2008
Vatterott College
NorthPark Course Catalog

8580 Evans Ave. Berkeley, MO 63134
Phone: 314-264-1000
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The information contained in this catalog is true and correct to the best of my knowledge.

Dorina Wilson
Campus Director
A Message from the President

Dear Vatterott Students,

It is the primary goal of Vatterott College to provide our students with a productive, interactive, academic learning environment. Our facilities house industry standard learning tools which provide our students the capability to achieve their academic goals.

The Vatterott College staff is dedicated to assisting our students with their educational careers by providing friendly, knowledgeable guidance. Making the decision to return to school is a life changing decision which will positively impact one’s personal and professional life.

It is our hope that Vatterott College offers you the skills, knowledge and guidance that you seek as you transition into your chosen career path.

Possessing an education is a lifetime investment which will hopefully assist you in achieving the goals that you have set for yourself.

We welcome you to Vatterott College and hope your learning experience is one that is both fulfilling and rewarding to your personal growth.

Sincerely,

Pamela Bell
President
Vatterott Educational Centers, Inc.
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About Vatterott College

Our Philosophy

The student is our primary concern at Vatterott College. We are student-centered and committed to giving full attention and effort to the development of our students’ skills.

Our focus on the student affects every aspect of the educational program. Recruitment, admissions, training, and career services policies are designed to develop a student’s abilities, attitude, and interests so that he/she becomes a skilled and successful employee.

Our training goal is to provide the basic skills and understanding of common techniques and procedures required for employability. Higher-level technical skills are also offered to qualified students.

Our programs are dedicated to achieving maximum development of each student’s skills and personal potential so that he/she is qualified to begin employment in a trade or vocation. The skills and work attitudes taught at Vatterott College are of practical use to the student in his/her chosen career and ensure successful adjustment to the work environment. Our requirements for graduation are demanding.

History of Vatterott College

Vatterott College was established in 1969 in St. Louis, Missouri. The original name was Urban Technical Centers, Inc., and subsequent changes included Vatterott & Sullivan Educational Center and Vatterott Educational Centers. The institution changed its name to Vatterott College in 1989 when Associate degree (specialized) granting authority was issued by the Accrediting Commission of NATTS (National Association of Trade and Technical Schools).

In January 1985, the institution opened its new facility in St. Ann, Missouri, and in 1990, Vatterott College had the honor of being named the “Best Institution in Missouri” by the Missouri Association of Private Career Schools.

Vatterott College expanded to Springfield, Joplin, and Independence, Missouri, in April 1991 as a result of a teach-out of students attending Draughon Business College. In August 1991, Vatterott College was authorized to establish branch campuses at these locations.

In May 1995, Vatterott College expanded to Quincy, Illinois, as a result of the purchase of the former Quincy Technical Schools.

In June 1996, the Business and Banking Institutes with locations in Omaha, Nebraska, and Des Moines, Iowa, were purchased. Programs were added and the institutions were relocated under the name Vatterott College. In the same year, an additional location of the St. Ann campus opened in Sunset Hills, Missouri.

Vatterott College expanded into the following cities as a result of various teach-out agreements: St. Joseph, Missouri, in March 1995; Tulsa, Oklahoma, in 1997;
About Vatterott College

Memphis, Tennessee, in 1999; Wichita, Kansas, in 1999; and Cleveland, Ohio in 2001. In 1997, a branch location of the Quincy campus was opened in Oklahoma City, Oklahoma.

In December 1999, Vatterott College expanded in Omaha, Nebraska by purchasing the former Universal Technology Institute. In January 2000, a satellite campus was established in O’Fallon, Missouri. In September 2001, Vatterott College purchased the former Omaha College of Health Careers in Omaha, Nebraska, and established a branch campus. The St. Joseph campus changed affiliation in 2003 and continues operations as a branch campus of the Des Moines, Iowa main institution.

Wellspring Capital Partners purchased all Vatterott College locations in January 2003 and named the holding company as Vatterott Educational Centers, Inc.

The O’Fallon satellite location was approved as a branch campus of the St. Ann main institution in 2004. L’Ecole Culinaire was approved as a branch campus of the Des Moines, Iowa main institution in 2004.

Vatterott College operations expanded into Texas in 2004, purchasing Court Reporting Institute of Dallas. The Court Reporting Institute of Houston was approved as branch campus of the Dallas main campus in 2004.

In January 2007, Vatterott Education Center located in Dallas, Texas was approved as a branch campus of the Quincy main institution.

Accreditation, Authorization and Approvals

Vatterott College is accredited by the Accrediting Commission of Career Schools and Colleges of Technology ( ACCSCT ). The Accrediting Commission of Career Schools and Colleges of Technology is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Certifications

Certified to Operate by the Coordinating Board for Higher Education, State of Missouri.
Memberships

Air Conditioning Contractors of America
American Design Drafting Association
American Society for Training and Development
AutoDesk User Groups International
Better Business Bureau - St. Louis
Career College Association
Missouri Association of Private Career Schools
Missouri Association of Student Financial Aid Personnel
Missouri Industrial Development Council
Missouri Rehabilitation Association
Missouri School Counselors Association
National Fire Protection
Refrigeration Service Engineers Society
Regional Chamber & Growth Association

Approvals

Division of Vocational Rehabilitation
Department of Elementary and Secondary Education
State of Missouri and Illinois
Worker Investment Act (WIA)
Division of Employment and Training
State of Missouri and Illinois
UAW/TAP Education
Chrysler, GM, Ford Motor Company
Department of Immigration and Naturalization
Justice Department, USA
Missouri State Approval Agency for Veterans and
War Orphan Education
Approved for Veterans Education
VA/Vocational Rehabilitation
Approved for Worker Reentry, Trade Readjustment
Act and Futures Program
Approved Training for Employees by a Variety of Missouri Employers

This is a partial list. For confirmation on specific agency or company approval please contact the school.

Campus Location

Vatterott College at North Park Campus
8580 Evans Avenue
Berkeley, Missouri 63134
(314) 264-1000

Corporate Offices
8580 Evans Avenue
Berkeley, Missouri 63134
(314) 264-1000
Campus Facilities

Vatterott College at North Park Campus – Main Campus

The facilities located at 8580 Evans Avenue, Berkeley, MO contain approximately 96,000 square feet devoted to training for Heating, Air Conditioning and Refrigeration Technology, Information Systems and Application Development, Medical Assistant, Medical Billing and Coding, Medical Office Assistant, Plumbing, Plumbing Technology, Web Design and Multimedia Application Development, Combination Welding, Combination Welding Technology, Computer Engineering and Network Technology, Computer Programming and Systems Analysis, Computer Systems and Network Technology, Computer Technology and Cosmetology. The shop/lab areas for all programs have worktables with the appropriate demonstration and technical equipment necessary for instruction, including computers. Library-resource materials are available to students during normal school hours. Maximum class size is 50 students. Enrollment Capacity: 1040 students per session.
Admissions Information

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date. All applicants are required to complete a personal interview with an admissions representative, either in person or by telephone, depending upon the distance from the institution. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the institution’s equipment and facilities and to ask questions relating to the institution’s curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program.

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

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

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Request for high school or GED transcript (and college transcripts, where applicable)
- Financial aid forms (if applicant wishes to apply for financial aid)
- Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the institution’s receipt of the application and fee)

Applicants with home school diplomas are required to present evidence to validate the credential. In the event the home school diploma cannot be verified by the state authority, the applicant is required to complete the GED and provide copy of transcript.

The institution reserves the right to reject applicants if the items listed above are not successfully completed.

Re-Entering Students

Students who have previously attended the institution will be subject to the same admission requirements and procedures as new applicants, with the exception of the registration fee. The registration fee will be waived for all students who re-enter less than a year after leaving the institution. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry.
Non-Degree Non-Program Students

It is the policy of Vatterott College to permit non-degree non-program students to enroll in no more than two terms of course study. A non-degree non-program student is defined as a student that has not selected a degree or program of study. Federal financial aid is not available to non-degree non-program students. Prerequisites may be required.

Institution Calendar

New classes begin frequently. For a particular course, please contact the institution for the exact start dates or refer to the calendar insert.

Classes are not held on the following holidays: New Year’s Day, Martin Luther King’s Birthday, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve.

Tuition/Fees Policies

Tuition may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).

All tuition payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.

Any student delinquent in the payment of any sum owed to the institution may be suspended from the institution, at the institution’s sole discretion, until the institution receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the institution.

In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.

If a student repeats any portion of the program, the student must pay tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the institution, specifying the terms of the repeat.

See Catalog Addendum for current tuition and fees. (If missing, notify the institution.)

Add/Drop Period

Add/Drop Period is fourteen (14) calendar days from the first date of the term. Students who fail to attend classes during the add/drop period will be withdrawn and issued a W.
Financial Information

It is the goal of Vatterott College to assist every eligible student in procuring financial aid to enable the student to attend the institution. The institution participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The primary responsibility for meeting the costs of education rests with the individual student and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student’s family can be reasonably expected to contribute to this cost of education for the same period.

Consumer Information

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

Financial Aid Eligibility

In order to be eligible for financial aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (With the exception of Pell and FSEOG.);
- Have a high school diploma or the equivalent;
- Students who display the ability to benefit (ATB) from Vatterott training programs may be eligible to participate in an independently administered test, see campus Director of Education to inquire (Texas students only);
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
Financial Information

- Be registered for the Selective Service, if required;
- Sign an updated Statement of Educational Purpose\Certification Statement on refunds and default.

Application

To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Financial Aid Department is available to assist students in the completion of this form and to answer any questions.

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

Need and Cost of Attendance

Once the application is completed, the information will be used in a formula established by the Congress, that calculates need and helps determine eligibility. When combined with other aid and resources, a student’s aid package may not exceed the cost of attendance.

Satisfactory Academic Progress

Students must meet the standards of satisfactory academic progress (SAP) in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a regular student of the institution.

Satisfactory academic progress for purposes of continuing eligibility for federal financial assistance is determined by applying the CGPA requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Academic Information section of this catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically dismissed are no longer active students of the institution and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after re-admittance following dismissal or in the event the student’s appeal results in re-admittance.

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard U.S. Department...
of Education formula, which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. Students who are unable to continue their education without additional assistance may qualify for this program. The federal government allocates FSEOG funds to participating institutions. This is a limited pool of funds and the institution will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, grants are awarded on a first-come, first-served basis.

Academic Competitiveness Grant (ACG)

The ACG grant is available to students who have completed a rigorous program of study during high school. To be eligible, the student must be enrolled in a degree program and be eligible to receive the Pell grant. Other eligibility requirements may apply. Contact the financial aid office for details.

National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)

This grant is available to students who are enrolled in the third and fourth years of designated programs of study. The student must be eligible for the Pell grant and meet various other eligibility criteria. Contact the financial aid office for details.

Federal Stafford Student Loans

Federal Stafford loans, available through the Federal Family Education Loan Program (FFELP), are low-interest loans that are made to the student by a lender, such as a bank, credit union, or savings and loan association. The loan must be used to pay for direct and/or indirect educational expenses. Subsidized loans are need based while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from the institution, or attends below half-time enrollment status.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal PLUS loan, another FFELP loan program, is available to parents of dependent undergraduate students. These loans are not based on need but when
combined with other resources, cannot exceed the student's cost of education. A credit check is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period.

**Private Loans**

Various lending institutions offer loans to help cover the gap between the cost of education and the amount of financial aid the student has been awarded. Interest rates and fees vary by program and may be determined by the applicant's credit history. Students are encouraged to apply with a co-borrower to secure the best terms and loan approval.

**Scholarships**

Make-the-Grade Scholarship - Vatterott College offers the Make-the-Grade Scholarship to any high school graduate who enrolls at Vatterott College within one year of high school graduation. The Make-the-Grade scholarship is a tuition remission scholarship that allows the student a $25 tuition credit for every semester grade of A and $20 for every semester grade of B that he/she received in high school, with a limit of $1,000. Contact the Admissions Department for a scholarship application.

Imagine America Scholarship -- Vatterott College participates in the Imagine America Scholarship program sponsored by the Career College Foundation. This program awards three $1,000 scholarships (no actual monetary value; tuition remission only) to every high school in the United States, to be awarded by the high school to students attending a career institution. Students must contact their high school guidance counselor for more information on selection criteria and to apply for this scholarship. Students may also find out more information about the Imagine America scholarship at www.petersons.com/cca/

Imagine America Military Award Program (MAP) – This program has been established by the Career College Foundation to help military personnel pursue postsecondary career education, recognizing the important contribution of our nation's armed services. The $1,000 award (no actual monetary value; tuition remission only) is available to any active duty and honorably discharged or retired veteran of a United States military service branch for attendance at a participating career institution. Each campus is limited in the number of annual awards. Students may find out more information about the Imagine America Military Award Program at www.petersons.com/cca/
Vatterott Cosmetology Scholarship

The Cosmetology department at Vatterott College provides an institutional scholarship that cosmetology students may qualify for each term.

**Scholarship Requirements**

In order to qualify for the scholarship candidates must meet all criteria below.

- Complete the term with 100% attendance of scheduled hours (including makeup hours) for the term
- Cumulative GPA of at least a 2.0.
- Term GPA of at least a 2.0.
- Enrolled as a full time student in the Cosmetology program.

Qualification for the scholarship is for the term most recently completed and may be earned each term of the program based on the criteria above.

**Scholarship Award Procedure**

At the end of each term the Registrar will produce a list identifying the cosmetology students who have met the scholarship requirements.

The list will be reviewed by the Cosmetology department Program Director for accuracy.

The list is then forwarded to the scholarship committee for review and final award decision. The final award decision will be made by no later than the end of the third week following the term. The committee is made up of the following:

- Regional Dean
- Campus Director
- Director of Education
- Program Director

Award list will be sent to the Director of Financial Aid and to the Campus Accountant for processing and posting.

Student will be notified by the Director of Education that they have been selected to receive the Scholarship.

Amount of the scholarship may vary by Campus Location. Scholarship recipients will be notified by the Director of Education of the amount of their award.

**Other Financial Resources**

There are other potential resources you should consider for financing your education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which you or your
parents may be affiliated. Many companies provide scholarship aid for children of employees, while others provide tuition assistance to students who work for them part-time or full-time.

Veterans Educational Benefits -- Vatterott College is approved for the training of veterans and veterans’ children in accordance with the rules and regulations administered by the State Approving Agency of the United States Department of Veterans Affairs. Representatives of the Department of Veterans Affairs, the individual State Approving Agencies, and the Financial Aid Office, are available to advise you on eligibility for veterans’ educational benefits. Be sure to contact the financial aid office regarding filing of proper forms to plan your benefits well in advance of the start date for the class in which you desire to enroll.

The Department of Veterans Affairs may pay monthly educational allowances to qualified students to help defray the cost of tuition and living expenses. For further information, contact the Department of Veterans Affairs, the State Approving Agency, or a financial aid officer at Vatterott College. PLEASE NOTE: STUDENTS ARE RESPONSIBLE FOR THEIR TUITION PAYMENTS, NOT THE DEPARTMENT OF VETERANS AFFAIRS.

NOTE: All Vatterott College locations may not be eligible for Veterans Educational Benefits by the Department of Veterans Affairs. Please check with the institution Director for the State Approving Agency representative in your area.

Government Sponsored Programs -- Vatterott College accepts qualified students eligible to participate in various state-administered programs. Contact the institution Director for details.

Company Tuition Reimbursement -- Vatterott College may be approved as a training facility in your area. It is recommended that you check with the Human Resources office of your particular employer for reimbursement policies.

Entrance and Exit Interview/Loan Counseling

The Department of Education requires that any student receiving a Federal Family Educational Loan be notified concerning their loans. The institution counsels each student regarding loan indebtedness and gives each student an entrance test and mails an exit interview regarding the loan to make sure the student understands the amount borrowed and the student’s rights and responsibilities regarding repayment.

The student must report to the Student Finance Office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the institution, refunds that may be made, and to provide the student with an estimated payment amount. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed.
Order of Return of SFA Program Funds

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

- Unsubsidized Stafford Loan Program;
- Subsidized Stafford Loan Program;
- Unsubsidized Direct Stafford loans (other than PLUS loans);
- Subsidized Direct Stafford loans;
- Federal Perkins Loan Program;
- Federal PLUS loans;
- Federal Direct PLUS loans;
- If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:
  - Federal Pell Grants for the payment period for which a return of funds is required;
  - Academic Competitiveness Grants for which a return of funds is required;
  - National Smart Grants for which a return of funds is required;
  - Federal Supplemental Educational Opportunity;
  - Grant (FSEOG) for which a return of funds is required;
  - Other assistance under this Title for which a return of funds is required.

Refunds to any of the Title IV or State programs will be paid within 45 days or the timeframe established by the appropriate regulatory authority, whichever is shorter.

Refund Policy

A student who cancels their Enrollment Agreement within 72 hours (until midnight of the third business day) after signing the Agreement will receive a refund of all monies paid. A student who cancels after 72 hours but prior to the Student’s first day of class attendance will receive a refund of all monies paid, except for the non-refundable Registration Fee. If this Enrollment Agreement is not accepted by Vatterott College or if Vatterott College cancels this Agreement prior to the first day of class attendance, all monies, including the Registration Fee, will be refunded. All requests for cancellation by the Student must be made in writing and mailed or hand delivered to the Registrar’s Office.
After the last day of the add/drop period for each term, as stated in the Admission Information section, no refunds or adjustments will be made to tuition for students withdrawing from individual classes but otherwise still enrolled. Refunds are made for students who withdraw or are withdrawn from the College prior to the completion of their program. Refunds will be based on the current tuition charge incurred by the student at the time of withdrawal, not the amount the Student has actually paid. Tuition and fees attributable to any future periods of enrollment that have not yet been charged will not be assessed. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a student withdraws from the College, he/she must complete a student withdrawal form with the Registrar or Director of Education. Refunds will be calculated according to the following formula.

It is understood that any terms extended to any student are for convenience in paying the tuition and are not in any way to be considered as payment(s) for periods of time. By accepting applications, the college has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms, and other facilities necessary for teaching those programs at the stated offered tuition cost for the program and with the understanding that refunds will be made per academic year (36 quarter credit hours) only as follows:

Refund to students attending the college for the first time (first academic year):

The college shall refund unearned tuition, fees, room and board, and other charges as set forth in state or federal regulations, if applicable. In the absence of state or federal regulations, the college shall make a pro rata refund of tuition, fees, and other charges as defined below.

A pro rata refund is a refund of not less than that portion of the tuition, fees, and other charges assessed the student by the institution equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student. (Total number of weeks comprising the period of enrollment for which the student has been charged into the number of weeks remaining in that period as of the last recorded day of attendance by the student.) The refund shall be rounded downward to the nearest 10% of that period, less any unpaid charges owed by the student for the period of enrollment for which the student has been charged, less an administrative fee not to exceed $100.00.

