2018-2019 Catalog
Volume XIII

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WWW.CITTX.EDU

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INTRODUCTION

WELCOME FROM THE PRESIDENT

Let me be the first to welcome you to *Career Institute of Technology (CIT)*! I'm excited that you're thinking about your education, and happy to tell you that CIT can help prepare you for a new career.

Whether you are getting out of high school or returning to school, our highly-focused career training programs give you the important job training you need in the workplace. We offer valuable, hands-on instruction that equips you with real-world skills for which today's employers are looking.

Our philosophy is grounded in the willingness to care for what happens to our students, which is why we do everything we can to help you succeed. In addition to providing training in some of the most in-demand careers, we offer day and evening classes, financial assistance to those who qualify, graduate placement assistance, and so much more.

We don't just prepare you to graduate; we prepare you to pursue your dreams. By preparing you for the future, we're giving you the independence to become someone, the encouragement to better yourself, and the opportunity to prove that you can accomplish just about anything.

Bill Bassuk, M.B.A
President and CEO

MISSION STATEMENT

The mission of *Career Institute of Technology (CIT)* is to engage the student in quality learning experience using progressive training and educational methods in an expedient manner that will allow our graduates to achieve career success.

VALUES

CIT's *dedication* to communication between students, faculty and staff leads students to fulfillment in their chosen career field. The ongoing *cooperation* with the students by **CIT** faculty during the program, and after graduation is encouraged by **CIT** administration. **CIT** program improvements are driven by active *listening* to student surveys and feedback. CIT promotes *integrity* of the academic process in order to insure a high quality of standards.

SCHOOL OVERVIEW

Career Institute of Technology provides vocational training, Biomedical Equipment Technician (BMET) program, to the general public with the goal of providing all of our students with the training needed to obtain gainful employment in their chosen field. *Career Institute of Technology* is owned by Round Rock Education Leaders, LLC.

Career Institute of Technology is Accredited by the [Accrediting Council for Continuing Education & Training (ACCET)](#). CIT is also Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin Texas.

HISTORY

Career Institute of Technology (CIT) was founded in 2010 with the primary purpose of serving students, industry, and the community. CIT is owned by Round Rock Education Leaders LLC, an educational company located in Round Rock, Texas. Round Rock Education Leaders LLC is owned by William Bassuk, Chairman. Our School Director, Mr. Richard Gonzales, M.A., is a retired Army officer with more than ten years of public and career school experience.

DESCRIPTION OF THE FACILITY AND EQUIPMENT

Career Institute of Technology occupies approximately 1500 square feet of office space in a commercial office building in San Antonio, Texas. There is one academic classroom that can accommodate up to 30 students per class. There is one administrative office, one instructor office and conference room and a reception office area. There are restrooms, a student lounge and eating area complete with sink, fridge and microwave for student use.

ADMINISTRATIVE & KEY STAFF

Name	Department	Title
Mr. William Bassuk M.B.A	Administration	President & Owner
Mr. Richard Gonzales, M.A	Administration	School Director
Mr. Scott McKnight M.S.M	Administration	Director of Education

FACULTY

Name	Department	Title
Mr. Mike Uresti B.S	Biomedical Technology	Senior Faculty/Instructor
Mr. William Bassuk M.B.A	Biomedical Technology	Faculty/Instructor
Ms. Heather Herbert A.A.S	Biomedical Technology	Faculty/Instructor

ADVISORY BOARD – BIOMEDICAL EQUIPMENT TECHNOLOGY PROGRAMS

Mr. Darius Poole	Manager of Cuero Regional Hospital
Mr. Preston Wilson	Director, Citizens Medical Center
Mr. Michael Brown CBET	Lufkin Memorial Hospital

OFFICE HOURS OF OPERATION (by appointment)
Monday – Thursday 9:00 am – 5:00 pm, Friday 9:00 am – 12:00 pm

ADMISSION

ADMISSION STEPS

Potential students should apply for admission by completing the application form and submitting the applicable fee. A school representative will meet with the candidate and provide him/her with a campus tour and a copy of the catalog. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing the enrollment agreement.

Students with disabilities will not be discriminated against in the admissions process. Reasonable services and adjustments will be made to accommodate students with disabilities without compromising the academic standard or inherent requirements of the program or course.

Enrollment and Re-Enrollment/RE-Admittance Policy:

Students are required to enroll and re-enroll in classes every semester and are only permitted to enroll up to a maximum of 12 months at any given time.

General Admission Requirements for the Online Certificate Program:
1. Complete an interview with the director of the admissions and program director
2. Receive the school catalog
3. Review, complete, and sign the Enrollment Application and Enrollment Agreement, pay the $50.00 application fee, and provide a copy of a **Photo ID** (driver's license, military ID, government issued ID).

General Admission Requirements for the Online Degree Program:
1. Complete an interview with the director of the admissions and program director
2. Receive the school catalog
3. Review, complete, and sign the Enrollment Application and Enrollment Agreement, pay the $100.00 application fee, provide applicable transcripts, complete the program entrance test requirement, and provide a copy of a **Photo ID** (driver's license, military ID, government issued ID).

ADMISSION REQUIREMENTS
All candidates for admission must be at least 17 years of age and must have parental permission if under age 18. CIT Programs that require a High school diploma or GED will need to provide proof during the enrollment process. Admissions staff will meet with each prospective student prior to enrollment. During this interview the Admissions Representative will fully explain the policies and procedures of the School, all aspects of the training programs the individual is interested in, as well as job placement assistance procedures and results. The prospective student will be given a full tour of the facilities related to their chosen field of study and will meet with Financial Assistance personnel to discuss all of their options for payment of tuition. It is CIT policy that only the most interested, ambitious and motivated students will be enrolled into our Programs.

PROGRAM ENTRANCE TEST REQUIREMENTS FOR DEGREE PROGRAMS
All applicants to the Associate of Applied Science Degree in Biomedical Equipment Technology-IDL must obtain a passing score of 13 on the Wonderlic Exam, a national standardized exam recognized by the U.S. Department of Education. At the time of enrollment, the entrance test must have been successfully completed within the last 12 months.

If an applicant does not pass the entrance examination, the applicant may retake the exam the next day to attempt to pass a second time. If the applicant does not pass the second time, they must wait one calendar year before reapplying. *A prospective student may be admitted without passing the entrance exam with the permission of the Campus President.*

ADMISSION REQUIREMENTS CONTINUED

PROGRAM	CRITERIA
Biomedical Equipment Technician Online (Certificate)	High School diploma, GED, or Home Schooling Equivalent Admissions interview
Associate of Applied Science Degree in Biomedical Equipment Technology-IDL	High School diploma, GED, or Home Schooling Equivalent Admissions Interview Entrance Testing

CREDIT FOR PREVIOUS EDUCATION & TRAINING

Career Institute of Technology (CIT) shall grant credit for completion of certain courses taken at other post-secondary institutions accredited by an agency recognized by either the US Department of Education or the Council for Higher Education Accreditation.

The student should submit an application for credit granting with an official transcript. For courses to be considered for transfer they must reflect the following: courses must be a minimum passing grade of 70% (C), courses must be equivalent to the CIT course for which credit will be given. The maximum number of course/credit hours that can be accepted is 50% of the program credit hours. The tuition will be calculated based on the percentage of the credit hours granted, for example if 30% of credit accepted the tuition will be 70% of the program tuition. Transfer Credit may also be given for: CLEP Exams and ACE Recommended Credit.

To appeal the transfer credit decision, the student can request a meeting with the Campus President to discuss the process of credit granting and the director must explain to the student how the decision was reached. CIT does not charge any fee for evaluating or accepting transfer credit. All transcripts must be submitted to the Campus President or Academic Dean for an evaluation before enrolling into a program.

TRANSFERRING CREDITS TO OTHER SCHOOLS

The transferability of credits is the sole decision of the receiving school, college or university to which the student intends to transfer. CIT makes no representation that our credits are transferable to other institutions of higher education. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CIT to determine if your certificate will transfer. CIT has not entered into an articulation or transfer agreement with any other college or university.

