



# **North America Technical Institute (NATI)**

**Student-Centered, Quality Learning and  
Professional Training for Adult Learners**

**Catalog/Student Handbook**

**2025**

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## Contact Information

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North America Technical Institute (NATI) is a postsecondary vocational school founded in 2021 to provide student-centered, quality learning and professional training for adult learners. Address: 207 East Holly Avenue #112, Sterling, VA 20164. Website: [www.NATI.edu](http://www.NATI.edu). North America Technical Institute is certified to operate in Virginia by the State Council of Higher Education for Virginia (SCHEV). Address: 14th Street, 10th Floor, James Monroe Building, Richmond, VA 23219. Phone: 804-225-2600. North America Technical Institute is accredited by the Middle States Accreditation (MSA).

## **Mission Statement**

To provide student-centered, quality learning and training for adult learners that fosters the necessary knowledge and abilities to enable them to develop and exhibit a set of professional career skills in specific domains to successfully obtain entry-level employment in domestic and global job markets.

## **Goals and Objectives**

North America Technical Institute is committed to the following institutional goals and objectives:

- To prepare domestic and international students for careers in computer and Information technology, health care, business projects and operational management.
- To prepare students to apply hands on technology skills in their professional and career endeavors.
- To continue finding and adopting the most effective technologies, training tools, applications, and job aids to best prepare learners to reach their career potential and professional goals.
- To treat all students with respect and ensure that every student is given individual attention, instruction, advising, and immediate feedback.
- To make the attainment of a student's desired certificate of completion a major focus during their educational and training process.
- To work in conjunction with domestic and global businesses, governmental and non-governmental agencies and organizations, and community organizations to provide job placement assistance and opportunities for the institute's graduates.
- To ensure that graduates appreciate diversity and the foundational values of ethical behavior, trust and respect in the institutional learning community and workplace.

## Statement of Ownership

North America Technical Institute was founded in 2020 and is privately owned by Dr. Abed Sami Almala, a veteran educator who has been serving in educational institutions since 1995. He started his career as a high school teacher and now is a higher education veteran.

### Advisory Board Committee (ABC)/Governing Board

Dr. Abed Almala, Academics

Mr. Mamoon Wahab, Operations

Dr. Elke A. Kleisch, Distance and Online Education and ESL

Mr. Jay Validashti, IT

Mr. Zheng Gong, IT

Dr. Robert Dearborn, Business, Accounting and Finance

Professor Tim Stewart, IT

Professor Mark O'Connell, IT

Professor Joe Pettiford, HR and Management

Mr. Alain Chancé, IT

Amy Abdul, Executive Assistant

### Senior Leadership and Administrators

#### **Dr. Abed Sami Almala, President**

Dr. Abed Sami Almala serves as the Academic and Administrative Senior Official. He works hand in hand with NATI's Advisory Board Committee and Senior Leadership teams to achieve the school's mission, goals, and objectives. Responsible for managing and administering state, programmatic and institutional accreditations, academic policies, procedures, and programs at the school. Specific responsibilities: Supervises student academic advisement, plans for assessment learning strategies; negotiates and signs articulation agreements, recruits and trains staff and faculty members in accordance with the Institute's policies and procedures; supervises, trains and

evaluates academic and administrative assistants, department heads, academic advisers, and faculty members; proposes a schedule of classes to be offered each quarter; trains and mentors new staff and faculty; represents the institute in local, regional, national and international meetings; presents at national and international conferences, attends and manages campus meetings, workshops, and official events; conducts new students and faculty orientations and coordinates student retention activities with the school's teams; and provides the leadership necessary to execute policies and procedures, administers the academic programs, and supervises faculty while fulfilling the mission of the Institute.

### **Mr. Mamoon Wahab, Vice President for Operations**

Mr. Mamoon Wahab oversees the business office operations, including HR, financial aid and admissions. Mr. Wahab implements policies and procedures in accounting and finance to improve the financial aspects of North America Technical Institute (NATI). He prepares the school's budget, oversees annual audits and the process of opening new campuses. Mr. Wahab serves on NATI's Advisory Board Committee/Governing Board and Senior Leadership and Administrators team.

### **Ms. Qudsia Faryar, Campus Director/Director of Admissions**

Ms. Qudsia Faryar is responsible for the direct management of the admissions department, to include all Admissions Officers and administrative support staff. She reports directly to the Vice President for Operations. Ms. Faryar is responsible for all associated new student recruitment, enrollment and operational activities. Serves as a liaison with the campus' other departments. Works with the school's senior leadership to manage new student enrollment and ensure achievement of all performance objectives.

### **Sam Eroglu, IT Manager**

Mr. Sam Eroglu is the IT Manager and Academic Assistant at North America Technical Institute (NATI). He is responsible for maintaining NATI's IT infrastructure and security. Other major responsibilities include, but are not limited to, managing the IT labs, Course Management System, and providing immediate technical and academic support to students, faculty, and staff.

### **Ms. Amy Abdul, Executive Assistant**

Ms. Abed is responsible for greeting guests and answering phones, posting daily attendance in computer and following-up with instructors on missing attendances, signing up students for tutoring appointments and attending to various student needs and support. She prepares posters and flyers upon request, processes paperwork of newly employed instructors, follows-up and orders office supplies when needed, and manages campus meetings, workshops, and official events, maintains the bookstore, provides teaching materials to instructors, checks up academic materials for updates. Ms. Abed reports to the Executive Director.

## **Advisory Board Committee/Governing Board Roles and Responsibilities**

The Advisory Board Committee/Governing Board comprises professional employers, subject matter experts, practitioners, and senior staff from NATI who are familiar with the specific requirements of the NATI's programs and courses. They serve as role model of professionalism and ethical behavior, offer and share current industry and job-based trends, strategic insights and ideas to assess and improve NATI's current educational, training programs and courses. During meetings, the school gathers feedback from committee members related to curriculum content to assist in the evaluation of student learning outcomes. This feedback becomes part of the NATI's assessment, improvement, and growth strategic plan, and part of the curriculum and instructional maintenance cycle.

All program enhancements or suggested improvements are considered and incorporated into the plan only after assessment activities have been conducted and proven the idea is valid. All significant program change suggestions are discussed with the ABC/Governing Board members (if not suggested by them) and acted upon by the Senior Leadership and Administrators to ensure the educational change is endorsed by the growing and changing industry.

Additional suggested program changes could come from students during the end of term program evaluations, by the graduating class, by alumni, and during annual student surveys. Aside from the ABC and Governing Board members, alumni could contribute to continually keeping the program parallel with industry trends and needs. Alumni should be the number one resource validating the education and training, and their suggestions must always be taken seriously.

The school regularly consults with ABC/Governing Board members, performs industry site visits, interacts with business leaders, and reviews technical publications to ensure that instructional materials and equipment reflect what is currently being used in occupational and technical settings, sufficiently comprehensive, and properly maintained.

Consideration of the ABC/Governing Board input for institutional assessment and strategic growth is documented in the meeting minutes under the headings "Summary of Recommendations from the Program Review" and "Consideration of Previous and Current ABC/Governing Board Considerations."

Under the former heading, a summary of recommendations from the current meeting are noted. If there were no recommendations from the current meeting, that fact is stated instead.

Under the latter heading, recommendations from the prior meeting that the campus has since addressed are briefly restated followed by an explanation of the consideration and action taken (if applicable) on each item. In addition, if the school addressed and acted on any recommendation

during the current meeting, the recommendations and corresponding actions taken are documented as well. If no recommendations are outstanding, that is noted in this section. Members of the ABC are appointed by the president of NATI based on professional work experience, educational qualifications, and NATI's vocational programs and courses. The term of each member is 4 years, renewable based on mutual acceptance and agreement.

## **Institutional and Staff Hours**

Monday – Friday  
8:30am to 5:30pm

## **Program Quarter Dates**

North America Technical Institute operates on a quarter system, providing courses for students on a year-round basis. There are four quarters of classes offered during the year: Fall, Winter, Spring, and Summer. Term stands for the timeframe of the beginning to the end of a course. Open enrollment starts on first business day of the week. Courses vary in length, number of clock hours, and the number of class meetings per week but generally meet at least once per week. Applications are accepted all year long. M-1 students enter a program in September, January, April, and July. M-1 students must take 18 clock hours per week if the majority is classroom instruction or 22 clock hours per week if the majority of the program instruction does not take place in the classroom, such as laboratory work.

Fall Quarter: September- December (12 Weeks)

Winter Quarter: January– March (12-Weeks)

Spring Quarter: April – June (12 Weeks)

Summer Quarter: July– September (12 Weeks)



## **Institute Calendar**

The following holidays will be observed by the Institute and classes will not be held. Holidays are not counted as part of the total clock hours required to complete a course or program.

### **Observed Holidays**

The following holidays are observed by North America Technical Institute, oncampus and online.

New Year's Day  
Martin Luther King Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving  
Christmas

## Admission Requirements

All students must be at least eighteen (18) years of age on or before the first day of class and have earned a High School Diploma or a General Education Development Certificate (GED). A copy of the original High School Diploma and transcripts or a General Education Development Certificate (GED) must be submitted with the admission application.

North America Technical Institute admissions process begins with a personal interview and tour of North America Technical Institute facility led by the Admissions Director or an admissions staff member. During the personal interview, the Admissions Director or staff will assess your skill levels and prior work experience in addition to assessing your educational and career goals. For admission to specific programs or courses, there may be prerequisites and/or demonstrated proficiency in the prerequisite skill objectives and/or prior work experience required. During the student's interview process, the Institute's admissions representative will obtain this information, particularly, the student's English skills, knowledge and prior professional and learning experience using a computer and/or require the student to take the necessary English course(s), basic keyboarding and/or computer skills tests. You will also have the opportunity to fill out the application for admission and request further information about financial options.

The same procedure above applies to a distance learning student, but virtually. Online/distance education applicants must complete this online assessment. This tool, designed by Penn State, can be found at <http://tutorials.istudy.psu.edu/learningonline/ORQ/ORQ.htm>. For more information, contact an admissions officer and/or a student adviser.

### Students with Disabilities

North America Technical Institute (NATI) does not discriminate on the basis of age, sex, race, color, religion, disability, sexual orientation, marital status, veteran status or any other basis as specified by federal and state laws and regulations.

NATI welcomes students with disabilities. It strictly enforces its non-discrimination policy and affords those with disabilities equal opportunities to participate in the school's programs.

NATI as a vocational postsecondary institution is subject to the nondiscrimination requirements in Section 504 of the Rehabilitation Act of 1973, Title I and Title III of the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendment Act of 2008 and applicable state laws. The Office for Civil Rights of the U.S. Department of Education investigates claims under Section 504 related to education.

NATI is committed to maintaining the confidentiality of information provided by students with disabilities to the Office of Student Services/Academics. Confidential information from a student's file which may include information pertaining to the nature of the student's disability; medical, psychological or educational assessments, etc. will not be released unless: a. Student consents in writing; b. There is a need to know; or c. In the case of an emergency.

Students are not required to inform the institute of a disability. Thus, the Institute cannot inquire whether a student has a disability nor demand that a student disclose any such disability. However, if the student asks the Institute for accommodations for a disability, the student must disclose the nature of the disability and any limitations due to the disability; The Institute can require the student to submit information about the disability, including the provision of medical documentation. The Institute encourages any disabled student requiring accommodations to disclose this need to the Institute as soon as possible, as it can take time to arrange for certain accommodations. Students who have not been approved for disability accommodations by the Office of Student Services/Academics should not be extended accommodations. Accommodations for disabled students commence after the student is approved for accommodations via receiving an accommodation letter and instructors are notified of accommodations by the Office of Student Services/Academics, not when the student submits his or her completed application. Disability accommodations cannot be applied retroactively.

## **Learning Environment**

North America Technical Institute (NATI) is an open door vocational postsecondary school. NATI provides and affords individuals with the opportunity to participate in postsecondary technical education. NATI admits everyone who is interested, determined and eager in continuing his or her vocational training beyond high school. NATI provides a student-centered learning environment to all who would come to learn and to prepare them for the job market. NATI is in a prime position to serve all students who are ready to take advantage of new and exciting learning opportunities.

Program lengths vary by course and are adjusted to accommodate holidays. Although a course may be offered over different duration and timeframe throughout the year, the total clock hours of classroom instruction and material is the same.

Courses are tailored to student needs. The ability to review specific Unit or rewind specific sections is one of the benefits of technology-based courses. Hybrid training is available at any time during the hours of operation being from 8:30 a.m. until 4:30 p.m. Monday through Friday. Instructors and Mentors will be available for student instruction during these scheduled times and outside of class.

## **Learning Environment and Model**

At North America Technical Institute (NATI), the interaction between instructor and student is a strong factor in the student's success. In such an atmosphere, where questions are answered and ideas are valued, a person learns not only technical skills, but also respect for ideas and for individuals. NATI stresses that learning is a joy more than a struggle; a reward more than a sacrifice. Students are invited to share knowledge and experience gained from their own professions with their classmates. In these ways and others, NATI students are urged to explore various fields of knowledge and expand their educational and training horizon.

North America Technical Institute offers quality education that is both affordable, convenient and flexible. Courses offered as blended learning consists of a combination of technology-based learning, virtual and hands-on labs. The Institute is dedicated to help the individual student selects a training program curriculum to fit their career goals, life, and busy schedules. Each program must be approved first by the school's Advisory Board Committee (governing board), a state agency, and an institutional accreditation.

## **Registration**

Students may register for classes in one of three ways: 1. online at the Institute official website, 2. by telephone with a student advisor, or 3. in person at the Academic Office at campus. Registration through the Academic Office is required of students on academic probation or academic suspension. It is recommended that M-1 International students enroll through the Academic Office.

## **School Policies and Procedures**

### **Externship Policy**

North America Technical Institute (NAT), as part of its formal, career course of studies, may require clinical/occupational experiences of students, and desires to assign certain of its students to one or more externship site facilities to obtain such clinical/occupational experience; and externship site, to promote high standards of preparation and training for students and in service to the community.

Initiate planning for clinical/occupational experiences takes place at least six (6) weeks prior to the start of the term and requires a student to submit a written request to the supervisor faculty indicating their name and the completed approved curriculum and instructional program in order to be assigned to an externship experience. Specific information to be provided by the student

and assigned supervisor faculty: the length of time and dates of each clinical/occupational experience, the proposed days and hours of each clinical/occupational experience, and the externship site facility to which NATI seeks to assign each Student. The specific placement of students, including schedules and the number of students for each clinical/occupational experience, shall be mutually agreed upon by the parties (NATI, site, and extern student). Institute shall provide the site administrator with the name of each student participating in a clinical/occupational experience at least thirty (30) days prior to the start of the clinical/occupational experience and shall promptly notify this administrator of any changes.