For a student terminating training after completing more than 60% of the period of enrollment, the college may retain the entire contract price of the period of enrollment, including an administrative fee not to exceed $100.00.
Refund subsequent periods for non first-time students:

The college shall refund unearned tuition and fees as set forth in applicable state or federal regulations to a student attending an institution for second and subsequent enrollment periods. Refunds will be calculated based upon the last day of attendance. In the absence of state or federal regulations, the college shall make a refund of tuition and fees and other charges as set forth below:

During the first week of classes, the college shall refund at least 90% of tuition; thereafter,

During the first 25% of the period of financial obligation, the college shall refund at least 55% of tuition; thereafter,

During the second 25% of the period of financial obligation, the college shall refund at least 30% of tuition;

In case of withdrawal after this period, the college may commit the student to the entire obligation.

Refunds will be made within 30 days after the college determines the student has withdrawn.

Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

If tuition and fees are collected in advance of the withdrawal, a prorated refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

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

The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
Satisfactorily completed at least 90 percent of the required coursework for the program; and

Demonstrated sufficient mastery of the program material to receive credit for completing the program.

Return of Title IV Funds

A recipient of Federal Title IV* financial aid who withdraws or is dismissed from school during a payment period (or term) in which the student began attendance will have the amount of Title IV Funds he/she did not earn calculated according to a pro-rata formula in federal regulations. For example if the student completed 30% of the payment period (or term), the student earns 30% of the assistance they were scheduled to receive for that payment period. Once the student has completed more than 60% of the payment period (or term), all of the assistance scheduled for that period is earned.

The formula is the number of calendar days the recipient has been enrolled for the payment period up to the day the student withdrew divided by the total number of calendar days in the payment period (or term). That percentage is multiplied by the amount of the recipient’s Title IV financial aid awarded for that payment period to determine the amount of Title IV financial aid that has been earned. The amount of Title IV financial aid that has not been earned for the payment period, and which must be returned, is the complement of the amount earned. The amount of the Title IV earned and the amount of Title IV not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based.

If the recipient did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes federal student loan funds, the school must get the borrower’s permission before it can disburse. The student may choose to decline some or all of the loan funds. The school is authorized to use all or a portion of the post-withdrawal grant funds for tuition, fees, books and supplies and contracted room and board charges. To apply remaining post-withdrawal grant funds to other school related charges, the school must obtain permission. However, it may be in the student’s best interest to allow the school to keep the funds to reduce the debt to the school.

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

If the student receives (or the school or parent receives on the student’s behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. the student’s institutional charges multiplied by the unearned percentage of the funds, or

2. the entire amount of excess funds.
Financial Information

The school must return this amount even if it did not keep this amount of Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, the borrower(s) make scheduled payments to the holder of the loan over a period of time.

Any unearned grant funds that the student must return is called an overpayment. The maximum amount of grant overpayment that the student must repay is half of the grant funds received or scheduled to be received by the student.

The requirements of Title IV program funds when the student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the student was required to return. See the college’s Tuition Refund Policy and instructions regarding the requirements and procedures for official withdrawal from school elsewhere in this catalog.

For answers about Title IV program funds, one can call the Federal Student Aid Information Center at 1-800-4 FedAid (1-800-433-2143). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

*Title IV programs are Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, Stafford Loans, PLUS loans and Federal Supplemental Educational Opportunity Grants (FSEOG).

Withdrawal Date/Policy

The withdrawal date used to determine when the student is no longer enrolled at Vatterott College is:

The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education or by verbally communicating the student’s intent to the Registrar or Director of Education, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the institution.

If a student does not complete the official withdrawal process, the institution will determine the student’s withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student’s last date of attendance will be reported as the effective date of withdrawal for those who do not complete the official withdrawal process and will be the date the student began the official withdrawal process for those students who complete the official withdrawal process.

Please note that the above policy may result in a reduction in institution charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the institution that is greater than that which was owed prior to withdrawal.
### Academic Information

<table>
<thead>
<tr>
<th>Letter Code</th>
<th>Numerical Percentage</th>
<th>Description</th>
<th>Included in Credits/Clock Hours Earned</th>
<th>Included in Credits/Clock Hours Attempted</th>
<th>Included in CGPA</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>Outstanding</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>B</td>
<td>80 – 89</td>
<td>Above Average</td>
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<td>Yes</td>
<td>Yes</td>
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<td>C</td>
<td>70 – 79</td>
<td>Average</td>
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<td>Yes</td>
<td>Yes</td>
<td>2.00</td>
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<td>D</td>
<td>60 – 69</td>
<td>Below Average</td>
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<td>Yes</td>
<td>Yes</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
<td>Failing</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>N/A</td>
<td>Withdrawn/Failure</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TC</td>
<td>N/A</td>
<td>Transfer</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TO</td>
<td>N/A</td>
<td>Test-Out</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AU</td>
<td>N/A</td>
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<td>No</td>
<td>No</td>
<td>N/A</td>
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<tr>
<td>CPT</td>
<td>N/A</td>
<td>Credit Previous Training</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
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</tbody>
</table>

### Application of Grades and Credits

The chart above describes the impact of each grade on a student’s academic progress. For calculating rate of progress grades of F (failure), W (withdrawn), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A grade of W will not be awarded after the student has completed the second week of the term. Withdrawal after the second week of the term will result in the student receiving a grade of WF.

The student must repeat any required course in which a grade of F, W or WF is received. Students will only be allowed to repeat courses in which they received a grade of D or below.

In the case of D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk "**" indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

TC, TO, and CPT credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.
To receive an incomplete (I), the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within fourteen calendar days after the end of the term will be converted to a grade of F and will affect the students CGPA.

Grading Policy

The course grade earned by a student and assigned by the instructor will be based on an evaluation of the student’s mastery of the objectives of the course. The instructors’ grading policy will be published in the course syllabus and approved by the Director of Education or designee in advance of the first day of class. A student is responsible for all work missed during an absence and must contact the faculty member for allowed make-up work.

Grade Point Averages

A student’s grade point average (GPA) is computed by dividing the total number of quality points earned by the total number of credit/clock hours for which grades were awarded. The grade points are calculated by multiplying the quality points for the grade earned for each course by the number of credit/clock hours associated with the course. The term grade point average applies to work in a given term. A student’s overall academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credits/clock hours earned in the declared program of study to date.

Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus.

Both the term GPA and CGPA only include courses that are required for graduation in the student’s current program of study. CGPAs help determine whether a student is meeting the standards of academic progress, eligibility for graduation and academic honors. The GPA may range from 0.00 through 4.0.

Failing Grade

A student who receives a failing grade (F) in a required course must repeat the course and receive a passing grade or receive transfer credit for the course in order to graduate. A course for which an “F” is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade or receives transfer credit, the CGPA will be adjusted accordingly. The failure grade will remain on the transcript.

Incomplete Grade

An incomplete grade “I” signifies that not all the required coursework was completed during the term of enrollment. The “I” grade is not calculated into the term GPA or CGPA at the time it is awarded.
Instructors submitting “I” grades must receive approval from the Director of Education or designee and documentation of the “I” grade must be placed in the student’s academic file. All required coursework must be complete and submitted within two weeks after the end of the term. If course requirements are not satisfied by the deadline, the “I” is converted to an “F.” An “I” grade may be assigned only when all of the following conditions are met:

The student has been making satisfactory progress in the course, as determined by the instructor;

    The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor; and

    The student presents these reasons in writing, with any required documentation prior to the last day of the term.

Audit Grade

A student must declare the intention to audit a course during the add/drop period as specified in the institution catalog. Tuition is charged for audited courses; however, financial aid is not applicable.

Evaluation of work and class participation is optional, but class attendance is required. A student must inform the faculty member of the audit status. The designator “AU” is placed on the student’s transcript regardless of whether or not the student completed the course.

Withdrawal Grade

A student enrolled in courses after the add/drop deadline who wishes to withdraw must apply through the Director of Education or designee. If the withdrawal occurs within the deadline as stated in the Application of Grades and Credits, the course remains on the transcript and is designated with a “W.” A course withdrawal after the deadline receives a designator of “WF”.

Transfer Credit

Vatterott College will evaluate the student’s previous education, training and work experience to determine if any subjects or training activities in the student’s program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at a post secondary accredited institution may be accepted on the basis of a valid transcript provided by the student. Only grades of “C” 2.0 GPA or higher will be eligible for transfer. Credit will be awarded where appropriate. Vatterott will notify the student and appropriate agencies (i.e. Veterans Administration, Voc. Rehab etc.) upon completion of evaluation and determination of outcome. Transfer credits must be earned in courses that are similar in nature to the course offered by Vatterott. Credits that were earned more than five
(5) years prior to the current year will not be considered for transfer. At a minimum, 50% of the credits required must be completed at the Vatterott.

It is the responsibility of the student to request an official transcript be mailed to Vatterott College Education in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training. Any credit, advanced placement or credit for experiential learning transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of transfer. Transfer credits will appear as a TC on the student's transcript.

Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

**Internal Proficiency Credit Test Out**

Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and the Director of Education or designee has reason to believe the student's experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process. The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test. The testing fee is $100.00 per term and is non-refundable.

A student who receives proficiency credit for test out course or courses is awarded a grade of “TO”. The course is noted on the transcript with a grade of “TO” and is not used in the grade point average or rate of progress, but calculated in the timeframe measurement.

Proficiency examination requests will not be honored for students in the following categories:

- Student is currently enrolled in the course beyond the add/drop deadline;
- Student was previously enrolled in the course for which the exam is being requested; and
- Student previously failed the proficiency exam for that course.

Any student requesting a proficiency exam, who does not have credit for the prerequisite course, must obtain approval from the Director of Education or designee. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit or successful completion of the course. All tests and supporting documentation must be retained in the student's academic file.
External Proficiency Credit

Proficiency credit for certain undergraduate courses may be granted to students who achieve acceptable scores on specific nationally recognized examinations such as College Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES) program. The American Council on Education (ACE) recommendations should be used when awarding CLEP or DANTES credit.

Credit for AP coursework is based solely upon the student’s performance on the national examination administered by the College Board and not upon the student’s performance in the AP course. A score of three (3) or better on the examination is required for AP credit acceptance.

Professional Training/Certification Credit

Proficiency credit for certain courses may be granted to students who hold current specific industry-recognized professional certification.

Such certifications may be reviewed by the Director of Education or designee for proficiency credit. Where available, the ACE College Credit Recommendation Service should be used to assess such certifications or training. Evaluations and supporting documentation should be retained in the student’s academic file.

Credit for Previous Training/Work Life Credit

Vatterott College will give credit for previous work or school experience if the student can provide documentary proof of previous training or previous experience in the field he/she wishes to enter. The student will submit a Learning Portfolio to the Campus Director during the enrollment process and prior to the first scheduled class.

A student who receives credit for previous training/work life credit course(s) is awarded a grade of “CPT”. The course is noted on the transcript with a grade of "CPT" and is not used in the grade point average or rate of progress, but calculated in the timeframe measurement.

Students meeting the above minimum requirements will have their programs shortened proportionately. At a minimum, 50% of the required curriculum must be completed at Vatterott College. A record will be kept in the student’s file showing the amount of credit granted. A prorated reduction in tuition that is equal to the point at which the student entered the program will be granted. Please be aware that credit for previous experience or education will affect the student’s financial aid package.

Standards of Satisfactory Academic Progress

All students must maintain satisfactory academic progress in order to remain enrolled. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance. Satisfactory
academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program. These are outlined below.

CGPA Requirements

Students must meet minimum CGPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student’s CGPA is in compliance. Once a student reaches a review point, they must maintain the minimum CGPA for that level at the end of each grading period until such time as they reach the next level of review.

Certificate/Diploma Program Quarter Credits

<table>
<thead>
<tr>
<th>Quarter Credits</th>
<th>Minimum CGPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 15</td>
<td>1.0</td>
</tr>
<tr>
<td>16 – 30</td>
<td>1.5</td>
</tr>
<tr>
<td>31 credits – graduation or maximum allowable credits reached</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Associate’s Degree Program Quarter Credits

<table>
<thead>
<tr>
<th>Quarter Credits</th>
<th>Minimum CGPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 15</td>
<td>1.0</td>
</tr>
<tr>
<td>16 – 45</td>
<td>1.5</td>
</tr>
<tr>
<td>46 credits – graduation or maximum allowable credits reached</td>
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</tbody>
</table>

Bachelor’s Degree Program Quarter Credits

<table>
<thead>
<tr>
<th>Quarter Credits</th>
<th>Minimum CGPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 15</td>
<td>1.0</td>
</tr>
<tr>
<td>16 – 71</td>
<td>1.5</td>
</tr>
<tr>
<td>72 credits – graduation or maximum allowable credits reached</td>
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Cosmetology Program Clock Hours

<table>
<thead>
<tr>
<th>Clock Hours</th>
<th>Minimum CGPA Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 300</td>
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</tr>
<tr>
<td>301 – 900</td>
<td>1.5</td>
</tr>
<tr>
<td>901 credits – graduation or maximum allowable clock hours reached</td>
<td>2.0</td>
</tr>
</tbody>
</table>
Rate of Progress Towards Completion Requirements

The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test.

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits or clock hours in their program of study.

The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in the table below.

Program Maximum Allowable Credits

<table>
<thead>
<tr>
<th>Program</th>
<th>Maximum Allowable Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>108 QCH</td>
</tr>
<tr>
<td>Cosmetology Diploma</td>
<td>2,250 Clock Hours</td>
</tr>
<tr>
<td>Associate of Occupational Studies</td>
<td>162 QCH</td>
</tr>
<tr>
<td>Bachelor of Science Degree</td>
<td>319.5 QCH</td>
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</tbody>
</table>

How Transfer Credits/Change of Program Affect SAP

Credit that has been transferred into the institution by the student has no effect on the percentage of completion calculation in the SAP, nor does it have any effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum time frame for this student’s new program at institution B will be one and half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the time frame is being calculated.

When a student elects to change a program at Vatterott College (this does not include moving from a diploma to an Associate’s degree or an Associate’s degree to a Bachelor’s degree in the same program) the student’s earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the institution in the original program of study will be used when computing grade point average, rate of progress and maximum time frame. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average or rate of progress, but will be considered as credits attempted and earned in the time frame calculation. For example, a student transfers from program A to program B, the student is able to transfer 30 external credits and 10 credits earned in program A into program B.

Program B requires 180 credits to graduate. Thus, the maximum time frame for this student’s new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours when
the time frame is being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the time frame calculations.

**Academic Probation**

At the end of each term after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine whether the student is meeting the aforementioned requirements.

Students will be placed on Probation the first term in which the CGPA or the rate of progress falls below the values specified in the CGPA requirements section of this catalog. At the end of the next term, the student will be removed from Probation and returned to regular status if they meet or exceed the minimum standards or will remain on Probation if they continue to fall below the specified values.

Students on Probation will be evaluated at the end of their second term of monitoring. A student who raises their CGPA and rate of progress at or above the minimum[s] will be removed from Probation and returned to regular status. If a student does not meet the minimum CGPA or rate of progress requirements at the time of evaluation, the student will be dismissed from the institution.

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student also must be dismissed from the institution. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, notwithstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution’s stated refund policy. During the periods of Probation, students are considered to be making satisfactory academic progress and remain eligible for financial aid.

Students on Probation must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

**Appeal to Grade Challenge & Course Work Appeals**

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Review Committee within ten days of receiving notification of his/her dismissal.

The student should explain what type of circumstances contributed to the academic problem and what plans the student has made to eliminate those potential problems in the future. The decision of the Committee is final and may not be further appealed.
Reinstatement

A student who has been academically dismissed may apply for reinstatement to the institution by submitting a written request to the Director of Education. The request should be in the form of a letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one grading period before they are eligible for reinstatement and financial aid. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

Continuation as a Non-Regular Student

Students who have been dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as non-regular students of the Institution, but are not eligible for student financial aid.

Reinstatement as a Regular Student from Non-Regular Student Status

Students who have attempted the maximum number of credit hours under their program but have not earned all of the credits necessary to complete their program may be allowed to enter non-regular student status. However, they will never be eligible for re-admittance to regular student status in the program from which they were dismissed but may continue as a non-regular student status up to the maximum period allowed for the purposes of completing their required credits. Further, these students who have entered non-regular student status are not eligible for graduation (can not receive a degree or diploma) from their programs but can receive a certificate of completion for the credits they successfully completed.

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations in order to receive final transcripts.

Completers

A completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

- Achieve a minimum GPA of 2.0
- Complete required competencies and/or Externship
- Satisfy non-academic requirements (e.g., outstanding financial obligations)
Academic Honors

A graduate who has a minimum cumulative grade point average (CGPA) of 3.30 is eligible for one of the following recognitions:

- Director's List: 4.0 Cumulative GPA
- Dean's List: 3.6 – 3.99 Cumulative GPA
- Honors: 3.3 – 3.59 Cumulative GPA

Externships or Other Formal Experiential Learning Activities

All externships and other formal experiential learning activities will be registered in the student system. Attendance or participation is to be tracked and posted at least once a week and final grades will be recorded at the end of the enrollment period. Students who are unable to complete their externship or other formal experiential learning activity by the end of the add/drop period of the subsequent term will be awarded a grade of “F.” A student who receives an “F” may be re-enrolled in the externship or experiential learning activity course for the subsequent term. For externships or other experiential learning activities that occur at the end of the student’s curriculum and that are required for graduation, the graduation date will coincide with the last day of the term in which the student completes all program requirements, unless the student completes such requirements during the add/drop period of the subsequent term, in which case the graduation date may be back dated to the last date of the previous term.

Leave of Absence Policy

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education. Extenuating circumstances include: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Military Obligations and Jury Duty.

In order for the student to be granted an approved LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Education. In addition, the student must have completed his/her most recent term and received academic grades (A-F) for that term.

Re-admission Following a Leave of Absence

Upon return from a leave, the student will be required to repeat the term and receive final grades for the courses from which the student took leave when the courses are next offered in normal sequence for students in the class into which the student has reentered. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence.

The date a student returns to class is normally scheduled for the beginning of the term.
Failure to Return from a Leave of Absence

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student’s last date of attendance prior to the return from approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state or institutional policy.

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the student’s loan repayment schedules.

Federal loan programs provide students with a “grace period” that delays the students’ obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to the institution after the conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

Effects of Leave of Absence of Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more factors may affect their eligibility to graduate within the maximum program completion time:

Students returning from a leave of absence are not guaranteed that the phase/course required to maintain the normal progress in their training program will be available at the time of reentry;

Students may have to wait for the appropriate phase/course to be offered;

Students may be required to repeat the entire phase/course for which they elected to withdraw prior to receiving a final grade;

Financial aid may be affected.

Unit of Credit, Clock/Credit Hour Conversion

The quarter credit hour is the unit of academic measurement used by Vatterott College. A minimum of 10 lecture hours at a minimum of 50 minutes each in addition to outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter hour of credit.
Make-Up Work

Vatterott College is committed to caring for its students. Our policy on graduation clearly defines the criteria for graduation. Strict enforcement of these requirements is the norm, but since we are committed to the individual needs of our students, there are exceptions.

Vatterott College may allow the student, at the discretion of the Director of Education, to perform independent student projects, to make up missed days (only up to 50%), or make up missed work. The guiding principle will be the academic progress of the student. If a student, by extra attendance or extra work, can make up his/her work, then the student will remain academically sound and maintain satisfactory progress. The Director of Education has the responsibility to determine the outcome of these exceptional situations.

Attendance Requirements

Class attendance, preparation, and participation are integral components to a student’s academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student’s overall course performance.

