communications	18
PD 101	Professional Development 1: Career Exploration	24
CHEM 102	General & Inorganic Chemistry 2	104
LAB 102	Safe Chemical Lab Practices 2: Chemical Solutions	90
LAB 103	Quantitative Analysis	100
COMP 103	Computer Applications and Information Resources	30
PD 102	Professional Development 2: Resume Building/Professional Documents	24
CHEM 103	Industrial Organic Chemistry	124
CHEM 104	Industrial Materials Science	100
LAB 104	Instrumental Analysis	100
PD 103	Professional Development 3: Interview Skills	24
LAB 105	Applied Chemical Methods	90
CHMX 100	Externship	240
Total Clock Hours/Credit Hours		1,374

### CHEMICAL LABORATORY TECHNICIAN DIPLOMA PROGRAM COURSE DESCRIPTIONS

#### MATH 101 Technical Mathematics 1

This course is an introduction to technical mathematics. Topics include arithmetic; fractions; percents; decimals; exponents; rounding; scientific notation; the metric (SI) system; and conversions between US and metric units.

#### MATH 102 Technical Mathematics 2

This course introduces more advanced technical mathematics, including the metric (SI) system; metric-to-metric conversions; English-to-metric conversions; algebraic expressions; equations; formulas; ratios and proportions; graphing linear equations; and statistical analysis.

**CHEM 101 General & Inorganic Chemistry 1**

This course provides an introduction to general and inorganic chemistry theory and calculations. Topics covered include atoms, molecules and ions; chemical equations and reactions in aqueous solution; mass relationships in chemical reactions; physical properties of solutions; the periodic table; basic concepts in chemical bonding; and chemical nomenclature.

**LAB 101 Safe Chemical Laboratory Practices 1: Equipment and Measurement**

This course is a hands-on introduction to working in the chemical laboratory. Students will learn to safely use basic laboratory techniques such as mass measurement, volume measurement, and pipette use, while learning the function and location of equipment in the laboratory. Measurement topics such as accuracy, precision, and tolerance will be covered and students will also be trained to accurately document their data using a laboratory notebook. An introduction to lab safety and environmental regulations and agencies will also be covered.

**COMP 101 Introduction to Computers**

This course provides an introduction of basic computer terminology and knowledge of cloud computing. This course will help students become proficient at using Google Docs to create and share professional documents.

**COMP 102 Technical Communications**

This course provides an introduction of technology and communication focusing on public speaking skills and how to create and deliver Google Slides presentations.

**PD 101 Professional Development 1: Career Exploration**

This course introduces students to the skills needed to thrive in the professional working environment. Topics include strategies for success while attending school; dealing with difficult people; team building; job skills assessment; interviewing techniques; job search methods; job survival strategies; resume writing, cover letters, follow-up letters and reference lists; and transferable skills inventory.

**CHEM 102 General & Inorganic Chemistry 2**

This course expands on the material in CHEM 101 and introduces new topics including the gaseous state; thermochemistry; catalysis; chemical equilibrium; general properties of acids and bases; and acid-base equilibria.

**LAB 102 Safe Chemical Lab Practices 2: Chemical Solutions**

This course is a continuation of hands-on lab safety training. Students will learn techniques for safely preparing solutions and measuring their physical properties and chemical reactivity. Safety topics include chemical safety, hazard communication, Safety Data Sheets, fire safety, and electrical safety.

**LAB 103 Quantitative Analysis**

This course provides experience working with the mathematical treatment of laboratory measurements. Topics include volumetric analysis; introduction to titrimetric analysis; acid-base titrations and calculations; gravimetric analysis; sampling and sample preparation; and analyzing and converting analytical data into graphical format.

**COMP 103 Computer Applications & Information Resources**

The course will help students become proficient at using Google Sheets to create spreadsheets and generate graphs/charts. Included in the course is the introduction of spreadsheet basics, spreadsheet functions and techniques, basic formulas and functions, graphing and analyzing data, and advanced charting techniques.

**PD 102 Professional Development 2: Resume Building / Professional Documents**

The primary focus of this course is resume building and creating other related professional documents. Topics covered include: building and refining employment documents; resumes; job applications; cover letters; follow-up letters; and reference lists.

**CHEM103 Industrial Organic Chemistry**

This course is an introduction to organic chemistry. It covers naming and reactions of hydrocarbons, (alkanes, alkenes, alkynes and aromatics) and functional groups including alcohols, ethers, aldehydes, ketones, carboxylic acids, and esters. The laboratory component covers basic organic laboratory techniques including distillation, extraction, recrystallization, and characterization.

**CHEM 104 Industrial Materials Science**

This course is an introduction to industrial materials science. Students will learn how molecular structure can impact a material's function; basic material properties and tests; how to choose a material for a given service condition; and processing and manufacturing methods

**LAB 104 Instrumental Analysis**

This course covers the theory and practice of using scientific instrumentation. Various chemical laboratory instrumentation will be used to measure melting point, viscosity, pH, material strength and elongation. Spectroscopy and chromatography will also be covered.



**PD 103 Professional Development 3: Interview Skills**

The primary focus of this course is on interview skills. Topics covered include: building on existing skills to improve ability to communicate professionally; learning successful verbal and nonverbal communication techniques for interviewing; gaining confidence and awareness by participating in mock interviews with placement and industry personnel; and interviewing for externship opportunities.

**LAB 105 Applied Chemical Methods**

This course is a practical, problem-based course. Students will use their lab skills to design, plan, and carry out experiments to solve industry-based problems.

**CHMX 100 Externship**

The final segment of training is an eight-week laboratory externship which provides the student with on-the-job experience under the supervision of a chemist or senior technician. Students are exposed to laboratory procedures and techniques, safety concepts and practices as well as to the professional environment.

Program Length Full-time	7 Months/28 Weeks
Total Clock Hours	848

**Program Description**

The Medical Assistant program is designed with the focus and goal to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This focus includes the preparation of students to assist within the medical environment in patient procedures and administrative duties with special emphasis on acquiring proficiency in the use of the electronic health record systems needed for today's technologically advanced health care environment. Graduates of the program will have the skills necessary to fill entry-level positions as medical assistants. Medical assistants play a key role in physicians' offices but, also, in a variety of health care settings including urgent care centers, clinics, and ambulatory care facilities.

<b>Course Length</b>	848 clock hours
<b>Externship Included</b>	Yes
<b>Class Schedule</b>	Monday through Friday, 8:30 a.m.—3:00 p.m. Externship schedules are determined by the site.

**COURSE OBJECTIVE**

Course Number	Course	Hours
MA 100	Anatomy & Physiology/Medical Terminology I	39
MA 110	Anatomy & Physiology/Medical Terminology II	38
MA 120	Anatomy & Physiology/Medical Terminology III	38
MA 101	Clinical Procedures & Laboratory Techniques I	39
MA 111	Clinical Procedures & Laboratory Techniques II	78
MA 121	Clinical Procedures & Laboratory Techniques III	78
MA 102	Coding	45
MA 103	Electronic Health Records I	39
MA 113	Electronic Health Records II	39
MA 104	Fundamentals of Medical Assisting I	35
MA 114	Fundamentals of Medical Assisting II	35
MA 105	Mathematics	35
MA 106	Pharmacology	35
PD 100	Computer Applications	38
PA 100	Professional Skills I	19.5
PD 120	Communications	24
PS 120	Professional Skills II	33.5
MX 100	Externship	160
	<b>Total Clock Hours</b>	<b>848</b>

Certification and Licensure: Upon successful completion of the program, students are eligible to sit for the National Healthcare Association Medical Assistant Certification (CCMA) exam.

**MEDICAL ASSISTANT DIPLOMA COURSE DESCRIPTIONS**

**MA 100 Anatomy & Physiology/Medical Terminology I**

The purpose of this course is to equip prospective members of the health care industry with a working knowledge and a basic understanding of medical vocabulary, abbreviations, anatomy, physiology, and pathology. The normal anatomic structure and physiological function of all major body systems will be covered. Pathologic conditions, disease states, and treatment methodologies relating to each system studied will be included. At the completion of this course, students will be capable of recognizing medical root words, prefixes, suffixes, and combining forms. In addition, students will be able to correctly define,

construct, spell, and pronounce medical terms.

Topics covered this quarter include: basic word structure and terms pertaining to the body as a whole, the nervous system, the skin (integumentary) system, sense organs (eyes and ears), and the respiratory system.

### **MA 110 Anatomy & Physiology/Medical Terminology II**

The purpose of this course is to equip prospective members of the health care industry with a working knowledge and a basic understanding of medical vocabulary, abbreviations, anatomy, physiology, and pathology. The normal anatomic structure and physiological function of all major body systems will be covered. Pathologic conditions, disease states, and treatment methodologies relating to each system studied will be included. At the completion of this course, students will be capable of recognizing medical root words, prefixes, suffixes, and combining forms. In addition, students will be able to correctly define, construct, spell, and pronounce medical terms.

Topics covered this quarter include: cardiovascular system, blood and lymph systems, musculoskeletal system, and digestive system.

### **MA 120 Anatomy & Physiology/Medical Terminology III**

The purpose of this course is to equip prospective members of the health care industry with a working knowledge and a basic understanding of medical vocabulary, abbreviations, anatomy, physiology, and pathology. The normal anatomic structure and physiological function of all major body systems will be covered. Pathologic conditions, disease states, and treatment methodologies relating to each system studied will be included. At the completion of this course, students will be capable of recognizing medical root words, prefixes, suffixes, and combining forms. In addition, students will be able to correctly define, construct, spell, and pronounce medical terms.

Topics covered this quarter include: the endocrine system, the urinary system, the reproductive system (male and female), oncology and radiology, and psychiatry.

### **MA 101 Clinical Procedures & Laboratory Techniques I**

This laboratory course includes theory and hands-on learning and application of principles utilizing simulative technology. The course will help students to acquire requisite knowledge as well as critical thinking and psychomotor skills for assisting physicians and other providers with patient care.

Topics covered this quarter include: infection control; patient history and documentation; vital signs and measurements; and electrocardiography/cardiovascular.

### **MA 111 Clinical Procedures & Laboratory Techniques II**

This laboratory course includes theory and hands-on learning and application of principles utilizing simulative technology. The course will help students to acquire requisite knowledge as well as critical thinking and psychomotor skills for assisting physicians and other providers with patient care.

Topics covered this quarter include: the physical examination; specimen collection; examination and procedures of body systems; pediatrics/gerontology; obstetrics and gynecology and male reproductive system; nutrition in health and disease; emergency procedures and first aid; and assisting with office/ambulatory surgery.

### **MA 121 Clinical Procedures & Laboratory Techniques III**

This laboratory course includes theory and hands-on learning and application of principles utilizing simulative technology. The course will help students to acquire requisite knowledge as well as critical thinking and psychomotor skills for assisting physicians and other providers with patient care.

Topics covered this quarter include: safety and regulatory guidelines in the medical laboratory; urinalysis; specialty laboratory tests/administering injections and immunizations; diagnostic imaging; rehabilitation and therapeutic modalities; phlebotomy, venipuncture and capillary puncture; hematology; and preparation for the certification exam.

### **MA 102 Coding**

Students will be introduced to diagnostic and procedural coding for outpatient visits and treatment using ICD-10-CM and CPT codes. This course will concentrate on hands-on activities designed to develop accurate coding skills and assignment of proper codes. At the completion of this course, students will have gained experience in assigning ICD-10-CM codes to identify diagnoses, including coding injuries and late effects, supplemental external causes of injury, supplementary Z-codes and neoplasms, CPT procedural codes, and allowance fees based on insurance coverage.

### **MA 103 Electronic Health Records I**

The focus of this course is the understanding of the foundational knowledge for electronic health records including the implementation of EHR hardware, software and networking requirements, types of data, standards and documentation, patient visitation management, examination and assessment notes, treatment and medical orders, patient communications, coding, billing and reporting, research, registries and reportable events, personal health records, and continuity of care. Local EHR implementations and hands-on EHR computer practice will also be covered. Exposure to various EHR products will be included.

Topics covered this quarter include: overview of Prime Suites Practice Management and EHR software; health data structure,

collection, and standards; content of a health record including administrative data, past medical, surgical, family and social histories, and the care provider's responsibility; and financial management including insurance and billing functions.

### **MA 113 Electronic Health Records II**

The focus of this course is the understanding of the foundational knowledge for electronic health records including the implementation of EHR hardware, software and networking requirements, types of data, standards and documentation, patient visitation management, examination and assessment notes, treatment and medical orders, patient communications, coding, billing and reporting, research, registries and reportable events, personal health records, and continuity of care. Local EHR implementations and hands-on EHR computer practice will also be covered. Exposure to various EHR products will be included.

Topics covered this quarter include: privacy, security, confidentiality and legal issues; management of information and communication; decision and compliance support; and the future of health information and informatics.

### **MA 104 Fundamentals of Medical Assisting I**

This course will familiarize students with the responsibilities of medical assistants and their role in the revenue cycle providing quality patient care. Students will acquire an understanding of the health care environment and learn the essentials of administration of the physician's office to include appointments and scheduling, records management, documentation, drug and prescription records, financial administration, and health insurance claims. The course will also cover medical law and ethics, patient rights and physician responsibilities, and medical records content and confidentiality. Effective face-to-face and telephone communications with patients and coworkers will be stressed along with an understanding of communications

Topics covered this quarter include: the role of the medical assistant; the health care team and medical environment; legal and ethical issues; telephone and written communication; the office environment, computers and equipment; and scheduling patients and receiving patients.

### **MA 114 Fundamentals of Medical Assisting II**

This course will familiarize students with the responsibilities of medical assistants and their role in the revenue cycle providing quality patient care. Students will acquire an understanding of the health care environment and learn the essentials of administration of the physician's office to include appointments and scheduling, records management, documentation, drug and prescription records, financial administration, and health insurance claims. The course will also cover medical law and ethics, patient rights and physician responsibilities, and medical records content and confidentiality. Effective face-to-face and telephone communications with patients and coworkers will be stressed along with an understanding of communications

Topics covered this quarter include: the medical record, documentation and filing; health insurance; procedural and diagnostic coding; patient accounts; preparing insurance claims and posting insurance payments; patient billing, posting patient payments, and collecting fees; banking procedures; and accounts payable and accounting procedures.

### **MA 105 Mathematics**

This course covers basic math operations including calculations and conversions of fractions, decimals and percentages, and ratios and proportions. Emphasis will be placed on calculation of medication dosages, weights and measures including the metric system, and conversions between the metric system and household system.

### **MA 106 Pharmacology**

This course is an introduction to pharmacology, the scientific study of drugs. Topics include sources of drugs, relevant legislation, drug classifications, routes of administration, drug effects, drug terminology and vocabulary, drug interactions. The course includes units devoted to the study of drugs affecting the major body systems.

### **PD 100 Computer Applications**

This course is designed to introduce students to the basic concepts of computer operations as well as general navigation using Windows. The initial focus is on proper keyboarding style and technique. Students will gain mastery of the entire keyboard with emphasis on speed and accuracy on the basic alpha/numeric keyboard. During the Microsoft Word component, basic proficiency using Microsoft Word will be mastered. Upon completion of the course, the student should demonstrate at least average ability in creating and saving a document; creating, moving, and deleting files and folders; formatting a document; retrieving, editing, and printing documents. A component on efficient use of Microsoft Outlook is also included. Upon conclusion of this component, students will demonstrate at least average ability in creating and using meeting requests, email signatures, automatic replies, tasks, reminders, color categories, and folders. They will also understand when to use the Read Receipt option and the Reply All function.

### **PS 100 Professional Skills I**

The primary focus of this course is resume building and creating other related professional documents. Students will use acquired skills to produce employment documents, including cover letters, resumes, and interview follow-up letters.

### **PD 120 Communications**

The focus of the communications class will be developing effective principles and practices of interpersonal communication skills for the work environment. Topics will include customer service, effective verbal and nonverbal communication, active listening, cultural diversity, time and stress management, and barriers to effective communication. A positive approach to

problem solving, professionalism, and dealing with difficult customers and coworkers will also be covered. Scenarios and role-playing situations will be employed to give students experience with situations that are common in the field.

**PS 120 Professional Skills II**

Students will apply skills gained to a course component focusing on development of interviewing skills and techniques, job search strategies, and job retention skills. Students will gain tips for successful transition from student to extern and from extern to job seeker.

**MX 100 Externship**

At the completion of the didactic training, students will gain experience through a medical assistant externship in a physician's office, hospital-based or independent clinic, or other outpatient care facility.

## PHARMACY TECHNICIAN – DIPLOMA PROGRAM

Program Length Full-time	8 Months/32 Weeks
Total Clock Hours	950

### Program Description

A continuing demand exists in the healthcare field for well-trained pharmacy technicians to assist the pharmacist in many practice settings by assuming greater responsibilities. Well-trained pharmacy technicians are a vital part of the healthcare team. Bidwell students are trained for entry-level work under the direction of a registered pharmacist in various practice settings such as community or institutional.

Applicants must be a resident of Pennsylvania, possess a high school diploma or GED®, earn the minimally acceptable test scores on the educational assessment testing series and have ACT 33/34/73 Clearances which are suitable for employment. Prior to the externship, students are required to have a physical exam and a two-step TB test and provide proof of immunizations.

Some sites have additional requirements such as drug screening. Illicit drug use, positive criminal background checks, and questionable/problematic immunization status may prevent future employment as a pharmacy technician, and that externship sites, employers, and State Boards of Pharmacy have regulations about drug use and criminal backgrounds.

<b>Course Length</b>	950 clock hours
<b>Externship Included</b>	Yes
<b>Class Schedule</b>	Monday through Friday, 8:30 a.m.—3:00 p.m. Externship schedules are determined by the site.