PROFICIENCY CREDIT

A student may request credit for some courses in the curriculum based on the student's prior work or educational experience. All requests must be submitted during the enrollment process, prior to beginning their program of study. Academic credit for the course will only be received if the student passes the course final exam with a minimum 80% grade. The final exam must be administered by the Program Director or Academic Dean. Due to the large amount of hands-on competency, proficiency credit is not available for all courses. Please see chart below for eligible courses. If the student demonstrates proficiency, the letter grade of "PE" will appear on the student's transcript. Proficiency credit will not be used to determine satisfactory academic progress, but will be used to determine completion of

graduation requirements. A fee of $200 for each subject will be charged to all students taking the exam to request proficiency credit. Payment must be made in certified funds.

Course Number	Course Title
MTO 1101	Medical Terminology ONLINE
APO 1301	Basic Anatomy ONLINE
BMTO 1302	Introduction to Computer Office Programs ONLINE
BMTO 1303	Introduction to Computer Networking ONLINE
BMTO 1601	Introduction to Electronic Circuits ONLINE
COMM 1301	Business Professional Communication
HIST 1301	American History
MATH 1301	Everyday Mathematics
ENGL 1301	English Composition I
COMP 1301	Introduction to Computers
BMET 1302	Medical Terminology & Anatomy
BMET 1303	Networking Fundamentals I
BMET 1304	Introduction to Mechanical Systems
BMET 1305	Electronics I
BMET 1306	Healthcare Technology Management I
BMET 2304	Biomedical Equipment I
BMET 2308	Biomedical Database Fundamentals

FINANCIAL INFORMATION

TUITION AND FEES

Certificate Program	Tuition	Application Fee	Books	Tools	Total
Biomedical Equipment Technician Online	$9500	$100	Included in Tuition	Included in tuition	$9500
Degree Program	**Tuition**	**Application Fee**	**Books**	**Tools**	**Total**
Associate of Applied Science Degree in Biomedical Equipment Technology-IDL	$22500	$200	Included in Tuition	Included in Tuition	$22500

- Payment Methods: Check, money order, Credit Card, In-school Payment Plan***.

* The school administers its own collection of delinquent tuition payments. A $5 fee is assessed for every 5 business days a payment is late. Students that are delinquent or not paid in full will not receive their diploma and transcript until all financial obligations are met.

GRANTS, STUDENT LOANS, VETERAN BENEFITS, AND SCHOLARSHIPS

At this time the school is not Title IV approved. No federal financial aid is offered or provided. Financial assistance in the form of state grants and loans may be available to students who qualify. The Office of Financial Assistance will assist students in applying for available grants, loans and scholarships.

MILITARY & VETERAN BENEFITS

You have a variety of military and veteran benefit programs to finance your college education. CIT staff can help you in your transition and are always willing to meet with you personally to help you achieve your educational objectives. You will need to complete the Veterans On- Line Application (VONAPP) to begin to receive the benefit unless indicated differently. More information about VA education benefits is available at http://www.benefits.va.gov/gibill.

WORKFORCE INVESTMENT ACT (WIA)

Participants must be deemed eligible for WIA services prior to enrollment at CIT. The objective of the program is to provide training for individuals who lack the occupational and job-seeking skills needed to obtain employment. The purpose of the program is to increase participant occupational skill levels to be adequately prepared for obtaining unsubsidized employment. For detailed information concerning these programs contact the local workforce office.

STUDENT LOAN OPTIONS

CIT offers zero percent financing for all students. *Students who receive loans to pay for their course of instruction are responsible for repaying the full amount of the loan, plus interest, less the amount of any refund.*

Defaulting on loans could result in damage to credit ratings, loss of eligibility for future options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages. CIT will transfer defaulted loans to collection agencies. Credit may be adversely affected.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules are available from the Office of Financial Assistance.

CANCELLATION AND REFUND POLICY FOR ASYNCHRONOUS DISTANCE EDUCATION COURSES

The CIT Cancellation and Refund policy complies with applicable federal and state laws and regulations and ACCET policies. CIT is an ACCET accredited institution, as such, we seek to promote good will through the use of explicitly stated fair and equitable cancellation and refund practices pertaining to cancellations, withdrawals, and terminations that take into consideration:

The legitimate reasons why an applicant or student may not be able to either start or complete their training; and

The reasonable expenses incurred by CIT.

General Requirements:

CIT maintains a fair and equitable, clearly defined, and uniformly administered cancellation and refund policy for cancellations, withdrawals, and terminations. The policy is designed to be most equitable to the student and complies with ACCET and Texas Workforce Commission requirements.

1. CIT does not require written notification of cancellation or withdrawal. Additionally, CIT does not require notification of cancellation or withdrawal in person as a condition for making refunds, nor does it charge penalties for failing to notify the institution in writing. New students entering the program are provided a fourteen (14) day option period to withdraw without penalty.

2. CIT does not financially obligate students for a period of more than six (6) months at a time. Refund computations apply to stated charges attributable to the given period of financial obligation. All students are treated equitably with respect to charges and refunds based on the source of funding or the timing of disbursements or payments.

3. CIT completes and documents refund calculations for each student who cancels, withdraws, or is withdrawn from training. To ensure timely and accurate refunds the school will consider the following:

Start Date
Last date of Attendance (LDA)
Date of Determination (DoD)
Charges to the Student
Total amount paid
Weeks earned and resulting percentage of program completed

4. The effective date of termination for refund purposes will be the earliest of the following:

a) the date of notification to the student if the student is terminated;

b) the date of receipt of written notice from the student; or

c) for an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

5. The student is entitled to a full refund up to the 72-hour enrollment period; after 72 hours refunds will be prorated up to 50%. After three weeks no refunds will be issued.

6. A full refund of all tuition and fees is due in each of the following cases:

a) an enrollee is not accepted by the school

b) the program of instruction is discontinued by the school, and this prevents the student from completing the program; or

c) the student's enrollment was procured because of any misrepresentation in advertising, promotional materials of the school, or misrepresentation by the owner or representative of the school.

7. If a student does not interact for more than 14 calendar days they must be dropped from the course. The students last date of educational activity will be clearly indicated on the permanent student record.

8. A student withdrawing as a result of active military service will be entitled to refund of the period of enrollment.

 students withdrawing due to military service will receive a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses the student has previously received a grade on the student's transcript, and the right to re-enroll in the program

b) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructors of the program determine that the student has:

1) satisfactorily completed at least 90 percent of the required coursework for the program; and

2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. Refunds will be entirely consummated within 45 days after the effective date of termination. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

SCHOOL POLICIES

STUDENT RESPONSIBILITIES
Students are responsible for understanding and following all rules and regulations that the school may make known to the student body. The school reserves the right to make changes in any area of the school including but not limited to curriculum, faculty, location, equipment, rules and regulations in accordance with applicable Texas Workforce Commission private vocational school regulations.

CODE OF CONDUCT POLICY
Students attending *Career Institute of Technology* must respect the rights and welfare of the other students, faculty, administration and guests. Conduct that disrupts the class, and does not cease after two warnings, may cause a student to be terminated under the same rules as withdrawal. Students who retake the class and are unable to refrain from disrupting the second class may be terminated without option to renew.

Prohibited acts include possession or use of firearms or weapons, possession and/or distribution of narcotics or any controlled substances, assault, disruptive behavior interfering with teaching, academic dishonesty, theft of property, abuse of technological resources, accessing obscene or pornographic materials online, and harassment on the basis of gender, ethnicity, national origin, religion, disability, or any other characteristic.

Violation of the *Career Institute of Technology* student conduct policy may be grounds for dismissal, depending upon the severity of the misconduct. After a preliminary investigation by the Campus President, the allegation may be dismissed or the student will be informed of the charges. If it is determined that severe misconduct or felony has occurred, defined by any act punishable by incarceration under federal or state law, *Career Institute of Technology* retains the right to immediately suspend the student until such time that a hearing determines the outcome. Penalties may include a warning, suspension, or dismissal.

The Campus President reserves the right to dismiss a student from the program at any time for behavior that is deemed unethical or unprofessional. Students are expected to adhere to the standards of conduct both in the classroom and on school premises.

Violation of these rules will subject the student to reprimand, probation, suspension, and/or dismissal. The school reserves the right to assess all penalties.

A student found to be in violation of school regulations has the right to appeal the decision, following the grievance protocol.