A student who is absent from all classes for two consecutive weeks (8 class days) may be automatically withdrawn from the institution unless there are acceptable mitigating circumstances.

A student may also be withdrawn from a course if absences exceed 30% of the total scheduled hours for a course. Students may be placed on attendance probation and receive a written notification when their total number of absences reaches 20% of total scheduled course hours. Students who withdraw or are removed from a course will receive a grade of W or WF based upon their time of withdrawal/removal; these grades count toward the evaluation of a student’s satisfactory academic progress but will not affect the student’s cumulative grade point average.

Term

A term is defined as a consecutive ten-week period of continued instruction.
Student Information & Services

Vatterott College offers students a variety of success-oriented services as well as activities for the benefit of students and the community.

Vatterott College endorses an open-door policy with respect to students and staff. Students have the right to request an appointment with any member of Vatterott College staff regardless of the person’s title or function. Office hours for Vatterott College personnel are available from the receptionist.

Career Services

During the admissions interview, prospective students are advised of the many career paths that are available to them upon graduation. The Admissions Representatives assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

Students enrolled in Vatterott College have many opportunities for part-time employment while they pursue their studies. The Director of Career Services is the liaison between students and employers, serving the students by promoting Vatterott College to prospective employers. These employers are assisted by the referral of qualified employees from Vatterott College.

The graduate placement process intensifies as students near graduation. The Director of Career Services assists students with resume writing, interviewing skills, and professional networking techniques. Students may interview both on and off campus, until they have secured an appropriate position.

Graduates may seek employment with both local and nationally recognized organizations.

Agencies and institutions that accept our students for internship/externship placements and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship/externship or employment placement following completion of the program.

Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in some positions.

Employment and internship/externship decisions are outside of the control of Vatterott College.

Academic Assistance

Students seek help and advice during their education for many reasons. At Vatterott College, the student is the primary priority. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance.
The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may be provided as needed. The administrative staff and the faculty are also available for advising assistance.

**Faculty**

The faculty members are the keystone of Vatterott College’s teaching success. Each member of the faculty has industry or professional experience in addition to appropriate academic credentials.

The faculty members lend an outstanding level of professionalism to the classroom and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries.

Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their chosen careers. In essence, faculty members practice what they teach. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time is class is well spent.

**Housing**

Vatterott College does not provide on-campus housing, but does assist students in locating suitable housing off campus.

**Learning Resource Center/Library**

Vatterott College Learning Resource Center (LRC)/Library provide materials to support the mission and curriculum and assist each student to attain his/her educational goals.

The collection includes books, assortments of current periodicals and CDs. The LRC/Library schedule is posted in the Learning Resource Center. Students also have access to an electronic library system to support the programs and students of the institution.

The electronic library system will provide online reference databases accessible 24 hours a day via the Internet.

**Orientation**

Prior to beginning classes at Vatterott College, all new students attend an orientation program. Student orientation facilitates a successful transition from everyday pace into the institution schedule.

New students are required to attend regardless of their prior institution experience. During orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers.
Course Schedules

Applicants and currently enrolled students receive course schedules before the beginning of each term. Tuition payments are due at that time. Schedules cannot be processed until financial obligations are fulfilled. Students who fail to attend the first class session may be withdrawn from the course.

Hours of Operation

Vatterott College administrative offices are open from 9 a.m. to 6 p.m., Monday through Friday, and 9 a.m. to 1 p.m. on Saturday.

Accommodations for Individuals with Disabilities

Vatterott College is committed to making its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to apply for enrollment. Vatterott College will provide reasonable accommodations for students with disabilities, including auxiliary aids and services as long as services do not fundamentally alter the nature of the relevant program or service provided by Vatterott College. A student requesting an accommodation for a disability must contact the Director of Education and complete the “Student Application for Auxiliary Aids or Academic Adjustments” form requesting academic adjustments and/or auxiliary aids. To ensure that accommodations are provided in a timely fashion, Vatterott College strongly encourages students to submit all requests for accommodation immediately after enrollment and prior to the first day of classes, or otherwise as soon as possible.

To request an auxiliary aid or service, please contact the Director of Education at Vatterott College.

Department of Human Services

634 North Grand Blvd.
7th Floor
St. Louis, MO  63103
(314)612-5900

What is a disability?

An individual is considered to have a disability if he or she:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record of such an impairment; or
- Is regarded as having such impairment.

A qualified individual with a disability is defined as an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of
architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

**What is a reasonable accommodation?**

A reasonable accommodation is any modification or adjustment to the learning environment that makes it possible for a qualified individual with a disability to participate in the academic program.

The term “auxiliary aids and services” include:

A. Qualified interpreters or other effective methods of making aurally delivered materials available to individuals with hearing impairments;

B. Qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments;

C. Acquisition or modification of equipment or devices; and

D. Other similar services and actions.

Due to the complexity of determining the appropriateness and reasonability of accommodations, questions regarding accommodation issues, including whether a particular circumstance requires accommodation and the nature of the appropriate accommodation, should be promptly directed to the Director of Education.

**What is the process to request accommodations?**

The Director of Education is the designated institution employee who is responsible for the coordination of efforts to ensure appropriate academic adjustments and/or auxiliary aids are provided consistently to the student population. Students seeking reasonable accommodations will complete the “Student Application for Auxiliary Aids or Academic Adjustments” application. Upon receipt of the completed application and supporting documentation, the Director of Education will arrange an interview with the student to discuss their specific needs. The student may elect to include a parent, guardian or other designated agent in the interview session that may validate the nature of the academic adjustment or auxiliary aids needed under the reasonable accommodations provision.

The institution may engage an independent evaluation administrator to provide a professional opinion to determine the appropriate accommodations are provided for the student. After careful consideration, the Director of Education will provide the necessary guidance to the faculty members, authorize and requisition additional resources as needed to accommodate the student needs. Periodically, reviews will be conducted by the Director of Education to ensure that the adjustments and/or aids are appropriate. A student seeking accommodations may appeal the decision of the Director of Education to the Institutional Director as outlined in the grievance process listed in this section.
What is the grievance or complaint process?

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint. The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the institution’s Director in writing within 10 days of receiving the decision of the Director of Education.

The institution’s Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution’s Director will formulate a resolution. A student may appeal to the Chief Compliance Officer, Chairperson of the ADA Committee, Vatterott Educational Centers, Inc as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, a student may also contact the following agencies concerning any grievance of complaint about the institution: United States of Department of Education, Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550; ACCSCT (Accrediting Commission of Career Schools and Colleges of Technology), 2101 Wilson Boulevard, Arlington, VA 22201, phone number 703-247-4212;

Campus Security

Vatterott College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Financial Aid office during regular business hours.

Vatterott College will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Vatterott College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.
Drugs-Free Environment

As a matter of policy, Vatterott College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institution activity.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense.

Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the institution’s drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Financial Aid Office.

Student Records Access and Release

Vatterott College has established a policy for the release of and access to records containing information about a student.

Each student enrolled at Vatterott College shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student’s records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

A student’s education records are defined as files, materials, or documents, including those in electronic format that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student’s education records is afforded to institution officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

Students may request a review of their education records by submitting a written request to the Institution Director. The review will be allowed during regular institution hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.

Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar or Director of Education, with the reason for the requested change stated fully. Grades, course tests, and evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review,
the Institution Director will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the Director’s decision, which will be the final decision of the institution. Copies of student challenges and any written explanations regarding the contents of the student’s record will be retained as part of the student’s permanent record.

Directory information is information on a student that the institution may release to third parties without the consent of the student. Vatterott College has defined directory information as the student’s name, address (es), telephone number(s), e-mail address, birth date and place, programs undertaken, dates of attendance, honors and awards, and credentials awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the institution director within 10 days after the date of the student’s initial enrollment or by such later date as the institution may specify.

The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.

A student who believes that Vatterott College has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

Non-Discrimination

The institution admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Unlawful Harassment Policy

Vatterott College is committed to the policy that all members of the institution’s community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the institution’s community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the Institution Director and/or the Director of Education.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

Catalog Addendum

See the catalog addendum for current information related to the institution calendar, tuition and fees, listing of faculty, and other updates.
Changes

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Vatterott College to make changes to this catalog due to the requirements and standards of the institution’s accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. Vatterott College reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, institution policies and procedures, faculty and administrative staff, the institution calendar and other dates, and other provisions.

Vatterott College also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.

Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local government, and for conducting themselves in a manner consistent with the best interests of the institution and of the student body.

Vatterott College reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay institution fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Vatterott College community, or failure to comply with the policies and procedures of the Vatterott College catalog.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student’s dismissal from the institution. The institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

Rules, Regulations, and Expectations

The institution has certain rules and regulations that must be followed. Students attending the institution are preparing for employment and are required to conduct themselves while in the institution in the same manner as they would when working for an employer. While at Vatterott College, you are expected to dress in accord with the skill for which you are training. A uniform may be required for your program of study. Prospective employers unexpectedly visit Vatterott College to recruit potential employees. A student’s appearance is generally the first and most lasting impression on these visitors.

An attempt is made to keep regulations to a minimum. They are established only when they contribute to the welfare and safety of the student body. Cooperation of all students is expected. All instructors have the authority, in a teacher/student relationship, to enforce all institution rules and regulations.
Students may operate equipment only during institution hours, unless after-hours permission has been given by the instructor and they are supervised.

Ensure learning and lab areas are neat and free of any trash.

No fighting, horseplay, profanity, or cheating.

No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.

Do not tamper with other students’ projects or equipment.

No personal incoming calls. The courtesy telephone is to be used at break time only.

Cellular phones, beepers, and pagers are a distraction during class and lab time and therefore must be kept in the off position. Calls may be made during break times only.

Personal business must be handled after institution hours.

Carelessness in safety will not be tolerated.

Smoking is allowed only in designated areas.

All students are expected to attend every class in which they are enrolled.

Promptness and preparation are expected. Students are expected to be on time for every class. A student is considered tardy if he/she is 15 minutes late for class. A student may be suspended and, if the pattern is not corrected, expelled if continued tardiness impairs the instructor's ability to teach or any student's ability to learn.

Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene. Torn and provocative clothes are not permissible. The following items of clothing are also unacceptable: hats (unless approved by instructors), tank tops, tube tops, halters, and shirts with abusive or offensive language. Any students enrolled in a program that requires a uniform must wear the uniform to class every day.

Unacceptable behavior will not be tolerated. Unacceptable behavior is any action which hinders an instructor's ability to teach or a student's ability to learn or any action which would endanger other students or staff.

Vatterott College reserves the right to dismiss or suspend any student who is guilty of the above or whose conduct is detrimental to the classroom environment, well-being of fellow students or faculty, or appearance of institutional facilities.

A student dismissed for misconduct can be readmitted only by permission of the Campus Director.
Safety

All safety rules and procedures are to be followed without exception. All machinery and equipment are provided with proper safety devices, which are to be used whenever the machinery and equipment are operated. The instructor is to be notified immediately of any accident, fire, or personal injury.

Photographs

While not all photographs in this publication were taken at Vatterott College, they do accurately represent the general type and quality of equipment and facilities found at Vatterott College.

Institution Policies

Students are expected to be familiar with the information presented in this institution catalog, in any supplements and addenda to the catalog, and with all institution policies. By enrolling in Vatterott College, students agree to accept and abide by the terms stated in this catalog and all institution policies.

If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement supersedes and is binding.

Statement of Ownership

Vatterott College is owned by Vatterott Educational Centers, Inc., principal offices located at 8580 Evans Ave, Berkeley, Missouri. The corporate officer of Vatterott Educational Centers, INC is Pamela Bell, President.

Student Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers. If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the appropriate Program Director or the Director of Education, clearly describing the grievance or complaint. If a solution satisfactory to the student cannot be found, the student may seek a review by the institution’s Director. The student must appeal to the institution Director in writing within 10 days of receiving the decision of the Director of Education or Program Director.

Vatterott College has implemented the following procedures for handling student grievances or complaints:

Grievances or complaints referencing an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints
referencing a policy or class should first be discussed with the individual enforcing that policy or the class instructor.

Should one-on-one discussion fail to result in a satisfactory resolution, a written grievance or complaint may be submitted to the Director of Education. If the Director of Education fails to take action satisfactory to the student, the student may submit a written statement to the President of Vatterott College, who will review the matter and render a decision.

The student may also file a complaint directly with the Department of Education at any time. The student may contact the Office of Civil Rights or further details at Department of Education, Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550.

At any time, the student may also file a complaint with the institution’s accrediting agency. Any complaint must be in written form.

Institutions accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the institution has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written format, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the institution for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:
Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission’s Complaint Form is available at the institution and may be obtained by contacting the institution Director.

Transfer of Credit to Other Institutions

Vatterott College’s Education Department provides information on other institutions that may accept credits for course work completed at Vatterott College towards their programs. However, Vatterott College does not imply or guarantee that credits completed at Vatterott College will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Vatterott College. Students seeking to transfer credits earned at Vatterott College to another institution should contact the other institution to which they seek admission to inquire as to that institution’s policies on credit transfer.
Appendix A

Program Offerings

Diploma

<table>
<thead>
<tr>
<th>Program Offerings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combination Welding</td>
<td>Computer Technology</td>
</tr>
<tr>
<td>Cosmetology (Day)</td>
<td>Cosmetology (Night)</td>
</tr>
<tr>
<td>Dental Assistant</td>
<td>Electrical Mechanics</td>
</tr>
<tr>
<td>Heating, Air Conditioning, and Refrigeration Mechanic</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td></td>
</tr>
</tbody>
</table>

Associate of Occupational Studies A.O.S.

<table>
<thead>
<tr>
<th>Program Offerings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combination Welding Technology</td>
<td></td>
</tr>
<tr>
<td>Computer Systems and Network Technology</td>
<td></td>
</tr>
<tr>
<td>Electrical Mechanics Technology</td>
<td></td>
</tr>
<tr>
<td>Heating, Air Conditioning, and Refrigeration Technology</td>
<td></td>
</tr>
<tr>
<td>Medical Assistant</td>
<td></td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td></td>
</tr>
<tr>
<td>Plumbing Technology</td>
<td></td>
</tr>
<tr>
<td>Web Design and Multimedia Application Development</td>
<td></td>
</tr>
</tbody>
</table>

Bachelor of Science B.S.

<table>
<thead>
<tr>
<th>Program Offerings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Engineering and Network Technology</td>
<td></td>
</tr>
<tr>
<td>Computer Programming and Systems Analysis</td>
<td></td>
</tr>
</tbody>
</table>

Vatterott College at North Park Campus, only offers those specific programs of study listed above and expressly discussed in the curriculum section of this catalog.

Combination Welding Diploma

The objective of this course is to prepare graduates with the skills needed for entry-level employment as a welder.

The program consists of 60 weeks, 72 Quarter Credit Hours of Combination Welding theory and associated lab work.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE 121</td>
<td>Basic Gas Metal Arc</td>
<td>8.0</td>
</tr>
<tr>
<td>WE 122</td>
<td>Basic Shielded Metal Arc</td>
<td>12.0</td>
</tr>
<tr>
<td>WE 123</td>
<td>Advanced Gas Metal Arc &amp; FCAW Welding</td>
<td>12.0</td>
</tr>
<tr>
<td>WE 124</td>
<td>Advanced Shield Metal Arc Welding</td>
<td>12.0</td>
</tr>
<tr>
<td>WE 125</td>
<td>Gas Tungsten Arc Welding (TIG)</td>
<td>12.0</td>
</tr>
<tr>
<td>WE 126</td>
<td>SMAW-P, GMAW</td>
<td>12.0</td>
</tr>
<tr>
<td>TC 101</td>
<td>Introductory Craft Skills &amp; Safety</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72
Appendix A - Program Offerings

Computer Technology Diploma

This program is designed to meet the ever increasing need for trained computer service personnel. A graduate of this program will be able to work in an entry-level position in the information technology industry.

The program consists of 60 weeks, 72 Quarter Credit Hours of Computer Technology theory and associated lab work.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 101</td>
<td>MS Office</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 102</td>
<td>DOS Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 103</td>
<td>Linux</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 104</td>
<td>Desktop Operating Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 105</td>
<td>Peripherals and Data Communications</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 106</td>
<td>PC Troubleshooting and Configuration</td>
<td>12.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72

Cosmetology Diploma - Day

The students who successfully complete this program will have examined the theories, techniques and practical applications that will prepare them for the State Cosmetology Board License Examination. Included in the theory and technical skills developed in the classroom and the clinics will be hair dressing, hair styling, hair cutting, permanent waving, hair coloring, manicuring, pedicures, facials, thermal curling, and the study of the business of cosmetology. Students will also be introduced to the theory, techniques and safety involved in working with chemicals, as applied to hair, skin and nails. The academic and clinical preparation will qualify the graduates for professional entry level positions in the Cosmetology Industry.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS-101</td>
<td>Introduction to Cosmetology</td>
<td>300</td>
</tr>
<tr>
<td>COS-102</td>
<td>Intermediate Cosmetology</td>
<td>300</td>
</tr>
<tr>
<td>COS-103</td>
<td>Advanced Cosmetology</td>
<td>300</td>
</tr>
<tr>
<td>COS-104</td>
<td>Cosmetology Science</td>
<td>300</td>
</tr>
<tr>
<td>COS-105</td>
<td>Cosmetology State Law and Exam Preparation</td>
<td>300</td>
</tr>
</tbody>
</table>

Total Number of Clock Hours Required for Graduation 1500
**Cosmetology Diploma - Night**

The students who successfully complete this program will have examined the theories, techniques and practical applications that will prepare them for the State Cosmetology Board License Examination. Included in the theory and technical skills developed in the classroom and the clinics will be hair dressing, hair styling, hair cutting, permanent waving, hair coloring, manicuring, pedicures, facials, thermal curling, and the study of the business of cosmetology. Students will also be introduced to the theory, techniques and safety involved in working with chemicals, as applied to hair, skin and nails. The academic and clinical preparation will qualify the graduates for professional entry level positions in the Cosmetology Industry.

This program is 1500 clock hours over a period of 60-weeks, 25 hours per week.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS-101N</td>
<td>Introduction to Cosmetology</td>
<td>250</td>
</tr>
<tr>
<td>COS-102N</td>
<td>Intermediate Cosmetology</td>
<td>250</td>
</tr>
<tr>
<td>COS-103N</td>
<td>Advanced Cosmetology</td>
<td>250</td>
</tr>
<tr>
<td>COS-104N</td>
<td>Cosmetology Science</td>
<td>250</td>
</tr>
<tr>
<td>COS-105N</td>
<td>Cosmetology Business Management</td>
<td>250</td>
</tr>
<tr>
<td>COS-106N</td>
<td>Cosmetology State Law and Exam Preparation</td>
<td>250</td>
</tr>
</tbody>
</table>

**Total Number of Clock Hours Required for Graduation 1500**

**Dental Assistant Diploma**

This diploma program is designed to prepare the student for entry-level employment as a Dental Assistant performing administrative, clerical and assisting duties within the health care field.