### COURSE OUTLINE

Course Number	Course	Hours
PT 100	Anatomy & Physiology/Medical Terminology I	35
PT 110	Anatomy & Physiology/Medical Terminology II	35
PT 120	Anatomy & Physiology/Medical Terminology III	35
PT 101	Community Pharmacy Software/Pharmacy Automation Technology	35
PT 102	Pharmacology I	35
PT 112	Pharmacology II	35
PT 122	Pharmacology III	35
PT 103	Pharmacy Lab I	35
PT 113	Pharmacy Lab II	35
PT 104	Pharmacy Mathematics I	35
PT 114	Pharmacy Mathematics II	35
PT 124	Pharmacy Mathematics III	35
PT 105	Pharmacy Practice & Special Topics	35
PT 106	Pharmacy Techniques I	35
PT 116	Pharmacy Techniques II	35
PD 100	Computer Applications	38
PS 100	Professional Skills I	14.5
PD 120	Communications	24
PS 120	Professional Skills II	28.5
PE 100	Community Pharmacy Experience	80
PX 100	Externship	240
	<b>Total Clock Hours</b>	<b>950</b>

## PHARMACY TECHNICIAN DIPLOMA COURSE DESCRIPTIONS

### **PT 100 Anatomy & Physiology/Medical Terminology I**

The purpose of this course is to equip prospective members of the health care industry with a working knowledge and a basic understanding of medical vocabulary, abbreviations, anatomy, physiology, and pathology. The normal anatomic structure and physiological function of all major body systems will be covered. Pathologic conditions, disease states, and treatment methodologies relating to each system studied will be included. At the completion of this course, students will be capable of recognizing medical root words, prefixes, suffixes, and combining forms. In addition, students will be able to correctly define, construct, spell, and pronounce medical terms.

Topics covered this quarter include: basic word structure and terms pertaining to the body as a whole, the nervous system, the skin (integumentary) system, sense organs (eyes and ears), and the respiratory system.

### **PT 110 Anatomy & Physiology/Medical Terminology II**

The purpose of this course is to equip prospective members of the health care industry with a working knowledge and a basic understanding of medical vocabulary, abbreviations, anatomy, physiology, and pathology. The normal anatomic structure and physiological function of all major body systems will be covered. Pathologic conditions, disease states, and treatment methodologies relating to each system studied will be included. At the completion of this course, students will be capable of recognizing medical root words, prefixes, suffixes, and combining forms. In addition, students will be able to correctly define, construct, spell, and pronounce medical terms.

Topics covered this quarter include: cardiovascular system, blood and lymph systems, musculoskeletal system, and digestive system.

### **PT 120 Anatomy & Physiology/Medical Terminology III**

The purpose of this course is to equip prospective members of the health care industry with a working knowledge and a basic understanding of medical vocabulary, abbreviations, anatomy, physiology, and pathology. The normal anatomic structure and physiological function of all major body systems will be covered. Pathologic conditions, disease states, and treatment methodologies relating to each system studied will be included. At the completion of this course, students will be capable of recognizing medical root words, prefixes, suffixes, and combining forms. In addition, students will be able to correctly define, construct, spell, and pronounce medical terms.

Topics covered this quarter include: the endocrine system, the urinary system, the reproductive system (male and female), oncology and radiology, and psychiatry.

### **PT 101 Community Pharmacy Software/Pharmacy Automation & Technology**

Students will become familiar with the concepts and utilization of community pharmacy software and supporting operations. This includes interpreting and processing written and electronic prescriptions, inventory management, understanding Dispense as Written (DAW) codes and prescription origin codes, calculating and adjusting days' supply, refills and short fills, entering and editing patient and physician information. This course will provide an overview of pharmacoinformatics on the medication-use process. Pharmacy automation and technologies ranges from electronic health records and e-prescribing to automated compounding devices.

### **PT 102 Pharmacology I**

This course is an introduction to pharmacology, the scientific study of drugs. Topics include sources of drugs, relevant legislation, drug classifications, routes of administration, drug effects, drug terminology, and drug interactions. The course includes units devoted to the study of drugs affecting the major body systems.

Topics covered this quarter include: Introduction to pharmacology, pharmacokinetics and factors of individual variation, geriatric pharmacology, the endocrine system and adrenal steroids, and antibacterial agents and antifungal drugs.

### **PT 112 Pharmacology II**

This course is an introduction to pharmacology, the scientific study of drugs. Topics include sources of drugs, relevant legislation, drug classifications, routes of administration, drug effects, drug terminology, and drug interactions. The course includes units devoted to the study of drugs affecting the major body systems.

Topics covered this quarter include: the autonomic nervous system; drugs affecting the sympathetic nervous system, the parasympathetic nervous system, and autonomic ganglia; and skeletal muscle relaxants.

### **PT 122 Pharmacology III**

This course is an introduction to pharmacology, the scientific study of drugs. Topics include sources of drugs, relevant legislation, drug classifications, routes of administration, drug effects, drug terminology, and drug interactions. The course includes units devoted to the study of drugs affecting the major body systems.

Topics covered this quarter include: antipsychotic and antianxiety drugs; antidepressants, psychomotor stimulants, and lithium; analgesics; treatment of heart failure; antianginal drugs; antihypertensive drugs; hypolipidemic drugs; and antineoplastic agents.

**PT 103 Pharmacy Lab I**

This course is designed to introduce the student to the pharmacy lab environment and to develop necessary skills in the lab setting. Concepts are introduced and applied during lab sessions where students receive hands-on experience in medication preparation for sterile and non-sterile compounding and hazardous drug compounding.

Topics covered this quarter include an overview of non-sterile and sterile compounding and the basic steps for preparing compounded drug preparations. Labs covered this quarter include preparing zinc oxide ointment, medicated lip balm, calamine lotion, oral syringes and suppositories.

**PT 113 Pharmacy Lab II**

This course is designed to introduce the student to the pharmacy lab environment and to develop necessary skills in the lab setting. Concepts are introduced and applied during lab sessions where students receive hands-on experience in medication preparation for sterile and non-sterile compounding and hazardous drug compounding.

Topics covered this quarter include pharmaceutical compounding and sterile preparations, personal hygiene and garbing, and total parenteral nutrition.

**PT 104 Pharmacy Mathematics I**

This course provides fundamental mathematic concepts and calculation skills that pharmacy technicians need in both community and institutional pharmacy practice settings. Students are provided with practice in pharmacy calculations, conversions between several systems of measurement, calculations required for the preparation of doses, parenteral solutions, and compounded products. In addition, students learn how to perform calculations for inventory applications, purchasing, profit margins, and insurance reimbursements.

Topics covered this quarter include: numeral systems used in pharmacy; adding, subtracting, multiplying, and dividing fractions and decimals; using ratio and proportion or dimensional analysis to solve pharmacy calculations; and converting between percents, ratios, and decimals.

**PT 114 Pharmacy Mathematics II**

This course provides fundamental mathematic concepts and calculation skills that pharmacy technicians need in both community and institutional pharmacy practice settings. Students are provided with practice in pharmacy calculations, conversions between several systems of measurement, calculations required for the preparation of doses, parenteral solutions, and compounded products. In addition, students learn how to perform calculations for inventory applications, purchasing, profit margins, and insurance reimbursements.

Topics covered this quarter include: interpreting prescriptions and converting between household, metric, and apothecary measurements including temperature scales; calculations for compounding and days supply; and calculating dispensing fees, co-pays, difference pricing, discounts, and gross and net profits.

**PT 124 Pharmacy Mathematics III**

This course provides fundamental mathematic concepts and calculation skills that pharmacy technicians need in both community and institutional pharmacy practice settings. Students are provided with practice in pharmacy calculations, conversions between several systems of measurement, calculations required for the preparation of doses, parenteral solutions, and compounded products. In addition, students learn how to perform calculations for inventory applications, purchasing, profit margins, and insurance reimbursements.

Topics covered this quarter include: Inventory control; parenteral doses using ratio and proportion calculations; dosage calculations based on body weight and body surface area; infusion rates and drip rates; and dilutions and alligations.

**PT 105 Pharmacy Practice & Special Topics**

This course introduces the student to current topics and working environments for the pharmacy technician in the profession of pharmacy. Topics include the pharmacy technician's role and responsibilities in a variety of healthcare settings, Type 1 and Type 2 diabetes mellitus with an emphasis on current drug treatment, the Food and Drug Administration Amendments Act (FDAAA) of 2007, Risk Evaluation and Mitigation Strategies (REMS), pharmacy technician organizations, Medication Therapy Management (MTM), fruit juice-drug interactions, and ethics in the practice of pharmacy.

**PT 106 Pharmacy Techniques I**

This course prepares the student with skills that are necessary to be a successful pharmacy technician. Topics include commonly dispensed medications, drug information resources, history of medicinal drugs, pharmacy laws and regulations, the language of pharmacy, the prescription process, safe medication practices and error prevention, quality assurance, orphan and investigational drugs, alternative medicine, and common vaccines. Students are prepared and encouraged to take the national Pharmacy Technician Certification Exam (PTCE) to gain the Certified Pharmacy Technician (CPhT) credential.

Topics covered this quarter include: Online health information; drug names and their pharmaceutical salts; FDA prescription drug labeling; pharmacy laws and regulations; and medication safety.



**PT 116 Pharmacy Techniques II**

This course prepares the student with skills that are necessary to be a successful pharmacy technician. Topics include commonly dispensed medications, drug information resources, history of medicinal drugs, pharmacy laws and regulations, the language of pharmacy, the prescription process, safe medication practices and error prevention, quality assurance, orphan and investigational drugs, alternative medicine, and common vaccines. Students are prepared and encouraged to take the national Pharmacy Technician Certification Exam (PTCE) to gain the Certified Pharmacy Technician (CPhT) credential.

Topics covered this quarter include: quality assurance; approved drug products with therapeutic equivalence evaluations; dietary supplements; and preparing for the National Pharmacy Technician Certification Exam.

**PD 100 Computer Applications**

This course is designed to introduce students to the basic concepts of computer operations as well as general navigation using Windows. The initial focus is on proper keyboarding style and technique. Students will gain mastery of the entire keyboard with emphasis on speed and accuracy on the basic alpha/numeric keyboard. During the Microsoft Word component, basic proficiency using Microsoft Word will be mastered. Upon completion of the course, the student should demonstrate at least average ability in creating and saving a document; creating, moving, and deleting files and folders; formatting a document; retrieving, editing, and printing documents. A component on efficient use of Microsoft Outlook is also included. Upon conclusion of this component, students will demonstrate at least average ability in creating and using meeting requests, email signatures, automatic replies, tasks, reminders, color categories, and folders. They will also understand when to use the Read Receipt option and the Reply All function.

**PS 100 Professional Skills I**

The primary focus of this course is resume building and creating other related professional documents. Students will use acquired skills to produce employment documents, including cover letters, resumes, and interview follow-up letters.

**PD 120 Communications**

The focus of the communications class will be developing effective principles and practices of interpersonal communication skills for the work environment. Topics will include customer service, effective verbal and nonverbal communication, active listening, cultural diversity, time and stress management, and barriers to effective communication. A positive approach to problem solving, professionalism, and dealing with difficult customers and coworkers will also be covered. Scenarios and role-playing situations will be employed to give students experience with situations that are common in the field.

**PS 120 Professional Skills II**

Students will apply skills gained to a course component focusing on development of interviewing skills and techniques, job search strategies, and job retention skills. Students will gain tips for successful transition from student to extern and from extern to job seeker.

**PE 100 Community Pharmacy Experience**

Students will participate in a community/retail setting to gain experience in this area of pharmacy practice.

**PX 100 Externship**

The final portion of the training is a six-week, institutional pharmacy externship which will provide the student with on-the-job experience under the supervision of a registered pharmacist. Students gain experience in an institutional pharmacy practice setting that complements the classroom experience.

Program Length Full-time	8 Months/32 Weeks
Total Clock Hours	950

**Program Description**

This program has been designed to fulfill the market demand for trained medical coders/billers. Medical coders/billers help hospitals, physician practices, and other healthcare facilities get reimbursed from insurance companies for services provided to patients while accurately processing health insurance claims. Assigned codes help insurance companies account for and track reimbursements to prevent fraudulent medical claims or errors in payment. The emphasis of the Medical Coder/Biller program is to provide students with the ability to analyze medical records and identify and properly assign International Classification of Diseases, 10<sup>th</sup> Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases 10<sup>th</sup> Revision Procedural Coding System (ICD-10-PCS) and Current Procedural Terminology, CPT codes to diagnoses and procedures. Also, major emphasis is placed on the student's ability to interpret laws and regulations. Upon successful completion of the 24-week, 630-hour didactic training, students will complete a 320-hour, 8-week externship in a health system coding/billing trainee capacity. Graduates of the program will have entry-level skills useable for positions in various healthcare settings including inpatient and outpatient hospital coding departments, health insurance companies, physician offices, and medical coding service companies.

Applicants must be a resident of Pennsylvania, possess a high school diploma or GED®, earn the minimally acceptable test scores on the educational assessment testing series and have ACT 33/34/73 Clearances suitable for employment. Prior to the externship, students are required to have a physical exam and a two-step TB test and provide proof of immunizations. Some sites have additional requirements such as drug screening.

<b>Course Length</b>	950 clock hours
<b>Externship Included</b>	Yes
<b>Class Schedule</b>	Monday through Friday, 8:30 a.m.—3:00 p.m. Externship schedules are determined by the site.

**Course Outline**

Course Number	Course	Hours
CB 100	Anatomy & Physiology/Pathology I	35
CB 110	Anatomy & Physiology/ Pathology II	35
CB 120	Anatomy & Physiology/ Pathology III	35
CB 101	CPT Coding I	35
CB 111	CPT Coding II	35
CB 121	CPT Coding III	35
CB 102	Encoder	35
CB 103	Health Information Management/Electronic Health Records (HIM/EHR)	35
CB 104	ICD-10-CM/PCS Coding I	35
CB 114	ICD-10-CM/PCS Coding II	35
CB 124	ICD-10-CM/PCS Coding III	35
CB 105	Mathematics	35
CB 106	Medical Claims Processing I	35
CB 116	Medical Claims Processing II	35
CB 126	Medical Claims Processing III	35
PD 100	Computer Applications	38
PS 100	Professional Skills I	14.5
PD 120	Communications	24
PS 120	Professional Skills	28.5
CX 100	Externship	320
	<b>Total Clock Hours</b>	<b>950</b>

## MEDICAL CODER/BILLER DIPLOMA COURSE DESCRIPTIONS

### **CB 100 Anatomy & Physiology/Pathology I**

The purpose of this course is to equip prospective members of the health care industry with a working knowledge and a basic understanding of medical vocabulary, abbreviations, anatomy, physiology, and pathology. The normal anatomic structure and physiological function of all major body systems will be covered. Pathologic conditions, disease states, and treatment methodologies relating to each system studied will be included.

Topics covered this quarter include: basic word structure and terms pertaining to the body as a whole; lymphatic and immune systems; skin (integumentary system); cancer medicine; and musculoskeletal system.

### **CB 110 Anatomy & Physiology/Pathology II**

The purpose of this course is to equip prospective members of the health care industry with a working knowledge and a basic understanding of medical vocabulary, abbreviations, anatomy, physiology, and pathology. The normal anatomic structure and physiological function of all major body systems will be covered. Pathologic conditions, disease states, and treatment methodologies relating to each system studied will be included.

Topics covered this quarter include: the respiratory system; the cardiovascular system; the blood system; the digestive system; urinary system; and the reproductive system.

### **CB 120 Anatomy & Physiology/Pathology III**

The purpose of this course is to equip prospective members of the health care industry with a working knowledge and a basic understanding of medical vocabulary, abbreviations, anatomy, physiology, and pathology. The normal anatomic structure and physiological function of all major body systems will be covered. Pathologic conditions, disease states, and treatment methodologies relating to each system studied will be included.

Topics covered this quarter include: the endocrine system; the nervous system; the sense organs (eye and ear); psychiatry; and radiology and nuclear medicine.

### **CB 101 CPT Coding I**

This course will provide the student with basic training and practice in the application of procedural codes from the Current Procedural Terminology (CPT) manual produced by the American Medical Association (AMA). The student will apply knowledge of medical terminology, anatomy and physiology, pathology, and medical-surgical techniques to arrive at accurate codes. Reimbursement methodologies will also be discussed and applied throughout the curriculum. Content will include an exposure to the Healthcare Procedure Coding System (HCPCS) codes. The student will be engaged with activities in a system-by-system approach designed to develop accurate coding skills for an entry-level coder/biller position.

Topics covered this quarter include: introduction to clinical coding; application of the Current Procedural Terminology (CPT) system; evaluation and management (E/M) services; and modifiers.

### **CB 111 CPT Coding II**

This course will provide the student with basic training and practice in the application of procedural codes from the Current Procedural Terminology (CPT) manual produced by the American Medical Association (AMA). The student will apply knowledge of medical terminology, anatomy and physiology, pathology, and medical-surgical techniques to arrive at accurate codes. Reimbursement methodologies will also be discussed and applied throughout the curriculum. Content will include an exposure to the Healthcare Procedure Coding System (HCPCS) codes. The student will be engaged with activities in a system-by-system approach designed to develop accurate coding skills for an entry-level coder/biller position.

Topics covered this quarter include: anesthesia, surgery, integumentary, musculoskeletal, radiology, respiratory, cardiovascular, and digestive systems.

### **CB 121 CPT Coding III**

This course will provide the student with basic training and practice in the application of procedural codes from the Current Procedural Terminology (CPT) manual produced by the American Medical Association (AMA). The student will apply knowledge of medical terminology, anatomy and physiology, pathology, and medical-surgical techniques to arrive at accurate codes. Reimbursement methodologies will also be discussed and applied throughout the curriculum. Content will include an exposure to the Healthcare Procedure Coding System (HCPCS) codes. The student will be engaged with activities in a system-by-system approach designed to develop accurate coding skills for an entry-level coder/biller position.

Topics covered this quarter include: Urinary, Male/Female genital, endocrine and nervous, eye and ocular adnexa/auditory, pathology/labatory, medicine and HCPCS.

### **CB 102 Encoder**

This course will provide the student with hands-on exposure to a computerized encoder to facilitate accurate assignment of the International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, 10th Revision, Procedure Coding System (ICD-10-PCS) and the Current Procedural Terminology (CPT) and the Healthcare Procedure Coding System (HCPCS) codes. Diagnostic Related Groups (DRGs) and Ambulatory Payment Category (APCs) optimization features, which enhance the medical coder/biller's ability to legitimately optimize reimbursement, will be discussed and applied. Students will also develop software edit skills to enhance data quality, avoid incidence of fraud/abuse,

minimize billing delays, and enhance revenue cycle turnaround.