A student who has been dismissed for violating policy may not apply for readmission.

COPYRIGHT POLICY
Career Institute of Technology does not condone or tolerate the unauthorized copying of licensed computer software by staff, faculty, or students. CIT shall adhere to its contractual responsibilities and shall comply with all copyright laws and expects all members of the CIT community to do so as well. Members of the CIT community who violate this policy may be subject to discipline through standard CIT procedures. An individual or CIT department engaged in the unauthorized copying or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals or departments shall be solely responsible for their defense and any resulting liability. If you have questions about this policy, please contact us.
http://copyright.gov

PLAGIARISM POLICY

Plagiarism is defined as the act of using words and/or ideas from another person or source without giving proper acknowledgement to that person or source. A student is plagiarizing if they:

- Turn in someone else's work as their own,
- Copy words or ideas from someone else without giving credit by using proper in-text citations and a work cited page
- Fail to put a quote in quotation marks, change words, but copy the sentence structure of a source without giving credit by using proper in-text citations and a work cited page
- Student's own work and/or ideas are less than 40% whether you give credit or not.

Plagiarism is against the law if it infringes an author's intellectual property rights and will result in a failing grade for the assignment and may even result suspension from school. First offense: Program Director advises student and documents offense. Second Offense: Student can be dismissed from school at the discretion of the Academic Dean. Student is advised by both the Program Director and the Academic Dean. The advising will be documented and placed in the student's academic file.

CAMPUS SAFETY

The safety of students, faculty, staff and visitors is a vital concern to CIT. Everyone at CIT is involved in creating a safe environment and is encouraged to report all safety concerns to the Campus President.

DRUG AND ALCOHOL-FREE POLICY

CIT offers a drug and alcohol-free environment. This Drug and Alcohol Policy applies to enrolled students. The unlawful possession use and/or distribution of illicit drugs and alcohol is strictly prohibited. This applies to every student on school property or participating in school activity. Students who require prescription drugs that may impair their schoolwork should inform the school or the instructor for proper documentation.

CAREER SERVICES & PLACEMENT ASSISTANCE

Career Institute of Technology assists students in finding employment after training. Although the school cannot guarantee employment, we will help students to secure jobs through a variety of means, including job searches and available job postings, resume writing assistance and training in interviewing techniques. Graduates are eligible to access the school's placement assistance program at no additional cost.

EXTERNSHIP: Students receive assistance by the school's Program Director and Career Services staff. The student will learn to use all that was taught through theory and apply their skills and working knowledge as it relates to the job profession in a real healthcare setting to gain practical hands on experience.

DISABILITY POLICY

CIT is committed in ensuring that students with documented disabilities receive appropriate accommodations in their instructional activities, as mandated by Federal and State law. Students with disabilities will not be discriminated against in the admissions process. Reasonable services and adjustments will be made to accommodate students with disabilities without compromising the academic standard or inherent requirements of the program or course.

STUDENT RECORDS

CIT maintains permanent student files organized by year and categorized by active students, graduates, and terminations/drops. Student records are kept on file with the Office of Campus President.

Student files include enrollment application, enrollment agreement, record of school policies receipt, record of previous education form, transcripts, school tour receipt (where applicable), textbook/supplies received forms (where applicable financial information, scholarship applications (where applicable), satisfactory performance evaluations, status change notices, refund computation forms (where applicable), and appropriate verification materials as required. All student records are confidential and CIT adheres to the requirements of the Family Education Rights and Privacy Act (FERPA). Students should contact the school for further information.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) afford 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 Career Institute of Technology (the "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 Career Institute of Technology in an administrative, supervisory, or support staff position. A school official also may include a volunteer or contractor outside of Career Institute of Technology who performs an institutional service of 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. 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 Career Institute of Technology. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Career Institute of Technology 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, DC 20202

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.

DISMISSAL

A student may be dismissed from the school for violation of the attendance policy, improper conduct, failure to satisfy financial obligations to the institution, or failure to maintain satisfactory progress. Please see the section titled "Satisfactory Academic Progress/Academic Probation" in the Academic Policies for a complete definition of satisfactory progress.

NON-DISCRIMINATION

Career Institute of Technology does not discriminate in admission, campus activities, education, or employment on the basis of race, creed, color, sex, age, disability, national origin, religion, or any other protected status. No act of retaliation shall occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

GRIEVANCE PROCEDURE

The administration, faculty and staff of CIT maintain an open-door policy for students to voice their concerns or complaints. Occasionally a student or former student will require assistance with a problem at a level outside of CIT. Information regarding the appropriate state and/or accrediting agencies that would be of assistance to the student is available from the Campus President.

The formal CIT grievance procedure is as follows:
1. The student attempts to handle the grievance with the instructor in a professional manner.
2. If the grievance cannot be settled with the instructor, within ten school days the student may ask for the intervention of the Campus President to attempt to mediate, arbitrate, or rectify the situation. In most cases, grievances can be settled at this level of intervention. The Campus President will evaluate the grievance and gather information. The student will be kept informed by the Campus President as to the status of the grievance, as well as the resolution of the problem.
3. Please direct unresolved grievances to:
   > Texas Workforce Commission, Career Schools and Colleges
   > 101 East 15th Street
   > Austin, Texas 78778-0001
   > Phone: 512-936-3100

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.

2. The letter of complaint must contain the following:
   a) Name and location of the ACCET institution;
   b) A detailed description of the alleged problem(s);
   c) The approximate date(s) that the problem(s) occurred;
   d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;

e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;

f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and

g) The status of the complainant with the institution (e.g. current student, former student, etc.).

3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. **SEND TO:**   ACCET
CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Email: complaints@accet.org
Website: www.accet.org

Note: Complainants will receive an acknowledgement of receipt within 15 days.

INDEMNIFICATION

The student releases and holds harmless CIT, its employees, agents, and representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage which may be suffered by the student from any cause while enrolled in school. Other grievance procedures: this provision is in addition to any grievance procedure specifically provided for by statute or rule to the extent that the claims are within the scope of such statute or rule.

STUDENT SUPPORT SERVICES

Academic Advisement

CIT faculty and staff are available to advise students on academic challenges, and if needed, provide a referral to special counseling services when required.

Student Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. CIT believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

ACADEMIC POLICIES

CLASS SCHEDULE

Program Title	Session	Days of Week	Time	Weeks to Complete
BIOMEDICAL EQUIPMENT TECHNICIAN ONLINE				25
Online Lecture Hours-16 clock hours per week	ONLINE	Mon-Sun	ONLINE	25
Associate of Applied Science Degree in Biomedical Equipment Technology-IDL	ONLINE	Mon-Sun	ONLINE	60

EMERGENCY CLOSINGS

In the event severe weather conditions, such as hurricanes, ice storms or other acts of nature create hazardous conditions and/or extended power outages, administrators may find it necessary to close the school. In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or school holidays an emergency number will be posted on the outside door.

SCHOOL HOLIDAYS

- Martin Luther King Day
- President's Day
- Spring Break   3rd Week in March, closed all week
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving   Thanksgiving Day and Day After
- Christmas Break   Christmas Eve through New Years

CLASS START DATES 2018-2019

Program session start-stop dates are available in the catalog addendum.
Class start dates also available online at: WWW.CITTX.EDU

ATTENDANCE POLICY

Students are expected to attend all scheduled classes. Weekly attendance is taken and recorded on an attendance sheet. Attendance sheets are kept on file in the office. Many employers, in deciding whether to hire a graduate, consider his or her attendance record as an indication of the person's reliability and commitment. Students who have been absent from all their scheduled classes for more than 10 consecutive school days, not including scheduled holidays or breaks, will be administratively withdrawn from the program.

According to Texas Administrative Code, Title 40, Section 807.241-243, Career Institute of Technology is obligated to terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:
- More than 10 consecutive school days.
- More than 25% of the total hours in a program.
- Any number of days if the student fails to return as scheduled from an approved leave of absence (see below).

LAB HOURS
Lab hours will consist of student video recorded projects and will be an additional 5 hours per week for coursework that requires lab hours. To receive credit for attending class, the student must complete the minimum amount of lessons assigned by the instructor for the week as defined by the course syllabi.