The program consists of 60 weeks, 72 Quarter Credit Hours of Dental Assistant theory and associated labs.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 101</td>
<td>Dental Language</td>
<td>12.0</td>
</tr>
<tr>
<td>DA 102</td>
<td>Introduction to Dental Assisting</td>
<td>12.0</td>
</tr>
<tr>
<td>DA 103</td>
<td>Chair side Assisting/Dental Anatomy</td>
<td>12.0</td>
</tr>
<tr>
<td>DA 104</td>
<td>Dental Office Procedures/Human Relations/ Speech/Nutrition</td>
<td>12.0</td>
</tr>
<tr>
<td>DA 105</td>
<td>Materials and Oral Specifications</td>
<td>12.0</td>
</tr>
<tr>
<td>DA 106</td>
<td>Radiography</td>
<td>12.0</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation 72**

The institution reserves the right to alter the scope and sequence of course offerings at any time. Effective 09-2008. Vatterott College at NorthPark.
Appendix A - Program Offerings

**Electrical Mechanics Diploma**

The objective of this program is designed to prepare the graduate with the theory and working knowledge of Electrical Installation, Maintenance and Repair to begin a career as an entry-level electrician. Students may receive nationally-recognized certifications through the National Center for Construction Education and Research.

The program consists of 60 weeks, 72 Quarter Credit Hours of theory and associated lab instruction in the areas of electrical theory; residential, commercial, and industrial wiring methods and regulations, and motor control.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC 101</td>
<td>Introductory Craft Skills and Safety</td>
<td>4.0</td>
</tr>
<tr>
<td>EM 113</td>
<td>Residential I</td>
<td>8.0</td>
</tr>
<tr>
<td>EM 114</td>
<td>Residential II</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 115</td>
<td>Commercial I</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 116</td>
<td>Industrial I</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 117</td>
<td>Commercial II</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 118</td>
<td>Industrial II</td>
<td>12.0</td>
</tr>
<tr>
<td><strong>Total Number of Quarter Credit Hours Required for Graduation</strong></td>
<td><strong>72</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Heating, Air Conditioning & Refrigeration Diploma**

The objective of this program is to prepare the graduate with the theory and working knowledge of heating, air conditioning and refrigeration in order to secure an entry-level position in the industry as a maintenance or service technician. Students may receive nationally-recognized certifications through the National Center for Construction Education and Research.

The program consists of 60 weeks, 72 Quarter Credit Hours of heating, air conditioning, and refrigeration theory and associated lab work.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC 101</td>
<td>Introductory Craft Skills &amp; Safety</td>
<td>4.0</td>
</tr>
<tr>
<td>HV 113</td>
<td>Basic Electricity for HVAC/R</td>
<td>8.0</td>
</tr>
<tr>
<td>HV 114</td>
<td>Basic Refrigeration for HVAC/R</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 115</td>
<td>Residential Air Conditioning</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 116</td>
<td>Residential Heating</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 117</td>
<td>Commercial Air Conditioning (HVAC/R)</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 118</td>
<td>Commercial Refrigeration</td>
<td>12.0</td>
</tr>
<tr>
<td><strong>Total Number of Quarter Credit Hours Required for Graduation</strong></td>
<td><strong>72</strong></td>
<td></td>
</tr>
</tbody>
</table>

**HVAC AND SHEET METAL CERTIFICATIONS**

NCCER is an official recognized training provider for North American Technician.
Excellence (NATE), an independent third-party certifier for HVAC/R technicians. NATE-certified technicians can use selected HVAC and sheet metal module completions through NCCER Accredited Training Sponsors for certification through NATE. For more information regarding NATE recertification and details and lists of available NATE-recognized training, visit NATE. For additional information, please contact NCCER customer service at 888.622.3720.

**Medical Office Assistant Diploma**

This diploma program is designed to prepare the student for entry-level employment as a Medical Office Assistant performing administrative, clerical and assisting duties within the health care field.

The program consists of 60 weeks, 72 Quarter Credit Hours of Medical Office Assistant theory and associated labs.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 101</td>
<td>Medical Language</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 102</td>
<td>Medical Office Management</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 103</td>
<td>Medical Office Basics</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 104</td>
<td>Medical Insurance and Law</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 105</td>
<td>Medical Environment</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 106</td>
<td>Medical Advanced Computers</td>
<td>12.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72

**Plumbing Diploma**

The objective of this course it to prepare the graduate with the theory and working knowledge of Plumbing in order to secure an entry-level position in the industry as a maintenance or service technician.

The program consists of 60 weeks, 72 Quarter Credit Hours of plumbing theory and associated lab work.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL 121</td>
<td>Introduction to Plumbing</td>
<td>8.0</td>
</tr>
<tr>
<td>PL 122</td>
<td>Brazing &amp; Soldering/Connections</td>
<td>12.0</td>
</tr>
<tr>
<td>PL 123</td>
<td>Measurements, Calculations and Blueprint Reading</td>
<td>12.0</td>
</tr>
<tr>
<td>PL 124</td>
<td>Residential Plumbing</td>
<td>12.0</td>
</tr>
<tr>
<td>PL 125</td>
<td>Commercial Plumbing</td>
<td>12.0</td>
</tr>
<tr>
<td>PL 126</td>
<td>Water Supply Protection and Appliances</td>
<td>12.0</td>
</tr>
<tr>
<td>TC 101</td>
<td>Introductory to Craft Skills &amp; Safety</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72
The objective of this program is to prepare graduates with the skills needed for entry-level employment as a welder or welding technician. Graduates will also acquire additional knowledge of: advanced welding techniques, basic computer-aided drafting and project management.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Combination Welding theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WE 121</td>
<td>Basic Gas Metal Arc</td>
<td>8.0</td>
</tr>
<tr>
<td>WE 122</td>
<td>Basic Shielded Metal Arc</td>
<td>12.0</td>
</tr>
<tr>
<td>WE 123</td>
<td>Advanced Gas Metal Arc &amp; FCAW Welding</td>
<td>12.0</td>
</tr>
<tr>
<td>WE 124</td>
<td>Advanced Shield Metal Arc Welding</td>
<td>12.0</td>
</tr>
<tr>
<td>WE 125</td>
<td>Gas Tungsten Arc Welding (TIG)</td>
<td>12.0</td>
</tr>
<tr>
<td>WE 126</td>
<td>SMAW-P, GMAW</td>
<td>12.0</td>
</tr>
<tr>
<td>WE 201</td>
<td>Advanced Welding Techniques &amp; Applications</td>
<td>7.5</td>
</tr>
<tr>
<td>WE 202</td>
<td>Advanced Blueprint Reading, Layout, Cutting and Fit-up Techniques</td>
<td>7.5</td>
</tr>
<tr>
<td>WE 203</td>
<td>Welding Project Management</td>
<td>7.5</td>
</tr>
<tr>
<td>TC 101</td>
<td>Introductory Craft Skills &amp; Safety</td>
<td>4.0</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 203</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108
Computer Systems and Network Technology  Associate of Occupational Studies, A.O.S.

This program is designed to meet the ever increasing need for trained computer service personnel. A graduate of this program will be able to work in an entry-level position in the information technology industry and will acquire knowledge of Novell and Microsoft operating systems as well as TCP/IP router configurations.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Computer Systems and Network Technology theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT-101</td>
<td>MS Office</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-102</td>
<td>DOS Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-103</td>
<td>Linux</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-104</td>
<td>Desktop Operating Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-105</td>
<td>Peripherals and Data Communications</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-106</td>
<td>PC Troubleshooting and Configuration</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-201</td>
<td>Novell Networking</td>
<td>7.5</td>
</tr>
<tr>
<td>CT-202</td>
<td>Windows Networking</td>
<td>7.5</td>
</tr>
<tr>
<td>CT-203</td>
<td>TCP/IP and Routing</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 203</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108
Electrical Mechanics Technology    Associate of Occupational Studies, A.O.S.

This program is designed to prepare the graduate with the theory and working knowledge in Electrical Installation, Maintenance and Repair to go into the field as an entry-level electrician or maintenance electrician. The graduate will also be able to wire and troubleshoot programmable logic controllers (PLCs).

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Theory and associated lab instruction in the areas of electrical theory, residential, commercial, and industrial, wiring methods and regulations, motor control, computer aided drafting, direct digital controls and programmable controllers. Additionally students will receive 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC 101</td>
<td>Introductory Craft Skills and Safety</td>
<td>4.0</td>
</tr>
<tr>
<td>EM 113</td>
<td>Residential I</td>
<td>8.0</td>
</tr>
<tr>
<td>EM 114</td>
<td>Residential II</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 115</td>
<td>Commercial I</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 116</td>
<td>Industrial I</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 117</td>
<td>Commercial II</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 118</td>
<td>Industrial II</td>
<td>12.0</td>
</tr>
<tr>
<td>EM-201</td>
<td>Computer Aided Drafting</td>
<td>7.5</td>
</tr>
<tr>
<td>EM-202</td>
<td>Programmable Logic Controllers</td>
<td>7.5</td>
</tr>
<tr>
<td>EM-203</td>
<td>National Electrical Code (NEC) Review/Project Management</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 203</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108
**Heating, Air Conditioning & Refrigeration Technology  
Associate of Occupational Studies, A.O.S.**

The objective of this course is to prepare the graduate with the theory and working knowledge of heating, air conditioning, refrigeration, high pressure steam, energy management, and commercial environmental systems, in order to secure an entry-level position in the industry as a maintenance or service technician.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of heating, air conditioning, and refrigeration theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC 101</td>
<td>Introductory Craft Skills and Safety</td>
<td>4.0</td>
</tr>
<tr>
<td>HV 113</td>
<td>Basic Electricity for HVAC/R</td>
<td>8.0</td>
</tr>
<tr>
<td>HV 114</td>
<td>Basic Refrigeration for HVAC/R</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 115</td>
<td>Residential Air Conditioning</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 116</td>
<td>Residential Heating</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 117</td>
<td>Commercial Air Conditioning (HVAC/R)</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 118</td>
<td>Commercial Refrigeration</td>
<td>12.0</td>
</tr>
<tr>
<td>HV-201</td>
<td>Low Pressure Steam</td>
<td>7.5</td>
</tr>
<tr>
<td>HV-202</td>
<td>Industrial Mechanics</td>
<td>7.5</td>
</tr>
<tr>
<td>HV-203</td>
<td>Commercial Environmental Systems</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation 108**
Medical Assistant  
Associate of Occupational Studies, A.O.S.

The objective of this program is designed to prepare the student for entry-level employment as a Medical Assistant performing administrative, clerical, and clinical duties within the health care field. Graduates from the Medical Assisting program will have a working knowledge of all administrative duties including scheduling, bookkeeping, billing and coding, as well as clinical duties including, phlebotomy, EKG’s, x-rays, injections and assisting practice in daily operations.

The program consists of 90 weeks, 82.5 Quarter Credit Hours of Medical Office Assistant theory and associated labs, 12 Quarter Credit Hours of Externship and 13.5 Quarter Credit Hours of Applied General Education totaling 108 Quarter Credit Hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 101</td>
<td>Medical Language</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 102</td>
<td>Medical Office Management</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 103</td>
<td>Medical Office Basics</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 104</td>
<td>Medical Insurance and Law</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 105</td>
<td>Medical Environment</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 106</td>
<td>Medical Advanced Computers</td>
<td>12.0</td>
</tr>
<tr>
<td>MOA 201</td>
<td>OL General Patient Care</td>
<td>7.5</td>
</tr>
<tr>
<td>MOA 202</td>
<td>Special Procedures and Projects and OL Medical Office Lab</td>
<td>7.5</td>
</tr>
<tr>
<td>MOA 203</td>
<td>Externship</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108
The objective of this program is designed to prepare the student for entry-level employment as a Medical Biller/Coder performing administrative duties including Medical Billing and Coding within the health care field. Graduates from the Medical Billing/Coding program will have a working knowledge of all administrative duties including CPT coding, ICD-9 coding, insurance billing, reimbursements, and assisting the practice in daily operations.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Medical Office Assistant theory and associated labs and 13.5 Quarter Credit Hours of Applied General Education totaling

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 101</td>
<td>Medical Language</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 102</td>
<td>Medical Office Management</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 103</td>
<td>Medical Office Basics</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 104</td>
<td>Medical Insurance and Law</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 105</td>
<td>Medical Environment</td>
<td>12.0</td>
</tr>
<tr>
<td>MA 106</td>
<td>Medical Advanced Computers</td>
<td>12.0</td>
</tr>
<tr>
<td>MBC 201</td>
<td>Pathophysiology</td>
<td>7.5</td>
</tr>
<tr>
<td>MBC 202</td>
<td>Comprehensive Medical Coding</td>
<td>7.5</td>
</tr>
<tr>
<td>MBC 203</td>
<td>Medical Insurance</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation 108**
Appendix A - Program Offerings

**Plumbing Technology  Associate of Occupational Studies, A.O.S.**

The objective of this course is to prepare the graduate with the theory and working knowledge of plumbing estimating, code and blueprint reading in order to secure an entry-level position into the advanced field of plumbing.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of plumbing theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC 101</td>
<td>Introductory to Craft Skills &amp; Safety</td>
<td>4.0</td>
</tr>
<tr>
<td>PL 121</td>
<td>Introduction to Plumbing</td>
<td>8.0</td>
</tr>
<tr>
<td>PL 122</td>
<td>Brazing &amp; Soldering/Connections</td>
<td>12.0</td>
</tr>
<tr>
<td>PL 123</td>
<td>Measurements, Calculations and Blueprint Reading</td>
<td>12.0</td>
</tr>
<tr>
<td>PL 124</td>
<td>Residential Plumbing</td>
<td>12.0</td>
</tr>
<tr>
<td>PL 125</td>
<td>Commercial Plumbing</td>
<td>12.0</td>
</tr>
<tr>
<td>PL 126</td>
<td>Water Supply Protection and Appliances</td>
<td>12.0</td>
</tr>
<tr>
<td>PL 201</td>
<td>Basic Plumbing Estimating</td>
<td>7.5</td>
</tr>
<tr>
<td>PL 202</td>
<td>Uniform Plumbing Code Review</td>
<td>7.5</td>
</tr>
<tr>
<td>PL 203</td>
<td>Advanced Blueprinting &amp; Isometric Drawing</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation 108**
Web Design And Multimedia Application Development  
Associate of Occupational Studies, A.O.S.

The objective of this program is to prepare the graduate for entry-level employment as a computer programmer or related positions such as a database administrator, a network administrator, a network technician, a web designer, a multimedia developer, a help desk specialist, etc. in the information technology field. A graduate of this program will have exposure to various programming languages, database packages, web and multimedia developing tools, and an introduction to computer networking.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Computer Programming and Network Technology theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP-101</td>
<td>Integrated Software Applications</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-102</td>
<td>Programming Concepts Using Visual Basic 6.0</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-103</td>
<td>Database Management</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-104</td>
<td>Programming Language C#</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-105</td>
<td>Networking Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-106</td>
<td>Linux/UNIX Application Development</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-201</td>
<td>Visual Basic .NET</td>
<td>7.5</td>
</tr>
<tr>
<td>CP-202</td>
<td>Web Development Using ASP .NET</td>
<td>7.5</td>
</tr>
<tr>
<td>CP-203</td>
<td>Multimedia with Web Server Security</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108
Appendix A - Program Offerings

**Computer Programming and Systems Analysis Bachelor of Science, B.S.**

The objective of this course is to prepare students with diverse education and training in computer programming and systems analysis. Students will be prepared for entry-level employment as a computer programmer, a computer operator, a database technician, a database administrator, Help Desk, network administrator, or other similar positions in Information Technology environment.

The program consists of 170 weeks, 154.5 Quarter Credit Hours of theory and associated lab instruction in the areas of: software, programming concepts, current programming languages, networking, and e-commerce, 13.5 Quarter Credit Hours of Applied General Education and 45 Quarter Credit Hours of General Education totaling 213 Quarter Credit Hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP-101</td>
<td>Integrated Software Applications</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-102</td>
<td>Programming Concepts Using Visual Basic 6.0</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-103</td>
<td>Database Management</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-104</td>
<td>Programming Language C#</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-105</td>
<td>Networking Fundamentals</td>
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<td>CP-106</td>
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</tr>
<tr>
<td>CP-203</td>
<td>Multimedia with Web Server Security</td>
<td>7.5</td>
</tr>
<tr>
<td>CP-400</td>
<td>Oracle PL/SQL Programming</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-401</td>
<td>Project Management for IT Professionals</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-402</td>
<td>E-Commerce (Applications Design with ColdFusion)</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-403</td>
<td>Advanced Relational Database Oracle</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-404</td>
<td>Web Design &amp; Development Programming with CGI/Perl</td>
<td>12.0</td>
</tr>
<tr>
<td>PM-406</td>
<td>Computer Science Capstone</td>
<td>13.5</td>
</tr>
<tr>
<td>GE-101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-105</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-110</td>
<td>Introduction to Sociology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-303</td>
<td>American History I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-305</td>
<td>American History II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-307</td>
<td>Environmental Science</td>
<td>4.5</td>
</tr>
</tbody>
</table>
The objective of this program is to prepare the student with diverse education and training in computer engineering and network technology. The student will be prepared for entry-level employment as a local area or wide area network designer or network administrator. Graduates may enter positions that entail database technologies, data communications, operating system environments, hardware platforms, and application development.