### **CB 103 Health Information Management/Electronic Health Records (HIM/EHR)**

This course is an introduction to the health information management concepts and terminology as it relates to the electronic health record. Topics include foundational knowledge and implementation of electronic health record content, standards and documentation, patient visitation management, examination and assessment notes, treatment and medical orders, patient communications, and coding/billing functions. The student will be engaged with activities designed for an entry-level medical coder/biller position.

### **CB 104 ICD-10-CM/PCS Coding I**

This course will introduce the student to the International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, 10th Revision, Procedural Coding System (ICD-10-PCS) manuals with emphasis on correct utilization of alphabetic indices, tabular lists, PCS tables and appendices to support code assignment when analyzing a variety of supporting medical documentation. The student will be engaged with activities in a system-by-system approach designed to develop accurate coding skills for an entry-level medical coder/biller position.

Topics covered this quarter include: introduction and overview of coding; coding conventions; steps in diagnostic code selection; symptoms, signs, and abnormal clinical laboratory findings; factors influencing health status; introduction to ICD-10-PCS; and medical and surgical section.

### **CB 114 ICD-10-CM/PCS Coding II**

This course will introduce the student to the International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, 10th Revision, Procedural Coding System (ICD-10-PCS) manuals with emphasis on correct utilization of alphabetic indices, tabular lists, PCS tables and appendices to support code assignment when analyzing a variety of supporting medical documentation. The student will be engaged with activities in a system-by-system approach designed to develop accurate coding skills for an entry-level medical coder/biller position.

Topics covered this quarter include: infectious and parasitic diseases; diseases of skin and subcutaneous tissue; neoplasms; musculoskeletal/connective tissue diseases; injuries/poisonings; external causes of morbidity; and respiratory diseases.

### **CB 124 ICD-10-CM/PCS Coding III**

This course will introduce the student to the International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM) and the International Classification of Diseases, 10th Revision, Procedural Coding System (ICD-10-PCS) manuals with emphasis on correct utilization of alphabetic indices, tabular lists, PCS tables and appendices to support code assignment when analyzing a variety of supporting medical documentation. The student will be engaged with activities in a system-by-system approach designed to develop accurate coding skills for an entry-level medical coder/biller position.

Topics covered this quarter include: diseases of the circulatory system; diseases of the blood and blood forming organs; diseases of the digestive system; diseases of the genitourinary system; pregnancy, childbirth and the puerperium; endocrine, metabolic, and immunity disorders; nervous system diseases; disorders of the eye and adnexa; and diseases of the ear and mastoid.

### **CB 105 Mathematics**

This course will review general mathematic principles relative to insurance claim completion. The initial focus will be a review of whole numbers and basic functions. Students will then use these skills to convert fractions and decimals, calculate proportions and percentages, and utilize estimation and rounding techniques. All skills mastered will be applied to practical application problems. Specific problem-solving strategies will be presented. Ten-key calculator use will be taught and practiced.

### **CB 106 Medical Claims Processing I**

This course is designed to introduce students to the medical coder/biller profession by examining the revenue cycle. Students receive instruction in all aspects of medical insurance including major programs and third-party payers, plan options, payer requirements, state and federal regulations, and accurate completion of claims. Emphasis is placed on the knowledge and skills essential for completing insurance claim forms in today's healthcare setting. Completion of the CMS-1500 and the UB-04 form will be covered, and UB-04 revenue codes will be introduced. Students will study the post-adjudication claims process with emphasis on knowledge and skills essential to troubleshooting rejected, suspended, and denied medical claims, false claims, and Medicare/Medicaid regulation compliance.

Topics covered this quarter include: introduction to health insurance and the health insurance specialist career; managed health care; processing an insurance claim; and legal and regulatory considerations.

### **CB 116 Medical Claims Processing II**

This course is designed to introduce students to the medical coder/biller profession by examining the revenue cycle. Students receive instruction in all aspects of medical insurance including major programs and third-party payers, plan options, payer requirements, state and federal regulations, and accurate completion of claims. Emphasis is placed on the knowledge and skills essential for completing insurance claim forms in today's healthcare setting. Completion of the CMS-1500 and the UB-04 form will be covered, and UB-04 revenue codes will be introduced. Students will study the post-adjudication claims process with emphasis on knowledge and skills essential to troubleshooting rejected, suspended, and denied medical claims, false claims,

and Medicare/Medicaid regulation compliance.

Topics covered this quarter include: CMS-1500 claim instructions; commercial claims; Blue Cross and Blue Shield plans; and Medicare.

### **CB 126 Medical Claims Processing III**

This course is designed to introduce students to the medical coder/biller profession by examining the revenue cycle. Students receive instruction in all aspects of medical insurance including major programs and third-party payers, plan options, payer requirements, state and federal regulations, and accurate completion of claims. Emphasis is placed on the knowledge and skills essential for completing insurance claim forms in today's healthcare setting. Completion of the CMS-1500 and the UB-04 form will be covered, and UB-04 revenue codes will be introduced. Students will study the post-adjudication claims process with emphasis on knowledge and skills essential to troubleshooting rejected, suspended, and denied medical claims, false claims, and Medicare/Medicaid regulation compliance.

Topics covered this quarter include: Medicaid; TRICARE; worker's compensation; claim forms; and accounts receivable management.

### **PD 100 Computer Applications**

This course is designed to introduce students to the basic concepts of computer operations as well as general navigation using Windows. The initial focus is on proper keyboarding style and technique. Students will gain mastery of the entire keyboard with emphasis on speed and accuracy on the basic alpha/numeric keyboard. During the Microsoft Word component, basic proficiency using Microsoft Word will be mastered. Upon completion of the course, the student should demonstrate at least average ability in creating and saving a document; creating, moving, and deleting files and folders; formatting a document; retrieving, editing, and printing documents. A component on efficient use of Microsoft Outlook is also included. Upon conclusion of this component, students will demonstrate at least average ability in creating and using meeting requests, email signatures, automatic replies, tasks, reminders, color categories, and folders. They will also understand when to use the Read Receipt option and the Reply All function.

### **PS 100 Professional Skills I**

The primary focus of this course is resume building and creating other related professional documents. Students will use acquired skills to produce employment documents, including cover letters, resumes, and interview follow-up letters.

### **PD 120 Communications**

The focus of the communications class will be developing effective principles and practices of interpersonal communication skills for the work environment. Topics will include customer service, effective verbal and nonverbal communication, active listening, cultural diversity, time and stress management, and barriers to effective communication. A positive approach to problem solving, professionalism, and dealing with difficult customers and coworkers will also be covered. Scenarios and role-playing situations will be employed to give students experience with situations that are common in the field.

### **PS 120 Professional Skills II**

Students will apply skills gained to a course component focusing on development of interviewing skills and techniques, job search strategies, and job retention skills. Students will gain tips for successful transition from student to extern and from extern to

### **CX 100 Externship**

Following successful completion of the didactic training, students gain hands-on experience during the externship training component (8 weeks, 320 hours). Externships are completed in a variety of locations including medical coding service companies, centralized coding facilities, hospital inpatient and outpatient coding departments, physician practice settings, or insurance companies and assist students in gaining practice on the skills mastered in the classroom.

Program Length Day	7 Months/28 Weeks
Total Clock Hours	880

**Program Description**

There is an increasing demand for trained individuals in the horticulture and related plant science fields leading to a wide range of career opportunities. Students will establish a strong background in the plant sciences while making connections to critical environmental issues. The science-based core instruction focuses on traditional, and practical skills development, and integrates advancing technology, sustainability, and current industry best practices. Curriculum coincides with today's job market demands considering our regional economy, and a significant applied learning component is integrated throughout the coursework. Opportunities exist in areas of ornamental horticulture, agriculture, arboriculture and floriculture, among others, including but not limited to positions in greenhouse production and operations, interior plantscaping, farming, environmental technology, nursery management, turf management, conservation, landscaping, and wholesale/retail floral. Upon successful completion, and given the scope of training, students may consider pursuing additional cross industry certifications based on their individual career goals. If you are a creative, energetic and curious person with an appreciation for the natural world and its many relationships, this program is worth investigating. Applicants should be committed to possessing a strong work ethic, be flexible, have good people skills, and be physically able to work in a wide range of situations.

<b>Course Length</b>	880 clock hours
<b>Externship Included</b>	Yes
<b>Class Schedule</b>	Monday through Friday, 8:00 a.m.— 3:00 p.m. Externship schedules are determined by the site.

**Course Outline**

Course Number	Course	Hours
HT 101	Botany – Plant Structure	36
HT 102	Design – Elements, Principles, & Applications	30
HT 103	Industry Technology	18
HT 104	Installation and Maintenance – Safety	24
MT 101	Math	24
HT 106	Plant Propagation – General Aspects of Propagation by Seed	24
PD 101	Professional Development – Career Exploration	24
HT 108	Pest Management – Identification & IPM	24
HT 109	Plant Industry Operations – Traditional Careers	30
HT 110	Taxonomy – Plant Morphology	30
HT 121	Botany – External Factors & Plant Growth	30
HT 124	Installation and Maintenance – Systems	18
HT 126	Plant Propagation – Vegetative Propagation & Micro Propagation	24
PD 102	Professional Development – Resume Building/Professional Documents	24
HT 113	Greenhouse Production – Methods	24
HT 115	Specialty Crops I	24
HT 120	Taxonomy – Collections	36
HT 122	Design – The Environment	36
HT 129	Plant Industry Operations – Non-Traditional Careers	18
HT 134	Installation and Maintenance – Plant Selection	18
PD 103	Professional Development – Interview Skills	24

HT 111	Business Basics for Horticulture	18
HT 123	Greenhouse Production – Systems & Infrastructure	24
HT 125	Specialty Crops II	24
HT 128	Pest Management – Control Methods/Certification	36
HT 130	Taxonomy - Systematics	24
HT 132	Design – Portfolio Construction	12
HT 144	Installation and Maintenance – Sustained Practices	24
PD 104	Professional Development – Job Search Strategies	18
HX 100	Externship	160
	Total Clock Hours	880

## HORTICULTURE TECHNOLOGY DIPLOMA COURSE DESCRIPTIONS

### HT 101 Botany – Plant Structure

Primary focus on plant structure, and the practical care and culture of flowering plants. Discuss the relationship of plants to people to frame advanced study; explore the anatomy and functions of roots, stems, leaves and flowers; recognize different plant life cycles and reproductive processes. Participate in lab experiences to identify, dissect and label plant parts.

### HT 102 Design – Elements, Principles, & Applications

Primary focus on the elements, principles and applications of design. Understand the principles and supporting elements of design; work both manually and with computers to develop skills and express ideas through a variety of art media; studies may include, but are not limited to: photography, floral, landscape and graphic design.

### HT 103 Industry Technology

Learn how to efficiently use computers and access and organize information; explore computing resources and technologies used in the horticulture industry; use electronic tools that compliment various aspects of landscape design, botany, plant propagation etc.; upload relevant documents and spreadsheets; gain familiarity with range of various web and mobile apps and field devices, as well as basic mapping and photography techniques.

### HT 104 Installation and Maintenance - Safety

Primary focus on the daily skills and knowledge required in the installation and maintenance of plants in a variety of environments with an emphasis on safety. Understand and practice general safety in the field, classroom, lab and the greenhouse; gain insight into accident prevention and the safe and efficient handling of tools and materials; explore applicable OSHA standards and special concerns involving chemical hazards; understand the proper use and care of personal safety equipment and the safe use and operation of tools, machines and other industry related equipment; understand proper procedures to follow in the event of an emergency; topics of personal hygiene, health and wellness in the workplace along with instruction and certification in First Aid, CPR, and AED included.

### MT 101 Math

Understand mathematical theories and use number and number systems to compute, measure and estimate; use and apply skills to solve theoretical and practical problems; learn the proper use of the calculator and computer to solve mathematical problems in horticulture, agriculture, business and related fields.

### HT 106 Plant Propagation – General Aspects of Propagation by Seed

Primary focus on the general aspects of plant propagation by seed. Explore the history and biology of plant propagation; understand the various stages in the life cycles of plants; investigate environmental requirements for proper plant growth including light, temperature, moisture, and soils; demonstrate knowledge of seed production and subsequent propagation techniques; discuss principles and techniques of sexual propagation; grow plant from seed.

### PD 101 Professional Development – Career Exploration

Primary focus on career exploration in horticulture and the related plant science fields. Investigate the career segments of the horticulture industry; identify requirements to attain jobs compatible with interests and skill levels; demonstrate awareness of career opportunities; survey local and national job markets; prepare reports for presentation.

### HT 108 Pest Management – Identification & IPM

Primary focus on pest identification and IPM. Identify common pests affecting horticulture; study orders of insects and related arthropods and their relationships with plants and characteristics used in identification across their life cycle; explore principles of weed science, with emphasis on characteristics of invasive plants and identification of local weeds; understand fungal, bacterial and viral infections of plants and their signs and symptoms; study common vertebrate pests and their damage.

### **HT 109 Plant Industry Operations – Traditional Careers**

Primary focus on traditional careers associated with the industry. Tour and research horticultural, agricultural, and other traditional plant industry operations in the region; explore the scope and history of horticulture, agriculture and related industries; compare and contrast infrastructure, geographic locations, temperatures, soils, water, length of growing season, marketing strategies and distribution patterns.

### **HT 110 Taxonomy – Plant Morphology**

Primary focus on plant morphology. Understand the hierarchy of the plant kingdom and binomial nomenclature; observe key identifying morphological features of leaves, stems and buds, flowers and fruit; learn associated descriptive terminology; learn scientific and common names of plants.

### **HT 121 Botany – External Factors & Plant Growth**

Primary focus on external factors and plant growth. Demonstrate an understanding of plant growth and development; investigate plant processes including photosynthesis, respiration and transpiration; explore the effects of environmental and ecological factors on plants; discuss the properties of soil and water and the effect of pH, nutrients, light, and temperature on plant growth and development.

### **HT 124 Installation and Maintenance - Systems**

Primary focus on the daily skills and knowledge required in the installation and maintenance of plants in a variety of environments with an emphasis on systems. Gain a hands-on understanding of the operation of the fundamental systems used in the horticulture industry; operate and maintain systems that related to sanitation, hydroponics, irrigation, fertilization, lighting and temperature control in construction techniques related to hardscaping, pond construction, and other features. Understand "green" infrastructure and organizational systems including databases.

### **HT 126 Plant Propagation – Vegetative Propagation & Micro Propagation**

Primary focus on the vegetative propagation of plants as well as micropropagation. In theory and utilizing modules of applied learning, demonstrate knowledge of asexual propagation techniques including cuttings, separation, division, grafting, budding and layering; students are introduced to bio-technical methodology; explore, mitosis, totipotency and micropropagation; develop propagation and production schedules. Produce crops as needed or assigned.

### **PD 102 Professional Development – Resume Building/Professional Documents**

Primary focus on resume building and creating other relative professional documents. Build and refine employment documents, including resumes, job applications, cover letters, follow-up letters and reference lists.

### **HT 113 Greenhouse Production – Methods**

Primary focus on greenhouse systems and infrastructure. Investigate the design, function and outcomes of proper management; explore and practice a variety of production techniques, explore types of growing structures and facilities; analyze systems including infrastructure, environment and cropping technology, advanced methodology, human relations, business communications and recordkeeping with emphasis on safety, efficiency and accuracy.

### **HT 115 Specialty Crops I**

Primary focus on greenhouse crops. Students will learn to understand market surveys within the greenhouse production industry; investigate the demand for particular greenhouse grown crops, the strength of the economy and existing competition; develop timetables and production schedules, maintain production journals and charts; participate in the production of marketable specialty crop(s) from start to finish.

### **HT 120 Taxonomy - Collections**

Primary focus on the collection of plant samples for both current and future studies. Observe plants in the field with a focus on identification characteristics, habit and use; take detailed field notes and gather plant specimens for taxonomic identification; learn how to preserve plant specimens by pressing and drying; learn scientific and common names of plants.

### **HT 122 Design – The Environment**

Primary focus on the design environment. Integrate design skills and environmentally sound solutions to practical problems in the designed environment; applied learning projects in a variety of plant science studies including horticulture, floriculture, landscaping, plantscaping, urban planning, and marketing; work manually and with design software programs; explore landscape design case studies; work on design projects on campus and in the community as part of service learning and service projects as applicable.

### **HT 129 Plant Industry Operations – Non-Traditional Careers**

Primary focus on non-traditional careers associated with the industry. Explore trends and advancing technology in various green industry venues and how they relate to the emerging workforce and new career opportunities; tour sites to gain an understanding of the shifts in sustainable practices and its increasing relevance to all aspects of the plant sciences; compare and contrast traditional and non-traditional sectors including the individual plant, the species, form and function, and the site, along with cultural requirements and environmental factors.



**HT 134 Installation and Maintenance – Plant Selection**

Primary focus on the daily skills and knowledge required in the installation and maintenance of plants in a variety of environments with an emphasis on plant selection. Utilize a variety of resources to select the appropriate ornamental and utilitarian plants for landscaping and gardening as well as the appropriate plants for natural environments; contextually understand selection criteria at different levels, including the individual plant, the species, form and function, and the site along with cultural requirements and environmental factors.

**PD 103 Professional Development – Interview Skills**

Primary focus on interview skills. Build on existing skills to improve ability to communicate professionally; learn successful verbal and nonverbal communication techniques for interviewing; gain confidence and awareness by participating in mock interviews with placement and industry personnel; interview for externship opportunities.

**HT 111 Business Basics for Horticulture**

This course introduces basic competencies needed in starting and/or managing a horticulture business operation. Emphasis is placed on types of business ownership, accounting, finance, inventory management, schedules, marketing strategies, sales and customer service, and human resources. Students will also be given an elementary synopsis of some computer-based systems they might encounter in the industry, including accounting software, enterprise resource planning (ERP) systems and customer relationship management (CRM) systems.

**HT 123 Greenhouse Production – Systems & Infrastructure**

Primary focus on greenhouse production methods. Differentiate between a variety of growing media, demonstrate knowledge of the properties of soils; understand essential elements, macro and micronutrients and trace elements; understand fertilizer formulations and the functions of nitrogen, phosphorous and potassium; establish light, moisture and gas parameters requirements; propagate, grow, maintain and market crops as required; integrate IPM where applicable.