EXTERNSHIP POLICIES
Externship - Is the practical course that is taken during the last module of the degree program. The Externship will be the last lesson of the program.

EXTERNSHIP ELIGIBILITY
Students must have successfully completed (grade of C or better) all scheduled courses except for Advanced Medical Equipment Systems or have permission from the Program Director.

EXTERNSHIP ATTENDANCE
The Program Director will monitor attendance closely. Students must attend their extern site as scheduled. Students failing to attend the required minimum hours assigned each week may be terminated from the program or dropped from the course.

All externship hours must be completed, and any time missed during the externship portion of any program must be made up. A student will not be allowed to graduate unless they have performed all externship hours prescribed for their respective program.

TIME SHEETS
All students on externship assignments are required to submit weekly attendance records via fax, email, or in person. Students that fail to submit weekly attendance information may be required to report to the school in person to meet with the Program Director.
Failure to submit time sheets and meet with Program Director in a timely manner may result in repeating any hours submitted after the deadline before a student will be given credit.

EXTERNSHIP SCHEDULES
In order for students to complete their program on schedule it is necessary for them to attend externship for 135 clock hours over a 6-week period, 22.5 clock hours per week.
In most instances, externships are scheduled during normal business hours, Monday through Friday, between the hours of 8:00 am and 6:00 pm. Students entering externship need to be prepared to be available during these times.

TERMINATION /WITHDRAWAL FROM EXTERNSHIP
Any student displaying unprofessional behavior while performing externship duties which causes externship supervisors to request, they be moved to other externship sites more than one time will be terminated by the school.

Students displaying unprofessional behavior while performing externship duties which causes the institution to lose the site will be terminated by the college and will not be considered eligible for re-entry to the school.

Additionally, students must complete the externship portion of their program within a maximum allowable time frame. Students whose externship progress becomes impeded to such a degree that they cannot complete the externship portion of their program within the maximum allowable time frame will be terminated from the school.

MAKE-UP WORK

No more than 5% of the total course hours for a program may be made up.
Make-up work shall:

      (1) be supervised by an instructor approved for the subject being made up;

      (2) require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;

      (3) be completed within two weeks of the end of the grading period during which the absence occurred;

      (4) be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor; and

      (5) be signed and dated by the student to acknowledge the make-up session.

If there are extenuating circumstances that will prevent a student from attending school for an extended time period (e.g., hospitalization and recovery from a serious accident or illness), the student should apply for a Leave of Absence under the institutions published leave of absence policy.

DISTANCE EDUCATION ATTENDANCE POLICY

A record is generated each time the student logs into the Learning Management platform. The academic week is Monday-Sunday by 11:55 PM (CST). For the certificate program, attendance credit will be recorded as 16 hours per academic week. For the degree program, attendance credit will be recorded as 15 hours per academic week for lecture hours and additional 5 hours per week, per course, for lab hours as applicable. To receive credit for attending class, the student must complete the minimum amount of lessons assigned by the instructor for the week as defined by the course syllabi. Refunds for terminated students will be based on the last lesson completed.

NOTE:

• Logging into class without active participation does not constitute weekly attendance.

• Graded course work completed in a week other than the one when it was due will not count towards attendance for the previous week but will be applied to the current week.

• After the first week of class, students who do not post attendance for two consecutive weeks will automatically be withdrawn from class.

• Students are strongly encouraged to log in more in order to understand the subject fully and to be successful in class.

• Students are reminded it is their responsibility to be current in all assignments at all times. Absences do not excuse program obligations which lead to satisfactory progress.

• Students should remember that attendance records reflecting absences are kept by the school. Any agency that provides educational financial assistance to a student can receive accurate and complete information concerning the student attendance and progress.

DISTANCE EDUCATION LOG-IN SECURITY

At CIT, students in online courses must use a secure log-in to the learning management system using their CIT assigned username and password. This is required for students to be registered for courses and to participate in the online. Student privacy rights are strictly protected. Only those enrolled in the course have access to the course. The outside community does not have access to the coursework, nor do students who are not enrolled in the specific course. Faculty are encouraged to use video tools, in addition to phone conversations with students as needed. CIT uses a wide assortment of online academic assessments to monitor student outcomes, including a focus on written assignments and interaction with the instructor via discussions. Instructors become familiar with students' writing styles through online discussions and have greater confidence in the authenticity of the online student.

TARDINESS AND EARLY DEPARTURES

The school expects students to be in class on time every day. When you arrive late to class, you not only miss the material that has been presented, but you disrupt both the instructor and your fellow students. If you arrive late for class, your instructor will record a Tardy. If you leave before the instructor dismisses class, the instructor will record a Left Early. If you are Tardy or have a Left Early three times or more in an evaluation period, you will be placed on probation for the remainder of the evaluation period and be required to see the Program Director or Academic Dean for counseling. If the student misses more than 10 minutes of any class period, the student will be marked absent for the whole hour.

EVALUATION TECHNIQUES

Student performance will be evaluated via exams, tests, quizzes, and projects and hands-on demonstrations where applicable. Exams, tests and quizzes are designed to measure cognitive ability. Hands-on demonstration and projects are intended to measure command of performance techniques.

GRADING SYSTEM

CIT uses the four (4.0) point grading system. The grade, point, and percentage equivalents are as follows:

A	(4.0)	90-100		F	(0)	Below 60
B	(3.0)	80-89		W	(0)	Withdrawal
C	(2.0)	70-79		I		Incomplete
D	(1.0)	60-69		TC		Transfer Credit
				PE		Proficiency Credit

INCOMPLETES AND REPEAT SUBJECTS

To receive an incomplete "I", the student must petition to the instructor before the last day of the course for an extension to complete the required coursework. The student must be able to pass the course with the completed work. Incomplete grades that are not completed within 8 business days after the beginning of the next session will be converted to the existing grade earned in the course and will affect the student's GPA accordingly. CIT reserves the right to extend the time needed to fulfill the incomplete.

An "I" does not count towards the Grade Point Average (GPA) until a grade is assigned. A "W" is given when a student is dropped from the roster during the course and does not replace the previous grade(s). Grades of "W" and "F" are recorded in the academic transcript and reflected in the GPA. When a course is repeated after failure or withdrawal, the later grade will replace the first grade in calculating the CGPA. The clock hours of the course repetition are counted toward the maximum timeframe.

CIT shall record a grade of "incomplete" for a student who withdraws but is not entitled to a refund if the student requests the grade at the time the student withdraws, and the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

A student must repeat a course in which a grade of "F" was received. A student can repeat each course once, however, once they reach 1.5 times the length of time required for graduation they will be dropped from the program. If a student fails any lesson the second

time he/she will be dropped from the program. A failed lesson will be rescheduled for the earliest possible module at the discretion of the Academic Dean or Campus President. Repeated lessons will be charged a flat rate of $750 and $250 for Externship. Students who drop and re-enter or reenroll will pay full program costs. Payment arrangements for repeated lessons must be made before beginning the repeated lesson.

CREDIT HOUR POLICY

Career Institute of Technology is approved by TWC & Accrediting Council for Continuing Education and Training (ACCET). ACCET institutions use the following Carnegie clock-to-credit hour conversions for lecture, laboratory, and externship/internship:

Lecture Hours: Instructional hours consisting of theory or new principles.
Lecture Credit Hours: Semester Credits – Must teach a minimum of 15 lecture hours to award 1 semester credit hour (divide lecture hours by 15).

Laboratory Hours: Instructional hours consisting of supervised student practice of a previously introduced theory/principle during which practical skills and knowledge are developed and reinforced.
Laboratory Credit Hours: Semester Credits – Must teach a minimum of 30 laboratory hours to award 1 semester credit (divide laboratory hours by 30).

Externship/Internship Hours: Instructional hours consisting of supervised work experience activities related to skills/ knowledge acquired during the training program.
Externship/Internship Credit Hours: Semester Credits – Must teach a minimum of 45 externship hours to award 1 semester credit (divide externship/ internship hours by 45).

SATISFACTORY ACADEMIC PROGRESS (SAP)

All students enrolled at CIT must comply with the published standards of satisfactory academic progress throughout their enrollment at the institution. Satisfactory Progress standards measure each student's course hours/credits completion percentage along with his/her cumulative grade point average. The school shall provide a progress report to the student at the progress evaluation period. The progress evaluation period will be done as listed below.