The program consists of 170 weeks, 154.5 Quarter Credit Hours of theory and associated lab instruction in the areas of: applied concepts of electronics (basic, analog and digital), computer electronics, computer mechanics, computer operations, and computer networking, 13.5 Quarter Credit Hours of Applied General Education and 45 Quarter Credit Hours of General Education totaling 213 Quarter Credit Hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Quarter Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT-101</td>
<td>MS Office</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-102</td>
<td>DOS Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-103</td>
<td>Linux</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-104</td>
<td>Desktop Operating Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-105</td>
<td>Peripherals and Data Communications</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-106</td>
<td>PC Troubleshooting and Configuration</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-201</td>
<td>Novell Networking</td>
<td>7.5</td>
</tr>
<tr>
<td>CT-202</td>
<td>Windows Networking</td>
<td>7.5</td>
</tr>
<tr>
<td>CT-203</td>
<td>TCP/IP and Routing</td>
<td>7.5</td>
</tr>
<tr>
<td>CT-400</td>
<td>Linux I (Linux Installation, Configuration, and System Administration)</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-401</td>
<td>Linux II (Linux Networking and Security)</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-402</td>
<td>Routing (CISCO Routing &amp; Switching)</td>
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</tr>
<tr>
<td>CT-403</td>
<td>Network Security Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-404</td>
<td>Project Management</td>
<td>12.0</td>
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</table>
### Appendix A - Program Offerings

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>GE-303</td>
<td>American History I</td>
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<tr>
<td>GE-305</td>
<td>American History II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-307</td>
<td>Environmental Science</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-311</td>
<td>Logic</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-400</td>
<td>Ethics</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation**: 213

### Course Descriptions

**COS-101: Introduction to Cosmetology**

300 clock hours

This course is designed to introduce the students to the history of cosmetology, life skills, professional image, and communicating as related to the industry. State law requires 160 clock hours of training before a student is eligible to service patrons. Areas of study in this course include:

- Scalp Treatment and Scalp Disease
- Sanitation and Sterilization
- Shampooing of all kinds
- Hair Setting, Pin Curls, Finger waves
- Comb outs and Hair Styling Techniques
- Manicuring, Hand and Arm Massage
- Treatment of Nails
- Thermal Curling

**COS-102: Intermediate Cosmetology**

300 clock hours

In addition to applying required clinical procedures designed to enhance the skills and techniques learned in the previous course, this term is designed to introduce the students to hair design, basic and advanced haircutting techniques, artificial hair, chemical services, skin disorders and hair removal methods. Areas of study in this course include:

- Haircutting and Shaping
- Permanent Waving and Relaxing
- Facials, Eyebrows and Arches

**COS-103: Advanced Cosmetology**

300 clock hours

In addition to applying required clinical procedures designed to enhance the skills and techniques learned in previous courses, this term is designed to introduce the student to color theory and chemistry, facials, and facial makeup, as well as human anatomy. Areas of study in this course include:

- Hair Coloring, Bleaches and Rinsing
- Anatomy

**COS-104: Cosmetology Science**

300 clock hours

In addition to applying required clinical procedures designed to enhance the skills and techniques learned in previous courses, this term is designed to introduce the students to the basics of chemistry to better understand the products a licensed Cosmetologist works with as well as the basics of electricity. Areas of study in this course include:

- Cosmetic Chemistry
- Electricity
**COS-105: Cosmetology State Law, Exam Preparation, and Business Management**  
**300 clock hours**

This course is designed to introduce the students to state laws of Cosmetology including sanitation laws and licensing laws. Students will also be introduced to the salon business and management as well as skills needed to find employment and professional ethics for the job. This combination will serve as the basis for the examination. Areas of study in this course include:

- State Law
- Miscellaneous lectures and test review
- Salesmanship and Shop Management

**COS-101N: Introduction to Cosmetology**  
**250 clock hours**

This course is designed to introduce the students to the history of cosmetology, life skills, professional image, and communicating as related to the industry. State law requires 160 clock hours of training before a student is eligible to service patrons. Areas of study in this course include:

- Sanitation and Sterilization
- Comb outs and Hair Styling Techniques
- Scalp Treatments and Scalp Disease
- Shampooing of all kinds
- Manicuring, Hand and Arm Massage and Treatment of Nails
- Hair Setting, Pin Curls, Finger waves and Thermal Curling

**COS-102N: Intermediate Cosmetology**  
**250 clock hours**

In addition to applying required clinical procedures designed to enhance the skills and techniques learned in the previous course, this term is designed to introduce the students to hair design, basic and advanced haircutting techniques, artificial hair, chemical services, skin disorders and hair removal methods. Areas of study in this course include:

- Haircutting and Shaping
- Facials, Eyebrows and Arches
- Permanent Waving and Relaxing

**COS-103N: Advanced Cosmetology**  
**250 clock hours**

In addition to applying required clinical procedures designed to enhance the skills and techniques learned in previous courses, this term is designed to introduce the student to color theory and chemistry, facials, and facial makeup, as well as hair removal techniques. Areas of study in this course include:

- Hair Coloring, Bleaches and Rinsing

**COS-104N: Cosmetology Science**  
**250 clock hours**

In addition to applying required clinical procedures designed to enhance the skills and techniques learned in previous courses, this term is designed to introduce the students to the basics of chemistry to better understand the products a licensed Cosmetologist works with as well as the basics of electricity. Students will also be introduced to human anatomy and all the functions of the body systems. Areas of study in this course include:

- Cosmetic Chemistry
- Anatomy
- Electricity Fundamentals
Appendix A - Course Descriptions

COS-105N: Cosmetology Business Management 250 clock hours

In addition to applying required clinical procedures designed to enhance the skills and techniques learned in previous courses, this term is designed to introduce students to the salon business and management as well as the skills needed to find employment and professional ethics for the job.

Salesmanship and Shop Management

COS-106N: Cosmetology State Law and Exam Preparation 250 clock hours

This course is designed to introduce the students to state laws of Cosmetology including sanitation laws and licensing laws. Students will also be introduced to all the requirements for the state exam required for licensure. Areas of study in this course include:

State Law
Miscellaneous lectures and test review

CP-101: Integrated Software Applications 12 Quarter Credit Hours

Students will learn basic Windows XP techniques and DOS. This course also introduces students to MS-Office XP Professional, including Word, Excel and Access and data interface between different applications as well as basic HTML using Front Page. This course is also designed to give working adults the knowledge and skills needed to be effective employees and members in organizations.

- Identify Desktop Objects
- Create and Save Documents
- Keyboard Shortcuts
- Office XP Suite
- Create Spreadsheets
- File Management
- Network Navigation

- Perform Mouse Operations
- Modify Desktop Appearance
- Open, Move and Close a Window
- Create Tables
- Basic DOS Commands
- Directory Structure
- Basic HTML

CP-102: Programming Concepts Using Visual Basic 6.0 12 Quarter Credit Hours

Students will learn how to apply the programming cycle to solve business-oriented problems. Students will also learn how to use common visual programming controls, input/output, arithmetic operations, predefined functions, conditional branching, looping and nesting loops, array and table processing, subprogram usage, and file processing. This course is also designed to take students through different problem solving techniques used in business as well as a personal environment.

- Flow Charts, Structured Flowcharts
- Fundamentals of Visual Basic for Windows
- Modules and Hierarchy
- Menus and Options
- Examining Database Objects and the SQL

- Event-driven programming principles
- Design and Layout
- Using Custom Controls

CP-103: Database Management 12 Quarter Credit Hours

This course introduces the students to the concepts of Database Management Systems (DBMS) including typical DBMS architecture, DBMS interface with
operating systems, and use of DBMS modules for screen, report, and code generation. Students will design and implement database application using Microsoft SQL Server, gain familiarity with concepts in database planning and implementation, review conceptual data modeling and relational data modeling principles including normalization, physical database design principles including index design, file access methods, basic data structures, basic SQL for queries involving single and/or multiple tables. Students also learn how to administer SQL. This course is also designed to give students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.

<table>
<thead>
<tr>
<th>File System and Databases</th>
<th>Structured Query Language (SQL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Methodology</td>
<td>Working with HTML Documents</td>
</tr>
<tr>
<td>Data Access Pages</td>
<td>Database Administration</td>
</tr>
</tbody>
</table>

**CP-104: Programming Language C#**  
12 Quarter Credit Hours

This course introduces students to the world of object-oriented programming and object-oriented systems development. It focuses on data and functional abstraction of individual objects in a development cycle. This course is also designed to assist students in developing specific customer service skills in their field of training.

- Introduction to Object-Oriented Programming (OOP)
- Abstracts methods
- Basic Program Construction
- Loops and Decisions
- Object and Classes
- Using Functions
- Arrays
- Constructors and Destructors
- Introduction to GUI
- Inheritance
- Working with files
- Passing by value, and passing by references
- Creating Message Boxes and Forms

**CP-105: Networking Fundamentals**  
12 Quarter Credit Hours

This course is designed to provide a basic understanding of Network architecture, hardware and software components, and protocols. Students will learn how to manage and troubleshoot network in Windows 2000 Server Environment. This course also introduces the student to the basic principles of language constructions and their applications through written communications.

- The concepts behind Network Technology
- How to Install Windows 2000 Server and Professional Networking Planning
- Networking Designs
- Fundamentals
- Networking Administrative Procedures
- Domain Topology Structure
- Help desk operations
- Networking standards and protocols
- Network Management (Servers and Clients)
- Troubleshooting computers and peripherals
- Installing and upgrading Windows OS

**CP-106: Linux/UNIX Application Development**  
12 Quarter Credit Hours

This course introduces students with a firm understanding of UNIX using Linux. Students will learn shell programming, database management, editing, and rapid application development using standard UNIX tools like awk, sed, etc. Students will also learn how to use Net beans to program in Java. This course is also designed to help students achieve greater personal and professional success.
Appendix A - Course Descriptions

through an increased knowledge of human behavior and employer expectations.

How to install Linux
The UNIX file system
How to access UNIX/Linux Operating System
Shell Script Programming
File processing
The vi Editor and the Emacs Editor
Linux GUI’s (X-Windows)
Administrative functions for Linux
Backing-up system data
Developing Programs in Java using Net beans IDE
Managing system resources
Introduce Star Office Application

CP-201: Visual Basic.NET 7.5 Quarter Credit Hours

Students will learn how to use Visual Basic.NET to develop advanced business applications. Students also learn how to develop, test, and debug applications with multiple document interfaces. Learn object-oriented application programming principles for the .NET programming environment including exception handling.

Visual Basic Net development environment
Create custom methods
Explore OOA and OOD
Understanding the UML
Learn about XML and Web Services
Use three-tier design in OO development
Use a relational database with VB.NET
Understand the Object class and inheritance
Develop static and dynamic Web pages with ASP.NET

CP-202: Web Development Using ASP.NET 7.5 Quarter Credit Hours

This course introduces students to the modern Internet and Web technologies. Students will learn how to create dynamic data-driven Web sites and applications using Active Server Pages (ASP.NET), HTML, SQL, Client side, and Server side scripting to interact with relational databases.

The Concepts behind ASP.NET and Visual Studio.NET
Arrays, Collections, Control Structures
User-defined Components using Visual Studio.NET
Web Servers and Server Controls
SQL and Databases for Data Driven Applications
File System Objects/Auto-generating SQL
MS Access and SQL Server
Manage Ads and Table of Contents on the Web

CP-203: Multimedia with Web Server Security 7.5 Quarter Credit Hours

Students will create robust Web sites using the database features of Dreamweaver MX and other Macromedia tools. Students will also explore the e-commerce capabilities of the Web Applications. Students will use these tools to turn the static pages into powerful, interactive Web sites. They will also develop and maintain their own exciting Web pages using Application Development. In addition, students will also be introduced to the technologies and processes related to Internet security.

The Internet – Dynamic environment
Preparing for Interactive Web Pages
Server-to-DatabaseConnections
Graph Design
Building Web-enabled Interface for Databases
Creating animation
Electronic Portfolios
Providing E-mail services
Adding E-commerce
Achieving Server-side Security

The institution reserves the right to alter the scope and sequence of course offerings at any time.

### CP-400: Oracle PL/SQL Programming  
12 Quarter Credit Hours

Students will learn the fundamentals of Oracle and understand PL/SQL. Prepares the students for the Oracle Certified Application Developer (Release 2) Exam (#1Z0-001) and Exam (#1Z0-101).

<table>
<thead>
<tr>
<th>Introduction to Oracle</th>
<th>Client/Server Databases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle 8i Relational Database</td>
<td>Creating and Modifying Database Objects</td>
</tr>
<tr>
<td>Using Oracle to Add, View, and Update Data</td>
<td>Advanced PL/SQL Programming</td>
</tr>
</tbody>
</table>

### CP-401: Project Management for IT Professionals  
12 Quarter Credit Hours

This course prepares student for The IT Project+ certificate from CompTIA, specifically acknowledges competency and professionalism in IT Project Management, including the necessary business knowledge, interpersonal skills, and project management processes required to successfully manage IT Projects. This certificate supports the transition of IT professionals and organizations for “traditional” technical roles into high value business roles.

<table>
<thead>
<tr>
<th>The Project Management Framework</th>
<th>Project Integration Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Scope, Time, Cost, Quality</td>
<td>Project Management</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>Project Communications Management</td>
</tr>
<tr>
<td>Project Risk Management</td>
<td>Project Procurement Management</td>
</tr>
<tr>
<td>Applying the Project Management Processes to IT Projects</td>
<td></td>
</tr>
</tbody>
</table>

### CP-402: E-Commerce  
(Applications Design with ColdFusion)  
12 Quarter Credit Hours

Students will understand the theory and developing tool for E-Commerce. This course prepares the students for the e-Biz+ certificate from Computing Technology Industry Association (CompTIA), and Certified Internet Webmaster (CIW) Certification exam 1D0-425. Students will design and deploy web-based applications using the ColdFusion Markup Language (CFML) and ColdFusion Studio. The course also prepares the students for Macromedia Certified ColdFusion Developer exam.

<table>
<thead>
<tr>
<th>An Introduction to E-Commerce</th>
<th>Introduction to ColdFusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building an Electronic Commerce Store</td>
<td>Form Handling</td>
</tr>
<tr>
<td>Electronic Payment Systems, and Security</td>
<td>Databases and SQL</td>
</tr>
<tr>
<td>The Electronic Commerce Environment</td>
<td>Data Validation, Retrieval, Maintenance</td>
</tr>
<tr>
<td>Marketing and Planning for the Online Business</td>
<td></td>
</tr>
<tr>
<td>Re-using Code Building a Complete Web Application</td>
<td></td>
</tr>
</tbody>
</table>

### CP-403: Advanced Relational Database Oracle  
12 Quarter Credit Hours

Students will learn the Oracle Application Developing tools to integrate forms, reports and charts into a single application. Prepares the student for the Oracle Certified Application Developer (Release 2) Exam (#1Z0-121), Exam (#1Z0-122) and Exam (#1Z0-123).

<table>
<thead>
<tr>
<th>Creating Oracle Data Block Forms</th>
<th>Creating Custom Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Form Builder Topics</td>
<td>Using Report Builder</td>
</tr>
<tr>
<td>Using Graphics Builder</td>
<td>Creating an Integrated Database Application</td>
</tr>
<tr>
<td>Form Builder Objects and Flexible Code</td>
<td></td>
</tr>
</tbody>
</table>
Appendix A - Course Descriptions

**CP-404: Web Design & Development Programming with CGI/Perl**  
12 Quarter Credit Hours

Perl is a powerful object-oriented scripting language used extensively across UNIX, Linux and Win32 platforms, as well as the Internet. Perl's rich set of operators makes it easy to write concise, robust data manipulation programs and reusable tools. Student will learn Perl language and progress into developing forms and graphics using CGI.

- An Introduction to CGI and Perl
- Sending Data Using an Online Form
- Data Files
- User-Defined Functions
- DBM Databases
- Sending Data Using a Hyperlink
- Array and Hash Variables
- The Selection Structure
- String Manipulation
- Hidden Fields, E-Mail, and Cookies

**CT-101: MS Office**  
12 Quarter Credit Hours

Students will learn why computers and application software are studied, what a computer is, what a computer does, and how a computer knows what to do. This course is also designed to give working adults the knowledge and skills needed to be effective employees and members in organizations.

- Work in Windows
- Using Word: Create a document
- Using Excel: Create a research paper
- Create & format a worksheet with formulas
- Create a resume
- Using PowerPoint: Create a presentation
- Create three multi-level bulleted list slides
- View the presentation in a slide show view

**CT-102: DOS Fundamentals**  
12 Quarter Credit Hours

Students will learn the most important topics of the Windows 2000 (or Windows XP) Command Line, including working with files and directories, managing and backing up a hard disk, using troubleshooting tools, and using batch programs. This course is also designed to take students through different problem solving techniques used in business as well as a personal environment.

- PC Operating System
- Operating System Software
- Command History
- File Management
- Batch Files
- Advanced Command Line Switches
- Developing Troubleshooting Strategy
- Wildcards
- Using the Windows Environment
- ASCII text files
- Booting Process
- CMOS

**CT-103: Linux**  
12 Quarter Credit Hours

Students will understand the operation of Linux and will also become familiar with the Linux operating system. This course is also designed to give students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.

- History
- Logging In and Out
- Passwords
- Text Editing
- GUI (Graphical User Interface)
- Partitioning
- Creating Users
- Command Line Commands
- Initialization Files
### CT-104: Desktop Operating Systems 12 Quarter Credit Hours

Students will learn various aspects of the Microsoft desktop operating system. This course is also designed to assist students in developing specific customer service skills in their field of training.

- Installation and Upgrading
- Profiles
- Networking
- Troubleshooting
- Customizing the Desktop
- Editing the Registry
- Configuration
- OS Architecture

### CT-105: Peripherals and Data Communications 12 Quarter Credit Hours

Students will learn to install and troubleshoot computer peripherals, utilize the Internet, and be introduced to data communications technology. This course also introduces the student to the basic principles of language constructions and their applications through written communications.

- Laptop/Notebook Computers
- Printers: Laser/Dot Matrix/Ink Jet
- Scanners OCR Software
- Communication Software
- CD-Writer
- Network Communications
- Internet
- Modem Standards
- Communications Standards
- Zip Drives

### CT-106: PC Troubleshooting and Configuration 12 Quarter Credit Hours

Students will learn to build, configure and troubleshoot IBM compatible computers. This course is also designed to help students achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations.

- Configuration
- Floppy Drives
- Hard Drives
- SCSI Devices
- Bus Architecture
- Diagnostic Tools
- Motherboard Architecture
- Resolving Resource Conflicts
- Troubleshooting Techniques
- Hard Drive Interfaces
- Software Installation and Troubleshooting
- Multimedia Devices
- Keyboards
- Microprocessor Architecture

### CT-201: Novell Networking 7.5 Quarter Credit Hours

Students will learn the basics of local area networking using the Novell Netware operating system.

- LAN Basics
- Cable Standards
- LAN Topologies
- Cable Termination
- User Management
- Network Printing
- Troubleshooting
- Netware 5.x
- Server Installation
- Client Installation
- Security
- Directory Services
- Performance Monitoring

### CT-202: Windows Networking 7.5 Quarter Credit Hours

Students will learn local area networking using the Microsoft Server operating systems.

- Windows 2000
- TCP/IP
- User Setup
- Peer-to-Peer Configuration
- Sub-netting
- DHCP
- Troubleshooting
- Windows NT Server
- Domain Controllers
- Network Security
- Client/Server Configuration

The institution reserves the right to alter the scope and sequence of course offerings at any time.

### Appendix A - Course Descriptions

#### CT-203: TCP/IP and Routing 7.5 Quarter Credit Hours

Students will learn the TCP/IP protocol stack and router configuration.

- **TCP/IP Stack**  
  - Routing Fundamentals
- **Application Layer Protocols**  
  - Routing Protocols
- **Network Layer Protocols**  
  - Router Configuration
- **IP Addressing**  
  - Routing TCP/IP
- **Sub-netting**  
  - Troubleshooting
- **DNS**  
  - Address Resolution

#### CT-400: Linux I (Linux installation, configuration and System Administration) 12 Quarter Credit Hours

Prepares the trainees for SAIR’s Linux 3X0-101 and 3X0-102 leading toward SAIR’s Linux Certified Professional (LCP).

- **History of Open Source and Free software**  
  - Network Configuration
- **Advantages and Disadvantages**  
  - Hardware Configuration Issues:
- **Linux System Concepts:**  
  - IBM PC architecture, RAM
- **Kernel, Network, Init, Daemons**  
  - Requirements, Hard Disk, and
- **User Level System Processes and Partitioning Strategies**
- **X-Windows System**  
  - Basic System Navigations/Commands

#### CT-401: Linux II (Linux Networking and Security) 12 Quarter Credit Hours

Prepares the trainees for SAIR’s Linux 3X-103 and 3X-104, leading toward SAIR’s Linux Certified Administrator (LCA).

- **TCP/IP Model**  
  - Communication Technology
- **Internets and Intranets**  
  - Network Mediums
- **Internet Architecture, Network Protocols**  
  - Domain Name Service
- **Network Administration Tools**  
  - Setting up Servers (web, proxy, FTP)

#### CT-402: Routing (CISCO Routing & Switching) 12 Quarter Credit Hours

Prepares the trainees for the CISCO CCNA Exam 640-507, leading toward a CCNA Certification.