**HT 125 Specialty Crops II**

Primary focus on field grown crops and outdoor production and plantings. Students will investigate best practices for growing agricultural crops, including olericulture and viticulture. Discuss production of in-field ornamental crops such as nursery trees and turfgrass. Develop timetables and production schedules, maintain production journals; participate in the seasonal production of marketable specialty crop(s) from start to finish.

**HT 128 Pest Management – Control Methods/Certification**

Primary focus on pest control methods and related certifications. Apply principles of Integrated Pest Management (IPM) to theoretical and real situations, recognizing the influence of thresholds, biological considerations and prevention measures for successful pest management; understand the safe and effective use of pesticides and demonstrate ability to select, mix, load and apply them as required by law; gain familiarity with pesticide application and safety equipment; take the core examination to become certified as a commercial pesticide applicator in the Commonwealth of Pennsylvania; explore independent study and testing in specific categories that may be required in one's intended career field.

**HT 130 Taxonomy - Systematics**

Primary focus on plant systematics. Prepare individual taxonomic journals as part of field studies; practice the use of dichotomous keys, manuals, and field guides to identify plants; explore the characteristic and relationships of plant families; learn scientific and common names of plants; apply this information to other course studies.

**HT 132 Design – Portfolio Construction**

Primary focus on portfolio construction. Assemble a portfolio showcasing work completed throughout the term.

**HT 144 Installation and Maintenance – Sustained Practices**

Primary focus on the daily skills and knowledge required in the installation and maintenance of plants in a variety of environments with a particular emphasis on sustained practices. Perform the functions necessary to sustain the successful progression of various operational models; be responsible for the health of plants throughout the premises, including those in interior, exterior, greenhouse, and auxiliary spaces; learn to maintain good practices in professionalism, efficiency, worksite sanitation and maintenance, and producing quality results; gain an empirical appreciation for the commitment and consistency demanded by the industry.

**PD 104 Professional Development – Job Search Strategies**

Primary focus on job search strategies. Investigate and refine personal as well as professional values; assess transferrable and horticultural skills; explore job search methods and job survival strategies; analyze shifts in the horticulture industry and their impact on current employment trends.

**HX 100 Externship**

Gain off-campus practical work experience (160 hours) in the green industry immediately following completion of the theoretical/classroom instruction and applied learning portions (720 hours) of the Horticulture Technology major.

Program Length	12 Months/52 Weeks
Total Clock Hours	1,128

**Program Description**

The Culinary Arts major is an intensive, twelve-month program that prepares students for entry-level positions in the food service industry. This curriculum teaches essential skills needed in today's kitchens. The students spend over fifty percent of their training receiving hands-on instruction coupled with feedback from the chef instructors.

There is a strong emphasis on food safety and sanitation, basic and advanced cooking and baking techniques, and foundational concepts. Graduates are able to work in the following areas, restaurants, hotels, clubs, resorts, catering, universities, hospitals, upscale grocery stores, casinos, and cruise ships/riverboats once they graduate.

<b>Course Length</b>	1,128 clock hours
<b>Externship Included</b>	No
<b>Class Schedule</b>	Monday through Thursday, 9:00 a.m.— 3:30 p.m.

**Course Outline**

Course Number	Course	Hours
CA 100	Introduction to the Professional Kitchen	12
CA 101	Cooking Principles	99
CA 102	Introduction to Baking	66
CA 103	Food Safety and Sanitation	66
CA 104	Culinary Equipment	17
PD 101	Professional Development I: Career Exploration	28
CA 105	Hot and Cold Foods I: Basic Cooking Techniques	72
CA 125	Hot and Cold Foods II: Advanced Cooking Techniques	72
CA 106	Culinary Fundamentals I: Plants and Dairy	108
CA 107	Culinary Supervision	18
PD 102	Professional Development II: Resume Building/Professional Documents	18
CA 108	Dining Room Operations	18
CA 126	Culinary Fundamentals II: Protein	108
CA 135	Hot and Cold Foods III: Traditional American Gastronomy	72
CA 145	Hot and Cold Foods IV: International Cuisine	72
PD 103	Professional Development III: Interview Skills	18
CA 109	Restaurant Management	30
CA 111	Ordering and Receiving	24
CA 113	Chef Practicum	39
CA 122	Advanced Baking	60
CA 155	Hot and Cold Foods V: Food Manipulation	48
PD 104	Professional Development IV: Job Search Strategies	15
CA 120	Exiting the Professional Kitchen	48
	<b>Total Clock Hours</b>	<b>1128</b>

## CULINARY ARTS DIPLOMA COURSE DESCRIPTIONS

### **CA 100 Introduction to the Professional Kitchen**

Review the key historical aspects of the culinary industry, including chefs from past to present who helped to create and inspire today's food industry; units of measure; and understanding a standardized recipe.

### **CA 101 Cooking Principles**

Introduction to seasonings; herbs; spices; mise en place; stocks; thickening agents; mother sauces; cooking methods; basic soup preparation.

### **CA 102 Introduction to Baking**

Review of the basic principles of baking; scaling, measurements, recipe conversions, ingredient knowledge, and equipment usage; practical production that includes pie dough, cookies, muffins, quick breads, yeast doughs, cakes, and basic cake decorating techniques.

### **CA 103 Food Safety and Sanitation**

Introduce key food safety concepts through the latest SERV Safe® training; understanding of all food safety risks in food preparation; ways to reduce risks; keeping an operation, staff, and customer safe. Students must successfully pass the SERV Safe® managers test to graduate.

### **CA 104 Culinary Equipment**

Introduction to the major and minor equipment frequently used in the professional kitchen.

### **PD 101 Professional Development I: Career Exploration**

Strategies for success while attending school are taught; dealing with difficult people; team building; job skills assessment; interviewing techniques; job search methods; job survival strategies; resume writing, cover letters, follow-up letters and reference lists; transferable skills inventory.

### **CA 105 Hot and Cold Foods I: Basic Cooking Techniques**

Students prepare different menus daily that gradually increase in complexity, reinforce knife and cooking skills while building confidence and reinforcing food safety; students rotate through the kitchen in the following positions, soup, salad, vegetable, starch, entrée, pastry, and sanitor. Additionally, students will develop critical thinking skills, nutritional awareness, marketing, and computer skills.

### **CA 125 Hot and Cold Foods II: Advanced Cooking Techniques**

Students continue to build their skill preparing multistage menus that change daily; students rotate positions; periodic extensive kitchen cleaning. Students will also get an opportunity to work with senior students and assist with the Chef Practicum project. Prerequisite CA 105.

### **CA 106 Culinary Fundamentals I: Plants and Dairy**

Introduction to the foundational knowledge of plants and dairy; Fruits and vegetables; farinaceous products; legumes and beans; salad principles and preparation; dairy and cheese.

### **CA 107 Culinary Supervision**

The purpose of this class is to allow students to understand the scope of kitchen management and how it relates to the everyday responsibilities of the General Manager and Chef Supervisor

### **PD 102 Professional Development II: Resume Building/Professional Documents**

Primary focus on resume building and creating other relative professional documents. Build and refine employment documents, including resumes, job applications, cover letters, follow-up letters and reference lists.

### **CA 108 Dining Room Operations**

Review the various types of table service, dining room organization, and table settings; examine responsibilities of dining room personnel, customer service, and up-selling, bartending, wine service, and tableside cooking.

### **CA 126 Culinary Fundamentals II: Protein**

Introduction to the foundational knowledge of protein; meat and poultry identification and cookery; fish and seafood identification and cookery; sandwich principles and preparation; breakfast cooking. Prerequisite CA 106.

**CA 135 Hot and Hold Foods III: Traditional American Gastronomy**

Students prepare menu items focusing on regional American specialties; menus change daily; students rotate through different positions. Additionally, students will continue to develop critical thinking skills, nutritional awareness, marketing, and computer skills. Menus will reflect elements from all meal periods. Prerequisite CA 125.

**CA 145 Hot and Cold Foods IV: International Cuisine**

Students prepare menu items focusing on international specialties; menus change daily; students rotate through different positions. Additionally, students will continue to develop critical thinking skills, nutritional awareness, marketing, and computer skills. The menu will reflect international staples and discussion will include why different dishes and ingredients are popular in different countries. Prerequisite CA 135.

**PD 103 Professional Development III: Interview Skills**

Primary focus on interview skills. Build on existing skills to improve ability to communicate professionally; learn successful verbal and nonverbal communication techniques for interviewing; gain confidence and awareness by participating in mock interviews with placement and industry personnel; interview for externship opportunities.

**CA 109 Restaurant Management**

Food Service Industry: menu planning and development: recipe standardization, cost analysis, menu design, and pricing; facilities planning, design and equipment specification; layout design; marketing; technological applications as related to these food service topics.

**CA 111 Ordering and Receiving**

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management and issue procedure, vendor relations. Emphasis on product cost analysis, yields, controls, and record keeping at each stage of the purchasing cycle.

**CA 113 Chef Practicum**

Program Capstone: culmination of all skills learned throughout culinary program courses. Students take on the role of Chef de Cuisine or Sous Chef, which includes menu production and cost analysis, ingredient procurement, meal planning and execution, and effectively supervising peers with an educational emphasis.

**CA 122 Advanced Baking**

Advanced baking skill; decorating techniques for pastries; cake design; pastry cream; cheesecake; mousse; puff pastry; phyllo dough; ganache; and pastillage. Prerequisite CA 102.

**CA 155 Hot and Cold Foods V: Food Manipulation**

The study of transforming ingredients through cooking, fermenting, pickling, curing, and other methods.

**PD 104 Professional Development IV: Job Search Strategies**

Primary focus on job search strategies. Investigate and refine personal as well as professional values; assess transferrable and culinary arts skills; explore job search methods and job survival strategies; analyze shifts in the culinary arts industry and their impact on current employment trends.

**CA 120 Exiting the Professional Kitchen**

Exploration of culinary concepts outside of the professional kitchen; continued education, alternative career options, and revenue streams available to the professional chef; the chef's role in the ethical, economic, and agricultural aspects of global stewardship initiatives; social media and marketing, the role of the professional culinarian in modern media, the representation vs. the reality of the culinary industry as represented in current media culture.

## ADMISSION INFORMATION

### ADMISSIONS REQUIREMENTS & PROCEDURES

Bidwell Training Center maintains a professional admissions staff to work personally with each student who expresses an interest in the school. The staff is prepared to assist students with all facets of the admissions process.

Bidwell Training Center employs a full-time Community Outreach Coordinator who helps coordinate/facilitate the recruitment and admissions goals for the school. The Community Outreach and Sales Coordinator establishes partnerships with organizations, high schools, businesses, and social service agencies to promote the school's mission and goals. Participation in various college fairs and community events to promote the school and networking with a variety of local organizations that may have clients who could benefit from Bidwell Training Center's educational opportunities are a key part of the Community Outreach and Sales Coordinator's duties. In addition to this, we work with several high schools to make sure the students and counselors are aware that Bidwell Training Center could be an option upon graduation.

Bidwell's Senior Admissions Representative primarily works as an in-house representative. The Senior Admissions Representative conducts our semiweekly information sessions at the school for individuals who are interested in learning more about Bidwell Training Center and our programs. During these sessions, prospective students receive information on all of Bidwell's majors and get to tour our campus. In addition to conducting the information sessions, the Senior Admissions Representative conducts individual appointments with prospective students who cannot attend an information session. The Senior Admissions Representative will follow up with prospective students who attended an information session or an individual appointment to guide them to the testing portion of the admissions process.

Bidwell's Senior Admissions Representative follows up with prospective students and helps guide them through the admissions process. The Senior Admissions Representative provides support and encouragement focusing on individuals who are in the testing phase of admissions, specifically those in need of remediation before retesting. The Senior Admissions Representative coordinates academic support to these individuals and guides them through the process.

The Senior Admissions Representative and Community Outreach and Sales Coordinator, are monitored closely by the Vice President to ensure a high degree of integrity is maintained and ethical recruiting practices are used.

### ACCEPTANCE/REJECTION

To be enrolled in any of the diploma programs at Bidwell Training Center, applicants must provide proof of graduation from high school or completion of a General Educational Development (GED®) diploma, or other official documentation which confirms that the applicant meets or exceeds the equivalent of a high school diploma in the USA. This proof of graduation must be provided prior to starting class. All documentation from foreign countries must also be translated into English and evaluated and certified to be equivalent of or higher than a USA diploma by a credential evaluation service. This proof must be provided prior to starting class.

Chemical Laboratory Technician:	Math-60%, Reading-64%
Culinary Arts:	Math-50%, Reading-64%
Horticulture Technology:	Math-50%, Reading-64%
Medical Assistant:	Math-50%, Reading-64%
Medical Coder/Biller:	Math-50%, Reading-64%
Pharmacy Technician:	Math-50%, Reading-64%

Applicants who do not earn the minimally acceptable test scores are not considered for program enrollment. Please note that successfully passing the tests is necessary for admission but does not guarantee enrollment into any program of study.

### TESTING

Testing for entry into any course of study is conducted on Tuesday at 10:30 a.m. and Wednesday at 10:30 a.m. For information, contact Bidwell's Student Services department.

### ADMISSIONS BY ABILITY TO BENEFIT

Bidwell Training Center does not admit applicants under the "Ability to Benefit." All applicants for admission must have a high school diploma or a General Educational Development (GED®) diploma.

### CANCELLATION OF AGREEMENT

#### By Student

The student may cancel the Enrollment Agreement at any time by written notification to the school.

#### By School

The student may be terminated from training for the following reasons: (1) failure to make satisfactory academic progress, and (2) failure to comply with published rules and regulations of the school.

## CRIMINAL BACKGROUND CHECK

If applicable by major, applicants are required to complete an authorization and disclosure form permitting Bidwell Training Center to conduct a secure background evaluation. These evaluations are conducted, prior to admission and the investment into a training program, to identify applicants whose criminal histories may interfere with their ability to participate in externship training programs, obtain professional licensure if applicable, and procure employment, as many employers conduct background checks.

Bidwell Training Center reserves the right to deny or rescind admission based on criminal background checks that contain one or more convictions of a felony offense. Applicants convicted of sex-based crimes against children are not eligible for training at Bidwell Training Center due to a shared campus community with minors. Additionally, BTC reserves the right to deny or rescind admission based on incomplete or falsification of information. Information obtained may be only as accurate as the information on file and may occasionally contain discrepancies. Therefore, prior to starting the background evaluation, applicants are required to read a summary of their rights according to the Fair Credit Reporting Act which will include information on how to dispute any discrepancies indicated in the information provided by state and federal agencies in the completed background evaluation. Applicants who have their admission denied or rescinded will be provided formal notification as to the reason(s) why and afforded an opportunity to appeal the denial decision.

All appeals should be addressed to the Bidwell Training Center School Review Board, 1815 Metropolitan Street, Pittsburgh, PA 15233 and will be reviewed by the Admissions Review Board to determine whether the applicant has taken the necessary steps to meet the admissions requirement and/or be granted a waiver.

## CERTIFICATION AND LICENSURE

Individuals who have been found guilty of a crime or pleaded guilty to a crime may not be eligible to take professional licensure or certification examinations. Students who have been charged with or convicted of a felony may have difficulty finding an externship, successful completion of externship is a requirement of graduation for health career students or procuring a job as many medical facilities conduct background checks. State and professional association rules vary by location and profession. It is the student's responsibility to carefully research the licensure or certification requirements in the state(s) where the student intends to seek licensure or certification.

## TRANSFER OF CREDIT

### Credit Transfer to Another College or School

Acceptance of credits from one institution to another is at the discretion of the receiving institution. Bidwell Training Center does not imply, promise, or guarantee that credits earned at Bidwell Training Center will be accepted at another school. Students planning to transfer to another institution should consult with the registrars at those institutions concerning the acceptance of credits earned at Bidwell Training Center.

**Earned credits and hours are units of measure and are not necessarily an indicator of transferability to another institution. The receiving institution, rather than the providing institution, determines whether to accept earned credits and hours of transfer.**

### Credit Transfer from Another College or School

Bidwell Training Center does not accept transfer credits from any other college or school.

*Bidwell Training Center will review the application of military service members and dependents of military service members and may accept prior academic credits earned at another institution toward any course of study.*

## PROBATIONARY PERIOD

Career training at Bidwell Training Center is designed to simulate the workplace. BTC's probationary period, the first 5 days of school, is similar to a probationary period issued by companies for new employees. During this time, BTC reserves the right to release the student from training for violating school policies. Examples of these policies while under the probationary period include but are not limited to missing more than a day of training (reserved for emergency situations only); \*failure to call off an absence or tardiness; and repeated violations of any school policies. *\*During a student's first five days of enrollment in their program of study, one absence without notification will result in administrative withdrawal from Bidwell Training Center.*

## NEW STUDENT ORIENTATION

Bidwell Training Center (BTC) strives to maintain a program of orientation that will provide the academic and personal support needed to improve the students' opportunities for success. BTC's formal orientation is scheduled before the first day of a class for all incoming students. During orientation, a more thorough description of their program is discussed at length, including Q&A. Students also learn the school policies such as attendance, grading, dress code, scheduling, introduction to student services, campus security measures, extracurricular activities, etc. The students become acquainted with the location of the classrooms and labs and are familiarized with the role of administrators and other key personnel.

## FINANCIAL AID INFORMATION & TUITION ASSISTANCE

### VETERANS MILITARY EDUCATION ASSISTANCE

Bidwell Training Center (BTC) is an approved institution for Veterans Military Education assistance. Therefore, members of military service, former members of military service, and dependents of members/former members of military service can apply for GI Bill ®\* entitlement while enrolled at BTC. These students should contact U.S. Department of Veterans Affairs (VA) to determine eligibility at 1-888-442-4551 or [www.vets.gov](http://www.vets.gov). Students should also work closely with their School Certifying Official (SCO) as identified during orientation. The SCO will assist the student in preparing and submitting enrollment certification data to VA.

To better enable BTC to promptly complete the VA certification process, it is beneficial for Ch. 31 and Ch. 33 Veteran students to communicate as soon as possible with the School Certifying Official by:

1. Submitting a certificate of eligibility or "Statement of Benefits" for entitlement to educational assistance no later than the first day of career training.
2. Provide additional information necessary for the proper certification of enrollment by the educational institution.