CUMULATIVE GRADE POINT AVERAGE MINIMUM REQUIREMENT

All students enrolled at CIT must meet the minimum cumulative grade point average (GPA) of 2.0 at each evaluation period.

QUANTITATIVE PROGRESS MINIMUM REQUIREMENT

Quantitative progress is defined as the clock/credit hours achieved divided by the clocks/credit's hours attempted. To be making satisfactory academic progress, a student's quantitative progress must be at least 80% of the clock/credit hours attempted.

MAXIMUM TIME FRAME

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length. Once a student reaches the 120% point of their program, the student's enrollment will be terminated unless a request is made from the student to the instructor or program director to continue the program.

PROGRESS & PROBATION POLICIES

A cumulative grade average of at least C OR 2.0 is required for the student to maintain satisfactory progress. Students will receive written notification of their progress at the end of each evaluation period [Every 6 weeks for the Certificate Program and every 8 weeks for

the degree program]. A student who is not making satisfactory progress at the end of an evaluation period will be placed on academic probation for the following evaluation period. The school [Program Director or Academic Dean] will counsel the student placed on probation prior to the student returning to class. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

If the student on academic probation achieves a grade point average of at least 2.0 for the probationary evaluation period but does not achieve the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more evaluation period. If the student does not achieve overall satisfactory progress by the end of the second probationary period, the student's enrollment will be terminated. If a student on academic probation fails to achieve a grade point average of at least 2.0 for the first probationary period, the student's enrollment will be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the course at the end of two successive evaluation periods will be terminated.

ACADEMIC PLANS
Students who do not meet SAP standards must work with the Program Director to develop an academic success plan. Academic Success Plans must be developed on a student-by-student basis and designed in such a way that, if followed, the student will be meeting SAP standards by the next evaluation period.

LEAVES OF ABSENCE
Students who wish to suspend their studies for a limited time must submit a written request for a Leave of Absence to the Campus President Leaves of Absence will be granted for a maximum of 60 calendar days. Requests for Leaves of Absence of more than 60 calendar days will be denied.

Only one leave of absence will be granted in a 12-month period. In extenuating circumstances (e.g. medical/surgical conditions, unforeseen family crisis, etc.) two Leaves of Absence can be granted within a 12-month period, provided that proper documentation is presented and that both Leaves together amount to no more than 60 calendar days.

A student who fails to return from an approved Leave of Absence will be considered withdrawn as of the expected return date of the Leave of Absence.

WITHDRAWAL
A student wishing to withdraw must notify the Campus President in writing. CIT shall record a grade of "incomplete" for a student who withdraws but is not entitled to a refund if the student requests the grade at the time the student withdraws, and the student withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

REQUIREMENTS FOR GRADUATION
Students must have completed classes in accordance with all School policies, fulfilled all financial obligations and must have a cumulative grade point average of at least 2.0 and an overall attendance percentage of 80% in order to graduate. In addition, students must also complete 100% of the externship hours.

PROGRAMS OF STUDY

CERTIFICATE PROGRAM NAME	TOTAL HOURS	LENGTH IN WEEKS
Biomedical Equipment Technician Online	400 Clock Hours	25

DEGREE PROGRAM NAME	TOTAL HOURS	LENGTH IN WEEKS
Associate of Applied Science Degree in Biomedical Equipment Technology-IDL	1065 Clock Hours/60 Semester Credit Hours	60

Certification Disclosure: *Biomedical Equipment Technicians (BMETs) have the option of becoming certified through the BMET national association, AAMI (Association of Advanced Medical Instrumentation). This is not required for employment but may assist for future promotions. Below is the current information from AAMI regarding certification eligibility:*

> *<u>Candidate Eligibility</u> - Full Certification Certified Biomedical Equipment Technician (CBET): Applicants must meet ONE of the following minimum eligibility requirements as of the application deadline: 1. Associate's degree in biomedical equipment technology program and two years' full-time BMET work experience; OR 2. Completion of a U.S. military biomedical equipment technology program and two years' full-time BMET work experience; OR 3. Associate's degree in electronics technology and three years' full-time BMET work experience; OR 4. Four years' full-time BMET work experience.*
>
> *<u>Candidate Status</u> - Applicants desiring full certification, but do not yet meet the eligibility requirements (as listed above), may apply through candidate status. Successful candidates are given five years to meet the minimum eligibility requirements and be awarded full certification. To test as a candidate for any of the certifications, an applicant must meet ONE of the following minimum eligibility requirements as of the application deadline: 1. Associate's degree in biomedical equipment technology program; OR 2. Completion of a U.S. military biomedical equipment technology program; OR 3. Associate's degree in electronics technology and one year full-time BMET work experience; OR 4. Two years of full-time BMET work experience."*

AAMI Membership Disclosure: *CIT is a member of AAMI (Association of Advanced Medical Instrumentation). Students have the option of becoming a member AAMI (www.aami.org). This is not required for employment but will allow students to keep up to date on information and news in the industry.*

BIOMEDICAL EQUIPMENT TECHNICIAN ONLINE

PROGRAM DESCRIPTION:
The Biomedical Equipment Technician Online program is a certificate program which gives a comprehensive, up-to-date overview of the biomedical equipment industry. The online program gives the student flexibility to complete a program of study when the traditional classroom setting is not an option.

Students will study hardware and software, including comprehensive troubleshooting abilities on state-of-the-art medical devices. Current topics include soldering, basic electronics, schematics, pneumatics, hydraulics, customer service skills, environmental of care training, EOC training and general biomedical equipment troubleshooting. Students will learn the skills and working knowledge necessary to perform medical equipment maintenance services characterized by: repair by module replacement, to include simple printed circuit board repair; the repair of general medical or optical equipment malfunctions; the adjustment of medical, or optical equipment utilizing common and special purpose tools and Test, Measurement and Diagnostic Equipment; and the performance of schedule preventive maintenance checks and service, calibration, verification, certification and electrical safety tests. Upon successful completion of the program, graduates are awarded a certificate of completion.

Once the student has completed the program, they will be able to apply for jobs at Hospitals, Original Equipment Manufacturers who specialize in making medical equipment, or Independent Service Providers who are private biomedical companies that place technicians. *A Certificate of Completion will be awarded after successful completion of the program.*

PROGRAM REQUIREMENTS:
Students are required to complete lessons assigned by the instructor each week that will equal to 16 hours per week of online instruction that is tracked by the instructor as well as the Learning Management System reports that is monitored weekly. Students will interact with the instructor via online blogging and/or via webcam (Skype) weekly for the current course subject and lessons. Students must complete the required number of hours for each course by completing PowerPoints, videos, quizzes, assignments and online blogging before moving into the next course. Each lesson will have an assigned quiz that must be passed and completed before moving into the next lesson. The eLearning software will block lessons and courses when this requirement has not been met. The instructor will monitor completion of required hours each week and will report attendance based in the hours logged by the student each day/week. All students must have C or better on lessons.

TECHNICAL REQUIREMENTS:
Online students will use a computer to complete assignments, download course material, and complete other tasks. Students will be expected to have access to and use the hardware and software described below:
- 1.6 GHz processor or faster, 512Mb RAM or greater, 100 GB hard drive or larger
- Current anti-virus application
- High speed internet connection, CD-ROM, Printer and monitor
- Sound card with speakers
- Email address
- Microsoft Internet Explorer
- Adobe Reader
- Microsoft Office 2007 or greater

Due to the rapid rate of change in information technology, hardware and software competencies are subject to regular updates; selected courses may be subject to additional requirements.