NATI requires the extern student who perform activities, pursuant to a formal agreement and training plan, to observe the rules, regulations, policies and procedures of the facility (code of conduct) and shall train students regarding the reasons underlying such code of conduct. The student must not be used by the site to provide work on behalf of a permanent, full-time employee. An extern student must have successfully fulfilled the prerequisites of the program curriculum and completed all the instructional courses in a program offered by NATI successfully before they are allowed to apply for an externship.

The site administrator must provide evaluation forms for the evaluation of an extern student who participates in the clinical/occupational experience. The faculty must keep records of student's progress and evaluation during the entire period of the externship. He or she maintains, in accordance with the written training plan, specific schedule of time, start and completion dates, standards of procedures, objectives and learning outcomes met, educational records and reports relating to the clinical/occupational experience of the students. An extern student will not be able to graduate from the program and earn a certificate from NATI until the externship work has been satisfactorily completed.

NATI provides the externship site with extern student's training plan and documentation prior to the beginning of each clinical/occupational experience certifying that each student meets the public health requirements established by the facility to the extent made known to NATI by externship site.

**No Payments:** the externship, clinical/occupational experience, furnished to students, is gratuitous and voluntary and shall be accomplished without any payment made by externship site to the NATI, its faculty, students, employees, or agents. Externship site shall not be responsible for any income tax withholding, social security taxes, workers' compensation, and unemployment compensation with respect to Institute's faculty, students, employees and agents.

## Student Grievance Policy

Grievances, academic and non academic should be raised and settled promptly, a grievance shall be raised as soon as the event occurs or the student gains knowledge of it and in no event more than 30 days after the event occurred.

Level 1: if a complaint cannot be resolved informally, the student may file a written grievance following a written response from North America Technical Institute administrative official. The written grievance is filed with the Campus Director and shall contain the name of the complainant, the date of the filing, and a brief, specific description of the grievance and the redress sought. The Campus Director shall provide a written response to the student typically within thirty days of receipt, unless the situation requires additional research or investigation. All discrimination or sexual harassment matters should be brought immediately to the attention of the President.

Level 2: if not satisfied with the grievance disposition at Level 1, the student may file a written grievance with the Institute President within thirty days of receipt of the written decision from the Level 1 official. The written grievance shall contain the name of the complainant, the date of the filing, a brief, specific description of the grievance and the redress sought, and the results of the disposition of the grievance at Level 1. The President will contact the student upon receipt of the written grievance and will issue a written response typically within thirty days of receipt, unless the situation requires additional research or investigation.

Level 3: if not satisfied with the grievance disposition at Level 2, the student may file a formal complaint with the State Council for Higher Education in Virginia (SCHEV): <https://schev.edu/index/students-and-parents/resources/student-complaints>. SCHEV's contact information is printed below and on page two in this catalog.

NATI adheres fully to Virginia State Approving Agency (SAA) Grievance Policy. SAA is the approving authority of education and training programs for Virginia. SAA office investigates complaints of GI Bill ® beneficiaries. SAA Grievance Policy states, "while most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov)."

*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 <http://www.benefits.va.gov/gibill>.*

## Leave of Absence Policy

A written request for leave of absence must be submitted to NATI's Campus Director, along with reason for request, supporting documentation in writing, dated and signed by the student or designee requesting a leave of absence. An approved leave of absence cannot exceed 180 days

within a 12-month timeframe. A student whose study is interrupted for more than 180 days must apply for readmission. Students who take a leave of absence from the Institute are subject to the current course/program requirements at the time of readmission. Upon approval, the student is subject to the course/program and all other instructional requirements and regulations in effect at the time of readmission. Students applying for readmission must pay a non-refundable application fee of \$50, where applicable. During a leave of absence, a student will not be penalized academically, monetarily, marked absent or pay any tuition or fees. The date that the leave of absence was approved should be considered the last date of attendance for refund purposes.

## **Attendance**

Students are expected to attend and be on time for all regularly scheduled classes. Should absences or tardiness be necessary, students are responsible for the material covered during the absences. Instructors cannot grant requests for excessive amounts of make-up material, and they may request written documentation detailing the reason for absences or tardiness. Excessive absences or tardiness make it almost impossible for a student to meet the learning objectives of a course; they frequently cause a student to receive a lower grade, even though the absences or tardiness were unavoidable. North America Technical Institute requires all instructors to take attendance during each class period and to record it accurately on their permanent roster. A student who is late to class may be marked absent. A student who is absent from four consecutive class meetings, excluding holidays and emergency cancellation of classes from that course, will be withdrawn automatically from that course. A student who does not attend any of the classes for which he/she is registered in a term will be administratively withdrawn from the Institute. A student who has been absent due to mitigating circumstances should contact the Campus Director for additional time to complete coursework. The Institute has defined the following as mitigating circumstances: 1. serious illness of the student, serious illness of a member of the student's immediate family for whom the student is the primary caregiver, or death of member of student's immediate family 2. military deployment 3. unforeseen travel requirements or relocation related to the student's employment. To request accommodation or waiver based on mitigating circumstances, the student must provide the Institute with documentation supporting the student's claim of mitigating circumstances. If the request is granted based on the documentation provided, the Campus Director will so notify the instructor(s) to work with the student to satisfactorily complete the coursework within a reasonable amount of time. Students may also be required to submit additional documentation before enrolling in subsequent quarters to demonstrate that the mitigating circumstance no longer applies. If circumstances are such that, due to the length of the class absences or the length of the anticipated absence, the preferable course of action is class withdrawal, the student may petition the Campus Director for a tuition adjustment and/or waiver of the withdrawal fee. The same documentation cited above must be provided to the applicable Campus Director.

## Class Cancellation

The Institute reserves the right to cancel a course if there is insufficient enrollment. Any such cancellation is always done prior to the first day of class. Affected students are notified by phone, e-mail, and/or mail and are given assistance in enrolling in an equally suitable course. In case of inclement weather, or other emergency situations, the Institute will announce publicly the cancellation of classes. Students may view emergency announcements on the school official web site or may call the local campus phone number for recorded information. When cancellation of classes is necessary, instructors may arrange for additional class meetings or study assignments to compensate for attendance time.

## Refund Policy

A student decides to withdraw must notify the Academic Office in writing. The date a student officially notifies the Institute of the withdrawal is the official date used to determine tuition refund amount. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. Tuition is reduced according to the withdrawal table below. The same reduction amount in tuition is applied in case of student termination from the Institute. Once financial adjustments have been made any overpayment will be refunded to the student within a 30-day period following his or her withdrawal written notice or termination date.

Withdrawal/termination in course/program	Tuition refund amount*
Completed 25% of the required course/program clock hours	75%
Completed more than 25% but less than 50% of the required course or program clock hours	50%
Completed more than 50% but less than 75% of the required course or program clock hours	25%
Completed more than 75% of the required course or program clock hours	No refund will be issued

*\*Excludes all mandatory fees*

**Delayed Payment Policy.** North America Technical Institute requires all covered individuals to submit a written request of certification of their enrollment each quarter for which they plan to use their Chapter 31, 33, or 35 entitlement benefits. The Certification Request for Veterans Affairs (VA) Educational Benefits must be submitted no later than the last day to drop and receive a refund for the respective quarter.

Any covered individual will be permitted to attend or participate in a course of education during the period beginning on the date on which the individual provides to North America Technical Institute a Certificate of Eligibility for entitlement to educational assistance



under Chapter 31, 33, or 35 (a "certificate of eligibility" can also include a Statement of Benefits obtained from the Department of Veterans Affairs (VA) website, eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

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

Due to the delayed disbursement of funding from the VA under Chapter 31, 33, or 35, North America Technical Institute will not assess a late penalty fee, deny access to classes, libraries, or other institutional facilities, or require a covered individual to borrow additional funds because of the individual's inability to meet his or her financial obligations to North America Technical Institute for the VA delay.

North America Technical Institute reserves the right to follow normal collection procedures for any difference between the amount of a covered individual's financial obligation and the amount of the VA education benefit disbursement.

Service member students called to active duty may be withdrawn from NATI with no academic or financial penalty. NATI will refund 100% of the tuition paid by service member students for courses they cannot complete due to service orders. Refunds will be issued after the service member has provided NATI with a copy of their active-duty orders.

**Return to Title IV Policy.** Return of Title IV Funds. The law specifies how North America Technical Institute (NATI) must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees. The requirements for Title IV program funds when you withdraw are separate from NATI's institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges. A student may withdraw from NATI at any time by notifying the Financial Aid office in writing of his/her decision to withdraw. Date of Determination that you are withdrawn will be determined as follows: 1. Official Withdrawal - by the postmark on written notification, the date said notification is delivered to NATI in person or the date of termination by NATI. 2. Unofficial Withdrawal – a. - after 14 consecutive calendar days of absence, on the 15th day the student will be considered withdrawn.

b. - failure to return on the approved return date of a Leave of Absence. In all cases, the Withdrawal Date will be the student's Last Date of Attendance. It is highly recommended that the student speak to a Financial Aid Administrator prior to withdrawing. The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period. For example, if the student withdrew at 223 scheduled clock hours of a payment period that has 500 clock hours, the student has completed 50% of the period and therefore has earned 50% of federal student financial aid that was disbursed or could have been disbursed. That means that 50% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid program(s). A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period. If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, NATI is responsible for returning the portion of the excess equal to the lesser of: 1. The institutional charges for the payment period multiplied by the unearned percentage of funds, or 2. The entire amount of excess funds. A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50. If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If the post-withdrawal disbursement is grant only, student permission to disburse is not required. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student. If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student. The student has the option to choose to have all or part of the funds disbursed. The funds will be disbursed according to the student's preferred option. NATI has 30 days from the date of NATI's determination that the student withdrew to offer the post-withdrawal disbursement of a loan to the student. The student has 14 days from the date NATI sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, NATI will make payment within 30 days of receipt of the student's acceptance of the disbursement. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student does not respond to NATI's notification. Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this

may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full. Unearned Title IV funds will be returned to the federal student aid programs in the following order: 1. Federal Unsubsidized Direct Loan 2. Federal Subsidized Direct Loan 3. Federal Plus Direct Loan 4. Federal Pell Grant.

## **Grants, Student Loans and Scholarships**

Grants and scholarships are gifts of money which do not have to be repaid provided they are used to complete the student's education. Loans are borrowed money which must be repaid with interest. Other sources of financial assistance include Veterans benefits, Vocational Rehabilitation benefits, and employer sponsorships. A student should research all possible sources of financial aid. The amount and type of financial aid that a student may receive are determined through federal and state guidelines. The typical financial aid award will be a combination of grants, loans, and/or scholarships.

## **Scholarships Qualification Criteria**

**Academic Performance:** Minimum GPA 2.5 and ESL standardized test scores or completed a specific number of ESL courses in an accredited ESL school.

**Field of Study:** Scholarships are specific to certain programs, such as IT, health care, or hospitality.

**Financial Need:** Applicants must submit proof of unemployment, financial hardship, such as tax returns or income statements.

**Demographic Factors:** Some scholarships are aimed at specific groups, such as women, minorities, veterans, or foreign students.

**Community Involvement:** Volunteer work or leadership roles in school or community organizations is a factor.

**Essays and Personal Statements:** Applicants need to submit essays outlining their goals, interests in their chosen career/technical field, and why they deserve the scholarship.

**Recommendations:** Two letters of recommendation from professors/high school teachers, employers, or community leaders are required.

**Enrollment Status:** Proof of intent to enroll in a technical/vocational program.

**Interviews:** In some cases, applicants may need to participate in an interview as part of the selection process.

A committee formed by the President of NATI meets on quarterly basis to review scholarship applications.

## **Student Records, Release of Information, and Retention Policy**

Student official transcript of academic records will not be released without written consent from the student. All student academic records (admission application, acceptance letter, and financial

transactions) are kept for five years, except for transcripts (which are kept indefinitely). A transcript will be kept indicating student accomplishments in terms of clock hours. Transcripts are kept in digital format indefinitely. Students interested in receiving transcripts should refer to the Official Transcripts Request on the Website: Students Services > Student Resources > Official Transcripts Request. Transcripts can not be issued for students with prior outstanding balances on their accounts.

North America Technical Institute maintains student records during and after a student's enrollment and abides by all components of the Family Educational Rights and Privacy Act (FERPA) (Public Law 93-380 which is Section 438 of the General Education Provision Act).

All records are maintained in accordance with the Family Educational Rights and Privacy Act of 1974. NATI will withhold all student information from third parties unless the student requests, in writing, for the information to be released. NATI permits students the opportunity to view his/her educational records upon request.

NATI does not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons:

- Records required by NATI officials in the proper performance of their duties
- Organizations conducting studies for educational and governmental agencies
- U.S. government agencies as listed in Public Law 93-380
- Accrediting agencies
- Parents of dependent children as defined in the Internal Revenue Code of 1954
- Appropriate persons in connection with an emergency listed as emergency contacts
- Other educational institutions upon request of transcripts for students seeking enrollment in that institution
- In connection with the award of federal student aid
- In response to legal court orders

Name; address; telephone number; date and place of birth; program undertaken; dates of attendance; and certificates awarded may be provided to third parties unless the request to omit such information is presented in writing. By agreeing to enroll at NATI students agree to give the Institute permission to use the student's name, photographic likeness, or written/spoken words in any format, for any lawful purpose.

## **Educational Standing Policy**

A student must meet the following minimum standards of educational achievement and successful course completion while enrolled at the North America Technical Institute. The Institute requires that all courses be completed to graduate from the course or program.

A student's educational progress status is reported on the student's transcript which is provided each term through an online portal to student educational information.

**Maximum Time Frame:** all students must complete their course or program in a period not exceeding 1.5 times the normal length of the course or program. For example, for a program that requires successful completion of 700 clock hours, the student may not attempt more than 1050 clock hours (1.5 x 700).

Students will be evaluated every 25% of the clock hours required for that the course/program of study they are enrolled in according to this criteria: a student must maintain a Cumulative GPA (CGPA) of 2.0 or above in order to remain in school and be considered in good academic standing at each evaluation point of 25%, 50%, 75%, and 100% of the required course/program clock hours. The Campus Director may permit a student to retake a failed course. A passing grade on the retaken course would replace the original failed grade.