#### **Satisfactory Progress**

As is the expectation of all students, satisfactory progress must be made in the areas of academics, attendance, and conduct. For academically struggling Veteran students, seek tutorial assistance either on campus with faculty or off-campus through VA educational assistance at <https://www.vets.gov/education/gi-bill/tutorial-assistance>.

The law requires that educational assistance benefits to Veterans, and other eligible persons, be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. When a Veteran student has failed to maintain prescribed standards of progress, resulting in termination, the VA must be informed promptly. If a Veteran student fails to meet the minimum required levels of academic progress, a consultation with the training department director is scheduled. According to Bidwell Training Center's satisfactory progress statement, a student who fails to achieve a minimum grade point average (GPA) of 1.5 at 25% completion, 1.75 at 50% completion, and 2.0 for the remainder of the quarters and a cumulative course GPA of 2.0, if the veteran student has not achieved the minimum grade point average, the student will be terminated from training.

Veterans are required to make satisfactory progress toward graduation. If a veteran is placed on Academic Dismissal, GI Bill® entitlement will be terminated. Veterans who are not making satisfactory progress will be required to provide mitigating circumstances to the Department of Veterans Affairs (DVA) for reinstatement of entitlement.

#### **Mitigating Circumstances**

Veterans or dependents eligible for DVA entitlement should use the following as a guide for determining mitigating circumstances (circumstances which directly hinder eligible veterans or dependents pursuit of a course, and which are judged to be out of the student's control). The following are some general categories of mitigating circumstances:

- Serious illness of the eligible veteran or dependent.
- Serious illness or death in the eligible veteran's or dependent's immediate family.
- Immediate family or financial obligations which require a change in terms, hours or place of employment which precludes pursuit of a course.
- Discontinuance of a course by a school.
- Active-duty military service, including active duty for training.
- Withdrawal from a course or receipt of a non-punitive grade upon completion of a course due to unsatisfactory work may be considered to be under mitigating circumstances if the student can demonstrate good faith pursuit of the course up to the point of withdrawal or completion and the student submits evidence that he/she applied for Tutorial Aid or consulted a school Academic Counselor or Advisor regarding an attempt to remedy the unsatisfactory work before withdrawal or completion.

"GI Bill ®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

#### **Uninterrupted Education**

Any Veteran student entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits may fully participate in career training once a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 is presented, enrollment starts and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Bidwell Training Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the require that a Veteran student borrow additional funds, because of the individual's inability to meet financial obligations to the school due to the delayed disbursement funding from VA under chapter 31 or 33.

In addition, Vet Center is a community-based resource, part of the U.S. Department of Veterans Affairs, and equipped to provide post-war readjustment counseling: [www.vetcenter.va.gov](http://www.vetcenter.va.gov).

### Maximum Enrollment

Program	Maximum Enrollment Per Cohort
Chemical Laboratory Technician Diploma	20
Pharmacy Technician Diploma	20
Medical Assistant Diploma	20
Medical Coder/Biller Diploma	20
Horticulture Technology Diploma	25
Culinary Arts Diploma	25

### CONSUMER INFORMATION

Information dissemination activities required by the Higher Education Amendments of 1968 are satisfied in this catalog. However, financial aid personnel are available in accordance with federal regulations to discuss consumer information in more detail with current and prospective students.

### TUITION CHARGE TO STUDENTS

Tuition is not charged to students attending Bidwell Training Center. Bidwell Training Center receives funding from the State of Pennsylvania. The tuition, fees, uniforms, supplies, and textbooks for individual students who attend Bidwell Training Center are covered for all accepted students by an institutional grant made possible by these state funds. Bidwell Training Center does have tuition prices listed in the Academic Catalog and on the Enrollment Agreement. These tuition prices do not affect the student since no tuition is charged to the student. When the school does charge tuition, an addendum to the Academic Catalog and Enrollment Agreement is done. Students terminated from training will not be eligible for re-enrollment, thus not eligible for a second institutional grant.

### TUITION BY MAJOR

#### Chemical Laboratory Technician

Number of Clock Hours: 1374  
 Length of Program: 51 Weeks  
 Books Costs: Included in Tuition  
 Tuition: \$14,000

#### Pharmacy Technician Diploma

Number of Clock Hours: 950  
 Length of Program: 32 Weeks  
 Books Costs: Included in Tuition  
 Tuition: \$12,000

#### Medical Assistant Diploma

Number of Clock Hours: 848  
 Length of Program: 28 Weeks  
 Books Costs: Included in Tuition  
 Tuition: \$12,000

#### Medical Coder/Biller Diploma

Number of Clock Hours: 950  
 Length of Program: 32 Weeks  
 Books Costs: Included in Tuition  
 Tuition: \$12,000

#### Horticulture Technology Diploma

Number of Clock Hours: 880  
 Length of Program: 28 Weeks  
 Books Costs: Included in Tuition  
 Tuition: \$12,000



## **Culinary Arts Diploma**

Number of Clock Hours: 1128  
Length of Program: 52 Weeks  
Books Costs: Included in Tuition  
Tuition: \$19,000

### **APPLICATION AND DEADLINE**

All admission requirements must be met prior to enrollment. This includes completing the three-step admissions process, achieving the required admissions test scores, and submitting all required documentation (Proof of residency and proof of High School graduation or GED). No student will be awarded an institutional grant or will be permitted to attend classes before all admissions requirements are met.

### **PAYMENT OF AID**

Students who attend Bidwell Training Center are eligible for a one-time institutional grant. Bidwell Training Center has a one-week *drop grace period* beginning with the start date of each major. Any student withdrawing from Bidwell Training Center within the first five days of enrollment will not be considered enrolled and will not forfeit their institutional grant and will be considered for future enrollment. Any student matriculating beyond this grace period will officially be considered enrolled and will have used their institutional grant. During a student's first five days of enrollment in their program of study, one absence without notification will result in administrative withdrawal from Bidwell Training Center and forfeiture of institutional grant.

### **DENIAL OF AID**

Students must meet all admissions requirements and submit all required documentation to be eligible for an institutional grant from Bidwell Training Center. Any prospective student not meeting these requirements will not gain admission and will not receive aid.

### **SELECTION OF ELIGIBILITY**

All accepted students are eligible for institutional aid.

### **GENERAL ELIGIBILITY REQUIREMENTS**

The student must: (1) be enrolled as a regular student in an eligible program of study on a full-time basis or part-time basis, (2) have a high school diploma or equivalent, (3) be a U.S. citizen or national or have an eligible non-citizen status, (4) be a resident of Pennsylvania, (5) submit all required documentation to admissions, (6) maintain satisfactory academic progress.

### **REFUND POLICY**

Bidwell Training Center students are not charged tuition or fees. All required training related expenses including textbooks, uniforms, tools and supplies are covered by a grant from the State of Pennsylvania. \*

- (1) The application or registration fee is fully refundable if the student requests cancellation within 5 calendar days after signing the enrollment agreement. \*\*
- (2) For a student cancelling after the fifth calendar day following the date of enrollment as defined in (related to application or registration fee) but prior to the beginning of classes, monies paid to the school shall be refunded except the nonrefundable amount of the application or registration fee.
- (3) If a student enrolls and withdraws or discontinues after the term, semester or quarter has begun but prior to completion of the term, semester or quarter, the following minimum refunds apply:
  - (i) For a student withdrawing from or discontinuing the program during the first 7 calendar days of the term, semester or quarter, the tuition charges refunded by the school shall be 75% of the tuition for the term, semester, or quarter.
  - (ii) For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the term, semester or quarter, the tuition charges refunded by the school shall be at least 55% of the tuition for the term, semester or quarter.
  - (iii) For a student withdrawing from or discontinuing the program after 25% of the term but within 50% of the semester or quarter, the tuition charges refunded by the school shall be at least 30% of the tuition.
  - (iv) For a student withdrawing from or discontinuing the program after 50% of the term, semester or quarter, the student is entitled to no refund.
  - (v) For refund computations, a term, semester or quarter may not exceed 18 weeks and will be processed within 30 days of the last date of recorded attendance.

\*The above refund policy only applies if a student was charged an application fee, tuition or any type of educational expense for enrolling/attending classes at Bidwell. Otherwise, the refund percentages listed in the fund policy will be percentages of zero. **No Bidwell student is charged an application fee, tuition or any type of educational expense.**

\*\*Bidwell Training Center does not charge students an application or registration fee.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Bidwell Training Center ("School") receives a request for access. A student should submit to the Registrar, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the School decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to School officials with legitimate educational interests. A School official is a person employed by Bidwell Training Center in an administrative, supervisory, academic, research, or support staff position; or a student serving on an official committee, such as a disciplinary or grievance committee. A School official also may include a volunteer or contractor outside of Bidwell Training Center who performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another School official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Bidwell Training Center.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bidwell Training Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **DIRECTORY INFORMATION**

FERPA requires that the school, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the School may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with School procedures. The school has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities.

- Address
- Telephone listing
- E-mail address
- Photograph for School publications and website
- Degrees, honors and awards received.
- Place of birth
- Major field of study
- Dates of Attendance
- Enrollment status

Requests to have directory information about you withheld should be submitted in writing to:

Bidwell Training Center  
Attn: Registrar  
1815 Metropolitan Street  
Pittsburgh, PA 15233

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other School officials, including teachers, within Bidwell Training Center whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the School has outsourced institutional services or functions, provided that the conditions listed in §99.31 (a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31 (a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## TRAINING POLICIES & INFORMATION

### CLASS SIZE

Class size and student to faculty ratio will range from approximately 5 to 25 students and may vary based on course (lecture/lab) and program.

### CLOCK HOUR COMPUTATION

One *clock hour* is a unit of curricular material representing 50 *minutes* of instruction.

### CREDIT HOUR COMPUTATION

Bidwell Training Center assumes that when registering for a program, the student accepts responsibility for full attendance in all classes and lab activities.

One semester *credit hour* equals 45 units comprised of the following academic activities:

- One *clock hour* in a *didactic* learning environment = 2 units
- One *clock hour* in a supervised *laboratory* setting of instruction = 1.5 units
- One *clock hour* of *externship* = 1 unit
- One *clock hour* of *out-of-class work* and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

### UNIFORMS AND DRESS CODE POLICY

All programs require you to wear a uniform daily. Issued uniforms are to be worn in their entirety. For administration and other school staff to be able to identify a group of students in an emergency, it is not permissible to wear street clothes over the issued uniform, e.g., a hoodie, flannel shirt, coat, etc.

Bidwell Training Center provides professional guidance to students during the transition from student to working professional in their field of study. Bidwell Training Center requires strict adherence to the dress code in all classrooms and applied settings. Bidwell Training Center prescribes that adherence to the uniform and dress code requirements is a core component of conduct criteria. All students will be responsible for knowing and following the dress code requirements. Appropriate appearance includes safety components of a working professional, including appropriate footwear. This policy applies to all students at any time on campus.

The following are guidelines to uphold a standard of professional appearance:

- **Hair (head and facial):** Neatly groomed.
- **Body:** No offensive body odors; light use of any fragrance (in consideration of those who may have allergic reactions.)
- **General:** Uniforms must be clean, neat, and appropriately fitted.
- **Headgear:** None, except for religious observances. All headgear must be removed upon entering the building. This includes, but is not limited to: e.g., baseball hats, hoods, bonnets, bandanas, winter hats, visors, etc.,
- **Tops/Dresses:** Cannot expose cleavage, breasts, abdomen, or lower back; cannot be excessively short, tight, torn, tattered, sheer or see-through; no shirts with profanity or offensive, or illegal images permitted. The observable lack of undergarments or exposed undergarments is prohibited.

Inappropriate tops include, but are not limited to: e.g., camisoles tops, midriff shirts, and tops with bare shoulders, etc.

Inappropriate dresses include, but are not limited to: e.g., mini-dresses, tunics, halter dresses, beach dresses, spaghetti-strap dresses, strapless dresses, etc.

- **Bottoms:** Full-length pants are required. Cannot expose buttocks or thighs; cannot be excessively tight, torn, tattered, sheer or see-through; must be fastened at the waist and cannot be excessively baggy. The observable lack of undergarments or exposed undergarments is prohibited.

Inappropriate bottoms include, but are not limited to: e.g., shorts, miniskirts, casual pants such as pajamas, track or sweatpants, etc.

- **Footwear:** Flip-flops, beach shoes or sandals without straps are not permitted. Enclosed footwear is required by all programs due to safety requirements.
- **Piercings:** Piercings are permitted; however, they may be restricted by department due to safety or sanitation requirements.
- **Miscellaneous:** No sunglasses. Jewelry should not interfere with training-related tasks and may be restricted by department due to safety requirements.

The Uniform and Dress Code is effective anytime you are in a school building on campus. If you are uncertain about acceptable attire, please ask your designated program staff. Some hair colors, piercings, and tattoos may restrict student externship placement or limit the graduate's employability in certain fields. Please plan accordingly in advance of opportunities.

Students are required to wear the issued program uniforms and shoes throughout their training period.

## **PERSONAL CONDUCT POLICY**

The personal conduct policy is managed through the Workplace Expectation Point System. Violations to the Personal Conduct Policy will result in the accrual of disciplinary points. Students may be placed on suspension or be terminated if, in the opinion of the designated program staff, the conduct warrants this action. Consequences of receiving disciplinary points are as follows:

- ¼ of the disciplinary points in a quarter: Written Warning
- ½ of the disciplinary points in a quarter: Meeting with Senior Director, suspension
- ¾ of the disciplinary points in a quarter: Meeting with Senior Director, suspension
- All of the disciplinary points in a quarter: Termination

**Senior Directors/Directors have the discretion to suspend a student for the remainder of the day when there is a significant disruption. Egregious acts of harm will be subject to immediate termination.**

Individual program length determines maximum point accrual within a quarter before termination.

- Chemical Laboratory Technician: 12 points per quarter
- Horticulture Technology: 6 points per quarter
- Culinary Arts: 12 points per quarter
- Allied Health (Medical Assistant, Pharmacy Technician, Medical Coder Biller): 8 points per quarter

Personal misconduct is any act which occurs on any Bidwell Training Center occupied premises, at Bidwell Training Center sponsored or supervised functions or events, which adversely affect the good order, discipline, or reputation of Bidwell Training Center. Violation of Bidwell Training Center's personal conduct policy will result in disciplinary action as necessary, which includes, but is not limited to, written warning, suspension and/or termination.

### **Personal misconduct includes, but is not limited to the following:**

1. Failure to comply with the directions of Manchester Bidwell Corporation / Bidwell Training Center officials acting within the scope of their duties.
2. Acts of dishonesty, including, but not limited to, the following: a. Cheating, plagiarism, or other forms of academic dishonesty, b. Furnishing false information to a school official or faculty member, c. Forgery, alteration, or misuse of any school document, record, or instrument of identification, d. Theft or vandalism in any form.
3. Any disruption of the campus environment, or interference with any school activity, including teaching, administration, or other public service functions on or off campus. Disruptions include but are not limited to sleeping, consuming food and beverage, cellphone use, excessive talking, crying, swearing, violent, abusive, indecent, unreasonably loud, or disorderly conduct.
4. Actual or threatened physical violence or causing an injury to any person (including self).
5. Engaging in any illegal acts as defined by the state or local laws.
6. The use, possession, or keeping of any firearm, weapon or explosive including but not limited to air pistols, BB guns, stun guns, pepper spray, paint guns, soft pellet guns, ammunition, fireworks, knives, martial arts equipment, archery equipment or any hazardous substance.
7. Unauthorized entry, use, or alteration of Manchester Bidwell Corporation physical or digital property
8. Being under the influence of alcohol or illegal drugs.
9. Smoking and use of tobacco products on school premises.

10. Students who engage in inappropriate social media will be subject to disciplinary actions up to and including termination and legal recourse. Students shall not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, inappropriate, confidential, or embarrassing to Bidwell Training Center, its students, externship affiliates, faculty and staff, visitors, or vendors.
11. Inappropriate and untimely use of technology. Computers, phones, headphones, watches, glasses, etc.,
12. Any form of harassment. Bidwell Training Center's Personal Conduct Code prohibits sexual harassment, sexual violence or any other inappropriate behavior toward any student, client or staff member
  - a. Any violation of consent as defined as: Consent – A knowing and voluntary agreement to engage in specific sexual activity at the time of the activity. In order to be valid, consent must be knowing, voluntary, active, present and ongoing. Consent is not present when an individual is incapacitated due to alcohol, drugs, or sleep, or otherwise without capacity to provide consent due to intellectual or other disability or other condition.
  - b. When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence of or impaired by the use of the drug. Alcohol and other drugs impact each individual differently. Determining whether an individual is incapacitated requires individualized determination.
  - c. When determining whether a person has the capacity to provide consent, Bidwell Training Center will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. When determining whether consent has been provided, all the circumstances of the relationship between the parties will be considered.
13. Engaging in public displays of affection.

## DISCIPLINARY ACTION

Any violation of policies and procedures or behavior determined by the school to be disruptive or unprofessional will result in an appropriate warning and/or lead to a suspension. Hours missed due to suspension are counted as absence hours. Disciplinary action is intended to be confidential; it should not be discussed with your peers.

### Suspension/Termination/Appeal

Failure to comply with rules and regulations of the school is cause for suspension or termination. In the event of suspension, the length of suspension will be determined at the time of infraction. In the event of termination, a written notice with the reason for termination will be provided. Students are required to return their ID badges and any school property (textbooks, equipment, etc.) prior to leaving campus. Students suspended or terminated from Bidwell Training Center can appeal by using the following procedure:

- A termination appeal must be made in writing to the Senior Director of Education.
- An appeal of termination must be (post marked) within one week of the termination date.
- An appeal of suspension must be made immediately.
- **When deemed appropriate** by Bidwell Training Center's administration, a meeting will be scheduled to discuss the appeal. The student must be available for a meeting on campus.
- The Senior Director of Education will make the Vice President aware of the appeal and the Vice President may be part of the initial on-campus meeting.
- If the student is reinstated after the appeal, they must be available to return to school immediately.
- Students denied reinstatement can appeal to the Vice President if he/she was not present in the on-campus meeting.