- **OSI Reference Model**  
  - Layered Communication
- **LAN Design**  
  - Bridging and Switching
- **LAN Segmentation**  
  - Network Protocols
- **Routing**  
  - WAN Protocols
- **Network Management**  
  - CISCO IOS

#### CT-403: Network Security Fundamentals 12 Quarter Credit Hours

Prepares the trainees for the CompTIA’s Security+ Certification.

- **User Security, File Security & Making Data Secure**
- **Network Instruction Detection—Using Snort.**
- **Using Various Encryption standards**
- **Threats—Trojans, Viruses/Worms, Denial of Service**
- **Cryptography and IP Packer Encryption**
- **Attacks, DNS, Spoofing and Buffer Flow Attacks**
- **Managing Passwords Security and assessing**
- **Firewalls—Building Linux Bases Firewalls**
- **Security threats**
- **Tools for Auditing Systems Security**
**CT-404: Project Management**  
12 Quarter Credit Hours

Prepares the trainees for the Microsoft Exam 70-215, leading toward Microsoft MCP certification.

- Introduction of Project Management
- Project Scheduling, Communicating
- Project Information, Assigning
- Resources, Costs and Tracking Progress
- Troubleshooting Network Protocols
- Server Installation and Configuration
- Microsoft Project 2000 LAN Install
- Installation and Configuration
- Installation of Windows 2000
- Managing Disks
- Troubleshooting Accounts
- Virtual Private Networks

**PM-406 Computer Science Capstone**  
13.5 Quarter Credit Hours

“Capstone” course is designed for assessing basic and advanced fundamental computer science concepts and for the student to learn to present scientific material, both in written form and orally. In this process a student will develop a project by gathering user requirements, writing a project proposal and a project design specification, and developing a prototype of their project. Students will also maintain a project portfolio, a project blog, and participate in design reviews. Each student will give a progress presentation at the end of the semester.

**DA-101: Dental Language**  
12 Quarter Credit Hours

This course will familiarize the student with terminology, anatomy and physiology as they relate to the dental profession. This course is also designed to give working adults the knowledge and skills needed to be effective employees and members in organizations.

**DA-102: Intro to Dental Assisting**  
12 Quarter Credit Hours

This phase will familiarize the student with: the practice of dentistry, dental assisting, and interrelationships of the dental team; basic understanding of body parts, organs, and tissues; various types of micro-organisms and disease transmissions; and Basic English. This course is also designed to take students through different problem solving techniques used in business as well as a personal environment.

**DA-103: Chair-side Assisting/Dental Anatomy**  
12 Quarter Credit Hours

This phase will familiarize and introduce students to the skills necessary to properly function as a chair-side dental assistant. Areas of instruction include identification and utilization of dental equipment and instruments, sterilization and disinfection techniques, oral evaluation techniques, tray set-ups, instrument transfer, and basic operative procedures. Students will also be provided with supervised practice to develop proficiency in chair-side assisting techniques and instruction in advanced operative procedures and related instrumentation. Students will gain a working knowledge of oral structures, embryology and histology of oral and dental tissues, and tooth morphology. This course is also designed to give students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.
Appendix A - Course Descriptions

**DA-104: Dental Office Procedures/Human Relations/Speech/Nutrition  12 Quarter Credit Hours**

This phase will familiarize the student with: the relationship of diet and nutrition to total body and oral health and types of food and dietary requirements, nutrients, diet therapy, and prescribed treatments; the procedures of dental office management, receptionist techniques, records management, and scheduling; communication skills; and the basic principles of word processing and document storage. Students will also gain knowledge of the detailed study of specialties of dentistry, related dental assisting responsibilities and procedures common to each specialty. This course is also designed to assist students in developing specific customer service skills in their field of training.

**DA-105: Materials and Oral Specifications  12 Quarter Credit Hours**

This phase will familiarize the student with: the materials used in dentistry, their compositions, preparation and manipulation; oral hygiene, effective plaque control, the knowledge to recognize and understand disease processes, with emphasis on diseases and conditions of the oral cavity and oral tissues. Students will also understand preventive dentistry concepts. This course also introduces the student to the basic principles of language constructions and their applications through written communications.

**DA-106: Radiography  12 Quarter Credit Hours**

This phase will familiarize the student with: an understanding of the drugs used in dentistry; and medical emergencies that can occur in the dental office. Students will also learn the fundamental principles of dental radiography, including the theory of X-ray production, controlling factors, radiation hygiene, radiographic dental films, and basic techniques of dental radiographic exposures. The student will also be provided with supervised practice to develop proficiency in techniques of dental radiography, dental film processing and basic radiographic interpretation and radiograph analysis.

This course is also designed to help students achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations.

**EM 113: Residential I  8 Quarter Credit Hours**

Prerequisite: TC-101. This course includes safety rules and regulations for electricians; provides an introduction to conduit bending and installation; covers the hardware and systems used by an electrician to mount and support boxes, receptacles and other electrical components; and offer a general introduction to the electrical concepts used in Ohm’s law applied to DC series circuits. Topics include:

- Electrical Safety
- Hand Bending
- Fasteners and Anchors
- Electrical Theory I

**EM 114: Residential II  12 Quarter Credit Hours**

Prerequisite: TC-101. This course introduces series, parallel, and series-parallel circuits; focuses on proper selection, inspection, use and maintenance of
common electrical test equipment; provides a navigational road map for using the NEC®; and introduces the types and applications of raceways, wireways, and ducts. It focuses on the types and applications of conductors and proper wiring techniques; introduces electrical prints, drawings, and symbols; and details the electrical devices and wiring techniques common to residential construction and maintenance. Topics include:

Electrical Theory II  Test Equipment
National Electrical Code  Raceways, Boxes and Fittings
Conductors  Electrical Blueprints
Wiring Devices/Residential Wiring

EM 115: Commercial I  12 Quarter Credit Hours

Prerequisite: TC-101. This course focuses on forces that are characteristic of alternating-current systems and the application of Ohm's law to AC circuits; identifies the purpose of grounding and bonding electrical systems; covers the types of bends in all sizes of conduit up to 6 inches; and explains how to select and size outlet boxes, pull boxes, and junction boxes in accordance with NEC®. It explains the transportation, storage, and setup of cable reels; identifies NEMA and NEC® installation requirements for cable tray; covers methods and techniques for both single- and three-phase services; and describes fuses and circuit breakers along with their practical applications. Course topics include:

Alternating Current  Cable Tray
Grounding  Conduit Bending
Boxes and Fittings  Conductor Installation
Installation of Electric Services  Circuit Breakers and Fuses

EM 116: Industrial I  12 Quarter Credit Hours

Prerequisite: TC-101. This course covers the electrical devices and wiring techniques common to industrial construction and maintenance; discusses AC and DC motors including the main parts, circuits, and connections; describes methods of terminating and splicing conductors of all types; and gives basic descriptions of various types of contactors and relays. It stresses the use of a variety of over current protection devices; covers single and multi-motor calculations to enable the trainee to size conductors; covers proper maintenance of motors in use and in storage; and provides information on selecting, sizing, and installing motor controllers. Course topics include:

Commercial and Industrial Wiring  Motors: Theory and Application
Conductor Terminations and Splices  Contractors and Relays
Overcurrent Protection  Motor Calculations
Motor Maintenance, Part One  Motor Controls

EM 117: Commercial II  12 Quarter Credit Hours

Prerequisite: TC-101. This course introduces the principles of human vision and the characteristics of light; identifies the industry standards for electrical work, including the topics of branch circuits, rating and derating; covers the types of conductors used in wiring systems, including insulation, current-carrying capacity, and temperature ratings; and identifies the number of conductors allowed in raceways, boxes, and fittings. It explains distribution equipment, including grounding, switchboard and ground fault maintenance; discusses transformer
Appendix A - Course Descriptions

types; covers specific types of incandescent, fluorescent, and HID lamps; includes basic calculation procedures for commercial applications; identifies various lighting installations, applications, and wiring systems; and covers fire alarm control units, and Digital Alarm Communicator Systems (DACS). Course topics include:

Raceway, Box, and Fitting Fill Regs
Branch Circuits – Load Calculations
Distribution Equipment
Practical Applications of Lighting
Lamps, Ballasts, and Components
Load Calculations – Feeders and Services
Conductor Selection and Calculations
Electric Lighting
Conductor Selection and Calculations
Distribution System Transformers
Fire Alarm Systems

**EM 118: Industrial II**  
12 Quarter Credit Hours

Prerequisite: TC-101. In this course, all classes of hazardous location are covered and NEC® installation requirements for electric generators and storage batteries are explained. The student learns the function and operation of basic electronic devices; the various types of transformers and their applications; and studies applications and operating principles of solid-state controls. The course covers various heat tracing systems along with their applications; describes motor cleaning, testing, and preventative maintenance; and offers an overview of the NEC® and cable manufacturers’ requirements for high voltage terminations and splices. Topics include:

Hazardous Locations
Basic Electronic Theory
Advanced Motor Controls
Motor Maintenance, Part Two
Standby and Emergency Systems
Specialty Transformers
Heat Tracing and Freeze Protection
High-Voltage Terminations/Splices

**EM-201: Computer Aided Drafting (CAD)**  
7.5 Quarter Credit Hours

The students will study the use of CAD in applications that relate to the creation of electrical drawings. The use of the CAD software program and the relationships of computer hardware and software are explained, giving the students the tools to supply documentation for electrical installations and operations. The student will use computers and CAD programs to create drawings that can be printed out and used as references.

Computer Hardware/Software
Entity Creations/Dimensioning Commands
Entity Modification Commands
Block Fundamentals
Print Documentation
Microsoft Office Suite
Electrical Drawings
CAD Fundaments

**EM-202: Programmable Logic Controllers**  
7.5 Quarter Credit Hours

Students will study PLC’s. Operations, configuration, and programming will be examined. Hands-on training with the PLC and programming the computer will allow the student to understand and correct problems that arise in the industrial use of PLC’s.

Relay Operation
Programming Devices
Memory Organization
Inputs/Outputs (I/O)
Programming Considerations
Math Functions
Jump Instructions
Numbering Systems
Processor Units
Latching/Unlatching Instructions
Timer/Comparative Instructions
Relay Type Instructions

The institution reserves the right to alter the scope and sequence of course offerings at any time. Effective 09-2008. Vatterott College at NorthPark.
### EM-203: National Electrical Code (NEC) Review/Project Management 7.5 Quarter Credit Hours

Students will receive an in-depth review of the NEC and will be able to apply the working and dedicated space requirements of the code given various industrial case studies. Additionally, students will receive training in costing of electrical projects; time line for projects, and bid proposal.

- Determining Working Clearances
- Free Space Requirements
- Acceptable Industrial Wiring Methods
- Temporary Wiring
- Approved Wiring Methods for Hazardous Locations
- Hazardous (classified) Locations
- Equipment for General Use
- Cost Analysis
- Project Management
- Construction Timelines

### HV 113: Basic Electricity for HVAC/R 8 Quarter Credit Hours

Prerequisite: TC-101. This course teaches power generation and distribution, and electrical components; explains the theory of solid-state electronics, as well as the operation, use and testing of the various electronic components used in HVAC; and covers transformers, single-phase and three-phase power distribution, capacitors, the theory and operation of induction motors. Additionally, the student learns how to solve problems involving the measurement of lines, area, volume, weights, angles, pressure, vacuum, and temperature.

### HV 114: Basic Refrigeration for HVAC/R 12 Quarter Credit Hours

Presenting the basic principles of heating, ventilation, and air conditioning, this course covers heat transfer, refrigeration, and pressure-temperature relationships. It teaches tools, materials, and safety precautions and depicts step-by-step procedures for soldering and brazing piping; covers the selection, preparation, joining, and support of copper and plastic piping and fittings; introduces the basic principles, processes, and devices used to control humidity and air cleanliness; and presents indoor air quality and its effect on the health and comfort of building occupants. It discusses techniques for reading and using blueprints, specifications, and shop drawings.

### HV 115: Residential Air Conditioning 12 Quarter Credit Hours

Explaining the factors that affect the heating and cooling loads of a building, this course describes the process by which the heating and cooling loads are calculated; explains air properties, related gas laws, and psychrometric principles and charts; and introduces the trainee to various heat recovery/reclaim devices and energy reduction apparatuses. It explains how to analyze circuit diagrams for electronic and microprocessor-based controls and covers the operation, testing, and adjustment of conventional and electronic thermostats, as well as the operation of common electrical, electronic, and pneumatic circuits used to control HVAC systems. It describes the purpose of planned maintenance and outlines the procedures for servicing gas and oil furnaces, electric heating equipment, cooling equipment, and heat pumps.
Appendix A - Course Descriptions

**HV 116: Residential Heating** 12 Quarter Credit Hours

This course focuses on heating fundamentals; the types of furnace designs and their components and presents the basic procedures for installing and servicing furnaces. It describes the tools and instruments used in trouble-shooting gas heating appliances and teaches the principles of fossil-fuel furnace venting; covers various types of iron and steel pipe and fittings and provides step-by-step instructions for cutting, threading, and joining ferrous piping. It additionally presents the operation and testing of electric furnaces and their components and reviews the operation of electric heating appliances. It covers the principles of reverse cycle heating; describes the operation of the various types of heat pumps and reviews heat pump operation and heat pump control circuits.

**HV 117: Commercial Air Conditioning (HVAC/R) 12 Quarter Credit Hours**

This course describes air distribution systems and their components, air flow measurements, ductwork installation principles, and the use of instruments for measuring temperature, humidity, pressure, and velocity and covers procedures for the startup of hot water and steam heating, chilled water, and forced air distribution systems. It covers operating principles, piping systems, preventive maintenance, and servicing of boilers, chillers, chilled water systems, steam systems, and steam traps and describes the systems, equipment, and operating sequences used in a variety of commercial airside system configurations. It also explains how computers and microprocessor controls are used to manage zoned HVAC systems.

**HV 118: Commercial Refrigeration (HVAC/R) 12 Quarter Credit Hours**

This course covers the operation of refrigeration systems, with emphasis on systems used in cold storage and other commercial food preservation applications and presents the basic techniques and equipment used in troubleshooting cooling equipment. It explains the operating principles of the different types of compressors used in comfort air conditioning systems and offers the operating principles, applications, installation, and adjustment of the various types of fixed and adjustable expansion devices. It presents the entire basic refrigerant handling and equipment servicing procedures that a technician must know in order to service HVAC systems and covers the application and installation of various types of fasteners, gaskets, seals, and lubricants and the adjustment of different types of belt drives, bearings, and couplings.

**HV-201: Low Pressure Steam 7.5 Quarter Credit Hours**

Students will gain a working knowledge of low pressure steam and its relationship to the operations of boiler maintenance.

- Steam Boiler Fundamentals
- Steam Boiler Fittings/Accessories
- Boiler Room Systems
- Steam and Water Accessories
- Draft and Combustion Systems
- Combustion Controls/Instrumentation
- Boiler Water Treatment
- Steam Boiler Daily Operations
## HV-202: Industrial Mechanics 7.5 Quarter Credit Hours

Students will study the basic principles of hydraulic, hydrostatic, and hydrodynamic applications. The student will also become familiar with some of the mechanical building codes that govern the equipment and proper safety techniques. Students will gain knowledge of rigging devices and lubrication methods as well as preventative maintenance.

- Rigging Equipment
- Mechanical Hoisting
- Hydraulics and diagrams
- Hydrostatics and Hyrodynamics
- Lubrication
- Belt Drives & Mechanical Drives
- Machine Vibrations
- Alignment Methods
- Safety & Preventative Maintenance
- Mechanical Building Codes

## HV-203: Commercial Environmental Systems 7.5 Quarter Credit Hours

Students will understand systems that control the heating, ventilation and air conditioning equipment in commercial buildings. They will learn how these systems work, and the operating limits of Direct Digital Controls and pneumatic controlling of V A V, V V T and HVAC Systems. The student will also learn about indoor air quality (IAQ) and what affects it.

- Building Automation: Indoor Air Quality:
- Direct Digital Controls
- Variable Air Volume
- Variable Volume and Temperature
- Pneumatic System
- Air Stations
- Fan Flaws
- Integration with Electronic Controls
- Purification
- Sick Building Syndrome
- Building Related Illness
- Mold and Humidity
- Plenum Return Problems
- Allergens and Contaminates
- EPA Warning
- Prime Sources

## GE-101: English Composition I 4.5 Quarter Credit Hours

In this English Composition I course, students develop written communication skills. The course materials place an emphasis on the principles of effective communication which includes understanding the writing process and analysis of readings, as can be applied personally and professionally.

## GE-201: English Composition II 4.5 Quarter Credit Hours

Prerequisite: GE-201 English Composition I. This English Composition II course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

## GE-205: Algebra 4.5 Quarter Credit Hours

This college algebra course focuses on algebraic concepts essential for success in the workplace and other courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, functions, quadratic equations and graphs.
### Appendix A - Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE-105</td>
<td>Introduction to Psychology</td>
<td>4.5 Quarter Credit Hours</td>
</tr>
<tr>
<td></td>
<td>This psychology course is an introduction to the understanding of human behavior. Course covers theories and concepts including: scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.</td>
<td></td>
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<tr>
<td>GE-110</td>
<td>Introduction to Sociology</td>
<td>4.5 Quarter Credit Hours</td>
</tr>
<tr>
<td></td>
<td>This introductory sociology course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, new technology and the growing influence of mass media.</td>
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<tr>
<td>GE-303</td>
<td>American History I</td>
<td>4.5 Quarter Credit Hours</td>
</tr>
<tr>
<td></td>
<td>This American history course explores American History from the New World exploration and settlement through the Civil War (American history to 1865). Emphasis is placed on the Political, Military and Economic Affairs and their roles in shaping The Nation</td>
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<tr>
<td>GE-305</td>
<td>American History II</td>
<td>4.5 Quarter Credit Hours</td>
</tr>
<tr>
<td></td>
<td>This American history course explores American history from 1865 through the New Millennium. Essay material examines roles different ethnic groups have played in shaping the nation. Students will analyze the change and consistency in the American population.</td>
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<tr>
<td>GE-307</td>
<td>Environmental Science</td>
<td>4.5 Quarter Credit Hours</td>
</tr>
<tr>
<td></td>
<td>The course explores the relationship between man and the environment. Students examine balance between natural resources and the needs of mankind. Students explore the scientific, political, economic, and social implications of environmental science.</td>
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<tr>
<td>GE-311</td>
<td>Logic</td>
<td>4.5 Quarter Credit Hours</td>
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<tr>
<td></td>
<td>This course covers the fundamentals of logical thinking and logic theory. Course topics include logic and truth, inference, logical and conditional operators, truth tables, natural deduction, and inductive analysis.</td>
<td></td>
</tr>
<tr>
<td>GE-400</td>
<td>Ethics</td>
<td>4.5 Quarter Credit Hours</td>
</tr>
<tr>
<td></td>
<td>This course examines the dynamic role of ethics in modern society. Throughout the course, students analyze ethical standards through philosophical beliefs and values in personal and professional settings.</td>
<td></td>
</tr>
</tbody>
</table>
MA-101: Medical Language  
12 Quarter Credit Hours

This course will familiarize the student with medical terminology, anatomy, and physiology. The student will learn medical terms and meanings, along with body parts, systems and functions. This course is also designed to give working adults the knowledge and skills needed to be effective employees and members in organizations.