The school maintains all student progress records. If a student's cumulative GPA is below a 2.0 at the 25% evaluation point of a course/program clock hours, this means that this student is not meeting the minimum requirement for satisfactory progress and that student will be placed on warning.

Further, a student must have at least 67% attendance at the end of every evaluation period.

At the next evaluation point of 50% of a course/program clock hours, if a student is not meeting the minimum requirement for satisfactory progress, academic and/or attendance, the student will be placed on probation.

## **Probation, Suspension, and Appeals Policy**

Any student enrolled in a certificate course or program, who has attempted 25% of clock hours and whose overall cumulative GPA and attendance falls below 2.0 and 67% respectively, will be placed on probation for the following evaluation period. Evaluation periods: 25%, 50%, 75%, and 100%. The Institute will notify the student in writing of his/her standing within one week after the end of each evaluation period. A student placed on probationary status should meet with a student advisor upon notification in order to develop an appropriate personal educational plan. If by the end of the probationary period the student's overall cumulative GPA and attendance remains below 2.0 and 67% respectively, the student will be suspended from the course or program. He/she will be notified in writing of his/her suspension within one week after the evaluation period ends. A student who believes extenuating circumstances impaired his/her ability to maintain educational status may appeal the suspension to the Campus Dean no later than two weeks after the evaluation ends. After the suspension period of one quarter, the student may petition in writing his/her Campus Dean for permission to enroll for one provisional quarter. If the student successfully achieves a cumulative GPA of 2.0 during the provisional quarter, the student is considered in good educational standing and is permitted to continue his/her course/program

toward a certificate. Failure to achieve the objectives outlined in the student's educational plan or failure to achieve an overall cumulative GPA of 2.0 and 67% attendance at this time may result in the student being terminated from the Institute. Written notification of termination will be issued within one week after the evaluation period ends. A student who believes extenuating circumstances impaired his/her ability to maintain educational status may appeal to the Campus Director. To appeal a decision denying reentry or admission to NATI, an applicant must submit a written appeal to the Campus Director within 14 days of receipt of the reentry or admissions denial letter. The applicant will be notified of the outcome, via U.S. mail and email, within 30 business days. If the appeal is denied the student may petition for readmission after one school year.

If the appeal is not resolved to the student's satisfaction, he or she may contact the Campus Director. Following this, if the complaint is not resolved to the student's satisfaction, he or she may contact the Institute's President. As a last resort, students may file a formal complaint with the State Council for Higher Education in Virginia (SCHEV): <https://schev.edu/index/students-and-parents/resources/student-complaints>. SCHEV's contact information is printed on page two in this catalog. The student involved will not be subjected to adverse actions by any school officials as a result of initiating a complaint with SCHEV, an institutional accreditation, or any state and federal agency.

After the student has been approved to return to the Institute, they will return under the extended enrollment status. The student will be advised to repeat courses failed to bring his or her CGPA and percentage of successful completion to the minimum progress requirements. Once these minimum progress requirements have been met, he or she can continue as a regular student. The student must make satisfactory educational progress in their returning term or they may be dismissed.

Ensuring student success is of paramount importance for North America Technical Institute. NATI will likely screen students to verify that they would be employable upon graduating from a program. As a part of this process, it may be necessary to conduct background checks for criminal history that may prevent a student from being employed in the field for which they have been trained. NATI will also disclose the necessary information if there are any limitations for employability due to a criminal record.

## **Withdrawals**

It is important that students fully understand the educational and financial consequences of a decision to withdraw from the Institute. Any student who wishes to withdraw from the Institute should complete the Institute Withdrawal Form and provide to a school representative, who in receipt of the Form must provide it to the Campus Director. A student who is absent from four consecutive classes in all course(s) will be administratively withdrawn from the Institute, regardless of whether the student submitted Institute Withdrawal Form.

Before withdrawing from a course, program, or from the Institute, a student should confer with an Academic Advisor and the Business Office and follow NATI's policies for withdrawal. Students withdrawing or administratively withdrawn before the last day to withdraw without academic penalty will receive a grade of "W" (withdrew). The last day to withdraw without academic penalty is at the 25% of clock hours required for a course or program. Students withdrawing or administratively withdrawn after the last day to withdraw without academic penalty will receive a "WF" (withdrew failing) for the course. Withdrawal deadlines are indicated in each quarter's class schedule.

A course from which a student has withdrawn and received a "W" grade will not affect the student's CGPA. The course hours will, however, be added into hours attempted for the purpose of evaluating the student's maximum time frame for completion and successful course or program completion. Courses from which a student has withdrawn and received a "WF" grade will affect the student's CGPA as well as their maximum time frame for completion and successful course completion.

## **Incomplete Grade**

Instructors have the option of giving the grade of Incomplete ("I") only to a student whose work in a course has been satisfactory, but who, because of illness or other circumstances beyond the student's control, has been unable to complete some small part of the work of the course. The student must remove the "I" grade by completing work assigned by the instructor. It is the responsibility of the student to request and make arrangements with the instructor to complete the work by the end of the following quarter. Otherwise the "I" automatically becomes an administrative "F" ("F\*"). An administrative "F\*" counts as a "0" in determining the grade point average.

## **Graduation**

To graduate, a student must satisfactorily complete 100% of the total required clock hours, pass the designated industry certification exam, and shall obtain a minimum overall CGPA of 2.0. The time for completion of the program shall not exceed 1.5 times the normal hours required to complete the program. The course graduation requirements are connected with each program offered by the Institute and are listed elsewhere in the catalog.

While North America Technical Institute (NATI) does not guarantee a passing score on exams for industry certifications, NATI publishes and discloses annual pass rates for first time takers for the last three years. In case these scores are not available, a written explanation will be provided to the applicant.

## **Transfer Clock Hours and Credit**

North America Technical Institute (NATI) cannot guarantee that clock hours earned at NATI will transfer to another institution. Clock hours earned at another educational institution may not be accepted by NATI. Transfer of clock hours is regulated by the criteria established by the receiving institution. It is the student's responsibility to confirm whether or not transfer of clock hours will be accepted by NATI or another institution of the student's choice.

Experiential Learning Portfolio Procedures approved by the Council for Adult and Experiential Learning (CAEL) are used to allow students through an Experiential Learning Portfolio (ELP) to satisfy NATI's course or program requirements. Credit for experiential learning is applied on a course-by-course basis to courses when it appears that learning resulting from experience is comparable to the content of specific courses. Student must meet at least 80% of the course learning objectives. The ELP will be graded Pass or Fail. If a student failed to successfully complete an Experiential Learning Portfolio for a course, the course must be taken at NATI in order to obtain the required clock hours for that course.

## **Additional Certificate/Program**

To receive additional certificate and or changing programs, a student must complete all courses required for each program. If a course is listed as a requirement in both certificates or programs, a different course must be substituted for the original in the second program, no more than two courses may be substituted. Course substitutions are restricted to certain circumstances and must go through the a student advisor and Campus Director.

North America Technical Institute is committed to providing our students with a professional, flexible learning environment that supports each student towards reaching their educational and career goals. Therefore, North America Technical Institute supports communication and encourages students to discuss changes to their programs, suggestions and/or concerns with their instructors, The North America Technical Institute, staff members or the Campus Director.

## **Maintaining International Student Status**

All international students, regardless of visa type, are individually responsible for ensuring that they are in good standing with the U.S. immigration authorities. NATI is required to comply with the following policies for M-1 international students.

1. Report to NATI as listed on the SEVIS Form I-20 no later than 7 days after the program start date.
2. All M-1 students requesting an authorized break must be enrolled full-time for three consecutive quarters (may include summer) at NATI
3. Full-time enrollment equals 18-22 clock hours a week.
4. M-1 students may enroll in a maximum of one online course per quarter as applied towards full-time enrollment.
5. M-1 students must report any changes of address information to NATI within ten days of the change. Students on training are required to report



changes in employment to the Designated School Official (DSO) within ten days of the change.

6. M-1 students must maintain a valid SEVIS Form I-20; including updating personal, educational and academic changes such as requests for program extension and/or changes of certificate.

7. M-1 students whose cumulative grade point average falls below 2.0 for more than two consecutive terms will be required to apply for reinstatement if sufficient academic progress is not maintained in accordance with NAT's Probation/Suspension policy.

8. M-1 students whose SEVIS record has been terminated cannot further enroll in classes until they have applied and submitted all required documentation for reinstatement.

9. Students in M-1 status are not permitted to accept employment without proper work authorization. Additional information pertaining to work authorization may be obtained from the Student Services Office.

10. Students transferring their M-1 status after completing a certificate or degree from one U.S. institution to NATI must complete the admissions process within 60 days of program completion or expiration or training from their previous institution.

11. All transfer students must receive their NATI's SEVIS Form I-20 no later than 15 days after the beginning of the quarter.

12. Students in M-1 status that have completed their program and who have not applied for training or a different program are required by the Student and Exchange Visitor Program (SEVP) to leave the United States within 60 days of their last date of attendance.

13. M-1 students are individually responsible for maintaining their M-1 status. NATI is required under SEVP regulations to report the enrollment activity of our M-1 students. Students who fail to adhere to the above guidelines will be advised to apply for reinstatement and may be barred from enrollment until full compliance with SEVP regulations is obtained. In addition, NATI urges all international students to enroll in one of the group health insurance plans sponsored by NAFSA: Association of International Educators. M-1 students may contact SEVP by email at [sevp@ice.dhs.gov](mailto:sevp@ice.dhs.gov) if your DSO is unable to assist you or if you would prefer to ask someone else. Official guidelines and information on M-1 visa are available here: <https://studyinthestates.dhs.gov/guide/m-1/m-1-postsecondary>.

## Student Disclosure

The following information is available to prospective and current students:

1. The number of students enrolled in each program.
2. The total number of students that completed or graduated from the Institute as of the end of the last academic year and the total number and percentage of students who completed or graduated from each program offered by the Institute as of the end of the last academic year.
3. A description, including academic and/or career-technical objectives of each program, the number of hours of instruction in each subject and the total number of hours required for course completion, course descriptions, and a statement of the types of credentials awarded.
4. A statement of tuition, fees and other charges related to enrollment, such as deposits, accrued costs, books and supplies, tools and equipment, and any other charges for which a student may be responsible.
5. The Institute's refund policy for tuition and fees.

6. The Institute's procedures for handling student complaints, including procedures to ensure that a student will not be subject to unfair actions as a result of his initiation of a complaint proceeding.
7. The name and address of the Institute's accrediting agency.
8. The minimum requirements for satisfactory completion of each non-degree certificates or diplomas.
9. A transferability statement of any courses, diplomas, or certificates offered by the Institute.
10. The academic or course work schedule for the period covered by the publication.
11. A statement that accurately details the type and amount of career advising and placement services offered by the Institute.
12. The name, location, and address of the campus in Northern Virginia.

## Instructors

The criteria for instructor selection at North America Technical Institute (NATI) are broad based: professional competence in the areas of instruction offered by the Institute, proven ability and dedication as a teacher, and commitment to the educational aspirations of a diversified student body. NATI instructors combine the best of two worlds—years of academic training with years of professional work experience. They are dedicated to the mission and vision of the Institute, knowledgeable in various fields, and interested in the continuing development of their students. Added to their professionalism and experience is one key factor: their willingness to assist students in attaining individual goals. Instructors teach courses in their major or minor fields of specialization and competence. Instructors must be accessible outside the classroom. Quarterly student evaluations of instructors assist NATI in maintaining quality instructors as does the Institute's emphasis on continued professional development.

## Programs Tuition and Fees

Tuition and mandatory fees at North America Technical Institute is assessed and set on quarterly basis. The current tuition and mandatory fees is summarized in the following chart.

Program	Hours	Tuition	Book(s)/ Materials	Technology Fee*	Registration Fee	Total Cost	Living Expenses
Amazon Web Ser- vices (AWS)	304	\$3,268	\$200	\$200	\$50	\$3,718	\$14,400
Artificial In- telligence (AI)	960	\$10,320	\$1,200	\$320	\$50	\$11,890	\$14,400
CompTIA	320	\$3,440	\$200	\$200	\$50	\$3,890	\$14,400

Microsoft Technology Associate (MTA)	353	\$3,795	\$200	\$200	\$50	\$4,245	\$14,400
Medical Billing and Coding Specialist	700	\$7,525	\$200	\$200	\$50	\$7,975	\$14,400
Clinical Medical Assistant (CMA) Technician	300	\$3,300	\$200	\$200	\$50	\$3,750	\$14,400
Hospitality and Event Management (H&EM)	300	\$3,225	\$200	\$200	\$50	\$3,675	\$14,400
IBM Certified Associate in Quantum Computation Using Qiskit	730	\$7,850	\$1,200	\$320	\$50	\$9,420	\$14,400
English as a Second Language Program (ONLINE)	960	\$10,000	\$500	\$450	\$50	\$11,000	----

\*Technology fee includes all necessary technology applications and software. \*Required Health Insurance: \$ 3,440.

\*A course may require a minimum number of students to start.

A student will be charged a fee for late payment of tuition and fees if they do not pay tuition and fees within 5 business days prior the start of course or program.

Cash, money orders, credit cards, and checks are accepted for payment of tuition and applicable fees. A returned check fee of \$50 is required. The following chart summarizes these fees and other charges.

Application fee	\$20
Returned check	\$50
Transcript fee	\$10

Late payment fee	\$50
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Required textbooks and instructional material will be purchased by North America Technical Institute. The school will not accept return of purchased materials or refund fees.

## Evaluation Techniques

### Grading System

Grade Point Average (GPA) is used to measure and indicate a student's academic standing, which is based upon the following grading system:

Grade	Grading Scale	Evaluation	Quality Points
A	90-100	Excellent	4
B	80-89	Good	3
C	70-79	Fair	2
D	60-69	Needs Improvement	1
F	59 and below	Failing	0
F*	-	-	0
I	-	Incomplete	-
W	-	Withdraw	-
WF	-	Withdraw Failing	0

### Incomplete Grades

Instructors have the option of giving the grade of Incomplete ("I") only to a student whose work in a course has been satisfactory, but who, because of illness or other mitigating circumstances beyond the student's control, has been unable to complete some small part of the work of the course. The student must remove the "I" grade by completing work assigned by the instructor. It is the responsibility of the student to request and make arrangements with the instructor to complete the work by the end of the following quarter. Otherwise the "I" automatically becomes an administrative "F" ("F\*"). An administrative "F\*" counts as a "0" in determining the grade point average.