BIOMEDICAL EQUIPMENT TECHNICIAN ONLINE

PROGRAM OUTLINE: Student to Teacher Ratio is 30:1

Course Number	Subject Title	Online Lecture Hours
MTO 1101	Medical Terminology ONLINE	16
APO 1301	Basic Anatomy ONLINE	48
BMTO 1301	Organizational Behavior in Healthcare ONLINE	48
BMTO 1302	Introduction to Computer Office Programs ONLINE	48
BMTO 1303	Introduction to Computer Networking ONLINE	48
BMTO 1601	Introduction to Electronic Circuits ONLINE	96
BMTO 1602	Biomedical Equipment Technology ONLINE	186
	TOTALS	**490**

PROGRAM LENGTH

ONLINE	25 weeks	6 months

BIOMEDICAL EQUIPMENT TECHNICIAN ONLINE PROGRAM COURSE DESCRIPTIONS

MTO 1101 – MEDICAL TERMINOLOGY ONLINE
16 Lecture Online Hours
The online Medical Terminology course introduces the student to the medical language. Students will review all elements utilized in medical terminology is emphasized by combing elements to include root words, prefixes and suffixes which are the foundation of medical vocabulary. The student will encounter anatomical, conditional and procedural terms, in addition to a variety of acronyms, symbols and abbreviations. **Prerequisite: NONE**

APO 1301 – BASIC ANATOMY ONLINE
48 Online Hours
In this online course the student will learn the names, pronunciation and locations of all the body systems to include Cardiovascular, Integumentary, Urinary, Musculoskeletal (primary skeletal), Respiratory, Nervous, Digestive, Reproductive, Endocrine, Eyes, Ears, Nose and Throat. **Prerequisite: NONE**

BMTO 1301 – ORGANIZATIONAL BEHAVIOR IN HEALTHCARE ONLINE
48 Online Hours
In this online course the student will learn the basic overview of all departments in the hospital and the equipment associated with each department. The student will also learn safety awareness as it pertains to the hospital. In addition, the student will be able to identify the various cultures that are presented in the hospital and biomedical technician environment to include Management, Career Opportunities and Regulations. They will be able to effectively problem solve through proper communications and customer service. The course will also cover resume writing and job interview techniques. **Prerequisite: NONE**

BMTO 1302 – INTRODUCTION TO COMPUTER OFFICE PROGRAMS ONLINE
48 Online Hours
In this online course the student will learn to identify and understand online and computer-based Microsoft office software training courses. The student will learn basic components of the following programs: Excel, Word, Access, Outlook, PowerPoint, Office XP, Adobe, WordPerfect, Presentations, Windows XP, and other business software and word processing programs*. **Prerequisite: NONE**

BMTO 1303 – INTRODUCTION TO COMPUTER NETWORKING ONLINE
48 Online Hours
In this online course the student will learn to identify, how the Internet works, ranging from how bits are modulated on wires and in wireless to application-level protocols like BitTorrent and HTTP. This is an introductory course on computer networking, specifically the Internet. The course also explains the principles of how to design networks and network protocols. Students gain experience reading RFCs (Internet protocol specifications) as statements of what a system should do. **Prerequisite: NONE**

BIOMEDICAL EQUIPMENT TECHNICIAN ONLINE PROGRAM COURSE DESCRIPTIONS

BMTO 1601 – INTRODUCTION TO ELECTRONIC CIRCUITS ONLINE
96 Online Hours
In this online course the student will learn to identify and understand the principles of electricity, definitions of Voltage, Ohms, Amps and basic circuit analysis; DC, AC, Series, Parallel circuits. Electronic components and symbols will be introduced. The student will learn to identify and understand the use of analytic meters. **Prerequisite: NONE**

BMTO 1602 – BIOMEDICAL EQUIPMENT TECHNOLOGY ONLINE
186 Online Hours (includes 90 hours of externship)
In this online course the student will learn the purpose and how to identify a variety of general medical equipment and test equipment. The student will also learn to perform a preventative maintenance inspection and be able to troubleshoot the five most common problems associated with each medical device. **Prerequisite: BMTO 1303 and BMTO 1601**

ASSOCIATE OF APPLIED SCIENCE DEGREE IN BIOMEDICAL EQUIPMENT TECHNOLOGY-IDL

PROGRAM DESCRIPTION:
The Associate of Applied Science Degree in Biomedical Equipment Technology-IDL is an interactive distance learning (online) program that is designed to prepare the student to seek a variety of entry-level positions in the field. The online program gives the student flexibility to complete a program of study when the traditional classroom setting is not an option. Biomedical Equipment Technicians apply basic engineering principles and technical skills necessary to properly maintain diagnostic, treatment and life support equipment in the health and medical fields. Students undergo training in electronics and computer technology, with a special emphasis on medical applications, operations and procedures. This program includes instruction in instrument calibration, design, installation and testing; and safety, maintenance, and installation procedures. The general education component of the program prepares students to think critically in preparation for taking on leadership positions in the field. Upon completion of all requirements the student will be awarded an Associate of Applied Science degree.

PROGRAM OBJECTIVES:
This program has been designed to offer the student theoretical and practical knowledge required by the healthcare technology management industry. The student will develop with success and will comply with current policies of diagnosis centers, healthcare facilities and modern hospitals. The program promotes an academic, technical and human formation with emphasis in the development of management and leadership skills. Once this program has been completed, the student will be capable of diagnosing failures in medical equipment and will develop repair, calibration, and measuring skills of precision biomedical instruments.

CAREER OBJECTIVES:
This program also prepares students to work in positions, such as: *Biomedical Equipment Technician (maintenance and repairs), Specialized Equipment Field Service, and Medical Equipment & Instrumentation Technician. Also, Sales, Technical Support, Consulting, and Management.*
O*NET: 49-9062.00 / **CIP Number: 15.0401**

PROGRAM REQUIREMENTS:
The program delivery method will be Online-Interactive Distance Learning (IDL)*.* Students are required to complete lessons assigned by the instructor each week. Students will interact with the instructor via online blogging and/or via webcam (Skype) weekly for the current course subject and lessons. Courses will consist of readings, PowerPoints, videos, quizzes, assignments and online blogging/forum. Attendance will be recorded as 15 hours per academic week for lecture hours. Lab hours will consist of student video recorded projects and will be an additional 5 hours per week in some modules. To receive credit for attending class, the student must complete the minimum amount of lessons assigned by the instructor for the week as defined by the course syllabi. The Externship will be the last lesson of the program and the hours will be monitored and recorded by the Program Director.

TECHNICAL REQUIREMENTS:
Online students will use a computer to complete assignments, download course material, and complete other tasks. Students will be expected to have access to and use the hardware and software described below:
- 1.6 GHz processor or faster, 512Mb RAM or greater, 100 GB hard drive or larger
- Current anti-virus application
- High speed internet connection, CD-ROM, Printer and monitor
- Sound card with speakers
- Email address
- Microsoft Internet Explorer
- Adobe Reader
- Microsoft Office 2007 or greater

Due to the rapid rate of change in information technology, hardware and software competencies are subject to regular updates; selected courses may be subject to additional requirements.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN BIOMEDICAL EQUIPMENT TECHNOLOGY-IDL

DEGREE PROGRAM OUTLINE: Student to Teacher Ratio is 30:1

Course Prefix &Title	Lecture Hours	Lecture Credit Hours	Lab Clock Hours	Lab Credit Hours	Externship Clock Hours	Externship Credit Hours	Total Clock Hours	Total Credit Hours
GENERAL EDUCATION COURSES								
COMM 1301 Business Professional Communication	45	3	0	0	0	0	45	3
HIST 1301 American History	45	3	0	0	0	0	45	3
MATH 1301 Everyday Mathematics	45	3	0	0	0	0	45	3
ENGL 1301 English Composition I	45	3	0	0	0		45	3
COMP 1301 Introduction to Computers	45	3	0	0	0	0	45	3
Total Hours	**225**	**15**	**0**	**0**	**0**	**0**	**225**	**15**
CORE COMPONENT COURSES								
BMET 1301 Professional Development	45	3	0	0	0	0	45	3
BMET 1302 Medical Terminology & Anatomy	45	3	0	0	0	0	45	3
BMET 1303 Networking Fundamentals I	45	3	0	0	0	0	45	3
BMET 1304 Introduction to Mechanical Systems	45	3	0	0	0	0	45	3
BMET 1305 Electronics I	45	3	0	0	0	0	45	3
BMET 1306 Healthcare Technology Management I	45	3	0	0	0	0	45	3
BMET 2301 Healthcare Technology Management II	30	2	30	1	0	0	60	3
BMET 2302 Healthcare Technology Management III	45	3	0	0	0	0	45	3
BMET 2303 Networking Fundamentals II	30	2	30	1	0	0	60	3
BMET 2304 Biomedical Equipment I	45	3	0	0	0	0	45	3
BMET 2305 Biomedical Equipment II	30	2	30	1	0	0	60	3
BMET 2306 Electronics II	30	2	30	1	0	0	60	3
BMET 2307 Advanced Medical Equipment Systems	30	2	30	1	0	0	60	3
BMET 2308 Biomedical Database Fundamentals	45	3	0	0	0	0	45	3
BMET 2309 Externship	0	0	0	0	135	3	135	3
Total Hours	**555**	**37**	**150**	**5**	**135**	**3**	**840**	**45**
PROGRAM TOTALS	**780**	**52**	**150**	**5**	**135**	**3**	**1065**	**60**