- Basic Anatomy
- Physiology
- Medical Terminology
- Human Body Systems
- Human Body Functions
- Medical Abbreviations

MA-102: Medical Office Management  
12 Quarter Credit Hours

This course will include instruction on creating a medical facility and becoming an office manager. The student will also learn medical law and ethics as it applies to areas of the health field. The student will receive in-depth training using the Microsoft Office application of Microsoft Word. The student will learn typing as well using computer software to enhance their speed. This course is also designed to take students through different problem solving techniques used in business as well as a personal environment.

- Medical Office Management
- Medical Records
- Customer Service/Healthcare Settings
- Typing
- Grammar
- Medical Law/Medical Ethics
- Written Communications
- Microsoft Word- beginners
- Telephone Techniques

MA-103: Medical Office Basics  
12 Quarter Credit Hours

This course will instruct the student in the uses of basic grammar, with emphasis on punctuation, spelling, capitalization and correct usage of nouns, verbs, etc. The student will also learn advanced Microsoft Word skills. This course also includes medical math and basic pharmacology. This portion is designed to familiarize the students with the names, dosage, and usage of prescription drugs. This course is also designed to give students the communication skills necessary for establishing and maintaining healthy relationships with co-workers and customers.

- Medical Math
- Pharmacology
- Microsoft Word- Advanced
- Fundamental English
- Grammar

MA-104: Medical Insurance and Law  
12 Quarter Credit Hours

This course will instruct the student in the process of insurance filing and reimbursement from various carriers. The student will learn the requirements for HCPCS coding as well as ICD-9 diagnostic coding procedures in the medical facility. This course is also designed to assist students in developing specific customer service skills in their field of training.

- ICD-9 coding
- Insurance Billing and Coding
- HCPCs Coding
- Insurance Forms

The institution reserves the right to alter the scope and sequence of course offerings at any time.

Appendix A - Course Descriptions

MA-105: Medical Environment 12 Quarter Credit Hours

This course will introduce the students to the medical office environment with regards to state and federal regulations. The student will also learn the fundamentals of CPT procedural coding as it applies to the process of insurance filing and office procedures. Student will also learn OSHA regulations and guidelines as they apply in the medical office setting as well as Asepsis control. This course also introduces the student to the basic principles of language constructions and their applications through written communications.

- OSHA Regulations
- CPT: Insurance Coding
- Asepsis control
- Insurance Coverages

MA-106: Medical Advanced Computers 12 Quarter Credit Hours

This course will enhance and build on the students’ basic computer usage and knowledge with in-depth training using Microsoft Office applications, which include Excel, PowerPoint, and Access. The course will also enhance the students’ computer abilities focusing on medical office software and use in appointment scheduling and basic medical accounting. The student will also become CPR and First Aid Certified upon completion of this course. This course is also designed to help students achieve greater personal and professional success through an increased knowledge of human behavior and employer expectations.

- Medisoft Computer Software and Usage
- CPR
- Transcription in the Office Setting
- First Aid
- Microsoft Excel Program
- Microsoft Power Point
- Microsoft Access

MBC-201: Pathophysiology 7.5 Quarter Credit Hours

This course will train the student in the comprehensive aspects of diseases and conditions. Student will learn the general principles of pathophysiology. Student will also learn diseases and conditions as they pertain to each body system. Student will also learn preparation on handling traumatic injuries.

- Pathophysiology
- Traumatic Injuries
- Diseases/Conditions to Body Systems
- Mental/Emotional Disorders
- Effects of Drug Abuse

MBC-202: Comprehensive Medical Coding 7.5 Quarter Credit Hours

This course will train the student to build upon coding techniques that they have received in the diploma phase. Students will learn comprehensive coding using the ICD-9 and CPT books and guidelines. Students will also learn hospital coding from the ICD-9 as well as hospital guidelines and rules. Students will have a comprehensive understanding of DRG Coding and the reimbursement/payment process associated with it.

- Advanced ICD-9 Coding
- Hospital Coding
- Advanced CPT Coding
- DRG Coding
- HCPCS Coding
MBC-203: Medical Insurance 7.5 Quarter Credit Hours

This course will train the student in the various types of insurance coverage. Students will learn the rules and regulations of specific insurance types. Students will learn all clerical functions of a medical biller. Students will also learn and practice electronic billing and the use of the CMS-1500 form and UB92 form for billing purposes. Student will also have testing on HIPAA.

- Individual Insurance Plans
- Federal Insurance Programs
- Workman’s Compensation
- Hospital Billing

MOA-201: OL General Patient Care 7.5 Quarter Credit Hours

This course will train the student in the clinical aspects of the Medical Practice. Students will learn Physical Therapy and Rehabilitation in a doctor’s office. Student will also learn pre-physical exam preparation including instruments and minor surgery preparation. Student will also learn positioning for radiology as well as x-ray techniques and patient preparation including vital signs, weights and measurements. This will also instruct the student in Microbiology and urinalysis testing and procedures.

- Radiology
- Recording charts
- Surgical Instruments
- Exam Preparation
- Microbiology

- Ultrasound Therapy
- Patient History
- Home Therapy
- Urinalysis
- Vital Signs

MOA-202: Special Procedures and Projects and OL Medical Office Lab 7.5 Quarter Credit Hours

This course will train the student in clinical procedures in the medical setting. Procedures will include x-rays, EKG’s and Holter Monitors. This course will train the student in the clinical setting for Venipuncture and Hematology including lab testing and usage of Hematology equipment. The student will also learn CLIA laboratory procedures including drug testing and specialized tests performed in the doctor’s office. Use and maintenance of laboratory equipment and patient care is also taught. Students will have a firm understanding of these techniques upon completion.

- Phlebotomy
- Holter Monitors
- Treadmill/Stress Testing
- Laboratory Equipment

- EKG
- Injections
- Drug Testing
- CLIA procedures

MOA-203: Externship 7.5 Quarter Credit Hours

The externship will consist of 10 weeks, 225 hours. This phase will be spent in a medical facility for approximately 8 hours, 5 days a week. This part of the program is to provide and further train the student with real life experiences and opportunities in various areas in the medical field. Students will put to use the applications learned in the lab in a practical setting and environment.
Appendix A - Course Descriptions

PL-121: Introduction to Plumbing 8 Quarter Credit Hours
Prerequisite: TC-101. While learning about the various types of pipe and fittings used in plumbing applications, the trainee is introduced to ABS, PVC, CPVC, PE, PEX, and PB; hub-and-spigot and no-hub cast-iron pipe and fittings with applications in DWV systems; threading, labeling, and sizing of carbon steel pipe including domestic and imported; and flexible plastic-coated steel tubing.

PL-122: Brazing & Soldering/Connections 12 Quarter Credit Hours
This course discusses sizing, labeling, and applications of copper pipe and fittings and reviews the types of valves that can be used on copper systems; identifies the major components of water distribution systems and describes their functions; and introduces the methods for attaching and running DWV and water supply piping in relation to structural elements. Students learn how to disinfect, filter, and soften water supply systems and understand the operation of pumps and well components. The course content explains the Pythagorean theorem and reviews methods for finding angles while incorporating basic math concepts used on the job.

PL-123: Measurements, Calculations and Blueprint Reading 12 Quarter Credit Hours
This course introduces trainees to the different types of plumbing drawings they will encounter on the job and discusses how to interpret and apply them when laying out and installing plumbing systems while addressing code requirements. It discusses how to interpret and use civil, architectural, structural, mechanical, plumbing, and electrical drawings when installing plumbing systems; teaches techniques for sizing water supply systems, including calculating system requirements and demand, developed lengths, and pressure drops; and explains how to calculate drainage fixture units for waste systems.

It introduces plumbing systems in swimming pools, hot tubs, and spas and helps the student grasp concepts and practices that are essential for competitive, successful plumbing businesses.

PL-124: Residential Plumbing 12 Quarter Credit Hours
This course explores the proper techniques for locating, installing, and testing complete water supply systems; introduces the principles of electricity, including voltage, current, resistance, and power; discusses gas-fired, electric, solar, instantaneous, and indirect water heaters, components, and applications; and explains the techniques for safe handling of natural gas, liquefied petroleum gas, and fuel oil. The course covers the troubleshooting and repair of fixtures, valves, and faucets in accordance with code and safety guidelines and describes the types of private sewage systems, while discussing the maintenance and replacement of these systems, and how to determine the local code system requirements.

PL-125: Commercial Plumbing 12 Quarter Credit Hours
This course explains how to locate, install, connect, and test a complete drain, waste, and vent (DWV) system; covers the proper techniques of locating, installing, and connecting roof, floor, and area drains according to code; covers
the installation of basic plumbing fixtures, including bathtubs, shower stalls, lavatories, sinks, water closets, and urinals; and review the different types of vents that can be installed in a DWV system and how they work. The course describes the location and layout of plumbing systems for mobile home and travel trailer parks.

**PL-126: Water Supply Protection and Appliances**  
12 Quarter Credit Hours

This course reviews the many types of valves, their components, and valve applications, and introduces the different types of backflow prevention devices and discusses how they work, where they are used, and how they are installed. It discusses the installation, diagnosis, and repair of pumps, controls, and sumps in sewage and storm water removal systems; discusses corrosive wastes and reviews related safety issues and hazard communications; and explains the principles of compressed air systems and describes their components and accessories. It also introduces the basic types of hydronic and solar heating systems and their components.

**PL-201: Basic Plumbing Estimating**  
7.5 Quarter Credit Hours

Students will understand basic preparation necessary before one can put pen to paper to begin taking and pricing estimates.

<table>
<thead>
<tr>
<th>Sanitary Drainage</th>
<th>Water Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Storm Drainage</td>
<td>Fixtures</td>
</tr>
</tbody>
</table>

**PL-202: Uniform Plumbing Code Review**  
7.5 Quarter Credit Hours

Students will understand the general regulations and codes associated with the plumbing industry.

<table>
<thead>
<tr>
<th>Definitions</th>
<th>Storm Drainage System</th>
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</thead>
<tbody>
<tr>
<td>General Regulations</td>
<td>Water Supply and Distribution</td>
</tr>
<tr>
<td>Sanitary Drainage System</td>
<td>Plumbing Fixtures and Fixture Fittings</td>
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</tbody>
</table>

**PL-203: Advanced Blueprint Reading and Isometric Drawing**  
7.5 Quarter Credit Hours

Students will understand how to interpret blueprints and isometric drawings.

<table>
<thead>
<tr>
<th>Residential and Commercial Blueprints</th>
<th>Multi Story Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Story Application</td>
<td>Sleeve Drawing</td>
</tr>
</tbody>
</table>

**TC-101: Introductory Craft Skills & Safety**  
4 Quarter Credit Hours

This course, serving as a pre-requisite to the subsequent trade courses, explains the safety obligations of workers to ensure a safe workplace and discusses the causes and results of accidents and the dangers of rationalizing risks. It also reviews basic mathematical functions used in the construction industry; identifies hand and power tools widely used and familiarizes trainees with basic blueprint terms and symbols.

<table>
<thead>
<tr>
<th>Construction Math</th>
<th>Power Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand Tools</td>
<td>Blueprints</td>
</tr>
</tbody>
</table>

**WE-121: Basic Gas Metal Arc**  
8 Quarter Credit Hours

Prerequisite: TC-101

Students will be introduced to welding theories, safety requirements, cutting techniques and welding terminology.
### Appendix A - Course Descriptions

**WE-122: Basic Shield Metal Arc**  
12 Quarter Credit Hours  
Prerequisite: TC-101. Students will perform multi-pass welds using carbon steel in all positions.

**WE-123: Advanced Gas Metal Arc & FCAW Welding**  
12 Quarter Credit Hours  
Prerequisite: TC-101. Students will perform all position welds on advanced joint designs.

**WE-124: Advanced Shield Metal Arc Welding**  
12 Quarter Credit Hours  
Prerequisite: TC-101. Students will perform all position welds on advanced joint designs.

**WE-125: Gas Tungsten Arc Welding (TIG)**  
12 Quarter Credit Hours  
Prerequisite: TC-101. Students will perform various advanced welding tasks utilizing ferrous and non-ferrous metals.

**WE-126: SMAW-P, GMAW**  
12 Quarter Credit Hours  
Prerequisite: TC-101. Students will perform various advanced welding tasks and receive an introduction to pressure vessel welding specifications.

**WE-201: Advanced Welding Techniques & Applications**  
7.5 Quarter Credit Hours  
This course prepares students for advanced certifications in the following areas:  
- Pressure Vessel Welding  
- Advanced Math for Welders  
- Dissimilar Metals  
- Fit-Up and Layout  
- American Welding Society Tolerances  
- American Society of Mechanical Eng. Tolerances  
- Joint Design

**WE-202: Advanced Blueprint Reading, Layout, Cutting**  
7.5 Quarter Credit Hours  
Students will gain knowledge of complex blueprints, the concept of doing precise measuring, and fit-ups of various components. The student will also gain knowledge in the use of various metal working machines used in the workplace. Use of:  
- Techniques: Plasma cutter  
- Proper Measurements: Chop Saw  
- Squaring: Band Saw  
- Leveling: Shear  
- Centering: Punch  
- Notcher

**WE-203: Welding Project Management**  
7.5 Quarter Credit Hours  
This course will allow the students to perform a detailed project in a team environment using advanced blueprints and techniques.  
- Project Design  
- Feasibility Studies  
- Advanced Fit-Up and Layout  
- Advanced Joint Design  
- Project Documentation  
- Cost Analysis  
- Quality Control  
- Material Analysis
## Appendix B

### Academic Calendar

2008/2009 Start & End Date Calendar

<table>
<thead>
<tr>
<th>Start</th>
<th>50 Weeks</th>
<th>60 Weeks</th>
<th>90 Weeks</th>
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<td>03/19/09</td>
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<td>04/07/08</td>
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<td>05/28/09</td>
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<td>08/06/09</td>
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<td>08/06/09</td>
<td>10/15/09</td>
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<td>11/24/11</td>
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<tr>
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<td>02/02/12</td>
<td>08/30/12</td>
</tr>
</tbody>
</table>

The institution reserves the right to alter the scope and sequence of course offerings at any time. Effective 09-2008. Vatterott College at NorthPark.
Appendix C

Advisory Committees

Vatterott College utilizes Program Advisory Committees for each program or each group of related programs. The majority of each Program Advisory Committee is made up of employers representing the major occupation or occupations for which training is provided. At least two regularly scheduled meetings are conducted annually and at least one of these is held at the school.

The duties of the Program Advisory Committee include, but are not limited to:

A. Reviewing, at least annually, the established curricula of the program and comment as to its objectives, content, and length, and the adequacy of the facility and equipment.

B. Reviewing and commenting on each new program including the appropriateness of curriculum, objectives, content and length, prior to Accreditation recognition.

C. Reviewing and commenting at least annually on student completion, placement, and where required, state licensing and examination outcomes of each program.

Campus Advisory Committees

Combination Welding

Bob Binetsch – Praxair
Tim Schars – Johnson Marcraft
Sam Licare – Gateway Gas Systems
Edward Osaben – Alberici Construction
Andrew McKerrow – Semi Bulk Systems
John Goodisky – Central Mine Equipment
Dan Andrews – St. Louis Sheet Metal Workers
Dennis Going & Jim Adams– Continental Fabrications

Computer Programming

Scott Fitzgibbons – MERS
Mohammad Rashid – AT & T
Rod Copeland – Perficient, Inc
Chris Deeter – Microsoft Corporation
Thomas Etling – Volt Services Group
Mike Beatty – Microsoft Consulting
Keith Hible & Xiong Xu – Washington University

Computer Technology

Jessica Zhao – Cyberson.Com
Trey Goede – Primary Networks
Brenda Beasley – The Newberry Group
Mike Driskell – CBIZ Network Solutions
John Werner – Stone Carlie & Company
### Appendix C - Advisory Committees

Jennifer Heida – Husch & Eppenberger, LLC.
Jeannine Walter – Gresham Enterprise Storage
Tom Tayon & Bill Minter – Futureware Distributing, Inc.

#### Cosmetology

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Location</th>
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<tbody>
<tr>
<td>Veronica Morris</td>
<td>Veronica’s Hair Salon</td>
</tr>
<tr>
<td>JD Tucker</td>
<td>Paul Dean Design Studio</td>
</tr>
<tr>
<td>Major Harris</td>
<td>Hair Commanders</td>
</tr>
<tr>
<td>Charmaine Wright</td>
<td>Great Clips</td>
</tr>
<tr>
<td>Melissa Banaszek</td>
<td>Great Clips</td>
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<tr>
<td>Verrill Weaver</td>
<td>Verrill’s Beauty Nook</td>
</tr>
<tr>
<td>Irene Brown</td>
<td>Irene &amp; Company</td>
</tr>
<tr>
<td>Donna Dozier</td>
<td>Irene &amp; Company</td>
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<tr>
<td>Zondra Jones</td>
<td>Irene &amp; Company</td>
</tr>
<tr>
<td>Marinda Cooley</td>
<td>Hair X-Trodinaire</td>
</tr>
<tr>
<td>Alice Harris</td>
<td>Minerva Beauty Fashion</td>
</tr>
<tr>
<td>Arthurene Williams</td>
<td>Irene &amp; Company</td>
</tr>
<tr>
<td>Linda Comer</td>
<td>House of Shears</td>
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#### Dental Assistant

<table>
<thead>
<tr>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Perdita Jay, DMD</td>
<td>Fisher Wellness Center</td>
</tr>
<tr>
<td>Jennifer Street, RDH</td>
<td>Fisher Wellness Center</td>
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<tr>
<td>Cornell Thomas, DDS</td>
<td>Forrest Dental Assoc., Inc.</td>
</tr>
<tr>
<td>Candice Forrest</td>
<td>Peason Health Center</td>
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#### Electrical Mechanics

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Location</th>
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<tbody>
<tr>
<td>Jeff Frost</td>
<td>Frost Electric Supply</td>
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<tr>
<td>Johnnie Cambell</td>
<td>Try G. Satellite</td>
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<tr>
<td>John Barr</td>
<td>Security Equipment Supply</td>
</tr>
<tr>
<td>Darius Suttles</td>
<td>Dionn Security Systems</td>
</tr>
<tr>
<td>Wesley Jacobs</td>
<td>American Water Company</td>
</tr>
<tr>
<td>Tony Vieira</td>
<td>The Sound Room/Sound Security</td>
</tr>
<tr>
<td>Donald Kroesen</td>
<td>Abdelmaler Construction Company</td>
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</tbody>
</table>