## Distance Education and Online

Students enrolled at North America Technical Institute (NATI) in certificate programs may register for Online courses utilizing the Internet. Students must have access to a computer system and the Internet.

Synchronous and asynchronous courses taught online begin and end on the same dates as the traditional classes taught at NATI. Synchronous real-time courses are conducted through regular class meetings, where professors and students are all online at the same time. Asynchronous on-demand courses use a delivery platform that allows independent online study, where students can access course content and interact with the professor at different times. Both delivery methods have the same academic requirements as those courses taught in the traditional classroom environment. All synchronous and asynchronous classes are conducted via the Internet. During the scheduled class periods offered synchronously, each class member accesses the Institute's computer system and is online in a conversational mode with the instructor and other class members. In this mode, the students are presented case studies, discussion questions, and problems; and they interact with the instructor and other class members. Students also discuss the status of their term papers, articles, projects, and exams utilizing the Internet. Asynchronous classes are conducted by and developed in coordination with NATI instructors. During the course, instructors assess students, respond to inquiries, and hold dialogues with the students to support their learning efforts. Student assessment typically includes exercises, written exams, quizzes, projects, research papers, and case analysis. Scheduled live chats serve as open discussion sessions, during which students are coached, topic questions are elaborated upon, and feedback is given on assessment events.

Students are able to contact their instructor outside the scheduled Internet sessions by e-mail, telephone, or by scheduling personal meetings. A constant educational dialogue is maintained as students submit their assignments throughout the quarter and receive feedback from the instructor. Students taking classes online must meet the same admission and requirements, must observe the same policies and procedures, and have the same access to student services and activities as those students taking classes in the traditional classroom environment. Students who live in states where NATI has a campus (in the future) and who enroll online must follow the curriculum requirements and policies of their home state. Synchronous class attendance is taken based on the student signing in and participating in the Internet class sessions. Attendance for students enrolled in asynchronous courses is taken weekly when the students log on for course sessions. Students are marked "present" if they have accessed the online course content at least once during the week, otherwise they are marked "absent." NATI's distance education policies and procedures are outlined below.

## **Attendance**

To be marked present, online students at North America Technical Institute will demonstrate weekly attendance by completing one of the following actions as directed by the instructor:

- Submit a course assignment;
- Take a quiz or an exam;
- Participate in a posted online discussion.

Logging into the online class without active participation (as described above) will not constitute official weekly attendance. These activities will be tracked automatically in Microsoft Teams, the Course Learning System used by NATI.

## **Absences**

North America Technical Institute records the daily attendance of each student per all State, accreditation and Federal guidelines. Records of student attendance will be kept on file and are available for student review and as well as authorized agencies. Unexcused absenteeism for more than 20 percent of the total course time constitutes cause for dismissal. Graduation requirements stipulate that the student must be in attendance at least 80% of the instructional time. Excused absences are permitted for illness or any unavoidable, hardship and mitigating circumstances beyond the student's control. Please notify the Attendance Officer by 8:00 a.m. if you will be absent from class. The Institute determines and approves these circumstances on a case by case basis, providing required and legal documentation. Unexcused absences are absences where the student has neglected to notify the school and/or has extended beyond the 20 percent allowance without arranging for an official leave of absence.

## **Cutting Class**

Hours lost due to cutting class will be recorded as unexcused absences. Absences from scheduled exams without notifying the instructor before the scheduled exam time will also be considered as unexcused absences. Therefore, the student is responsible for making up the lost time, classwork and assignments. Time and lessons missed must be made up to meet the minimum attendance and graduation requirements. Students will need to meet with the Attendance Officer before they can return to class.

Students exiting North America Technical Institute, campus building, during class and instructional time, are required to sign out upon leaving and back in upon their return. This includes breaks and lunches. Students not signing out/in on both the general attendance sheet and the individual attendance sheet will be considered cutting class and falsifying attendance records. (See section on Attendance and Sign In Procedures).

## **Make-up Work**

For students to meet their educational and learning goals, they must receive instruction in all aspects of the course. If work is missed due to excused absences or a leave of absence, then the student will be offered the following:

**For instructor lead classes/labs/breakout sessions:**

- 1) Scheduled one-on-one *instruction (only offered to students with excused absences)* or
  - 2) The opportunity to join another class when the missed lessons are being taught
- One on One instruction will be scheduled during school hours after 2:00 pm Monday –Friday. The student must approach the instructor to schedule the make-up time.*

**For interactive learning programs:**

Additional time in addition to student normal scheduled time will be arranged.

Extension of completion date can be granted at the request of the student (*available for excused absences only*) with the recommendation of the instructor and the approval of the North America Technical Institute’s Campus Director and the student’s funding source (if required by the funding source).

Private instruction or additional time for interactive learning programs that are scheduled within the normal instructional day is offered as part of the tuition package for excused absences only. Private instruction for missed classes must be scheduled within one week of the absence. (Exception is made in the event there is a scheduling conflict on the part of North America Technical Institute or our staff, such as a holiday, or an instructor is unable to schedule within the week due to other scheduling conflicts). Should the student desire to wait until the lesson is offered in another class, the student needs to be aware that this may affect their completion date.

In all cases, students are responsible to approach their instructor immediately upon their return to school to request make-up work. Make-up work in the form of one-on-one instruction must be requested by the student to the instructor within one week of the absence.

All make-up work and the course syllabus must successfully be completed by the end of the school day on the last day of the quarter to qualify the student to receive the course certificate of completion for that quarter. All make-up work, course syllabi, and the student’s program syllabus must be completed by the end of the school day on the last day of the term to qualify the student to receive a diploma that meets the graduation requirements.

**Tardiness**

Developing good work ethics is an important part of the training at North America Technical Institute. Students arriving late for class are interrupting the instructor, other students and for some government-funded students’ tardiness could impact their funding contract. The following recording system will be used for tardiness.

- 7 to 15 minutes late will be counted as 15 minutes late

- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Since tardiness of 7 minutes or more is recorded as an unexcused absence, it is the responsibility of the student to make up the lost time and/or classroom instruction. North America Technical Institute encourages students to plan to arrive at the school at least 10 minutes before their scheduled times and/or the start of their class.

## Plagiarism

The on-ground and distance education program uses a Microsoft Team Application in administrating online tests. In addition to exams and to further prevent online plagiarism, instructors will be encouraged to design and develop diverse various learning activities, such as group and individual projects, small group discussions, case studies, recorded presentations, and lab projects.

North America Technical Institute endeavors to develop the creative instincts in its students and help them effectively communicate their ideas. Towards this end, North America Technical Institute is obligated to maintain high academic standards, and will not tolerate plagiarism or any other form of academic cheating.

A substantial component of cheating consists of plagiarism or using someone else's work without proper attribution and pass this material off as one's own. This may consist of one incorrect citation or the wholesale theft of a piece, but whether this is done intentionally or not, it is academically dishonest, and no amount of justification can excuse someone from stealing another's work.

NATI students need to understand that plagiarizing written material serves no purpose other than to detract from the intellectual worth of an assignment, a course, and, ultimately, an education. Regardless of the extent to which it is done, a student who plagiarizes shirks an inherent responsibility to submit an assignment based on honest research and obtains a certificate or diploma that ultimately has been devalued because it is based on fraud.

People are inclined to plagiarize because of:

- poor time management and organizational skills
- a perception of unrealistic deadlines for papers
- their believe that instructors are giving them too much work to do
- a lack the patience and commitment to engage in honest research
- their coming from a country where plagiarism is not an academic issue
- confusion about how to properly cite sources
- being subjected to pressure from peers and family
- competing for jobs and scholarships



- having poor research and writing skills

North America Technical Institute wants its students to understand that they must resist the urge to seek the easy grade by stealing the intellectual property of someone else. Specifically, plagiarism, which consists of reproducing the ideas, words or written statements without giving credit to the author and may take the following form:

- using another person's theories or opinions without proper attribution
- quoting another person's actual oral or written words without proper attribution
- paraphrasing someone else's actual oral or written words without proper attribution
- resubmitting a previous academic work as a new product
- using any facts, statistics, drawings or graphs that are not common knowledge

Electronic plagiarism has become increasingly prevalent with the growth of digital information, bulletin boards, information servers, and electronic mail. This problem is compounded by students' inability to critically evaluate internet sources and there is a perception that online sources are public knowledge and therefore not subject to the rules governing standard citation practices. Because there is no quality control on the internet, students feel free to download papers from paper mills, simply change authors' names and then submit these same papers as their work. The ease of cutting and pasting resources, the proliferation of digital web-based documents and high-speed access to resources at any time have makes it easier for students to plagiarize.

What follows is a glossary of terms that will help explain what plagiarism is and how it can be avoided:

**Attribution:** ascribing the work or ideas to an author or artist.

**Citation:** quoting or giving intellectual credit to another's work or ideas.

**Collaboration:** working together with someone in a joint intellectual effort.

**Copyright:** granting an author, composer, playwright or publisher the legal right to exclusively publish, sell or distribute a literary or artistic work. A copyright is the legal protection of work and provides for the originator to be paid for and control the use of his/her creations.

**Common Knowledge:** facts known by a large number of people that do not have to be cited. For example, it is well known that an untreated metal oxidizes when exposed to moisture, but explaining that it is caused by atoms losing electrons and gaining a positive charge is not common knowledge, and so this would have to be cited.

**Cyber-Plagiarism:** copying or downloading in part, or in their entirety, articles or research papers from the internet, or copying ideas found on the Web without giving proper attribution.

**Deliberate Plagiarism:** the wholesale copying of someone else's paper with the intent of representing it as one's own.

**Intellectual Property:** a creative endeavor that can be protected by copyright, trademark or patent.

**Paraphrasing:** often used to clarify the meaning it is a restatement of a text or passage in another form using different wording, *but it still must be cited*.

**Paper Mill:** an agency that for a fee provides pre-written term papers and other so-called educational tools through the internet.

**Plagiarism:** stealing or passing off the ideas or words of another as one's own without giving proper credit; committing literary theft; presenting as new and original an idea or product derived from an existing source.

**Public Domain:** refers to ideas and works that belong to everyone and are free to use without having to cite for attribution. The only material not in the public domain is that which has been copyrighted, and, therefore, protected.

**Unintentional Plagiarism:** carelessly paraphrasing or citing source material where improper or misleading credit is rendered.

**Student Problem Resolution:** concerning due process, North America Technical Institute will adhere to the following procedures when an issue of plagiarism comes to the attention of the instructor.

- a) If an instructor suspects plagiarism, he or she will assemble the evidence and speak with the student and advise the Campus Director. If the student's explanation is satisfactory, the matter should be dropped there, but if the issue cannot be resolved and the instructor is satisfied that plagiarism occurred, then the student will receive a zero on that portion of the grade.
- b) If this is a repetition involving the same student, the matter should be reported to the Campus Director, who will investigate the documentation provided. If the student is found guilty, the Campus Director will then submit a failing grade for the respective course.
- c) If this is a third incident involving the same student, the student will fail the course and the matter will be forwarded to the Campus Director, who will place the student on suspension.

- d) If this is the fourth incident involving the same student, the matter will be referred to the North America's Technical Institute's Board of Directors, who will determine whether expulsion from North America Technical Institute is in order.

Plagiarism can be avoided if a student approaches a project ethically and is determined to submit his own work without stealing the intellectual efforts of others. The keys are to keep one's notes organized, know the sources of the information used and acknowledge these sources in footnotes or endnotes. Whether it is deliberate or unintentional, plagiarism suggests laziness, carelessness and the intent to deceive, and it is unacceptable to North America Technical Institute in any form. If the student has some confusion about how to properly cite sources, then he can consult a style manual or his instructor. This is particularly important when dealing with online sources, which, because the URLs are unstable and often long, complex and confusing, can be especially difficult to cite. Nevertheless, it is the responsibility of the student to become familiar with what constitutes plagiarism and not assume that the submission of plagiarized work will go undetected by North America Technical Institute.

## **Honor Code**

Students are removed from the NATI course and program after an institutional withdrawal. This can occur after an official or administrative withdrawal. It may also occur as a result of student conduct or honor code violations.

Honor Code: Academic integrity is built on and encompasses five values: honesty, trust, fairness, respect, and responsibility. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity. Educating community members about the value and practice of academic integrity is central to NATI's mission. Each member of NATI community must be held accountable for their actions. As a result, a community develops in which students learn the responsibilities of citizenship and how to contribute honorably to their professions. If knowledge is to be gained and properly evaluated, it must be pursued under conditions free from dishonesty. Deceit and misrepresentation are incompatible with the fundamental activity of NATI and will not be tolerated. Members of the NATI community are expected to foster in their own work the spirit of academic honesty and not to tolerate its abuse by others. The first responsibility for academic integrity lies with individual students, faculty, and staff members of this community. A violation of academic integrity is an act harmful to all other students and ultimately, NATI.

When a student is found responsible for a first violation, the faculty member makes the final decision about a grade-related sanction using the ranges outlined in the Catalog. Additional sanctions, including dismissal from NATI, may be recommended by the faculty member, but must be approved by the Executive Director. Any second violation, proven or admitted, results in failure of

the course and may include dismissal from NATI. All recommendations for dismissal by faculty after a second offense must be reviewed and approved by the Executive Director. In order to help students learn from their experiences, remedial educational activities may be assigned in addition to sanctions, particularly for first violations. These activities may be chosen by the faculty member who may also choose to include such assignments in the course grade.

## Honor Pledge

Upon application to NATI, each student will be asked to sign the Honor Pledge, a copy of which may also be found in each course syllabus. The Honor Pledge reads as follows:

I have read and understand NATI Academic Integrity Policy. I promise to conduct myself with integrity in the submission of all academic work to NATI and will not give or receive unauthorized assistance for the completion of assignments, research papers, examinations, or other work. I understand that violations of the Academic Integrity Policy will lead to disciplinary action against me, up to and including suspension or expulsion from NATI. I understand that all students play a role in preserving the academic integrity of NATI and have an obligation to report violations of the Academic Integrity Policy committed by other students.

Name (Signed) \_\_\_\_\_ Date \_\_\_\_\_  
 Name (Printed) \_\_\_\_\_

Any student who, upon application to NATI, refuses to sign the Honor Pledge must submit an explanation in writing that will be reviewed by a designated NATI staff member. If the staff member does not accept the student's explanation, the student will not be permitted to enroll at NATI.