Please note the conditions listed below:

- No termination appeal will be heard beyond one week of the termination date.
- No suspension appeal will be heard beyond the actual day of suspension.
- Failure to appear for the on-campus meeting will result in a denied appeal.
- Any termination that was the result of an assault of a staff member or fellow student is not eligible for an appeal.
- Any termination that was the result of a crime committed on campus will not be eligible for an appeal.

### Formal Referral

When deemed appropriate by Bidwell Training Center's administration, for reasons of conflict with staff/peers, attendance, personal challenges, academic performance, students facing disciplinary action can be formally referred to a contracted student assistance program - Wellconnect™ Powered by New Directions.

Enrollment status will be contingent on successful contact with student assistance program, participation and cooperation with student assistant program recommendations, attendance at schedule appointments, and compliance with student assistance program recommendations. \*A signed authorization to release/receive information must be completed."

## ATTENDANCE POLICY

Good attendance is essential, and academic excellence cannot be achieved with frequent absences. Employers inquire about your attendance record as a trainee and regard it highly when considering you for employment. Your attendance is your responsibility. Daily attendance will be taken by each of your instructors for all classes. Students are not permitted to miss more than 10% of the scheduled hours. During training, every student must be present a minimum of 90% of the scheduled training hours. Poor attendance will result in disciplinary measures. **Missing more than 10% of the scheduled hours will result in termination from the program.** Your department director or designated Bidwell personnel and student advisor will also monitor your attendance.

**Any student with excessive absenteeism is subject to written warnings prior to reaching the 10% quarterly limit. Your department director or designated Bidwell personnel will issue written warnings when a student reaches 5% and 7.5% hours missed in a quarter.**

Excessive absence interferes with the successful completion of a course of study and diminishes the quality of group interaction in class. To encourage students to accept their attendance obligation, daily attendance, participation, and un-announced quizzes will be part of each student's course grade. Students are expected to attend all classes and are requested to call their instructors when absent. Class attendance and engagement in the learning process are critical factors in determining students' success in their courses. Bidwell Training Center students are expected to attend all class sessions of courses in which they are enrolled, and students are responsible for all material presented in class sessions of these courses.

- Students are required to follow the schedule they receive in its entirety. Students are not permitted to "pick and choose" which classes they wish to attend. **No exception.**
- Instructors are required to mark students absent for every minute they are not in attendance. Any student not in class as scheduled is considered absent.
- Should a student need to leave during class time, they are required to sign out and back in upon their return to class.
- Any situation that prevents a student from attending class is counted as an absence.
- Whenever possible, personal appointments should be arranged during off-school hours so that absences can be limited to emergencies only.
- **During a student's first five days of enrollment in their program of study, one absence without notification will result in administrative withdrawal from Bidwell Training Center and forfeiture of institutional grant.**
- Advanced notice to instructors is expected, and the student is responsible for all course material covered during their absence.
- Upon the third consecutive day of a student's absence from classes **without calling off**, the student will be subject to automatic administrative withdrawal from Bidwell Training Center.

**All absences are counted toward the 10% allowance.** However, termination will not occur as a result of compulsory appearances such as bona fide subpoenas, jury duty, or military reserve duty, etc. Original documentation verifying the absence is required and must be submitted to the designated program staff at least one week prior to the event to be considered.

## TARDY POLICY

Punctuality is a key fundamental to success and is tracked for every class. Class starts when stated in the pre-published class schedule per discipline. **Being tardy is considered arriving any time after the start of any class, and not just the beginning of the day.** The time a student is tardy will be included in the 10% of absences allowed and will also incur Workplace Expectation Points: 0.5 for less than 15 minutes tardy and 1.0 for greater than 15 minutes tardy.

## CALL-OFF PROCEDURE DURING PROBATIONARY PERIOD

Career training at Bidwell Training Center is designed to simulate the workplace. BTC's probationary period, the first 5 days of school, is similar to a probationary period issued by companies for new employees. During this time, BTC reserves the right to release the student from training for violating school policies. Examples of these policies while under the probationary period include but are not limited to missing more than a day of training (reserved for emergency situations only); \*failure to call off an absence or tardiness; and repeated violations of any school policies. **\*During a student's first five days of enrollment in their program of study, one absence without notification will result in administrative withdrawal from Bidwell Training Center and forfeiture of institutional grant.**



## CALL-OFF PROCEDURES

Students must call off when unable to attend classes. In the event of consecutive absences, the student must call off every day absent. A call-off must be made before the start of regular scheduled program hours. Call offs are required to be sent to the official program email alias:

[Chemistry@manchesterbidwell.org](mailto:Chemistry@manchesterbidwell.org)  
[Horticulture@manchesterbidwell.org](mailto:Horticulture@manchesterbidwell.org)  
[Culinary@manchesterbidwell.org](mailto:Culinary@manchesterbidwell.org)  
[AlliedHealth@manchesterbidwell.org](mailto:AlliedHealth@manchesterbidwell.org)

No other method for calling off, including text messaging or phone calls, is acceptable.

**Please Note:** If a student is not able to call off due to a critical situation, such as hospitalization, someone must notify the school as to the nature of your absence.

## SCHOOL DELAY/CLOSING

In the event of severe weather, BTC does not adhere to the closing policies or schedule of the Pittsburgh Public Schools or any other school.

Closing and delays will be announced through local media on WPXI TV, Channel 11 and [www.wpxi.com](http://www.wpxi.com).

**Please Note:** Each person needs to determine if travel is safe based on the conditions on his/her travel route.

## MAKE UP EXAMS AND COURSEWORK MISSED

The student is required to make up work that has been missed due to absence from class. It is the student's responsibility to discuss make-up assignments with each instructor, and to complete all work/tests upon return or as scheduled.

### Exams

Any student who was absent less than 3 consecutive days will be required to make up the exam the day they return to school. Students who are absent 3 or more consecutive days will need to make arrangements with their instructors to make up the exam. This timeframe cannot exceed 3 school days.

The makeup exam will be **completely different** from the exam given on the scheduled day but will cover the same material. It may also be in a different testing format.

### Coursework and assignments

It is the student's responsibility to make up any coursework missed when absent. The student should meet with each instructor to make up any coursework missed.

Any assignment that was due the day of a student's absence must be turned in upon return. Any student who was absent less than 3 consecutive days will be required to turn in the assignment the day they return. Students who were absent 3 or more consecutive days will need to make arrangements with their instructor to complete the assignment. This timeframe cannot exceed 3 school days.

**Any assignments turned in past the assigned due date will result in a 10% grade deduction per class-day it is late.**

## STUDENT EVALUATION/GRADING SCALE

The progress and quality of students' work is measured by a system of letter grades and grade percentages and points. The meaning of each grade and its equivalent percentage of point value is as follows:

Grade	Point Value/Definition
A (92 – 100%)	4.0
B (83 – 91%)	3.0
C (75 – 82%)	2.0
D (66 – 74%) Passing but unsatisfactory	1.0
F (Below 65%) Failure	0.0
P	Pass
I (incomplete grade 0% value)	0.0
W (Withdrawal)	0.0

**If a student receives a "F" letter grade in any class, they will be academically withdrawn from their program of study.**

Progress is evaluated each grading period by each instructor. Instructors will distribute evaluation criteria for each course. Progress reports are issued to each student at the end of the quarter and upon program completion. Extenuating circumstances can delay issuance of grades.

Designated program staff will provide class schedules and quarter start/end dates.

A Bidwell Training Center diploma is awarded to students who have successfully completed all coursework and obtained a minimum C (2.0) overall average.

An official transcript of completed courses and grades is issued at the completion of training. After graduation, additional transcripts can be requested in writing to the Registrar at a cost of \$5.00 each.

## **OUT-OF-CLASS WORK**

Out-of-class work or homework refers to learning tasks assigned to students to be completed outside of classroom or faculty instruction hours. An essential part of every program of study, out-of-class work enables students to master course objectives and leads toward the achievement of overall program objective.

### **TYPES OF OUT-OF-CLASS WORK**

Common out-of-class work includes but is not limited to reading and writing assignments, mathematical problems, projects and case studies, worksheets, research work, journal entries, review of key concepts and principles, and other learning activities aimed at building and/or enhancing specific skills in a particular subject field.

Out-of-class assignments are designed for various purposes such as reinforcing what students have already learned, preparing them for upcoming lessons, applying concepts and principles to new situations, or exercising their critical thinking and problem-solving skills in theoretical or practical cases.

### **ASSIGNMENT OF OUT-OF-CLASS WORK**

Out-of-class work is assessed in varied ways. Typically specified in the outline portion of the course syllabus, out-of-class work is to be completed by the students on their own time outside of their scheduled class hours according to instructions by the faculty of the course.

## **FINAL GRADE APPEALS**

Students at Bidwell Training Center have protection from improper evaluation of a course. Student academic performance will be evaluated on an academic basis, this includes the ability to apply skills and not on a student's opinions or conduct in matters unrelated to academic standards. The course syllabus will contain and articulate the evaluation standards and grading criteria by which student performance is measured for that particular course. Each student is responsible for meeting standards of academic performance established for each course in which the student is enrolled. If the student believes a final grade is incorrect the student needs to discuss this with the instructor.

A student may dispute his or her academic evaluation by completing the Final Grade Appeal Form if the student believes that the evaluation standards and grading criteria contained in the course syllabus were not followed by the instructor or were imposed in an arbitrary or capricious manner. Any student who believes that he or she has been unfairly graded should report concerns to the designated program staff. All Final Grade Appeals must be submitted within 1-week after the final grade was issued. Appeals submitted after the required 1-week time frame will not be reviewed.

## **INCOMPLETE GRADE POLICY (DEFINED)**

An incomplete ("I") grade signifies that all course requirements have not been met. If circumstances exist beyond the control of the student, as determined by the instructor, the following applies:

1. The instructor will assign a grade of "I", for missed coursework and assignments.
2. The "I" becomes an "F" at the end of the academic quarter unless the grade is changed by the instructor to a letter grade earned from completion of the requisite work.
3. No extensions for completion of instructional work will only be approved for extenuating circumstances beyond a maximum of 1 week beyond the current quarter.
4. Students receiving a grade of "I" incomplete will NOT be re-enrolled for courses in which an "I" has been assigned.
5. An "I" grade must be resolved with an appropriate earned grade prior to the student being eligible to attempt externships or be considered for graduation. Students may not graduate with an outstanding "I" grade or any "I" grade converted to an "F".

## **SATISFACTORY ACADEMIC PROGRESS (SAP) STATEMENT**

Satisfactory progress is required. To remain enrolled in training, students must maintain the following minimum standards: (1) maintain minimum grade point average (GPA) of 1.5 at 25% completion, a 1.75 at 50% completion, and 2.0 for each of the remainder of the quarters and cumulative course GPA of 2.0, and (2) meet other specified academic and nonacademic

conditions. Diplomas will be awarded to students upon successful completion of training; once all grades are verified; and Progress Reports and Final Transcripts are issued.

Quarter 1/25%	Minimum 1.5 GPA
Quarter 2/50%	Minimum 1.75 GPA
Quarter 3/75%	Minimum 2.00 GPA
Final QPA/ Graduation	Minimum 2.00 GPA

### **Unsatisfactory Progress**

Students can be dismissed for unsatisfactory progress related to academics, problems interfering with schoolwork, or other conditions contributing to the inability to progress.

### **Leave of Absence**

A leave of absence (LOA) is only granted for serious matters. Temporary illnesses, like a cold or seasonal flu, do not qualify for a leave of absence. Students requiring a leave of absence must notify their designated program staff. The designated program staff will have the student complete an Enrollment Status Change form. Once the request for LOA is in writing, the designated program staff will consult with the Vice President to determine if a LOA is appropriate. If a LOA is deemed to be appropriate, the student will be advised what type of additional documentation will be needed. All required LOA paperwork and documentation must be submitted to the Registrar before a LOA can be granted. The Registrar will contact the designated program staff with final approval once all documentation is received.

Time and classroom/lab work missed must be made up. Keep in mind that all time missed during a LOA will extend the student's graduation date. All classroom/lab work missed must be made up within the 150% maximum timeframe.

### **Reasons for requesting a leave of absence may include but are not limited to the following:**

- Health/ injury
- Family emergency
- Natural disaster
- Long-term jury duty
- Military service-related commitments

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal and forfeiture of institutional grant.

The school may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school because of the accident.

Students who do not follow these LOA procedures will not be granted a LOA and are expected to attend school as scheduled. The school reserves the right to require additional documentation from outside sources in order to substantiate a LOA request. As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from the LOA. All LOA requests are subject to approval by the designated program staff and BTC Vice President.

If a student's LOA is not approved and the student is not attending school the student is considered to have withdrawn.

### **Military Leave of Absence**

In the event of a student being called or ordered to active military duty, a copy of the orders must be given to the designated program staff and BTC's certifying VA official. Once the requested military leave of absence is approved, the student will have the ability to reenroll in a future class of the same major at Bidwell Training Center or return in the current cohort pending circumstances. The student's prior institutional grant will be reapplied to the return class.

### **Educational Leave of Absence – 51 Pa. Cons. Stat. §7313**

Whenever any member of the Pennsylvania National Guard or other reserve component of the armed forces of the United States shall be called or ordered to active duty, other than active duty for training, including, in the case of members of the Pennsylvania National Guard, active State duty, the educational institution in which the member is enrolled shall grant the member a military leave of absence from their education. Persons on military leave of absence from their educational institution shall be entitled, upon release from military duty, to be restored to the educational status they had attained prior to their being ordered to military duty. It shall be the duty of the educational institution to refund tuition of fees paid or to credit the tuition and fees to the next semester or term after the termination of the educational military leave of absence at the option of the student.

## WORKFORCE DEVELOPMENT FIELD VISITS AND GUEST SPEAKERS

Field trips can be an important and enjoyable element of education. They often significantly enhance the content of a course by providing information that can be difficult to convey in the classroom. A field trip is defined as a course-related activity that serves an educational purpose and occurs outside of the classroom at a location other than on the campus of Bidwell Training Center.

- All students are reminded that this trip is an extension of the classroom, and as such, all Bidwell Training Center Rules and Regulations pertain throughout the course of this trip.
- Students are not to ride any form of transportation other than the transportation officially provided by Bidwell Training Center.
- The field trip is to begin and end from Bidwell Training Center.

Guest speakers have become an important part of the educational experience for students. They expose students to real-world life experiences from the perspective of a working professional in their field of study. BTC schedules program-specific guest speakers for all students within each of its training departments.

## EXTERNSHIP

Externship is the final step in designated programs at Bidwell Training Center and is an opportunity for students to combine academic theory with career-related practical skills in a supervised setting. Externship experience is an extremely useful tool in preparing students to hone their skills and supplement their educational experience. Students will demonstrate new tasks and objectives related to their program of choice and will continue to apply advanced application of academic theory in the workplace.

The program Employment Coordinator begins working with students prior to the scheduled externship course. Students attend meetings and are advised in the following areas: standards and expectations, importance of completing the required health certificate (where applicable), conduct and professionalism, background checks, attendance, communication, confidentiality, supervision, tracking of hours, evaluation and grading, and the transition to employment.

- Because externships are considered a class and must be successfully completed as a graduation requirement, students may not be paid.
- **Background checks and health records including a drug screen are required for externship placement in the Chemical Laboratory Technician and Allied Health programs (Medical Assistant, Medical Coder Biller, Pharmacy Technician).** The inability to be placed on an Externship due to a failed background check, failed drug screen, or failure to submit required clearance documents, including health records by the published deadline(s), will result in termination from Bidwell Training Center. See Background Checks and Health Records/Immunizations below.
- Students are expected to complete a minimum of 30-hours per week and not exceed 40-hours per week of externship study.
- Should extenuating circumstances require a student to call-off, the Employment Coordinator and externship site supervisor must be notified in advance of the scheduled hours missed. Failure to do so will result in disciplinary action up to and including termination from the program.
- Students who no-call/no-show during externship will be terminated from Bidwell Training Center.
- Students are required to complete 100% of the externship clock hours to fulfill graduation requirements. Any externship hours missed will be added to the end of the externship and must be fulfilled.

Upon completion of the required externship hours, each student meets with the Employment Coordinator for an exit interview to discuss their performance and feedback from the externship supervisor. All student externship records and externship agreements with local employers are maintained by the Employment Coordinator.

### Professional Conduct Requirements

Students are expected to conduct themselves professionally and follow the Bidwell Training Center personal conduct policy while on externship. If a student is dismissed from their externship site for a personal conduct violation, the student will receive the grade of F for the externship and will not graduate.

### Background Checks and Health Records/Immunizations

Externships in the Chemical Laboratory Technician program and Allied Health programs (Medical Assistant, Medical Coder Biller, Pharmacy Technician) will require additional background checks and health records, drug screen, and immunization records prior to the start of the externship. It is the students' responsibility to acquire these documents which can incur an out-of-pocket cost.

Chemical Laboratory Technician students will be individually advised on required further background checks, drug screens, and required submission of health records.

All Allied Health (Medical Assistant, Medical Coder Biller, Pharmacy Technician) students are required to submit ACT 73 FBI, ACT 33: Child Abuse Clearance, 10-Panel Drug Screen, annual physical within one year, Proof of Immunizations (Hep B, Tdap), TB status by 2 step PPD skin test (4 visit process) or QuantiFERON Gold blood test or Chest X-ray.

### MAXIMUM TIME TO COMPLETE A PROGRAM

The maximum time frame allowed for successful completion of any program shall not exceed 1.5 times, or 150%, the normal length of time to complete a program. The requirements for rate of progress are used to ensure that students are progressing at a rate at which they will complete their programs within the maximum allowable time frame. All students are evaluated at the end of every term in order to determine satisfactory academic progress (SAP).

Program	Grade Point Average	Clock Hours	Maximum Clock Hours
Chemical Laboratory Technician Diploma	2.0 or better	1374	2061
Pharmacy Technician Diploma	2.0 or better	950	1425
Medical Assistant Diploma	2.0 or better	848	1272
Medical Coder/Biller Diploma	2.0 or better	950	1425
Horticulture Technology Diploma	2.0 or better	880	1333
Culinary Arts Diploma	2.0 or better	1128	1692

### CHANGE OF STATUS

The school keeps records of each student; therefore, important changes such as address, phone number, emergency numbers, and names should be kept current. It is a student's responsibility to report changes in name, permanent address, or permanent phone number to the Registrar's Office. Students must report all status changes to the designated program staff in a timely manner. The name on a student record should be the student's complete and legal name. Bidwell Training Center reserves the right to require adequate and appropriate documentation when evaluating and processing all name change requests.