#### Heating, Air Conditioning, & Refrigeration

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Location</th>
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<tbody>
<tr>
<td>Frank Begnel</td>
<td>Chem Aqua</td>
</tr>
<tr>
<td>David Godwin</td>
<td>Engineered Lubricants</td>
</tr>
<tr>
<td>Demetrious Lewis</td>
<td>Embassy Suites Hotel</td>
</tr>
<tr>
<td>Steve Allen</td>
<td>City Wide Heating &amp; Cooling</td>
</tr>
<tr>
<td>Eric Rogers</td>
<td>McClure Engineering Associates</td>
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<tr>
<td>John McVey</td>
<td>Taycon Building Technologies/KMC</td>
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<tr>
<td>Joe Middendorf &amp; Mike White</td>
<td>Allen Heating &amp; Cooling</td>
</tr>
<tr>
<td>Bob Thom &amp; Chris Caldwell</td>
<td>Crescent Parts &amp; Equipment</td>
</tr>
<tr>
<td>Medical Office Assistant</td>
<td>Medical Billing and Coding</td>
</tr>
<tr>
<td>Hillard Scott, MD</td>
<td>HIS Inc.</td>
</tr>
<tr>
<td>George Flanigan, MD</td>
<td>Private Practice</td>
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<tr>
<td>Dr. El Graypel</td>
<td>Missouri Senior Care, LLC</td>
</tr>
<tr>
<td>Victoria Brown</td>
<td>Northwest Internal Medicine</td>
</tr>
<tr>
<td>Eileen McCaffrey Hedrick</td>
<td>Martha’s Hands</td>
</tr>
<tr>
<td>Dr. Timothy Knuuttila</td>
<td>Family Physicians Northwest</td>
</tr>
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#### Plumbing

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Don Bolen</td>
<td>Roto Rooter</td>
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<tr>
<td>Kelly Shine</td>
<td>Shine Plumbing</td>
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<tr>
<td>Scott Graves</td>
<td>Corrigan Company</td>
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<tr>
<td>Ross Tallman</td>
<td>Tallman Company</td>
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<tr>
<td>Jay Hicks</td>
<td>Gateway Winnelson Company</td>
</tr>
</tbody>
</table>
Appendix D

Administrative Staff

Dorina Wilson, Campus Director
Tom Lockett, Director of Education
Shalisa Powell, Director of Admissions
Shawn Hudson, Admissions Coordinator
Jameelah El-Amin, Admissions Coordinator
Ann Farajallah, Admissions Coordinator
Harvey Chamberlain, Admissions Coordinator
Tiffany Coleman, Admissions Coordinator
Sherri Dunn, Admissions Coordinator
Jae Sparks, Admissions Coordinator
Shawnee Tefteller, Admissions Coordinator
Ryan Williams, Director of Financial Aid
Chris Walls, Financial Aid Administrator
Sherre Birenbaum, Financial Aid Administrator
Janice Koontz, Financial Aid Administrator
Gretchen Griffin, Financial Aid Administrator
Aaron Young, Financial Aid Administrator
Ashley Delcambre, Director of Career Services
Alison Garegnani, Career Services
Jerry Martin, Retention Coordinator
Estella Armstrong, Retention Coordinator
Quinten Bates, Retention Coordinator
Tammy Clubbs, Registrar
Maggie Kirby, Accounting
Sheila Tumminia, Accounting
Ervin Tate, Technical Support
Gloria King, Receptionist
Kathy Ryan, Receptionist
Brenda Lincoln, Registrar
Nancy Brown, Accounting
Julia O’Neil, Librarian
Quilmeeka Creeks, Receptionist
Bernetta Gully, Receptionist
Lillie Williams, Receptionist

Faculty

Keith Allen – Welding Program Director/Instructor

Keith is a graduate of Belleville Area College with a Certificate of Certified Welding Inspector and is also a Career Welding graduate from Vatterott College, St. Ann. He worked for American Car Foundry for four-years as a Welder, where he worked with perform pipe, MIG, TIG, and stainless steel welding for the manufacturing of freight trains. He also worked for Alberici Construction for two years as a Welder. Keith is a certified Associate Welder Inspector and Certified Welding Educator as well as a certified welder in Gas Arc Welding, Shielded Metal Arc Welding, Gas Tungsten Arc Welding, and Flux Core Arc Welding. He holds memberships with the American Welding Society, American Society for Nondestructive Testing, and the American Institute of Steel Construction INC. Keith has been teaching at Vatterott College for 22 years.

Mike Ayres – Computer Programming Instructor

Mike has an Associate Degree in Criminal Justice from Meramec Community College, an Associate Degree in Computer Programming from Vatterott College, and a Bachelor of Science Degree in Business Management from Maryville University.
in St. Louis. Mr. Ayers has worked as a Web Developer for First Internet Alliance where he designed web pages using MS Frontpage and JAVA Script. He worked for two years as an Information Closure for Lomas Mortgage where he designed and maintained databases using Excel and was an Escrow Researcher for G.E. Capital Mortgage where he created databases using MS Excel and an online computer system to analyze delinquent accounts. Michael holds a certification in Visual Basic.

**Larry Beck – Computer Technology Instructor**

Larry has an A.S. degree in Truck and Diesel Technology from Western Dakota Vo-Tech. He then graduated from Vatterott College with an Associates Degree in Computer Systems and Network Technology. Mr. Beck owns Complete Computer where for the last two years he has worked as the Owner/PC Network Technician performing troubleshooting, repair and upgrades on PC’s, as well as installing and maintaining networks. Mr. Beck has also worked for Vatterott College as a Lab Assistant, and for Chiz Network Solutions as a Network Center Engineer where he monitored and maintained WANs for clients and provided help desk support for end users. He has his A+ certification.

**Robert Becker – Computer Programming Instructor**

Bob is a graduate of Vatterott College with an Associates Degree in Computer Programming. Mr. Becker also has a Bachelors Degree in Business from St. Louis University. Prior to working for Vatterott, he was with Alltype Fire Protection for ten years in Accounting/Operations Management. At Alltype he was responsible for creating & maintaining databases and programs for financial statements, as well as managing the entire accounting staff. He was also a Programming and Accounting instructor for Barclay College where he taught students basic programming (q-basic) and accounting.

**Robert Bitter – Plumbing Program Director/Instructor**

Robert completed the Plumbing Apprentice Program through Plumbers Local 35. He worked for Rock Hill Mechanical Corp. for six-years as a Plumber Riding Boss where he was a general foreman, a plumbing fabrication shop supervisor and a plumbing estimator. Robert has been a plumber for 45 years and holds a Master Plumber’s License and a Master Drainlayer’s License in St. Louis County, St. Louis City, and Jefferson County.

**Juan Bradley-El - Electrical Lab Assistant/Instructor**

Juan attended Milan Area Schools earning a certificate in Welding and later graduated with his Associates degree in Electrical Mechanical Technology from Vatterott College. Previous to Vatterott College, Juan worked in the residential and light commercial fields focused with low voltage installation, troubleshooting and repairs. Other experience included general maintenance of residential properties consisting of painting, dry walling, siding, carpentry and plumbing.

**Elizabeth (Beth) Cunningham - MOA Instructor**

Beth has been working in the health care field for over twenty years, in varying positions ranging from emergency medicine to hematology/oncology. Beth has specialized in
Appendix D - School Administration & Faculty

laboratory procedures and has worked for labs both regionally and nation-wide. She has been in a mixture of fields within the lab community including phlebotomy to regional management. Beth has taught at previous medical colleges specializing in Medical Assisting and Anatomy. She has recently returned to school to obtain her degree in education and has worked for post-secondary schools in the St. Louis area.

**Dwayne Cutts – HVAC/R Program Director/Instructor**

Dwayne has a Diploma in HVAC/R from Vatterott College. He worked for two-years at Al-Don & AC as a HVAC Service Technician where he repaired, installed, and troubleshooted residential and commercial HVAC/R to include air conditioners, refrigeration units, and furnaces. Dwayne also worked for one-year at Ameristar Casino as a Kitchen Technician where he performed troubleshooting, maintenance, and service on kitchen and refrigeration equipment. Dwayne is an active member of the Refrigeration Service Engineers Society and has a Certificate of Achievement for Residential Heating Systems Service from Lennox Industries. He is EPA Certified Universal, holds a St. Louis Mechanical License, and has a Tree Pipe Flexible Gas Piping Certification.

**Dave Deemie – Electrical Instructor**

Dave attended Spokane Technical School, in Spokane Washington as part of his apprenticeship with Spokane Electric Company where he completed his apprenticeship and earned his journeyman’s card. After moving to St. Louis, Dave worked for various companies as an electrician. January 1986 he joined Ford Motor Co. at the Hazelwood assembly plant as an electrician, where he stayed until March 2006 when the plant was closed. During that 20 years Dave was a maintenance supervisor for 10 years, earned his UAW journeyman’s card, attended various electrical classes and taught safety and PLC classes.

**Jowuana Dent- MOA Instructor**

Jowuana graduated from Al_med Academy with a diploma in Medical Assisting. She has worked in the medical field for 19 years as a Medical Assistant in both the clinical setting and in billing and coding. Jowuana has also been a Office Manager in an OB-GYN doctors office as well as a surgical tech in a Plastic Surgeons office.

**Rochelle Dotson-MOA Instructor**

Rochelle is a graduate of National-Louis University with a bachelor’s degree in Behavioral Science with a minor in Psychology. She has worked as an educator for public and private sectors in elementary and secondary education and the medical field for twenty plus years. Rochelle maintains credentials as a certificate medical technician, CPR/AED and First Aid instructor. She is currently pursuing a masters degree in Psychology and in her spare time serves as a legislative advocate for education and children safety issues.
William Duncan - Plumbing Instructor

William earned his B.A. in Sociology from Lincoln University in Jefferson City, Missouri as well as graduating the Plumbers Joint Apprenticeship and Training School as a journeyman. He taught secondary education in the St. Louis Public Schools for more than five years. His plumbing experience encompasses service/repair, remodel and new construction in residential and commercial properties. William has been a licensed journeyman for 24 years and holds a Class C license for Water Treatment Plant Operator.

Judi Estes – Computer Technology Instructor

Judi has an Associates Degree in Computer Systems and Network Technology from Vatterott College. She worked for RCD Holdings for three-years as a PC Technician where she troubleshoot and repaired IBM compatible PCs, installed software and diagnosed software problems. She was a Computer Support Specialist for Snelling Adia where she troubleshoot and repaired personal computers as well as installed applicable software to end users. Judy has over 28 years in the private industry.

Kathy Gaeng-Program Director/Instructor

Kathy is the Program Director for the MOA and AOS MBC Program at Vatterott as well as an Instructor. She has been with Vatterott since December of 2002. Kathy has been in the Medical Assisting field for 17 years and has also taught prior for Medical Assistants’ colleges. She is a Registered Medical Assistant and also has certifications in Drug testing. She is a current member of the AMT board. She is also certified through the American Heart Association program for pulmonary testing, and certified through the Red Cross for Instructor teaching in CPR/AED/First Aid. Kathy has specialized in billing and management in her prior employment fields and is currently continuing her education for Post Secondary Instructor Certification.

Shequita Hargrove – Dental Instructor

Shequita is a graduate from the Al-med Academy from the Dental Assisting program and later attended Nichols Career Center becoming an Expanded Functions Dental Assistant. For three years she has worked as a Head Dental Assistant at Dr. Shirley Pierce DDS assisting in a variety of dental procedures such as making impression, charting, and prepared temporary crowns. At DePaul Health Center, Shequita worked as a Radiology clerk assisting with x-rays. Prior to coming to Vatterott College, she worked at Peoples Health Centers as an Expanded Functions Dental Assistant adjusting dentures and partials, as well as placing composite restorations and temporary IRM fillings. Shequita has worked a total of 9 years in dentistry.

Roy Hayes - Plumbing Instructor

Roy attended Trade Technical College in Los Angeles and completed the NAPHCC Plumbing Apprentice Program. Roy has worked in the plumbing industry for 29 years. Most recently, Roy worked for Roto-Rooter as an independent journeyman with several local contracting firms. His work experience includes service/repair, remodel and new construction of residential and commercial properties. Roy is a licensed journeyman for the City of St. Louis, Missouri.
Appendix D - School Administration & Faculty

Bangalore “Jay” Jayasimha – Computer Technology Program Director/Instructor

Jay has a Masters in English/Math from Southern Illinois University of Edwardsville and a Bachelors Degree in Electrical Engineering from Bangalore University, India. Prior to working for Vatterott he worked for St. Louis University as an Adjunct Instructor where he taught college level math courses. Jay is a Microsoft Certified Systems Engineer, and has certifications in MCP, A+, CompTIA, Network Plus, Linux, and CISCO Certified Design & Network Associates.

Lee Jansen - HVAC/R Instructor

Lee attended Southern Illinois University of Edwardsville and later graduating from South County Technical College with a diploma in HVAC/R. He eventually returned to South Tech to instruct classes as well as teach classes at Alco Controls and for the St. Louis Chapter of Refrigeration Service Engineers. Lee worked at Airtherm as an application engineer and territory manager. Lee has attended classes at Carrier Corporation on centrifugal chillers. He has been active with the local chapters of ASHRAE, RSES, BOMA and National Power Engineers. Lee is EPA Certified Universal.

Ann Johnson – Medical Assisting Program Director/Instructor

Ann has an Associates Degree in Surgical Technician from Delta College. She worked for two-years at Sanford Brown College as an Instructor where she instructed students in hematology, pharmacology, medial terminology, anatomy & physiology. She worked as a Surgical Technician for two-years with the Peace Corp. where she prepared operating rooms for surgeries, assisted the physician with operating procedures to include instrumentation, sanitation, and post care, carefully documented patient charts and monitored vitals. Prior to working for Peace Corp., she worked for Saginaw General Hospital as a Surgical Nurse where she prepared operating rooms, assisted the physician with instrumentation, monitored vitals, and documented patient’s medical charts.

Salvatore Lanham – HVAC/R Instructor

Salvatore has a Diploma in HVAC/R from Vatterott College. Mr. Lanham worked for over two-years at Bi-State Refrigeration as a Service Technician where he performed routine service of commercial refrigeration systems & ice machines; used extensive knowledge of refrigeration troubleshooting & repair to ensure quality of work & cost minimizing efforts. He worked as an Inventory Control Manager at TAPCO, Inc. for five-years. Prior to working for TAPCO he worked for Central Air Services as an Installation Technician where he was responsible for the installation of residential HVAC-Split systems, and performed troubleshooting/repair of residential HVAC systems. Mr. Lanham is EPA Certified Universal.

Richard Lofftus Jr. – Electrical Program Director/Instructor

Richard Lofftus Jr. graduated from HVAC/R program at Graff Vocational technical school in Springfield MO. He completed his Electrical Apprentice program in Florida. He holds a First Class Power Engineers License from The National Institute
for the Uniform Licensing of Power Engineers, valid in 31 states. NATE certificates in multiple HVAC/R and Electrical control areas. He has Certificate Member and past President of the Refrigeration Service Engineers Society. He has 25 years experience in construction, service, manufacturing, and power controls industries.

**Thomas Matthews – HVAC/R Instructor**

Thomas has certificates in Industrial Electricity and Stationary Engineering from Rankin Technical College and from Southwestern Illinois College. He has a AAS in HVAC/R and Welding Technology from Southwestern Illinois. Thomas is currently working on his Bachelors degree in Workforce Education Development through Southern Illinois University at Carbondale. Mr. Matthews worked as a Building Maintenance Electrician for Ameren Union Electric where he assembled, installed, and repaired office equipments, performed electrical and HVAC repairs on rooftop units and plant equipment. He has also worked as a Stationary Engineer for Pevely Dairy and Adam’s Mark Hotel and as a HVAC Technician for Tettaton Heating & Cooling. Thomas holds a class one Stationary Engineer’s License in the City of St. Louis and is EPA Certified Universal.

**John McCarty – Welding Instructor**

John is a Certified in Welding from Pulaski Vo-Tech. He also has his A.O.S. from Spartan School of Aeronautics as a Quality Control Technician and achieved his B.S. from Oklahoma State University in Education. John worked six-years for HB Zachary as a Welder/Fitter where he performed MIG, TIG, stainless steel, and pipe welding on new construction, and cross-utilized as a boilermaker level 2. Prior to working for HB he was with Linneville Steel. He is a Certified Associate Welder Inspector and Certified Welding Educator. John is a member of the American Welding Society and has a total of 29 years in the welding industry.

**Winsor McKnight – Electrical Instructor**

Winsor completed his apprenticeship training with the International Brotherhood of Electrical Workers with Local Union #1. He has more than 25 years of experience troubleshooting, installing and repairing electrical applications in residential, commercial and industrial fields. Additional job duties included maintenance on pneumatic, hydraulic, electronic control systems and equipment. As an Electrical Inspector he examined properties to ensure all electrical work passed city and/or county requirements in accordance with the National Electrical Code. Winsor has obtained his Electrical License in Missouri and Illinois and is a member of the National Electrical Contractors Association and International Association of Electrical Inspectors.

**Mary Muhammad – Dental Instructor**

Mary attended Metropolitan Community College and later graduated from Allied Medical College from the Dental Assisting Program. She is board certified with the Dental Assisting National Board. Mary spent the next 6 years working as a Chair side assistant for Parrott Pediatric Dentist, Pine Lawn Dental, and Fisher Dental/Wellness Center. She is also certified in CPR and First Aid.
Appendix D - School Administration & Faculty

Mike Prater – Computer Programming Instructor

Mike holds an Associates degree in Computer Programming and Network Management from Vatterott College, St. Ann, Missouri and a Certificate of Completion in Computer Programming and Operations from Control Data Institute. He also has multiple Certificates of Completion from Military Hardware Courses. Mike spent 15 years as a Data Systems Technician in the U.S. Navy where he worked in Support and Maintenance for Navigation and Missile Systems. He has a MCP certification from Microsoft in Visual Basic. Mike has worked in various capacities and roles for private businesses doing Systems Integration and Programming Custom Applications. He has been in the Computer Field for over 30 years.

Steve Rigney – HVAC/R Instructor

Steve holds an Associate of Applied Science from South Western Illinois College and a continuing education certificate from University Of Missouri St. Louis. He is currently working on a Bachelors degree in Workforce Education Development through Southern Illinois University at Carbondale. Steve’s work experience includes 6 years in information technology, 3 years in power generation (fossil and nuclear), and about 12 years in industrial maintenance. He also has a class one Stationary Engineers License through St. Louis City.

Stephen Smith – Computer Technology Instructor

Steve graduated from Vatterott College with his Associates Degree in Computer Systems and Network Technology. He is A+ certified and holds a CNA (Certified Novell Administrator) certification. Steve has more than 10 years of experience in the private industry as a Network Administrator and LAN technician. Responsibilities included configuration, installation, troubleshooting of all Microsoft Windows products as well as maintenance and troubleshooting of a TCP/IP network, installation of routers, hubs, switches, terminal service and LAN setups.

Chris Spreitler – Computer Technology Instructor

Chris has studied Engineering at the University of Missouri and Education at Harris-Stowe and Washington University. Mr. Spreitler worked for Our Lady of Angels School for nine-years as a Computer Technology and Science Instructor where he taught students in computer technology and science, maintained the school’s computer network and troubleshooted the school’s computers. He has an A+ Certification, a Network + Certification, is Linux Certified, and is a Professional/ Microsoft Office Specialist in Access and Excel.

Anthony Webb – Electrical Instructor

Anthony graduated from Greenville College with a Bachelors Degree in Physics. He worked for a couple of years as an electronic technician before returning to school and receiving a Masters Degree, also in Physics. Since that time he has taught many electrical technology and industrial technology courses. He also worked as a research engineer developing the circuitry and motion control systems for a prototype scientific measuring device.