## Student Services

Student Services at NATI consist of Student advising, Career Services and Job Placement, Tutorial Services, International Student Advising, and Placement Testing. At the moment, NATI is providing only online courses due to the pandemic. However, in the future, once the courses are switched to in-person, NATI will provide optional field trips to local museums, historical and cultural events on the weekends. NATI student services will organize field trips and will invite native speakers and guests to campus to talk about the history and way of life in the states. A Field Trip Form has been designed and ready for use. NATI also plans annual International Student festival to share stories, cultural traditions and mores, music, and an exotic meal.

## Student Advisement

North America Technical Institute (NATI) believes a motivated working adult student body and a caring, dedicated instructors are as important to educational and professional success as prior stu-

dent academic preparation. Accordingly, the Institute employs instructors who possess the required credentials and demonstrate an ability to teach, are interested in the continuing development of students, and are willing to assist them in attaining individual goals. The development of competitive academic programs, delivery of quality instruction, and provision of effective support services including student advising demonstrate the commitment of the Instructor Advisor to the professional aspirations and continuing development of working adult students. Advising at NATI influences student satisfaction, student success and student persistence through frequent and quality out-of-classroom interaction with instructors. Instructor Advising is the predominant and most effective mode for assuring this exchange. Teaching and advising are integral components of a NATI instructor's professional portfolio. As with teaching, advising strengthens the instructor-student bond by stimulating a positive, shared, active approach to both intellectual and interpersonal learning activities. Advising enhances adult student learning and it improves institutional effectiveness. Dependable, accurate, respectful, honest, friendly, and professional student advising helps fulfill NATI's commitment to quality education and training for working adult students.

## **Additional Professionals Services**

Local community offers resources and support for persons struggling with depression and suicidal thoughts. For help students can call PRS Crisis Center at 703-527-4077 or 988 available 24/7. A person can also text 85511 with a message CONNECT. PRS is a nonprofit organization providing behavioral health, crisis intervention and suicide prevention services in Fairfax County. Further, Fairfax County also offers Emergency and Crisis Services for people who have mental illness, substance use disorder, and/or developmental disability, are in acute distress, and need immediate help. Walk-in psychiatric services are available at the CSB (Community Services Board) Merrifield Center (8221 Willow Oaks Corporate Drive, Fairfax) 703-573-5679. There might be a fee for the services, but it is adjusted based on the individual's ability to pay. No one is refused services if they can't pay. More services and information can be found on Fairfax County website [fairfaxcounty.gov/community-services-board/](http://fairfaxcounty.gov/community-services-board/)

## **Career Services and Job Placement**

Career services are available through the Learning Resources Centers. These services include resume evaluation and assistance, individual consultations, job search workshops, career events, and job postings. Within each Learning Resources Center, there is a "career corner" which provides current career resources and job postings. Workshops and seminars presented by the Student Office include resume writing, interviewing techniques, job search strategies, trends in recruiting, and networking strategies. Individual resume critiques and career advising sessions are available on the phone, via e-mail, or in person on campus. Career events may include: employers presentations, company information sessions, or access to virtual career fairs. Comprehensive career resources are offered on the Institute's website. Students can find information on resume writing, cover letters, salary negotiations, behavior-based interviewing, networking tips, job

search strategies, etc. Career links such as My Metro Area offer localized links for job searching. Subscription databases offer robust resources, internship information, and job postings. Enrollment at North America Technical Institute or completion of any Institute program does not guarantee that a student will find employment upon graduation.

## **Tutorial Services**

Tutoring is only offered in subject areas such as English, accounting, and computer information systems. All students have access to these free tutoring services— whether they are taking classes on campus or via distance education/online. Tutoring services are provided by either full-time or part-time instructors with a strong background in the subject area in which they are tutoring. Campus-based tutoring schedules vary slightly, but typically tutoring services are available Monday through Friday in the late afternoon and occasionally on Saturday mornings in order to accommodate the needs of our adult student body. To participate in campus tutoring, students can either make an appointment or drop in. Students should check with their Academics Office for a tutoring schedule and information on how to schedule an appointment. Instructors may also make referrals for students to receive tutoring. In such cases, the instructor will complete a “Tutoring Referral – Student Confirmation” form so that the student understands the purpose of the referral. For all tutorial sessions, the student should come prepared by bringing course materials, having tried to do the required course reading and/or homework, and having formed specific questions for the tutor. Tutors will provide feedback to course instructors on topics covered in individual sessions. Although the instructor is always the first person the student should turn to for further clarification or assistance, a tutor can provide additional one-on-one assistance to help in reaching educational goals.

## **International Student Advising**

The student’s Designated School Official (DSO) upon entering a program is the go-to staff member at NATI. M-1 students should meet with the DSO early in their program to plan their course schedule and answer their questions.

## **Placement Testing**

Certificate students must demonstrate proficiency in English and mathematics skills in order to successfully navigate through their academic and learning career at the Institute. Students in need of taking the placement exam for English and/or mathematics are encouraged to do so during the admissions process. Placement exams are administered by appointment and should be scheduled through the campus Academic Office or Learning Resource Center. Though taking the placement exam requires no preparation students have access to review material and resources through the Institute website.

## Programs

### Microsoft Technology Associate (MTA)

**Total Clock Hours: 353**

This program is composed of 14 courses: Cloud Fundamentals, Database Fundamentals, HTML5 Application Development Fundamentals, Introduction to Programming using Block-Based Languages, Introduction to Programming using HTML and CSS, Introduction to Programming Using Java, Introduction to Programming using JavaScript, Introduction to Programming using Python, Mobility and Device Fundamentals, Networking Fundamentals, Security Fundamentals, Software Development Fundamentals, Windows Operating System Fundamentals, and Windows Server Administration Fundamentals. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

### Program Learning Objectives

Upon successfully completing the Microsoft Technology Associate program, the student will be able to:

- Demonstrate a working knowledge of Window's Operating System, its networking and security
- Administer Windows Server, networking and security systems
- Develop a Database system
- Identify the development process for Software, Web, and HTML5 App
- Demonstrate HTML5 App design, development and implementation processes
- Demonstrate a working knowledge of Software Development and Microsoft .Net
- Test a Software implementation
- Prepare students for the correlating industry exams

### MTA Courses

#### MTA 101 Cloud Fundamentals

**Clock Hours: 8**

Covers understanding the cloud, enabling Microsoft cloud services; administering Office 365 and Microsoft Intune, using and configuring Microsoft cloud services, and supporting cloud users.

#### MTA 102 Database Administration Fundamentals

**Clock Hours: 24**

Covers understanding core database concepts, creating database objects, manipulating data, understanding data storage, and administering a database. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

### **MTA 103 HTML5 Application Development Fundamentals**

**Clock Hours: 24**

Covers manage the application life cycle, build the user interface by using HTML5, format user interface by using Cascading Style Sheets, and code by using JavaScript. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

### **MTA 104 Introduction to Programming using Block-Based Languages**

**Clock Hours: 24**

Covers solving computational problems, designing algorithms, data representation in Block-Based programming, personal security in internal communications, and software development process. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

### **MTA 105 Introduction to Programming Using HTML and CSS**

**Clock Hours: 24**

Covers HTML fundamentals, Cascading Style Sheets (CSS) fundamentals, structure documents using HTML, present multimedia using HTML, Style Web Pages using Cascading Style Sheets (CSS). NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.



**MTA 106 Introduction to Programming Using Java****Clock Hours: 40**

Covers Java fundamentals, data types, flow control, object-oriented programming, compile and debug code. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

**MTA 107 Introduction to Programming Using JavaScript****Clock Hours: 8**

Covers JavaScript operators, methods and keywords, program with variables, data types and functions, analyze decisions and loops, document object model, and HTML Forms. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

**MTA 108 Introduction to Programming Using Python****Clock Hours: 24**

Covers operations with data types and operators, control flow with decisions and loops, input and output operations, document and structure code, troubleshooting errors, and operations with modules and tools. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

**MTA 109 Mobility and Device Fundamentals****Clock Hours: 45**

Covers device configurations, data access and management, device security, cloud services, and enterprise mobility. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

**MTA 110 Networking Fundamentals****Clock Hours: 24**

Covers network infrastructure, network hardware, and protocols and services. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

**MTA 111 Security Fundamentals****Clock Hours: 24**

Covers security layers, operating system security, network security, and security software. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

**MTA 112 Software Development Fundamentals****Clock Hours: 4**

Covers core programming, object-oriented programming, basic software development, web applications, desktop applications, and database basics. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

**MTA 113 Windows Operating System Fundamentals****24 Clock Hours**

Covers operating system configurations, installing and upgrading client systems, managing applications, managing files and folders, managing devices, and operating system maintenance. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

**MTA 114 Windows Server Administration Fundamentals****40 Clock Hours**

Covers server installation, server roles, active directory, storage, server performance management, and server maintenance. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

## **Artificial Intelligence (AI)**

### **960 Clock Hours**

This program is designed to provide students with the fundamental knowledge and practical applications of Artificial Intelligence (AI) concepts, including theoretical frameworks, tools, and applications needed to transition into an exciting and high-demand career in this evolving field. Plan and manage a Microsoft Azure AI solution and implement these tasks in Microsoft Azzure AI environment: decision support solutions, computer vision solutions, natural language processing solutions, knowledge mining and document intelligence solutions, and generative AI solutions. Upon completing this program, a student must take and pass Microsoft Certified: Azure AI Engineer Associate. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

### **Program Learning Objectives**

Upon successfully completing the Artificial Intelligence (AI) program, the student will be able to

- Train and enable a diverse AI science and technology workforce to contribute to the rapidly growing field of Artificial Intelligence
- Use generative AI in a cross-disciplinary learning approach in various fields and knowledge areas
- Apply generative AI coding to establish specific and effective algorithms and programming functions
- Execute basic concepts of deep machine learning and data mining in Python and C# programming functions
- Identify the applications and implications of using current generative AI systems and applications, such as ChatGPT and Azure AI Services, in the public and private sectors
- Utilize current AI's ethical codes and regulations in developing and executing AI functions and applications

### **AI Course Descriptions**

#### **AI 101 Introduction to Python Programming**

##### **60 Clock Hours**

This course enables students to gain hands-on experience with coding in Python to create specific algorithms and apply functions. Topics cover a basic understanding of programming concepts and constructing numbers, strings, assignments, sequential vs. selective execution, nesting, loops, functions, arrays, reference parameters, file streams, etc.

### **AI 102 Introduction to C#**

#### **60 Clock Hours**

Introduces first lines of C# codes, different techniques to print a message to a text console, diagnoses and corrects code errors, and identifies different C# syntax elements like operators, classes, and methods.

### **AI 103 Fundamentals of Artificial Intelligence and Machine Learning**

#### **60 Clock Hours**

This course explains how machine learning and deep learning work hand in hand with AI tools and applications. Describes what is AI, its applications, use cases, and how it is transforming the daily uses of humanity. Explain Machine Learning, Deep Learning and Neural Networks and how these AI-rooted concepts are applied in real-life cases and authentic learning situations.

### **AI 104 Fundamentals of Data Mining**

#### **60 Clock Hours**

In this course, students will learn the basic concepts, tools, and applications for data mining, including data mining sources, data cleaning systems and procedures, algorithms for data mining, statistical and simulation modeling for data mining, structured data and unstructured data mining processes, tools, and applications.

### **AI 105 Principles of Deep Learning**

#### **60 Clock Hours**

Explores the fundamental principles, mathematical modeling, and implementation phases of deep learning. Cover theories, principles, and practices of neural networks and recent deep learning processes and procedures.

### **AI 106 Artificial Intelligence Applications**

#### **60 Clock Hours**

This course allows students to design, develop and apply Artificial Intelligence solutions. The course focuses on creating functional and real-world applications of Artificial Intelligence using

machine learning. AI tools and applications are used in this course to solve problems using elements of machine learning and embedded computational systems.

### **AI 107 Introduction to Artificial Intelligence Security 60 Clock Hours**

Introduces the principles of Artificial intelligence cyber security, including the algorithms, advantages, and threats to AI environment. New and functional AI technologies, tools, and applications will be introduced to support the understanding of integrating AI to cyber security and how this integration enhances and strengthens security in the private and public sectors.

### **AI 108 Introduction to Artificial Intelligence Ethics and Regulations 60 Clock Hours**

Describe several issues and ethical concerns surrounding AI. Articulate advice from experts about learning and starting a career in AI.

### **AI 109 Artificial Intelligence Hands On Project 60 Clock Hours**

In this hands-on project portion, students will learn how to build and test an AI model in a specific domain and industry.

### **AI 110 Introduction to Azure AI Services 60 Clock Hours**

In this course, a student will learn how to provision, secure, monitor, and deploy Azure AI Services resources and use them to build intelligent solutions.

### **AI 111 Develop decision support solutions with Azure AI Services 60 Clock Hours**

Explores ways and means to automate decision making by providing recommendations to users. Azure AI Services includes multiple services that support common decision support scenarios.

### **AI 112 Create computer vision solutions with Azure AI Vision 60 Clock Hours**

Introduces computer vision, an area of artificial intelligence that deals with visual perception. Azure AI Vision includes multiple services that support common computer vision scenarios.

### **AI 113 Develop natural language processing solutions with Azure AI Services** **60 Clock Hours**

Explores Natural language processing (NLP) solutions that use language models to interpret the semantic meaning of written or spoken language. Introduces the Language Understanding service that builds language models for chosen applications.

### **AI 114 Implement knowledge mining with Azure Cognitive Search** **60 Clock Hours**

This course explores information locked up in structured and unstructured data sources. Using Azure Cognitive Search, a student in this course will learn how to extract key insights from this data, and enable applications to search and analyze them.

### **AI 115 Develop solutions with Azure AI Document Intelligence** **60 Clock Hours**

This course introduces Azure AI Document Intelligence solutions that enable a student to capture data from typed or hand-written forms. A student in this course will learn how to build a solution for custom form types and integrate that solution into an Azure Cognitive Search pipeline.

### **AI 116 Develop Generative AI solutions with Azure OpenAI Service** **60 Clock Hours**

This course introduces Azure OpenAI Service that provides access to OpenAI's powerful large language models such as ChatGPT, GPT, Codex, and Embeddings models. In this course, a student will learn how these models enable various natural language processing (NLP) solutions to understand, converse, and generate content as well as how to access the service through REST APIs, SDKs, and Azure OpenAI Studio.

## **CompTIA A+** **40 Clock Hours**

This course is designed to validate the skills required for entry-level IT professionals to work with networking, mobile devices, Windows Operating systems, network and software troubleshooting; security, and operational procedures. The CompTIA A+ certification introduces candidates to the essential IT domains. The CompTIA A+ certification is a mandatory hiring requirement for a variety of entry-level IT jobs and considered as the mark of a skilled entry-level technician. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with [CompTIA](#) on the requirements to enroll in and complete the industry certification exam successfully.