PROGRAM LENGTH

ONLINE-INTERACTIVE DISTANCE LEARNING (IDL)	Full-time	60 Weeks

Upon completion of all requirements the student will be awarded an
Associate of Applied Science degree.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN BIOMEDICAL EQUIPMENT TECHNOLOGY-IDL PROGRAM COURSE DESCRIPTIONS

COMM 1301 - Business Professional Communication
3 credit hours (45 lecture, 0 lab, 0 ext)
The student will learn the importance of professionalism and proper communication in a healthcare setting. The student will learn how to appropriately interact with co-workers, visitors and guests, as well as learn the soft skills needed to project a professional image. The student will also learn how to therapeutically interact with clients, learning how to adjust their approach depending the situation. ***Prerequisites: None***

HIST 1301 - American History
3 credit hours (45 lecture, 0 lab, 0 ext)
The student will learn a survey of American history from the Age of discovery to the end of Reconstruction. Topics to be discussed include the transplantation of European culture to America, the rise of American society, the institution of slavery, and the emergence of an industrial society. ***Prerequisites: None***

MATH 1301 - Everyday Mathematics
3 credit hours (45 lecture, 0 lab, 0 ext)
The student will learn mathematical concepts designed to develop skills in basic applications. The course focuses on computation and conversion involving whole numbers, fractions, decimals, and square roots. ***Prerequisites: None***

ENGL 1301 - English Composition I
3 credit hours (45 lecture, 0 lab, 0 ext)
The student will learn how to improve writing skills. Emphasis is placed on the construction of clear, coherent, expository essays employing various strategies of pre-writing, thesis development, support, organization, and revision. ***Prerequisites: None***

COMP 1301 - Introduction to Computers
3 credit hours (45 lecture, 0 lab, 0 ext)
This is an introductory course in computer applications. This course is designed for students who have no previous computer experience or for those who need a review of basic computer applications. The student will learn a working knowledge of current personal computer applications including, word-processing, spreadsheet, database, presentation, and internet browser software. ***Prerequisites: None***

BMET 1301 - Professional Development
3 credit hours (45 lecture, 0 lab, 0 ext)
This course will consist of class lecture, practical exercises and reflective compositions. The student will learn how to focus on the professional skills necessary to thrive in the Healthcare Technology Management field. The course will emphasize development of skills for career success, professional expectations, communication skills, and the use of technology, time management, problem solving, and effective and ethical use of resources. This course will include out-of-class work such as reading and writing assignments, practice and practical application assignments, and projects. ***Prerequisites: None***

ASSOCIATE OF APPLIED SCIENCE DEGREE IN BIOMEDICAL EQUIPMENT TECHNOLOGY-IDL PROGRAM COURSE DESCRIPTIONS

BMET 1302 - Medical Terminology & Anatomy
3 credit hours (45 lecture, 0 lab, 0 ext)
The student will learn and develop the ability of the Biomedical Technician to communicate with the healthcare staff in a respectful and competent way. Students will be prepared to recognize the anatomical and physiological aspects of the human body to be prepared for repair, calibration and preventive maintenance of medical equipment. ***Prerequisites: None***

BMET 1303 - Networking Fundamentals I
3 credit hours (45 lecture, 0 lab, 0 ext)
The student will learn the components and topography of local area networks well as some of the standards and connections used. The student will configure routers, switches, and wireless devices. Students will explore the features and benefits of wireless devices and virtual LANs. ***Prerequisites: None***

BMET 1304 - Introduction to Mechanical Systems
3 credit hours (45 lecture, 0 lab, 0 ext)
The student will learn the basic principles of hydraulics that apply to most trades. Detailed explanations will be given on the operation, maintenance and cause-failure analysis of pumps, hydraulic motors, ejectors, pressure and flow controls, and heat-exchangers. ***Prerequisites: Everyday Mathematics***

BMET 1305 - Electronics I
3 credit hours (45 lecture, 0 lab, 0 ext)
The student will be introduced to basic electrical theory and concepts. They will learn about atomic theory and magnetism, resistors and resistance, (SP)multi-meters and their use, voltage, current, and power relationships, AC and DC circuits, and circuit analysis using Ohm's and Watt's laws. ***Prerequisites: None***

BMET 1306 - Healthcare Technology Management I
3 credit hours (45 lecture, 0 lab, 0 ext)
The student will learn about the clinical environment of health-related facilities which includes hospitals, extended care facilities and medical offices. Topics include an overview of the structure of various health-care environments, roles and responsibilities of staff; national, state, and local safety standards, electrical safety, gas safety; reporting and compliance, conducting safety inspections, mastering aseptic techniques, and the identification and purpose of basic biomedical equipment. ***Prerequisites: None***

BMET 2301 - Healthcare Technology Management II
3 credit hours (30 lecture, 30 lab, 0 ext)
The student will learn advanced concepts obtained in the Healthcare Technology Management I course. In addition, concepts are applied to motivation, leadership, work groups, and communication. This course examines management roles and environments, various techniques of work planning, and control and evaluation to achieve project objectives. Topics include roles and responsibilities, project definition and planning, project management tools, resource allocation, and risk management. This course also focuses on the production and operations component of healthcare. Topics include forecasting of demand, capacity and location planning, inventory management, scheduling of jobs and projects, and quality assurance and control. ***Prerequisites: Healthcare Technology Management I***

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BMET 2302 - Healthcare Technology Management III
3 credit hours (45 lecture, 0 lab, 0 ext)
The student will learn about the certification options for the BMET industry and how to prepare for testing. This course provides students the opportunity to apply the knowledge acquired in their degree program to advanced, real-world situations in a case-study simulation, a problem identification and resolution format, a capstone project, or other comparable assignments which will result in a product which will reflect the scope of learning in the program, the depth of the student's ability to analyze and synthesize toward a resolution, and/or to examine in detail a problem in the content area environment as a unique and original piece of research. Projects will focus on research, critical analysis, assessment, and touching on all aspects of the degree coursework. An emphasis is placed on issues or problems and proposed solutions and/or outcomes.
Prerequisites: Healthcare Technology Management II

BMET 2303 - Networking Fundamentals II
3 credit hours (30 lecture, 30 lab, 0 ext)
The student will learn, but is not limited to, a vendor-neutral view of the knowledge and hands-on practice necessary to design, install and support the modern networking systems. This course builds the student's knowledge of network media, topographies, protocols and standards, as well as network implementation methods and support skills. This course also covers topics such as safety, environmental issues and professionalism.
Prerequisites: Networking Fundamentals I

BMET 2304 - Biomedical Equipment I
3 credit hours (45 lecture, 0 lab, 0 ext)
The student will learn the requirements and methods of current standards of the Biomedical industry, also known as Healthcare Technology Management (HTM). Students are introduced to the hierarchy of statutes, regulations, standards including accreditation standards, and hospital policies for healthcare equipment management and safety. Students perform extensive equipment testing to verify conformance with national standards and manufacturer's specifications. Students learn standard practices for electrical safety testing, HTM and medical ethics as they pertain to the Biomedical Technician. Equipment management principles that maximize life span and minimize life-cycle costs are stressed. Sustainable practices to minimize resource and chemical use are also emphasized. Familiarization of equipment by videos, web links, text books.
Prerequisites: Electronics I and II

BMET 2305 - Biomedical Equipment II
3 credit hours (30 lecture, 30 lab, 0 ext)
The student will learn about instrumentation used in medicine for diagnosis, treatment and life support, including advanced operation, repair, troubleshooting, and preventive care maintenance. *Prerequisites: Biomedical Equipment I*