#### Student status changes include:

- Program withdrawal without expected return.
- Leave of absence with expected return.
- Termination due to not meeting academic or attendance requirements; or violation of conduct policies.

#### Please note that changing your status may affect the following:

- Satisfactory Academic Progress or institutional financial aid.
- If you receive Veterans Benefits, or funding from a source other than Financial Aid, your benefits may be affected.

### Graduation

Upon successful completion of all academic, attendance, externship (where applicable), and training requirements, students will receive a Bidwell Training Center diploma. Graduates and their guests will be invited to attend BTC's annual commencement exercises; details will be provided prior to the event.

### Termination

Failure to comply with the rules and regulations of the school is cause for termination. In the event of termination, a written termination notice with the reason for the termination will be provided. Students are required to return their ID badge and any school property (textbooks, equipment, etc.) prior to leaving campus. Students terminated from Bidwell Training Center can appeal their termination by following these procedures:

- An appeal must be made in writing to the Senior Director of Education.
- The appeal must be made (post marked/email time stamped) within one week of the termination date.
- When deemed appropriate by Bidwell Training Center's administration, a meeting will be scheduled to discuss the appeal.
- The student must be available for an on-campus meeting to discuss the appeal.
- If the student is reinstated after an appeal, they must be available to return to school immediately.

Please note the conditions listed below:

- No appeal will be heard beyond one week of the termination date.
- Failure to appear for the on-campus meeting will result in a denied appeal.
- Any termination that was the result of an assault on a staff member or fellow student is not eligible for an appeal.
- Any termination that was the result of a crime committed on campus will not be eligible for an appeal.

**Terminated student loses all student privileges and will not be permitted on campus premises.**

## **Withdrawal**

Once a student expresses their intention to withdraw from training (verbal or written), it becomes effective immediately. An Enrollment Status Change will be issued. Proper withdrawal procedure related to health or medical reasons includes providing documentation or verification from a physician, therapist, or other professional.

## **Disclosure**

During the training experience, students have the affirmative obligation to report to their designated program staff any change in their criminal background status. This may have an impact on externship site assignments and future employment opportunities. Therefore, it is best to communicate your status change with the school so we can determine how to move forward.

## **GRADUATION REQUIREMENTS**

The student is responsible for meeting all requirements for graduation. The institution may offer additional assistance to the student; but the final responsibility for meeting the requirements for graduation rests with each student. The graduation requirements are:

1. satisfactory completion of the required subjects in the prescribed curriculum,
2. attainment of minimum of 2.0 GPA (cumulative),
3. completion of 90% of scheduled class hours, and
4. settlement of all financial obligations to the school.

Additional requirements must be fulfilled before the student receives an official transcript or diploma.

## **FINANCIAL OBLIGATIONS**

Financial obligations must be fulfilled before the student receives an official transcript or diploma.

## **TERMINATION OF ENROLLMENT BY BTC**

An administrative program withdrawal is initiated by the school after three [3] consecutive days of no call/no show during a quarter. Students who fail to withdraw, abandon their academic study, fail to report while on externship, or otherwise, fail to commence academic study after a quarter is complete are considered fully withdrawn from Bidwell Training Center.

### **Termination by the School**

Failure to comply with rules and regulations of the school is cause for termination. If the student is not available in person, a written termination notice is signed by the designated program staff. This notice is mailed to the student at the address of record prior to completion.

### **Termination by the Student**

A student must request **an enrollment status change form** from their designated program staff and submit the completed form to the Registrar's Office. Proper withdrawal procedure related to health or medical reasons includes providing documentation or verification from a physician, therapist, or other professional.

## **COURSE AND FACULTY EVALUATIONS**

Course and Faculty Evaluations are conducted at the midpoint and/or end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assist the school leadership in making changes and modifications to improve the quality of programs, instruction, and student services.

## **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

As a student-centered school, BTC strives to achieve high student satisfaction with its services and creating an environment where students are provided, friendly customer service, accurate information, and empowerment. To this end, the following principles will guide these procedures:

- Wherever possible, student complaints will be resolved through an informal process and at the lowest appropriate level of management.
- Student complaints will be handled with procedural fairness. All parties to a complaint will be informed of the specific allegations being made and will be given the opportunity to respond to any allegations made.
- Student complaints will be handled in a timely and confidential manner.
- Students will be notified of the outcome of their complaint.
- The responsibility for the academic evaluation of students rests with the BTC faculty.

At times, students may wish to voice a concern, complaint, or problem. General student concerns, problems, and complaints should first be addressed by the designated program staff as appropriate. If these situations remain unresolved, the student may submit their complaint, in writing, by completing the **Student Complaint Form**, which can be obtained from the Senior Director of Education. Specific completion and submission instructions are provided on the form.

**Procedures:**

- Completed Student Complaint Forms and all accompanying documentation will be submitted to the Senior Director of Education.
- The Senior Director of Education will log-in the receipt of the Student Complaint and forward the form and all accompanying documentation to the designated program staff and appropriate BTC leadership member(s) for review, investigation, and resolution.
- Upon resolution with the student, the Senior Director of Education should confirm the resolution with the student, in writing, through e-mail and require the student to confirm their acceptance of the resolution, in writing, through e-mail.
- It is the Senior Director of Education's responsibility to notify all appropriate BTC staff of follow-up actions that are required.
- Upon resolution with the student, the Senior Director of Education will complete the BTC portion of the Student Complaint Form and return the form, any accompanying documentation, and the students e-mail acceptance to the designated program staff.
- The originals of all documents should be included in the student's file.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Pennsylvania State Board of Private Licensed Schools Board. All complaints considered by the PA PLS must be in written form.

Bidwell Training Center has adopted the Student Complaint/Grievance Procedure for addressing complaints including discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323, Telephone: (215) 656-8541.

**COPYRIGHT PROTECTION POLICY**

All Bidwell Training Center students, faculty and staff must comply with copyright laws and the provisions of licensing agreements that apply to software. Unauthorized distribution of copyrighted material, including unauthorized peer- to-peer file sharing, may subject the student, faculty and/or staff member to civil and criminal liabilities. Bidwell Training Center will cooperate fully with any investigation by public authorities related to the unauthorized distribution of copyrighted material. Students, faculty and/or staff found guilty will be subject to the full extent of fines and penalties imposed, as well as facing disciplinary action from the school. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov)

**SOCIAL MEDIA POLICY**

Bidwell Training Center embraces the new opportunities available to us through social media. All BTC's campus use of social media must first be approved by a Senior Director. As employees and students of BTC, we must also avoid being perceived as an agent or representative of BTC in our personal use of social media. This means that if your personal use includes a reference to BTC, it is best to always make clear that your opinion does not represent those of Bidwell Training Center

Students shall not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, inappropriate, confidential, or embarrassing to Bidwell Training Center, its students, externship affiliates, faculty and staff, visitors, or vendors. Students who engage in inappropriate social media will be subject to disciplinary actions up to and including termination and legal recourse.

## PRIVACY RIGHTS: RECORDING PHOTOGRAPHING AND LIVE STREAMING

Bidwell Training Center is private property and supports our campus community's expectation and right to privacy. Students are not permitted to make audio or video recordings of any instruction, activity, or discussion.

**Exception:** Should a student request reasonable accommodation to record audio of lectures, with the expressed purpose of repetition to overcome a need, a request must be made in writing to Student Services.

Further, it is not permissible to capture images of students, faculty, or staff.

**Exception:** There may be occasions when an instructor permits students to photograph their class or laboratory work for a class project or inclusion in a professional portfolio.

**Exception:** Instructors may permit the use of cell phones for specific instructional exercises. Otherwise, cell phones must be silenced and kept in the student's pocket or personal baggage, so as not to disrupt learning environments.

Under no circumstances will students be allowed to conduct live, social media streaming of anything or anyone on campus.

Failure to abide by this policy will result in suspension or immediate termination.

## VIDEO-RECORDING OR AUDIO-RECORDING POLICY

Pennsylvania's wiretapping law is a "two-party consent" law. Pennsylvania makes it a crime to intercept or record a telephone call or conversation **unless all parties to the conversation consent**. See [18 Pa. Cons. Stat. § 5703](#) (link is to the entire code, choose Title 18, Part II, Article F, Chapter 57, Subchapter B, and then the specific provision).

The law does not cover oral communications when the speakers do not have an "expectation that such communication is not subject to interception under circumstances justifying such expectation." See [18 Pa. Cons. Stat. § 5702](#) (link is to the entire code, choose Title 18, Part II, Article F, Chapter 57, Subchapter A, and then the specific provision). Therefore, you may be able to record in-person conversations occurring in a public place without consent. However, you should always get the consent of all parties before recording any conversation that common sense tells you is private.

In addition to subjecting you to criminal prosecution, violating the Pennsylvania wiretapping law can expose you to a civil lawsuit for damages by an injured party.

In the interests of an appropriate academic atmosphere in the classroom and encouragement of class participation, video- or audio- recording is not permitted without prior approval of the Instructor.

## ELECTRONIC AND WIRELESS DEVICES POLICY

Using electronic or wireless devices in the classroom is a privilege, not a right. The use of these devices in the classroom is permitted on a class-by-class basis at the discretion of the instructor. Instructors may, at their discretion, reduce points awarded for participation in class or other graded activities for the inappropriate use of electronic or wireless devices. This includes when such devices are required for the course but not available due to student error. Students should follow the policies outlined in the course syllabus and clarify with the instructor if they have questions about these policies. (This will be formally included in the next revision of the course syllabi). Students who have a need for these devices as reasonable accommodation should present the request to Student Services at the earliest opportunity.

Electronic/wireless devices are increasingly required for classroom activities. If required, the student is responsible for purchasing and maintaining these devices. This responsibility includes purchase, maintenance, registration/activation, maintaining the power source, and bringing these devices to class in good working order. Students should consult the course syllabus or the instructor regarding the specifics for devices required. It is important that electronic/wireless devices are used appropriately. The guidelines below are to direct the proper use of these devices in the classroom:

Remember that students are in the classroom for one reason: to learn. The use of electronic/wireless devices during class should be restricted to in-class activities, including taking notes, viewing the lecture slides presented by the instructor, or accessing the internet for class-related information. **Do not assume you can use these devices. Rather, check with the instructor and reference the course syllabus.**

As a student, you have the right to request that a classmate cease the inappropriate use of any electronic/wireless devices. You also have the right to speak to the instructor for reassignment of seat if you find any use of wireless/laptop devices distracting. Be aware that some students, for a variety of reasons, have permission to use devices in class.

Any Facetime or video calls need to be held in private so as not to accidentally record anyone against their wishes. Additionally, the use of cell phones or cameras in restrooms is prohibited.



Personal phone calls while in the cafeteria during lunchtime are strongly discouraged. Bidwell Training Center staff reserves the right to refuse service to anyone using a cell phone during the purchase process in the cafeteria.

## **WEAPONS POLICY**

Weapons, explosives and similar devices or items are strictly prohibited on campus. No person shall possess, carry, transport or convey any weapon including firearms, ammunition, paintball guns, explosives or explosive devices or other similar items onto any school premises or facilities. Violation of the policy could result in suspension or termination. The school will cooperate with local, state, and federal officials. Any tool needed for training will be provided by the training program.

## **EDUCATION AND PREVENTION PROGRAMS**

As stated in Sexual Misconduct Policy; Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of prohibited conduct.

Bidwell Training Center is committed to offering educational programs to promote awareness and prevention of prohibited conduct. Educational programs include an overview of Bidwell Training Center's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction.

Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. The Student Services Director maintains an education and prevention calendar and tailors programming to campus needs and climate.

## **ALCOHOL AND OTHER DRUGS POLICY**

Bidwell Training Center is committed to freedom from illegal drugs, abuse of legal drugs, alcohol use on school property, as well as alcohol and drug use outside the school which adversely affects learning and student performance. In its effort efforts to safeguard the workplace, school property, and students from the effects of drug abuse, Bidwell Training Center strives to respect the privacy of students and employees while offering assistance towards helping those who have problems. Studies have shown that use of illegal drugs and abuse of alcohol increases the potential for accidents, absenteeism, tardiness, unsatisfactory performance, poor morale and damage. This includes prescription drugs that prohibit you from performing school related activities.

In accordance with the Drug-Free Schools and Community Act, Bidwell Training Center is declared a drug and alcohol-free school. The use of alcohol or unlawfully manufactured, distributed, or dispensed controlled substances, including medical marijuana (which federal law classifies as an illegal drug), anywhere on school property or while participating in school-related activities is prohibited. Furthermore, students are not permitted to report to school or to school-related activities under the influence. Students who violate this policy are subject to disciplinary action up to and including termination from the training program.

If struggling with drugs and/or alcohol addiction, contact Bureau of Drug and Alcohol Services at 412-350-3328 or the crisis intervention hotline at 1-888-424-2287.

## **SMOKE AND TOBACCO-FREE CAMPUS**

Bidwell Training Center is committed to protecting the safety and welfare of its campus community. To that end, the school is declaring its premises to be a totally smoke and tobacco-free campus. This policy applies to:

1. all areas of the building owned or leased by the school. There are no designated smoking areas within any location or on any grounds;
2. no smoking in staff/student parking lot;
3. all school-sponsored offsite activities;
4. all vehicles owned or leased by the school.
5. all students and visitors.

The prohibition includes smoking by inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco, or other smoke or vapor producing products such as e-cigarettes. Other uses of tobacco or tobacco-like products including chewable tobacco and snuff are also prohibited.

Students who want to smoke during school hours must leave the premises during designated breaks. Bidwell Training Center is committed to being a good neighbor. Any student observed smoking, trespassing, congregating in front of, loitering on, or littering the property of neighboring businesses will be subject to suspension or termination. Ash receptacles are available at building entrances and on campus for proper disposal of cigarette butts. Students will be marked tardy/absent for time missed out of class.

Tobacco cessation and awareness programs are available to students who desire to stop using tobacco. For coaching and resources on quitting smoking, contact 1-800-QUIT-NOW (1-800-784-8669) or go to [www.quitnow.net](http://www.quitnow.net) today.

### **DRUG-FREE WORKPLACE POLICY**

Bidwell Training Center strongly supports the Drug-Free Workplace Act of 1988. Bidwell Training Center prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as listed in Schedules I through IV of Section 202 of the Controlled Substances Act (21 U.S.C. 812), on the properties of Bidwell Training Center. Violations of such prohibitions on School premises, or off-campus while conducting School-related business can result in disciplinary action up to and including termination or expulsion. Although Bidwell Training Center does not act as an arm of the law, members of the campus community have no immunity from enforcement of the law. Bidwell Training Center does not and cannot deny access to its property to law enforcement agents seeking to uphold federal and Pennsylvania drug laws. The disciplinary policy of the school permits taking action beyond or separate from any which may be taken by civil authorities. Distribution and use of prohibited drugs may threaten the physical and mental health of the user, as well as the welfare of other students and the academic community. Bidwell Training Center encourages any individual facing a drug or alcohol problem to seek prompt treatment. Counseling services are available with BTC's on-campus professional counselor. Additional community resources can be requested from student advisors.

Bidwell Training Center does not permit the students or staff to be under the influence or use illegal drugs or alcohol in the facilities or on the property. Any infraction of this policy as stated in the Drug Free Workplace and Alcohol and other Drugs Policies signed by all students and employees yearly will result in immediate dismissal from the school. Those individuals seeking drug or alcohol counseling may contact your Advisor or the agencies listed below:

Gateway Rehabilitation Center  
7, 777 Penn Center Blvd #111,  
Pittsburgh, PA 15235  
(412) 373-2234

Gateway Rehabilitation Center  
Professional Suites, 5818 Forbes Ave,  
Pittsburgh, PA 15217  
(412) 697-0928

United Hearts Pittsburgh - Drug & Alcohol Treatment Services  
199-101 Amabell St,  
Pittsburgh, PA 15211  
(412) 634-4111

## STUDENT SERVICES & STUDENT INFORMATION

Student services are offered during orientation and continue throughout training with presentations and activities conducted by our Admissions, Advising, Registrar, and Career Services departments. Additional components of Student Services are delivered by workshops throughout the training to help students address such issues as building self-esteem, controlling stress, time management, and developing necessary study skills.

### EDUCATION AND PREVENTION PROGRAMS

Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of Prohibited Conduct. Bidwell Training Center is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. In accordance with Article XX-G of Act 104, amending Public School Code of 1949, Educational programs include an overview of Bidwell Training Center's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming students will receive primary prevention and awareness programming as part of their orientation. The Director of Student Services maintains an education and prevention calendar and tailors programming to campus needs and climate.

Bidwell Training Center educates students about sexual assault crimes included in the Clery Act and the Violence Against Women Reauthorization Act of 2013 (VAWA) through EVERFI, on-line education programming. This comprehensive web-based online education program combines sexual assault and substance prevention information and risk reduction to promote understanding of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. Access to the web-based online training modules is administered by the Office of Student Services and is available to all new students upon enrollment. Current students receive the training annually.

### STUDENT BILL OF RIGHTS

The Student Bill of Rights outlines your rights according to Pennsylvania Sexual Violence Education at Institutions of Higher Education Act, in accordance with Article XX-G of Act 104, amending Public School Code of 1949, should you become a victim of sexual violence. Bidwell Training Center students who experience center-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights, should you become a victim of sexual violence. Bidwell Training Center understands the trauma connected with being a victim of sexual violence and promises complete confidentiality of any information you provide to a school administrator. We also promise that we will assist you in notifying any outside individuals or agencies if you so choose.

You have the right to:

- Notify the following individuals or agencies if you are a victim of sexual violence:
  - School administrator responsible for dealing with sexual violence
  - School security or police department
  - Local law enforcement agencies
- Request assistance from the school to make these notifications.
- Obtain an order of protection, no contact order, restraining order, or similar lawful orders issued by a criminal or civil court, or enforce an order already in existence.
- Request that prompt disciplinary proceedings be initiated against the accused.
- Be notified of the outcome of any disciplinary actions against the accused.
- Be notified of any options in changing your academic situation.
- Have others present during disciplinary proceedings or other related meetings.