## Learning Objectives

Upon successfully completing the A+ course, the student will be able to

- Apply computer safety procedures and best practices
- Understand different types and features of motherboard components
- Explain the basics of computer and mobile devices; hardware, software, networking, and security
- Understand the operational process of multiple types of data storage devices and backup media
- Identify the requirements for PC hardware, peripherals, and network components in a business environment
- Implement a variety of troubleshooting techniques to fix system errors and connectivity issues
- Manage the popular operating systems such as Windows, iOS, Android, Apple OS X, and Linux
- Install and configure input devices such as keyboards, mice, bio-metric scanners and touch screen

## CompTIA Network+

### 40 Clock Hours

CompTIA Network+ course is designed to ensure technical knowledge required for foundation-level IT network practitioners to install, maintain, manage, and troubleshoot basic network infrastructure, design principles, describe networking technologies, and adhere to wiring standards and use testing tools. The CompTIA Network+ certification provides you a way to enter a range of highly demanded IT credentials. Becoming Network+ certified helps you start a career in the field of networking or telecommunications. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with [CompTIA](#) on the requirements to enroll in and complete the industry certification exam successfully.

## Learning Objectives

Upon successfully completing the Network+ course, the student will be able to

- Manage a basic network infrastructure
- Install, operate, and configure wired and wireless networks
- Explain common networking protocols and ports
- Use the wiring standards and latest network testing tools
- Identify and troubleshoot performance and connectivity issues
- Describe networking technologies and basic network design principles
- Install, configure, and differentiate between common network devices

## **CompTIA Security+**

### **40 Clock Hours**

CompTIA Security+ course is designed to ensure foundation-level skills and knowledge to identify risk; participate in risk mitigation activities; provide infrastructure, information, operational, and application security. This course proves the candidate's ability to understand and explain the security functions of common network devices and technologies. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with [CompTIA](#) on the requirements to enroll in and complete the industry certification exam successfully.

### **Learning Objectives**

Upon successfully completing the Security+ course, the student will be able to

- Explain the impacts and proper use of environmental controls
- Identify security threats and performing risk mitigation activities
- Understand applicable policies, laws, and regulations of IT security
- Model the concepts of data confidentiality, integrity, and availability
- Understand and apply cryptography and Public Key Infrastructure (PKI)
- Implement and configure a wireless network in a safe and secure manner
- Explain the concepts of user authentication, authorization, and access control
- Apply secure network administration principles and procedures

## **CompTIA Cloud+**

### **40 Clock Hours**

CompTIA Cloud+ course is designed to validate the knowledge and skills of system administrators in working with the new technologies to support the changing cloud market as more organizations depend on cloud-based technologies to run mission-critical systems, and hybrid and multi-cloud have become the norm. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with [CompTIA](#) on the requirements to enroll in and complete the industry certification exam successfully.



## Learning Objectives

Upon successfully completing the Cloud+ course, the student will be able to

- Explain the aptitude and proficiency required to understand cloud-related terminologies
- Deploy different cloud computing strategies
- Manage cloud security, particularly compliance requirements
- Troubleshoot technical issues in a cloud environment
- Apply best practices and implement them in the cloud environment

## CompTIA Advanced Security Practitioner (CASP+)

### 40 Clock Hours

CompTIA Advanced Security Practitioner (CASP+) course validates the expertise of IT professionals with advanced-level security skills and knowledge. This certification covers enterprise security, risk management, research and analysis, and integration of computing, communications, and business disciplines. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with [CompTIA](#) on the requirements to enroll in and complete the industry certification exam successfully.

## Learning Objectives

Upon successfully completing the Cloud+ course, the student will be able to

- Explain security domain, operations and architecture concepts, techniques and requirements
- Analyze security risk based on incoming and trending data
- Manage cyber defense needs to meet business goals
- Explain security control, mobile and small-form factor devices, and software vulnerability
- Manage coverage of integrating cloud and virtualization technologies into a secure enterprise architecture
- Apply cryptographic techniques, such as blockchain, cryptocurrency and mobile device encryption

## CompTIA Cloud Essentials+

### 40 Clock Hours

CompTIA Cloud Essentials+ course is a technical, vendor-neutral credential designed to ensure the knowledge and skills of technical support staff, business analysts, managing service provider personnel, business process owners, sales/marketing staff, and new data center staff to govern cloud product in a cloud-computing environment. This certification course validates that the student has an understanding of basic terms and definitions of cloud computing along

with the different processes involved in the successful adoption of cloud computing and its implications for an organization's use. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with CompTIA on the requirements to enroll in and complete the industry certification exam successfully.

## **Learning Objectives**

Upon successfully completing the Cloud Essentials+ course, the student will be able to

- Learning the benefits of adopting cloud technology
- Understanding of basic terms and definitions of cloud computing
- Understanding cloud computing for business and its technical viewpoint
- Learning about compliance, risk, and regulatory aspects of cloud computing
- Learning about the financial and strategic impact of cloud computing on an organization
- Understanding the impact and consequences of cloud computing on IT service management
- Understanding the fundamentals of the various techniques, methods, challenges, and types of clouds

## **CompTIA Server+**

### **40 Clock Hours**

CompTIA Server+ certification course is designed to ensure the knowledge and skills required to maintain, build, troubleshoot, secure, and support server hardware and software technologies. This certification is targeted at network administrators, systems engineers, hardware technicians who require complete knowledge of server technology. CompTIA Server+ certified technicians are skilled in disaster recovery procedures, backups, and restorations, and can deploy and upgrade system hardware and storage devices. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with CompTIA on the requirements to enroll in and complete the industry certification exam successfully.

## **Learning Objectives**

Upon successfully completing the Server+ course, the student will be able to

- Manage system hardware and storage devices
- Install, configure, and update Network Operating Systems
- Apply the appropriate area to house physical servers
- Troubleshoot server problems using the appropriate tools and methods
- Understand server virtualization concepts, features, and considerations
- Manage server documentation, diagrams, and procedures
- Understand different server types, such as File Server, Web Server & DNS Server
- Understand the concepts of disaster recovery procedures, backups, and restorations

## **CompTIA Cybersecurity Analyst (CySA+)**

**40 Clock Hours**

CompTIA Cybersecurity Analyst (CySA+) course is designed for IT security analysts, vulnerability analysts, or threat intelligence analysts. The CompTIA CySA+ certification validates skills and knowledge to configure and use threat detection tools; perform data analysis; and interpret the results to identify vulnerabilities, threats, and risks to an organization with the end goal of securing and protecting applications and systems within an organization. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with [CompTIA](#) on the requirements to enroll in and complete the industry certification exam successfully.

### **Learning Objectives**

Upon successfully completing the CompTIA Cybersecurity Analyst (CySA+) course, the student will be able to

- Manage the security of corporate environments
- Manage and solve cybersecurity incidents
- Apply cybersecurity tools and technologies
- Use security frameworks to guide common security policies, environmental reconnaissance, response, and countermeasures
- Manage identity/access and compensating controls

## **Amazon AWS Program**

**304 Clock Hours**

### **Program Learning Objectives**

Upon successfully completing the AWS program, the student will be able to

- Use the basics concepts of databases, Python programming, computer networks, system security, and windows operating and administration systems
- Explain the AWS Cloud computing process and applications
- Identify the core and functions of AWS services in cloud
- Discuss cloud applications in AWS services
- Describe the deployment, management, and operations of the AWS platform
- Apply cybersecurity principles to Amazon Web Services (AWS) in cloud

## **AWS Course Descriptions**

### **MTA 102 Database Administration Fundamentals**

#### **24 Clock Hours**

Covers understanding core database concepts, creating database objects, manipulating data, understanding data storage, and administering a database. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

### **MTA 108 Introduction to Programming Using Python**

#### **24 Clock Hours**

Covers operations with data types and operators, control flow with decisions and loops, input and output operations, document and structure code, troubleshooting errors, and operations with modules and tools. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

### **MTA 110 Networking Fundamentals**

#### **24 Clock Hours**

Covers network infrastructure, network hardware, and protocols and services. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

### **MTA 111 Security Fundamentals**

#### **24 Clock Hours**

Covers security layers, operating system security, network security, and security software. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

### **MTA 113 Windows Operating System Fundamentals**

#### **24 Clock Hours**

Covers operating system configurations, installing and upgrading client systems, managing applications, managing files and folders, managing devices, and operating system maintenance. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

### **MTA 114 Windows Server Administration Fundamentals** **40 Clock Hours**

Covers server installation, server roles, active directory, storage, server performance management, and server maintenance. NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with Microsoft on the requirements to enroll in and complete the industry certification exam successfully.

### **AWS 101 AWS Cloud Computing** **12 Clock Hours**

This is a one-course program that introduces AWS Cloud computing. Topics include AWS cloud and operations, architecture and value proposition, key services and uses in AWS, AWS cloud security and Platform, AWS basic management services (e.g. billing, account management, pricing), documentation and help desk services. NATI does not guarantee a student a passing score on the designated industry certification exam. A student enrolled in this course must check with AWS on the requirements to enroll in and complete the industry certification exam successfully.

### **AWS 102 AWS Solution Architecture Associates** **24 Clock Hours**

The AWS Certified Solutions Architect course focuses on concepts like focuses on the core AWS services, like Identity and Access Management (IAM), Virtual Private Cloud (VPC), S3, and EC2. NATI does not guarantee a student a passing score on the designated industry certification exam. A student enrolled in this course must check with AWS on the requirements to enroll in and complete the industry certification exam successfully.

### **AWS 103 AWS Developers Associate** **24 Clock Hours**

The AWS Developer course covers the development, deployment, and maintenance of cloud applications AWS. The student will be able to design a CI/CD pipeline to deploy applications on AWS and implement AWS Security best practices using IAM, KMS, and MFA. NATI does not

guarantee a student a passing score on the designated industry certification exam. A student enrolled in this course must check with [AWS](#) on the requirements to enroll in and complete the industry certification exam successfully.

### **AWS 104 AWS SysOps Associate**

#### **24 Clock Hours**

Covers the deployment, management, and operations on the AWS platform. Validates the experience of provisioning, operating, and maintaining systems running on AWS. Emphasizes the steps and processes to identify and gather requirements to define viable solutions for AWS projects, operations and deployment. NATI does not guarantee a student a passing score on the designated industry certification exam. A student enrolled in this course must check with AWS on the requirements to enroll in and complete the industry certification exam successfully.

### **AWS 105 AWS Advanced Networking**

#### **36 Clock Hours**

The AWS Advanced Networking course is designed for network practitioners who want to start a career in the field of networking. Covers skills and expertise in designing, developing, and deploying cloud-based solutions using AWS; and in implementing core AWS services according to basic architecture best practices. Validates advanced technical skills and experience in designing and implementing AWS and hybrid IT network architectures at scale and designing and maintaining network architecture for all AWS services. NATI does not guarantee a student a passing score on the designated industry certification exam. A student enrolled in this course must check with AWS on the requirements to enroll in and complete the industry certification exam successfully.

### **AWS 106 AWS Security**

#### **24 Clock Hours**

Covers the fundamentals of cybersecurity principles and services for Amazon Web Services (AWS) Cloud. Covers demonstrations, real-life cases and scenarios in AWS security. Topics include identity and access management features of AWS, security of network access to AWS resources, encrypting data at rest and data in transit, monitoring and incident response. NATI does not guarantee a student a passing score on the designated industry certification exam. A student enrolled in this course must check with AWS on the requirements to enroll in and complete the industry certification exam successfully.

## Medical Billing and Coding Specialist Program

### 700 Clock Hours

The Medical Billing and Coding Specialist program prepares students you to take the Nationally Registered Certified Coding Specialist (NRCCS) Certification Exam. Students in this program must complete these courses successfully to earn a certificate of completion from North America Technical Institute: Medical Terminology, Health Care Systems and Management, Anatomy and Physiology, Health Care Regulations and Ethics, Pharmacology, Coding I, Coding II, Coding III, Electronic Medical Record, Electronic Medical Record, Coding IV, and Billing and Coding Professional Externship.

### Program Learning Objectives

Upon successfully completing the Medical Billing and Coding Specialist program, the student will be able to

- apply CPT-4, ICD-10/ ICD-10 PCS, and HCPCS codes
- organize and keep records for hospital, clinics and physician offices
- select efficient procedures in filing patient medical records
- use a variety of filing systems, digital and paper
- demonstrate knowledge of anatomy, physiology, and medical terminology
- demonstrate knowledge of reimbursement methodologies
- model excellent customer service
- use technology tools and applications related to billing, coding, and office operations

## MBC Course Descriptions

### MBC 101 Medical Terminology

#### 50 Clock Hours

This course will provide students with the medical words, terms and vocabulary used in health care occupations. Special focus on medical terminology used in these areas and systems: Human Body in Health and Disease, Skeletal, Muscular, Cardiovascular, Lymphatic and Immune, Respiratory Digestive, Urinary, Nervous, Eyes and Ears, Integumentary System, Endocrine, Reproductive, and Diagnostic Procedures and Pharmacology.

### MBC 102 Health Care Systems and Management

#### 50 Clock Hours

Provides an operational overview of modern health care systems and management including storing and retrieval of data, images and statistics, information integrity in medical records, finances,

and regulatory organizations. Familiarizes students with the scope, role and range of medical records role in coding and billing, structure, data collection methods, security and documentation, data systems and explores important health indicators with emphasis on decision-making needs.

### **MBC 103 Anatomy and Physiology**

#### **50 Clock Hours**

Provides the student with a comprehensive understanding of the human body, its major systems, organization, and functions. Familiarizes students with the anatomical structures of the human body and the impact of diseases on membranes, cells, tissues, organs and organ systems.

### **MBC 104 Health Care Regulations and Ethics**

#### **50 Clock Hours**

Explore the legal and ethical issues facing professional health care workers and staff. The course reviews the current laws and regulations that are related to billing and coding, particularly confidentiality, privacy, security, ethics, and other key and relevant healthcare legislations. This course explores ways and means in adhering to the local, state and federal standards and regulations for the access, control and use of health care records and information.

### **MBC 105 Pharmacology**

#### **50 Clock Hours**

This course covers the fundamentals of pharmacology as they relate to the functions of a billing and coding professional. Identifies common drugs and their respective actions, drug regulation agencies, drug dosage, administration process, and affects, and reference material and outlines used by pharmacists to diagnose and treat common diseases of human body systems.