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BMET 2306 - Electronics II
3 credit hours (30 lecture, 30 lab, 0 ext)
The student will learn about digital theory including: fundamental gates, numbering systems and simplification techniques used for the implementation of digital circuitry. The course continues with different IC specifications and interfacing problems found between different families of digital logic. The later portion of the course focuses on the different digital codes, seven segment displays and flip-flops with emphasis placed throughout the course on schematic interpretation, nomenclature and troubleshooting. Complex programmable logic devices are discussed throughout this course. *Prerequisites: Electronics I*

BMET 2307 - Advanced Medical Equipment Systems
3 credit hours (30 lecture, 30 lab, 0 ext)
In this course the student will learn basic systems troubleshooting and problem solving in one or more of the following areas: vital signs monitoring, anesthesia, ventilators, sterilizers, and other modalities.
In this course principles of operation and repair will be learned, covering functional concepts, operation, calibration, troubleshooting and preventive maintenance.
Prerequisites: Biomedical Equipment I

BMET 2308 – Biomedical Database Fundamentals
3 credit hours (45 lecture, 0 lab, 0 ext)
The student will learn and explore a variety of topics such as using formulas, macros, filters, queries and other data analysis techniques. Students will use spreadsheets to automate some business processes. Students will use real life database applications that are currently used in healthcare settings. *Prerequisites: Introduction to Computers*

BMET 2309 - Externship
3 credit hours (0 lecture, 0 lab, 135 ext)
The externship offers students applied healthcare technology management and service experience. In the internship, the student will learn and perform preventive maintenance, safety analysis, and minor repairs on selected pieces of medical equipment. Students are expected to adhere to all policies and regulations associated with their internship facility. The schedule for meeting the requirement of this experience will be arranged between the student, faculty member and externship site.
Prerequisites: All coursework except Advanced Medical Equipment Systems *or Permission of Program Director*

SEMINAR COURSES

PROFESSIONAL SKILLS SEMINARS (20 CLOCK HOURS)
ADMISSION REQUIREMENTS
Minimum age of 18 and successful completion of CIT's Biomedical Equipment I-BMET 2304 course, or Biomedical Equipment Technology experience (6 months or more within the last 10 years), or an Associate Degree in Electronics or Biomedical Equipment Technology, or equivalent military/DOD training.

CLASS SCHEDULE
Course will consist of two, 10-hour days, from 7:30 AM to 6:30 PM. Lunch will be held from 1:00PM to 2:00PM. A ten-minute break will be taken for the last ten minutes of each hour.

SEMINAR TOPICS
To assist biomedical equipment technician professionals in staying current with their knowledge and skills, this seminar covers the following topics:
- 5 hours: Clinical Introduction, Machine Functions
- 5 hours: Theory of Operation, Machine Principles
- 5 hours: Preventative Maintenance
- 5 hours: Problem Solving & Troubleshooting

BASIC ANESTHESIA SERVICE TRAINING - $1995.00
(5 lecture, 15 lab, 0 ext)
Upon successfully completing this seminar, students will be able to demonstrate the theory of operation and preventative maintenance procedures & troubleshooting techniques. Students will be able to install, configure, and troubleshoot anesthesia machines.
Class Schedule: This seminar will be offered the first Monday/Tuesday of each month. If those days includes a school holiday, the seminar will not be offered that month.

BASIC DIALYSIS SERVICE TRAINING - $1995.00
(5 lecture, 15 lab, 0 ext)
Upon successfully completing this seminar, students will be able to demonstrate the theory of operation and preventative maintenance procedures & troubleshooting techniques. Students will be able to install, configure, and troubleshoot dialysis machines.
Class Schedule: This seminar will be offered the first Wednesday/Thursday of each month. If those days includes a school holiday, the seminar will not be offered that month.

BASIC ULTRASOUND SERVICE TRAINING - $1995.00
(5 lecture, 15 lab, 0 ext)
Upon successfully completing this seminar, students will be able to demonstrate the theory of operation and preventative maintenance procedures & troubleshooting techniques. Students will be able to install, configure, and troubleshoot ultrasound machines.
Class Schedule: This seminar will be offered the first Friday/Saturday of each month. If those days includes a school holiday, the seminar will not be offered that month.

BASIC VENTILATOR SERVICE TRAINING - $1995.00
(5 lecture, 15 lab, 0 ext)
Upon successfully completing this seminar, students will be able to demonstrate the theory of operation and preventative maintenance procedures & troubleshooting techniques. Students will be able to install, configure, and troubleshoot ventilator machines.
Class Schedule: This seminar will be offered the second Monday/Tuesday of each month. If those days includes a school holiday, the seminar will not be offered that month.

PROFESSIONAL SKILLS SEMINARS - COMPUTER (40 CLOCK HOURS)

ADMISSION REQUIREMENTS
Minimum age of 18
Minimum of six months verifiable experience in the Information Technology or related field or have a degree in Information Technology/Computer Science.

CLASS SCHEDULES
Students will have the following schedule options to choose from:
Day Option (1 Week): 8-hour sessions from 8:00 AM-5:00 PM, Monday-Friday. Lunch will be held from 12 Noon to 1:00PM. A ten-minute break will be taken for the last ten minutes of each hour.
Evening Option (2.5 Weeks): 3-hour sessions from 7:00 PM to 10:00 PM, Monday-Friday. The last week students will meet Monday-Wednesday. The last class meeting, students will leave at 11:00 PM. A ten-minute break will be taken for the last ten minutes of each hour.
Saturday (Weekend) Option (5 Weeks): 8:00 AM to 6:00 PM. Lunch will be held from 12 Noon to 1:00PM. The last class meeting, students will leave at 12 Noon. A ten-minute break will be taken for the last ten minutes of each hour.

COMPTIA A+ TRAINING - $1995.00
(31 lecture, 9 lab, 0 ext)
Upon successfully completing this seminar, students will be equipped to successfully sit for the CompTIA A+ Certification Exam. Students will be able to install, configure, and troubleshoot various computer hardware and software.

Seminar Topics: To assist IT professionals in staying current with their knowledge and skills and to help the student prepare for the CompTIA A+ Certification Exam, this seminar covers the following topics:
- 4 Hours: Hardware
- 5 Hours: Networking
- 3 Hours: Mobile Devices
- 5 Hours: Hardware & Network Troubleshooting
- 4 Hours: Windows Operating System
- 3 Hours: OSX Operating System
- 3 Hours: Linux Operating System
- 3 Hours: Security
- 3 Hours: Software Troubleshooting
- 5 Hours: Operational Procedures
- 2 Hours: Acronyms

COMPTIA NETWORK+ TRAINING - $1995.00
(31 lecture, 9 lab, 0 ext)
Upon successfully completing this seminar, students will be equipped to successfully sit for the CompTIA Network+ Certification Exam. Students will be able to install, configure, and troubleshoot networking hardware, protocols and services.

Seminar Topics: To assist IT professionals in staying current with their knowledge and skills and to help the student prepare for the CompTIA Network+ Certification Exam, this seminar covers the following topics:
- 8 Hours: Network Architecture
- 8 Hours: Network Operations
- 8 Hours: Network Security
- 12 Hours: Industry Standards, Practices, and Network Theory
- 4 Hours: Acronyms

REFUND POLICY FOR SEMINARS

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).

2. The effective date of termination for refund purposes will be the earliest of the following: (a) the last date of attendance; or (b) the date of receipt of written notice from the student.

3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than $100 shall be retained by the school.

4. If the student fails to enter the seminar, withdraws, or is discontinued at any time before completion of the seminar, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the seminar after the effective date of termination bears to the total number of class hours in the seminar.

5. A full refund of all tuition and fees is due in each of the following cases: (a) an enrollee is not accepted by the school;

(b) if the seminar of instruction is discontinued by the school and thus prevents the student from completing the seminar; or

(c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled: (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed at least 90 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

Disclosures: This student catalog is designed to provide you with information regarding your education at CIT, student services, course descriptions, grading, policies, and procedures for the School. Our goal is to provide you with the most accurate and current information; however, we do make changes in our policies and procedures to improve the service provided to you. In the event that a change is made, we will inform you in a timely manner.

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

Richard L. "Monty" Gonzales, M.A.
School Director
Career Institute of Technology