**Reporting Sexual Violence:** Call the local police: have all the information concerning the incident ready, including any emails, voice mail messages, photos, notes or letters, or phone calls still logged on to our phone. If you know the offender identify them to police, if you do not know the offender be prepared to provide the best description you can, including height, weight, race, sex, hair color, facial hair, distinct tattoos or body piercings, and type and color of clothing. Preserve evidence of a rape or sexual assault by not changing clothing or taking a shower. Call a crisis center hotline to get immediate assistance and learn about available options and services. Your local rape crisis center can put you in contact with a victim's advocate. Fear of reporting is understandable, but don't allow them to prevent you from reporting this crime. Intervention of authorities will result in you receiving medical and emotional help and apprehension of the offender.

### Contact information for professional and pastoral counselors:

UPMC resolve Crisis Network	1-888-7-YOU-CAN (1-888-796-8226)
Center for Victims	24-hour Helpline, 412-392-8582
Wellconnect™ Powered by New Directions	1-866-640-4777
Counseling and Wellness Center of Pittsburgh	412-322-2129

Pittsburgh Mercy 1-877-637-2924  
Pittsburgh Pastoral Institute 1-877-611-9623

### Confidential Support Resources

Pittsburgh Action Against Rape	1-866-END-RAPE (1-866-363-7273)
Center for Victims	24-hour Helpline, 412-392-8582
Women's Center & Shelter of Greater Pittsburgh	24-Hour Hotline: 412-687-8005
Persad Center	1-888-873-7723
Magee-Womens Hospital of UPMC	412-641-4933
UPMC Mercy Hospital	412-232-8222

### STUDENT ADVISOR

At Bidwell Training Center, staff is committed to providing guidance and support to students in their journey to success. Student advisors are available to assist students in overcoming barriers that can possibly interfere with their successful completion of training and job placement. Every student is assigned to an advisor during orientation and individual meetings are scheduled throughout training as needed. The advisors are equipped to address the individual needs of the students with personal, family, educational and career challenges that occur during training. This includes serving as a referral source to support services in the community and connecting students to various benefits offered by outside agencies, (e.g., Department of Public Welfare, Office of Vocational Rehabilitation, Unemployment Compensation, etc.)

**Please Note:** While off campus, call 211 or go to [www.pa.211sw.org](http://www.pa.211sw.org) to find community resources and support to meet your needs.

### COUNSELING SERVICES

Throughout the course of your career training, issues of a personal or emotional nature may arise. Failure to address these situations may cause them to escalate and interfere with your progress. Students experiencing mental health struggles can contact Student Services contracted Student Assistance Program - Wellconnect™ Powered by New Directions – 1-866-640-4777.

For mental health crises, **Resolve Crisis Network** may be called by dialing 1-888-7-YOU-CAN (1-888-796-8226) for 24-hour counseling and crisis intervention on or off campus.

### TUTORING

Tutoring sessions are available to all students at no cost. Students whose academic progress has fallen below acceptable standards may be required to utilize this service before or after scheduled class hours by faculty members. Tutoring sessions can be arranged through the appropriate training department director or instructor. In addition, tutoring sessions may be required as one of the terms of a student's probation.

### DISABILITY SERVICES

If you would like to request academic adjustment or auxiliary aids, please contact the School's Student Services at 1815 Metropolitan Street, Pittsburgh, PA 15229, phone 412.323.4000. x 189. You may request academic adjustments or auxiliary aids at any time. A Declaration of Disability/Accommodation request form is available through Admissions or your student advisor.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program, or activity; or result in undue financial or administrative burdens considering the school's resources as a whole.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify Student Services of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the school will accept a verbal request.
- 2) A Student Advisor will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the school is obtaining adequate information and understanding of your individual needs.
- 3) A Student Advisor will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.

4) If you would like to request reconsideration of the decision regarding your request, please contact Senior Director of Education, within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted by email at [garent@manchesterbidwell.org](mailto:garent@manchesterbidwell.org) or by mail to Dr. Gary Drent at 1815 Metropolitan Street, Pittsburgh, PA 15233, phone 412.323.4000, x201.

#### **REASONABLE ACCOMMODATION**

Students with disabilities that request reasonable accommodation should contact Student Services. A Student Advisor will discuss the specific request with the student's Sr. Director. Proper documentation from a healthcare/mental health care professional will be necessary to complete the request.

#### **NOTICE OF NON-DISCRIMINATORY POLICY**

Bidwell Training Center strives to provide an environment of dignity and respect for all. Staff and students are expected to behave in a manner appropriate to this environment.

Bidwell Training Center affords every student all rights, privileges, and activities generally accorded or made available to students at BTC. BTC does not discriminate based on race, ethnicity, color, religion, national origin, disability, veteran status, sexual orientation, gender, gender identity, genetic information, or any other protected category under applicable local, state or federal law in the admission of its students, administration of its educational programs, policies, activities, services, and other offerings.

#### **CAREER SERVICES AND GRADUATE EMPLOYMENT ASSISTANCE**

Bidwell Training Center's Career Services Office is staffed with two Employment Coordinators whose primary objective is to facilitate a student's seamless transition into an externship setting and, upon graduation, aid in placing students into positions that are suited to their specific skills and abilities that are directly related to their fields of study. During the students' enrollment, the staff keeps in contact with the students to discuss relevant topics such as the importance of maintaining satisfactory attendance and respectable grades in order to obtain a successful job upon graduation. Additionally, the staff meets with faculty to keep them informed of the changing needs of companies and businesses in the community. Also available during a student's enrollment are a series of career development workshops. Each workshop addresses topics such as how to prepare a resume, networking techniques and job interviewing skills.

During externship or the last quarter of training, the Employment Coordinators meet with the students to carefully interview them and to obtain any pertinent information that might aid in placing the students in a permanent position upon graduation. At this time, the Employment Coordinator also obtains information as to the type of job the student would like to find, what particular skills they have excelled in during their program, and particular aspects of the training, if any, they preferred. All specifics and potential barriers, including transportation issues or part-time job schedules that may conflict with full time employment, are also documented. The student is requested to submit their resume to the Employment Coordinator office as soon as it is updated with externship details. The Employment Coordinators have a large pool of companies that they contact regularly. A professional working rapport is maintained with these companies, thus resulting in their Human Resource personnel contacting the staff for prospective candidates when an opening occurs within their office. The Employment Coordinators are continually making new contacts in the local and surrounding areas, helping to build a good working relationship in the overall community.

Graduates are recorded each month along with employment status. Reports are generated from this data and utilized for follow-up purposes. By Pennsylvania law, no school may guarantee the placement of its graduates, but BTC makes every effort to help graduates every step of the way. All job placement records are maintained with the Career Services office.

#### **LIBRARY**

We encourage all students to use the library during designated times. The library is located in the Academic Commons area of the main facility. In addition to training related materials, there is access to the Internet.

Department faculty will acquaint students with library and Internet access to library resources. Student ID badges will be required to check books out.

Books must be returned by the due date and prior to the program's completion. Students will be required to pay for books that are damaged, excessively marked, or soiled. Progress reports, transcripts, diplomas/degrees will be withheld until payment is received.

Library Hours: 7:30 a.m. to 4:00 p.m.

#### **PARKING**

Bidwell Training Center does not provide student parking. Students are not permitted to park in any of the BTC or UPMC parking lots unless assigned by BTC Administration. Otherwise, only BTC staff and its visitors are allowed to park in BTC parking lots; violators will be towed at their own expense. Students may park on the streets surrounding BTC property. Please observe parking laws to avoid towing, ticketing, or damage to vehicles.



**HOUSING**

The school does not provide student housing. The school can assist students in identifying housing but cannot assume the responsibility for such choices.

**DINING HALL**

A 200-seat dining hall is available for meals, relaxation, and socialization. The culinary students prepare full-course lunches daily for students, staff, and guests. Refreshments can also be purchased throughout the morning.

Hours of operation are: 8:30 AM – 12:45 PM

Hot lunch is served 11:30 AM – 12:30 PM and always subject to availability.

Daily updates and weekly menus are communicated via school email.

Presenting student school ID at checkout is required to receive discounted pricing.

**Cafeteria Etiquette**

Meals prepared by students in the Culinary Arts program are available at lunchtime in the dining hall of the main facility at 1815 Metropolitan Street. We require that all students always extend courtesy and respect to the Culinary Arts staff and students and other diners while in the dining hall. This includes refraining from inconsiderate behavior (e.g., excessively loud or inappropriate conversation, music without headphones, the use of profanity, etc.). Any behavior deemed by Culinary Arts personnel to be discourteous, disrespectful, or inappropriate may lead to revocation of dining hall privileges and disciplinary action.

Everyone including guests utilizing the cafeteria must abide by all school and building policies and procedures.

**Dietary requirements, allergies, and intolerances are the responsibility of the diner. Please remember this is a teaching kitchen and the meals prepared reflect the Culinary Arts course content; therefore, cannot be adjusted to accommodate personal dietary restrictions.**

**Outside Meals**

Meals brought from the outside are permissible as long as they are not offensive to neighboring diners. Note, since BTC is subject to Allegheny County Health Department regulations, the school is unable to hold and refrigerate any meals not produced in the building.

**FRATERNIZING**

Students are not to fraternize with the staff and faculty of Bidwell Training Center. This fraternization includes but is not limited to:

- personal phone calls
- texting or emailing
- ride sharing or transporting of a student in the employee's vehicle
- meeting socially outside of the school; smoking during breaks together; etc.

Bidwell Training Center will not condone staff and faculty interacting socially or having a personal relationship with students. Disciplinary action may be taken, up to and including termination, if this policy is breached.

Pittsburgh area youth are enrolled in the Manchester Craftsmen's Guild programming. Fraternalizing with these school-age students is not permitted.

## **STUDENT RECORDS**

Permanent student academic and financial aid records are kept in accordance with federal, state and accreditation regulations. An academic file is created for each student and includes the following: application for admission, letter of acceptance, enrollment agreement, high school transcript/proof of graduation from an accredited high school/General Educational Development (GED) or the equivalent, and any other admission and orientation documents/releases. As the student progresses through a program, any additional pertinent information is added to the academic file, including all academic-related documents, change of status forms, final transcripts, etc. All financial aid files are stored at the main campus.

## **DUPLICATE TRANSCRIPTS AND REPLACEMENT DIPLOMAS/DEGREES**

Upon written request, Bidwell Training will issue a duplicate transcript of a graduate's record. Requests are to be made through the Registrar's office. A charge of \$5.00 will be made for each transcript request.

Also, upon written request, Bidwell Training Center will issue a replacement diploma of a graduate. Requests are to be made through the Registrar's office. A charge of \$10.00 will be made for each replacement diploma request.

## **IDENTIFICATION BADGES**

School-issued ID badges must be always worn at or above waist level at all times in all facilities. Students without ID will not be permitted past the reception area without a temporary ID issued by their designated program staff. In addition, students will not be permitted to check out materials from the library or purchase lunches at the student rate without an ID badge.

**Please Note:** Horticulture and Medical staff may not be available to issue a temporary ID at 1815 Metropolitan Street. A temporary ID must be obtained prior to attempting to enter the building.

It is the student's responsibility to notify the training director of a lost or missing ID badge. Replacement badges are issued at the student's expense at a cost of \$5.00. In the event of termination or withdrawal, a student must relinquish their ID to a school official.

## **PERSONAL PROPERTY**

All personal property and valuables are the sole responsibility of the student. Bidwell Training Center does not assume liability for any lost or stolen items. Vehicles should always be locked to avoid theft.

## **FOOD AND DRINK**

No food or drink is permitted in the learning environment except for water which is permitted in the classroom as long as it is enclosed in a clear container.

## **SCHOOL SEARCH POLICY**

Bidwell Training Center's administration reserves the right to conduct a search on its premises. Student searches, including student belongings\*, may be based on reasonable suspicions of a violation of school rules and/or state or federal law. The search or inspection shall be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student shall be justified at its inception, based on reasonable suspicion and reasonable scope considering the nature of the infraction. Furthermore, the school reserves the right to do random searches. Contraband and other unauthorized property discovered to be on school property or school sponsored activities will be seized for evidentiary purposes in a school learning and/or legal hearing. Illegal contraband or other property will be turned over to the proper law enforcement.

*\*Student belongings are defined as, but not limited to bags such as backpacks, purses, handbags, duffle bags, luggage, boxes and containers.*

## **LOCKERS AND SCHOOL PROPERTY**

Students will be issued lockers upon enrollment. Students must only use the locker assigned to them. Secure all personal items in the locker during class time, as BTC is not responsible for stolen items. **Please do not leave food in your locker overnight!**

It is the student's responsibility to furnish his/her locker with a lock and to remove the lock at the conclusion of training. Locks on lockers that are not issued to current students will be removed and the contents of the lockers disposed.

Lockers are the property of the school and are assigned to the students for school use. Students hold neither expectation of privacy in their lockers nor any other school property. Students leave articles of value in lockers at their own risk. Students are not

allowed to share lockers with another student for any reason. School officials have the authority to search all school property (including lockers) at any time without notice and to seize any property prohibited by law or school policy. A student may place a lock on his/her locker; however, the lock will be cut by the school if there is no other method to gain entry.

### **THEFT OR LOSS**

Students are responsible for securing their own personal belongings. Please do not leave purses and valuable items unattended.

In case of property loss, report the loss to the instructor or designated program staff immediately. The receptionist at the front desk in 1815 and the front desk in 1650 are not responsible for any lost and found items.

Stealing or damaging property, whether personal property or that of Bidwell Training Center, is a serious act. Violators will be subject to school disciplinary action up to and including termination, as well as prosecution to the fullest extent of the law.

### **VISITORS, GUESTS, AND CHILDREN ON CAMPUS**

Bidwell Training Center is concerned about student safety and confidentiality. Therefore, no personal information will be disclosed to visitors including a student's attendance or whereabouts. Personal visitors are discouraged, and children are not permitted on campus due to safety and security reasons. When a visit is necessary, informing the school in advance is required whenever possible.

Visitors are not permitted beyond the reception areas unescorted and cannot go directly to a classroom or training area. All visitors, including visiting graduates, must register at the reception desk at 1815 Metropolitan Street or the security desk at 1650 Metropolitan Street upon entering the building.

### **STUDENT PUBLIC DRIVE**

A source for students to electronically access various school information is the student public drive (assigned the letter "J"). After logging into the system, go through "My Computer" and scroll to "Student Public (J:)". There you will find the "All Students" folder which contains community resources, and annual reports on security, graduation, and career placement rates. There is another folder specific to your major that will contain useful information as well.

### **INTERNET AND NETWORK WORKSTATION USAGE POLICY**

The use of computers provided by Manchester-Bidwell Corp., Manchester Craftsmen's Guild or Bidwell Training Center are for school or business-related activities and all users must conform with the following guidelines. These guidelines relate to any corporate computer as well as any computer within a classroom environment that is attached to the corporate network. This policy is subject to change and any/all changes will be immediately communicated to staff and students.

- The company computer resources are owned by Manchester Bidwell Corporation. Users are provided access to computer resources to assist them in their educational endeavors. It is a privilege and may be revoked at any time.
- Internet access provided by Bidwell Training Center is to be used for school-related tasks only.
- Inappropriate sites including sites that contain pornography, hate, violence, obscenities, online gaming and the like are forbidden to be accessed via the MBC corporate network.
- Streaming video and audio are not allowed via the Internet connection.
- Downloading any files or programs not pertaining to class work from the Internet is strictly prohibited without the consent of an instructor.
- Students may not download any file to a personal computer hard drive, server directory, or share without the express consent of their instructor.
- All users must close all applications and log out of the network at the end of each workday.
- Each network user must keep their password confidential in a secure place.
- Password sharing is prohibited.
- No user is allowed to log on to the network with another person's login id.
- No user is to install software on their personal computer or any network resource without the express consent of the IT Administrator and/or IT staff.
- No user shall attempt to gain access to a restricted server directory or share a directory with anyone that does not have rights to do so.
- Instructors are responsible for the monitoring of student activities on computers in a classroom, which is on the MBC corporate network. If there is a concern about something that is witnessed, it is also the responsibility of the instructor to notify their Department Head and the IT Department about the situation. This pertains to students who are given access to classrooms when no class is in session – their use of the network should be monitored at all times.
- No software that has been installed by the network support team is to be uninstalled or made inactive by user.
- No software is to be installed on any computer that is attached to the MBC network. This action violates the software license. Software audits will be performed periodically, and violators will be identified. This includes AOL, MSN and any instant messaging programs.
- No personal computers or peripherals are to be relocated without the knowledge and consent of the IT Administrator and IT staff.



- Network resources such as printers are for the purpose of MBC business. Personal use of such resources is prohibited.
- A request for access to the home directory of another user must be approved by the requestor's immediate supervisor as well as owner's supervisor prior to submitting said request to IT. This is also true for any restricted directory.
- All machines should be locked when the user walks away from desk during school or business hours when not logging off network. This is accomplished by pressing Ctrl, Alt, & Delete keys simultaneously, then pressing enter. To unlock, press Ctrl, Alt & Delete and you will be asked to re-enter your password, press enter, and system will be unlocked.

## **EVACUATION PROCEDURES**

In the event of an emergency, an alarm will be sounded if building evacuation is required. In the event of an evacuation, please remain calm and follow all instructions given by staff or faculty. Exit the building in an orderly manner by following the designated evacuation route for your location.

Do not use elevators in case of fire. Do not attempt to re-enter the building until you are instructed to do so by school officials.

Should you discover a potential emergency situation, immediately report it to your instructor or the nearest BTC staff person.

## **ENTRANCES AND EXITS**

Students should enter and exit the main facility from the Metropolitan Street side of the building near the receptionist's desk. Students are not permitted to use other doorways unless an emergency necessitates it. This includes the door near the auditorium/concert hall. An alarm may sound if other exits are used. Students may enter and exit Harbor Gardens Park from the front courtyard entrance adjacent to Beaver Avenue. Students may also exit from the rear door on Metropolitan Street. The third and fourth floors are off limits to BTC staff and students.

Horticulture students should use the main entrance to enter and exit the greenhouse. Other students are prohibited from entering this facility.