### **MBC 106 Coding I**

#### **50 Clock Hours**

This course outlines the purpose coding and the documentation process used in coding. Emphasis on assigning codes to diseases and medical conditions according to the ICD-10 coding system and ICD-10-CM manual and guidelines.

### **MBC 107 Coding II**



**50 Clock Hours**

This course involves extensive work in assigning codes for medical diagnosis, services, hospital and clinical procedures that do not fit into a specific coding category, using the CPT and HCPCS procedure coding system. Uses general coding for a variety of medical procedures and services in ICD-10-CM, HCPCS Level I, and HCPCS Level II procedure coding.

**MBC 108 Coding III****50 Clock Hours Instruction and 50 Hours Lab: Total 100 Clock Hours**

Addresses the fundamentals of insurance, billing, coding, submission of claims (first and secondary) to insurance companies, verification of patient benefits, posting payments, and appealing denied claims by insurance carriers. Explores and researches real-life, and practice hands on billing and coding cases in an Electronic Medical Record.

**MBC 109 Coding IV****50 Clock Hours**

Enables students to use and apply ICD 10-OCS guidelines to code medical services and procedures, understand inpatient settings and medical records documentation. Covers clinical terms and terminology as well as classification systems.

**MBC 110 Coding V****50 Clock Hours**

Enables students to code sets for medical services and procedures from combined and multiple medical areas and domains, utilizing real-life cases, situations, and scenarios. Emphasizes the guidelines for using code sets, individual or combination, in the respective medical area. provides students opportunities for understanding inpatient and outpatient settings in terms of coding and record documentation.

**MBC 111 Electronic Medical Record****50 Clock Hours**

Traces the history of electronic health care record, issues, trends and challenges, and the transition phases from paper-based to digital. Emphasizes the differences and similarities between medical information, administrative and management support systems.

**MBC 112 Billing and Coding Professional Externship**

## **100 Clock Hours**

Analyzes the various guidelines, policies and procedures in the theory and practice of insurance, billing, coding, claims, patient benefits, submitting a secondary claim, payments, appealing the insurance agency's decision, and documentation. Evaluates, hands on, the effectiveness of electronic medical systems. Applies the theory, concepts and skills learned throughout the program at an approved externship site.

## **Clinical Medical Assistant (CMA) Technician**

### **300 Clock Hours**

This Clinical Medical Assistant (CMA) Technician Program is designed to prepare, train and educate students to perform clinical and administrative duties in a professional medical environment. The skills set of the graduate of the CMA Technician program includes assisting medical doctors, physician assistants, and nurses to perform medical examinations and treatments, take medical history, perform diagnostic tests, sterilize basic medical instruments and tools, assist with minor medical procedures, and administer medications. The CMA Technician program is taught and delivered over 12.5 weeks in the morning or on weekends. Upon completion, students are eligible to sit for the Certified Clinical Medical Assistant (CCMA) credential exam offered by the National Healthcareer Association (NHA). NATI does not guarantee a student a passing score on the designated industry certification exams. A student enrolled in this course must check with NHA on the requirements to enroll in and complete the industry certification exam successfully.

### **Program Learning Objectives**

Upon successfully completing the CMA Technician program, the student will be able to

- Prepare patients for medical examination and treatment
- Take and document patient history and vital signs
- Assist a team of medical doctor, assistant physician, and nursing staff during routine medical examinations
- Explain basic administrative tasks, medical and safety procedures to patients
- Serialize the necessary medical tools and instruments prior to patient examination
- Collect and administrate lab specimens
- Greet and treat patients and medical staff in a professional manner

### **CMA Course Descriptions**

#### **CMA 101 Medical Terminology**

##### **20 Clock Hours**

Covers the basic medical terminology and vocabulary used in the medical profession. Emphasizes the pronunciation of medical terms, prefixes, suffix, and roots according to the medical terminology guidelines. Covers how medical vocabularies are spelled and pronounced correctly in the human body and physical systems.

### **CMA 102 Anatomy & Physiology**

#### **20 Clock Hours**

Covers Anatomy and Physiology concepts, specifically cells, tissue, skeletal system, muscular system, nervous system, endocrine system, circulatory system, immune system, respiratory system, digestive system, urinary system, reproductive system, and metabolism.

### **CMA 103 The Healthcare Team**

#### **20 Clock Hours**

Addresses patient and employee safety concerns in a healthcare setting. Covers the safety policies and procedures in health care to prevent illness and injury. Concepts include first aid training, medical office emergency, CPR, OSHA, MSDS, and personal protective equipment. Students must obtain BLS for Healthcare Provider certification through the American Heart Association and learn how to use AED. Additional administrative topics covered in this course: accounts receivable, accounts payable, written correspondence, telephone techniques, appointment scheduling, filling out health insurance claim forms for physician's offices, appointment scheduling and patient reception, records management, fees and collections, accounting systems, computer applications, banking and health and accident insurance.

### **CMA 104 Principles of Medical Insurance**

#### **20 Clock Hours**

Covers data entry, classification, and record-keeping procedures related to medical diagnostic, treatment, billing, and insurance documentation. Topics include legal issues, the usage of reference books and the medical billing process, specifically completing the CMS-1500 claim and the UB-04 hospital billing forms, principles and eligibility guidelines for billing Medicare, Medicaid, Tricare, Workers Compensation, and commercial health care payers.

### **CMA 105 Phlebotomy**

#### **20 Clock Hours**

Covers the fundamentals of medical terminology, phlebotomist's role in the healthcare setting, and theory of the cardiovascular system, basic infection control techniques, phlebotomy procedures, venipuncture, capillary puncture, nonblood specimens and tests, special collection procedures, and practical activities on dummy arms.

### **CMA 106 Electrocardiogram (EKG)**

#### **20 Clock Hours**

Covers the fundamentals of medical terminology related to EKG, cardiovascular system, and infection control. Topics include operating the EKG machine, interpreting and analyzing EKG Strips, theory and EKG applications of dysrhythmia, conduction block, and myocardial infarction.

### **CMA 107 Pharmacology**

#### **20 Clock Hours**

Covers the fundamentals of pharmaceutical medical terminology and drugs math calculations. Topics include prescriptions, drug order forms, and parental applications. Explores basic pharmacology and their uses, inventory, effects of therapeutic drugs and principles of aseptic techniques, and related legal issues and concerns.

### **CMA 108 Electronic Health Records**

#### **20 Clock Hours**

Covers the duties of an electronic health record specialist. Topics include collecting and entering patient's health and demographic information accurately and in a timely manner, entering, history and extent of disease, diagnostic procedures, and treatment into a computerized records system, researching for public health agencies, managing data backups, maintaining a variety of health record indexes, storage, and retrieval systems., understanding the Work National Database Registries, and assisting with the daily operations of the healthcare facilities such as, answering the phone professionally, scheduling appointments and general reception area duties.

### **CMA 109 Clinical Procedures**

#### **40 Clock Hours**

Enable students to take a medical history properly, write and file this information in a medical chart. Topics include aseptic techniques, sterile procedure, positioning and draping a patient for

an examination with the physician. Explore the proper procedures for hand washing, cleaning, and disinfecting instruments, taking a classmate's vital signs (blood pressure, pulse, respiration, and temperature), operating "hook up" a patient for and electrocardiogram, performing routine urinalysis on a urine sample, preparing of syringe for four types of injections, bandaging, looking up medications in the physician's desk reference, following proper techniques for venipuncture, finger stick, hematocrit, and minor hematological procedures, knowing the legal and ethical matters of patient care. Other concepts covered in this course: Acquired Immune Deficiency Syndrome (AIDS), nutrient, brief description of anatomy and physiology, and surgery, generic examination techniques and procedures, and specific specialty examinations, assessing the patient according to each type of examination, and demonstrate how to perform intramuscular, parental, and subcutaneous injection simulations in class.

### **CMA 110 Onsite Training/Clinical Externship** **100 Clock Hours**

Participate in clinical externship at a current Institute-affiliated hospitals, clinics, physician's offices to assist medical doctors and staff in routine physical examinations, taking vital signs, assisting in minor and outpatient surgeries, and performing various administrative tasks. Observe medical cases and perform physical examinations with and without assistance under the supervision of a licensed medical staff, schedule medical appointments, organize medical records in office, and maintain log of skills learned.

### **Hospitality and Event Management** **300 Clock Hours**

The Hospitality and Event Management Certificate Program at North America Technical Institute (NATI) supports individuals by offering superior educational courses and practical experiences for career advancement within the Hospitality and Event Industry including hotel and travel entities, tradeshow, corporate and life cycle events. The H&EM program prepares students to take the **Certified Special Event Professional (CSEP)** industry certification exam. This exam requires prior industry experience and completion of an event certificate program. NATI does not guarantee a student a passing score on the designated industry certification exam. A student enrolled in this course must check with CSEP on the requirements to enroll in and complete the industry certification exam successfully.

### **Program Learning Objectives**

Upon successfully completing the Hospitality and Event Management program, the student will be able to

- Recognize current trends in Hospitality and Events
- Identify phases of event management, travel and tourism

- Describe and compare appropriate creative and business elements
- Evaluate vendors in H&EM
- Apply project management principles to creative elements
- Review standard protocol, risk management, customer service, and team-building activities in different H&EM companies
- Research appropriate marketing strategies for H&EM Manage staffing for registration, security, and creative elements Compare and access latest technology programs for registration, point of sale, data preservation and cybersecurity in H&EM
- Examine sound financial management in H&HM
- Explore options for future employment

## **H&EM Course Descriptions**

### **H&EM 101 Introduction and Industry Overview**

#### **30 Clock Hours**

The organization of business and creative elements is essential for responsible H&EM and is based upon project management. This module examines the 5 Phases of events, definitions, human resource management, time, client, and vendors.

### **H&EM 102 Coordination and Risk Management**

#### **30 Clock Hours**

Both the business and creative elements need to be designed, planned and coordinated. This module examines the creative elements and applies PM principles to ensure success. Management of production schedule and logistics is scrutinized. Risk management assessment and mitigation are applied.

### **H&EM 103 Corporate and Association**

#### **30 Clock Hours**

Corporations and associations manage travel for staff, clients, and produce many varied events rely in on professionals both internally and externally.

### **H&EM 104 Social and Life Cycle Events**

#### **30 Clock Hours**

Life cycle events continue through disasters, economic crises, wars and pandemics throughout time. This module puts the focus on those involved in producing and managing travel and events

for individuals requiring patience, empathy, creativity and knowledge of current trends and economic influences.

### **H&EM 105 Design & Décor**

#### **30 Clock Hours**

Design and Décor provide the excitement or the “wow” factor and must be integrated into the overall event plan. Budget and safety concerns, logistics, contracts and creativity are all important.

### **H&EM 106 Food and Beverage**

#### **30 Clock Hours**

Food and Beverage is an important event element and this module is designed to meet the needs of the professional who is responsible for choosing and managing the caterer, the menu, negotiating a price, overseeing the service and integrating all into the total experience.

### **H&EM 107 Entertainment and Special Effects**

#### **30 Clock Hours**

Entertainment is vital to the success of events and travel. Selecting, contracting and managing all types of entertainment and production elements including staging, audio and visual support is the responsibility of professionals.

### **H&EM 108 Technology Review**

#### **30 Clock Hours**

H&M Use of technology, including Artificial Intelligence, data management, POS software, cybersecurity and use of social media for marketing are dramatically changing the way all Hospitality and Events are managed including marketing and organization.

### **H&EM 109 Career Development**

#### **30 Clock Hours**

The goal of participants in this module is to determine a career path, and hone skills to seek employment. This module will enable students to self-evaluate and set goals to move forward.

### **H&EM 110 Project and Final Exam**

#### **30 Clock Hours**

Students will present a final project as a tool for future employment and complete a final exam.

## **IBM Certified Associate in Quantum Computation Using Qiskit**

**Total Clock Hours: 353**

This certificate program introduces students to the fundamentals of quantum science and technology using the Qiskit open source software development kit (SDK) developed by IBM and prepares them for the rapidly evolving quantum industry workforce. Courses in this program cover the fundamentals of quantum computing, science, and technology. Upon completing this program, a student must take and pass the IBM Quantum Developer offered on the Pearson VUE platform. NATI does not guarantee a student a passing score on the designated industry certification exam. A student enrolled in this course must check with on the requirements to enroll in and complete the industry certification exam successfully.

### **Program Objectives**

Upon successfully completing the Quantum Computing program, the student will be able to

- Identify basic quantum circuits using the Qiskit SDK
- Execute basic quantum circuits using the Qiskit SDK
- Apply results of basic quantum circuits using the Qiskit SDK
- Use single-qubit gates and their rotations on the Bloch sphere
- Interpret various multi-qubit gates and their effects in quantum circuits
- Enable fundamental Qiskit SDK features including commonly-used classes and functions

### **Quantum Computation Course Descriptions**

#### **QC101 Introduction to Python Programming**

**60 Clock Hours**

This course enables students to gain hands-on experience with Qiskit SDK in Python programming language to create and execute basic quantum computing operations on IBM quantum computers and simulators.

#### **QC102 Quantum Circuits**

**120 Clock Hours**

This course covers the design and operations of quantum circuits as well as the phases of building and executing a quantum circuit.

#### **QC103 Python-based and BasicAer Simulator**



### **30 Clock Hours**

Introduces the foundational knowledge of Python-based Simulators. Explores the use of Qiskit "Aer" to simulate quantum circuit with several methods such as statevector, density\_matrix, stabilizer, extended\_stabilizer, and matrix\_product\_state. Recently

### **QC104 Executing Experiments**

#### **30 Clock Hours**

Explores the concepts and applications of quantum circuits, including how quantum works and why we need quantum in the workplace, day-to-day activities, real-life settings and applications. Examines existing quantum computing approaches and how they resolve issues and challenges facing the global community. Introduces innovation in and the advantages of using quantum reasoning and technologies in various disciplines and day-to-day life activities.

### **QC105 Implement Qasm**

#### **20 Clock Hours**

This course uses QASM as a simple text-format language to describe acyclic quantum circuits composed from single qubit, multiply controlled single-qubit gates, multiple-qubit, and multiple-qubit controlled multiple-qubit gates. Examine the resulting circuits to QASM files using the "qasm()" method of the Quantum Circuit objects. Loads and reads the QASM file and creates a Quantum Circuit.

### **QC106 Compare and Contrast Quantum Information**

#### **90 Clock Hours**

This course explores classical and quantum registers, operators, and measures fidelity. Measures the distance and closeness between two quantum states. Explores how classical register composed of three bits and quantum register composed of three qubits can store in a given momentum of time.

### **QC107 Return the Experiment Results**

#### **60 Clock Hours**

This course covers the basic operational process that statevector simulator **gives the quantum state generated by a quantum circuit. Explores unitary** transformations of an experiment.

### **QC108 Use Qiskit Tools**

#### **30 Clock Hours**

This course explain how access to IBM Quantum™ Platform services is controlled by the instances or providers. Hub/group/project makes up instances. Monitors the status of a job instance on IBM Quantum™ Platform.

### **QC109 Display and Use System Information**

#### **30 Clock Hours**

Explores the concepts and applications of Perform operations around the Qiskit version. Use information gained from *%qiskit\_backend\_overview*.

### **QC110 Construct Visualizations**

#### **100 Clock Hours**

This course is aimed at drawing a quantum circuit, histogram of data, a Bloch multivector, a Bloch vector, a QSphere, a density matrix, and a gate map with error rates.

### **QC111 Access Aer Provider**

#### **60 Clock Hours**

This course covers access a *statevector\_simulator* backend, a *qasm\_simulator* backend, and access a *unitary\_simulator* backend.

### **QC112 Capstone Project**

#### **100 Clock Hours**

This hands on capstone project enable students to gain occupational experience in a specific quantum-related and industry-specific area in order to enhance their support their certificate's learning outcomes and job placement. Students are mentored through the course by a supervising instructor. The capstone project is intended to provide a structured learning, professional and occupational experience for students to gain additional hands-on knowledge in quantum science and technology that will reinforce their certificate program, career goals and objectives.

## **English as a Second Language (ESL)**

### **Intensive English Program (IEP)**

Each Course is 10 Hours/Week

Total 960 Clock Hours

The ESL curriculum is designed to serve the North America Technical Institute's students and community by offering comprehensive English language education and services. The program

provides students with language skills and cultural understanding necessary to meet their educational, training, language goals, and to enable them to be successful in postsecondary vocational, technical, and training programs in the United States of America. Students in this intensive and full-time program receive 40 hours of asynchronous online instruction each week. Additional activities help students practice English in real-world settings. Students are placed in this program based on their current English level. The Accuplacer is used to determine this level of English language mastery. Upon the successful completion of all required courses and levels, a student will receive a certificate of completion which also can be used as proof of English Language proficiency.

### **Program Learning Objectives**

- To prepare domestic and international students for technical courses and programs of their choice in US-based institutions of higher education
- To provide students with the necessary language skills and cultural understanding to support their technical and vocational studies and training in the United States
- To ensure that every student is given individual attention, instruction, advising, and immediate feedback to be successful in this program and graduate
- To make the attainment of a student's desired ESL certificate of completion a major focus during their educational and training process at the school
- To ensure that graduates appreciate diversity and the foundational values of ethical behavior, trust and respect in the learning community

### **ESL Course Descriptions**

#### **ESL 101- Novice Speaking, Listening, and Grammar**

##### **60 Clock Hours**

This class will allow students to develop Basic English vocabulary and grammatical structures so that they can successfully communicate. Also, students will develop literary and analytical skills which will enable them to be successful in future courses. This is the first level course of listening, speaking and grammar for non-native speakers of English. It includes a mastery of grammar structures in oral communication, development of fundamental listening and speaking skills focusing on American English pronunciation, accent reduction, intonation, logical grouping of vocabulary items in phrases and the development of life skills vocabulary.

#### **ESL 102- Novice Reading, Writing, and Grammar**

##### **60 Clock Hours**

This course is the first-level reading, writing and grammar course for non-native speakers of English. It includes the development of basic vocabulary and relevant word groupings, introduction

of reading skills, the use of bilingual dictionaries, and the analysis of texts, recognizing sentence, clauses and discourse structures and how these affect meaning. It includes the development of basic vocabulary and relevant word groupings, introduction of reading skills, the use of bilingual dictionaries, and the analysis of texts, recognizing sentence, clauses and discourse structures and how these affect meaning. It includes writing simple sentences with emphasis on self-correction of errors.

**ESL 201- Low Beginner Speaking, Listening and Grammar**  
**60 Clock Hours**

This is the second level course of listening/speaking for non-native speakers of English. It includes an enhancement of grammar structures in oral communication, development of fundamental listening and speaking skills focusing on American English pronunciation, accent reduction, intonation, logical grouping of vocabulary items in phrases and the development of life skills vocabulary acquired in ESL 101.

**ESL 202- Low Beginner Reading, Writing, and Grammar**  
**60 Clock Hours**

This course is the second-level reading course for non-native speakers of English. It includes further development of vocabulary and relevant word groupings, introduction of reading skills, the use of dictionaries, and the analysis of texts, recognizing sentence, clauses and discourse structures and how these affect meaning. It also includes the study of parts of speech. In this course, grammar is used in writing simple and complex sentences working toward writing guided paragraphs.

**ESL 301- Beginner Speaking, Listening and Grammar**  
**60 Clock Hours**

This course will help students develop the necessary academic speaking and listening skills to gain confidence communicating in English in a variety of situations. Students will focus on building skills to listen for main ideas and details, for specific purposes, and for specific information. Speaking skills include forming questions for follow-up, clarification, and repetition. Some speaking tasks involve group and pair discussions, as well as the preparation and delivery of a short presentation. Aspects of grammar and pronunciation covered in the course include question intonation, word stress, reduction and linking sounds.

**ESL 302- Beginner Reading, Writing, and Grammar**  
**60 Clock Hours**

This course will help students develop basic reading and writing skills. Students will develop reading skills including recognizing main ideas and supporting details, making basic inferences, and using charts for comprehension. Students will also focus on developing writing skills such as: capitalizing proper nouns, writing well-formed complete sentences, using coordinating conjunctions, and using time order words. In addition, students will study several grammar points, present and past simple verb tenses, prepositions of location, and subordinating conjunctions. Furthermore, students will also increase their vocabulary by working with synonyms, antonyms, phrasal verbs, and different word forms.

### **ESL 401- Low Intermediate Speaking, Listening and Grammar** **60 Clock Hours**

This course focuses on developing students' academic speaking and listening skills, including the ability to identify the main ideas and factual information in level-appropriate listening passages, participate in discussions on a variety of topics, give simple presentations, and verbally summarize listening passages. This course includes an overview and practice of pronunciation features such as sentence stress, reduction, and linking sounds as well as grammar and introduction to note taking skills.

### **ESL 402- Low Intermediate Reading, Writing, and Grammar** **60 Clock Hours**

In this course, students will improve their reading comprehension skills and begin to learn how to write paragraphs. Specifically, students will learn to use a variety of pre-reading strategies to become more effective readers, such as identifying main and supporting ideas of a text, recognizing sequence, and identifying the author's purpose. Students will be introduced to different types of paragraphs, for example opinion and descriptive, and be expected to produce well-structured paragraphs. In addition, students will study more grammar points and use different verb tenses (including the present perfect, the past perfect) modals, comparative & superlative adjectives, future time clauses, and adverbs. This course will also develop vocabulary skills by studying prefixes, suffixes, and phrasal verbs. Furthermore, students will conduct basic internet searches and use word-processing software to write, edit, and format written assignments.

### **ESL 501- Intermediate Speaking, Listening and Grammar** **60 Clock Hours**

This course focuses on developing students' listening comprehension, summarizing, and presentation skills. Students will understand main ideas and specific details of recorded passages on academic and general interest topics; take notes while listening; produce oral summaries of written and listening materials; prepare and deliver structured technology-assisted presentations on topics of general interest. In addition, students will give advice, make suggestions, ask for and give

clarification to facilitate group discussions; and develop an ability to support opinions, explain in detail, and hypothesize. Students will also work on pronunciation skills including but not limited to word endings, syllable stress, intonation, and linking sounds. Students will review all grammar points and note-taking strategies.

### **ESL 502- Intermediate Reading, Writing, and Grammar** **60 Clock Hours**

In this course, students will improve their reading comprehension skills and begin to apply what they learned in terms of pre-writing, writing and post-writing skills. Students will write different types of paragraphs, for example opinion and descriptive, and be expected to produce well-structured paragraphs. In addition, students will study more grammar points and use different verb tenses (including the present perfect, the past perfect) modals, comparative & superlative adjectives, future time clauses, and adverbs. This course will also develop advanced vocabulary skills. Furthermore, students will be introduced to essay structure, thesis statement, essay outline.

### **ESL 601- High Intermediate Speaking, Listening and Grammar** **60 Clock Hours**

This course focuses on developing academic listening and speaking skills. Students will learn to give short structured presentations and improve their ability to comprehend and analyze academic discourse including expressing surprise, encouragement, and approval; and refuting an argument. This course includes an accent-reduction component to help students speak clearly and with appropriate intonation patterns and review grammar points.

### **ESL 602- High Intermediate Reading, Writing, and Grammar** **60 Clock Hours**

The goal of this course is for high-intermediate students to develop their academic reading, writing, grammar, and vocabulary skills. It will help prepare them for academic study. Students will start to use more sophisticated grammar and vocabulary as they build their reading and writing skills. In addition, they will develop critical thinking skills.

### **ESL 701- Advanced Speaking, Listening and Grammar** **60 Clock Hours**

In this course, students be introduced to a variety of speaking strategies and given the opportunities to practice responding to different topics in a given period of time with comprehensible pro-

nunciation. They will plan their response for the given topics. Note the main points of the listening passages. Take extensive notes and use their notes to provide responses to various topics. Use a topic statement, supporting statements, and transitions to how the ideas are related.

### **ESL 702- Advanced Reading, Writing, and Grammar** **60 Clock Hours**

The purpose of this course is to prepare students for various academic writing and reading tasks which they will need to master in order to be successful at the college level. Students will undertake a variety of writing activities that will prepare them for writing different types of essays with appropriate documentation. For reading, this course will provide students with strategies to improve their reading skills and comprehension for both pleasure and academic purposes. Academic and non-academic texts will be used in this course. Vocabulary will be paired with reading texts to increase students' knowledge of academic words and non-academic words. The grammar portion of this class will be combined with writing portion to develop their knowledge of grammar to control not only the form of the target structures, but also comprehend their meaning, and improve usage.

### **ESL 801- Public Speaking & Presentation** **60 Clock Hours**

In this course, students will develop their confidence and abilities to be effective presenters. Students will build their skills by studying speech models; focusing on the physical aspects of presenting such as eye contact, gestures, stance, and voice; employing presentation aids; organizing and outlining speech materials; and most importantly preparing, giving, and evaluating their own presentations. Additionally, strategies for creating and selecting effective visual aids will be discussed and applied. Students who take this course will be able to deliver solid presentations in academic and professional settings.

### **ESL 802- Academic Writing & Research** **60 Clock Hours**

The main focus of this course is to develop the skills and knowledge required to write an academic research paper including quoting, paraphrasing, summarizing, accessing and evaluating research sources, avoiding plagiarism, citing sources and essay formatting according to APA style. In addition, the course familiarizes international students with the general expectations of the American higher education system and assists them in building strong academic skills.

## **Learning Resources Center (LRC)**

The Learning Resources Center (LRC) at the campus supports the courses and programs with both traditional and electronic instructional resources and services. The LRC provides library resources, a computer lab, and audiovisual support. The LRC coordinates library services and collection development for the campus. Combined library holdings include books, periodicals on subscription, and audio-visuals. Through the library's online catalog, circulating books can be located and requested from any of the LRC collections. Books circulate for three weeks and are renewable. Reference books, reserve items, periodicals, and other special collection items do not circulate.

On the Internet, the Learning Resources Center section of the Institute enhances the information resources available to all students. Users may access the library's online catalog, and a number of informational databases which provide indexing and full text retrieval for many source documents. Students may login using their student ID, PIN number and zip code to take advantage of all available resources, including the ASK YOUR LIBRARIAN reference service. The Librarian's Office works with the Library and Information Literacy Advisory Committee, individual instructors, and in accordance with library planning documents to collect print and non-print resources. The collection emphasizes health services, accounting, human resources, and information systems, although materials are collected to support all programs, courses, and individual growth. The computer lab at the campus support classes in a number of programs. The labs have high-speed Internet connections and provide an environment to learn about networking fundamentals; programming languages such as Java; application packages such as Microsoft Word, Excel, Access, and PowerPoint; and operating systems such as UNIX and Windows.

## **Facilities and Housing**

Since the Institute's student population is composed of working adults attending school on a part-time basis at night and/or on the weekend, NATI does not provide oncampus housing. Instead, the campus is designed with space for appropriate academic and administrative support, a library/learning resources center, classroom(s), counseling and instructional offices, computer lab facilities and a student break area. The campus maintains at least one open computer/teaching lab. These facilities are specifically designed to support the educational mission and objectives of the educational programs offered by the institution.

NATI does not provide on campus housing. NATI has approved housing options available for students with several reputable and experienced housing service providers such as Homestay



(Room rental, roommate finder, off-campus housing, homestay | 4stay). 4stay has proven experience working with international students and providing additional support onsite tailored to students' specific needs.

They can provide or arrange:

- furnished apartments with the option of living with other international students
- locations near public transportation, shopping, restaurants and NATI campus
- individual and short-term leases, even if you are living with other roommates

NATI students are encouraged to contact the student services staff in case issues arise with the 4stay accommodations.

### **Safety Rules and Measures**

NATI uses Virginia Department of Emergency Management model as its guide for all four phases of emergency management: mitigation, preparedness, response, and recovery. NATI has specific procedures that promote the safety and welfare of students, protect school property, and regulate the operation of the school during an emergency.

The actions taken during an emergency depend on the specific circumstances of the incident. For example, an evacuation, shelter-in-place, lockdown, or reverse evacuation may be implemented according to the threat encountered. The primary objective in any emergency is the protection of NATI students, faculty and staff members. The secondary objective in any emergency is the preservation of facilities and resources. To protect our students and once students start taking classes in person and face to face, NATI will have fire drills once a month, lockdown drills once every three months, and any other necessary safety activities and trainings for staff members.

NATI has security measures designed to keep students and staff safe. For instance, 24/7 security camera is installed in the main reception area and at the four main doors and doors are locked throughout the school day while allowing visitors to enter the building through the main office. Visitors are required to show identification and sign-in at the main office. The primary objective of NATI is providing our students with a quality postsecondary education and training to prepare them for success. Our staff members realize that school safety and security is essential to creating an environment where students feel comfortable and safe to learn and grow.

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