The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
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 College
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Vatterott</td>
<td>7</td>
</tr>
<tr>
<td>Admissions Information</td>
<td>13</td>
</tr>
<tr>
<td>Financial Information</td>
<td>17</td>
</tr>
<tr>
<td>Academic Information</td>
<td>36</td>
</tr>
<tr>
<td>Student Information &amp; Services</td>
<td>59</td>
</tr>
<tr>
<td>Addendum A- Program Offerings</td>
<td>79</td>
</tr>
<tr>
<td>Addendum B- Course Listings</td>
<td>100</td>
</tr>
<tr>
<td>Addendum C- Advisory Board</td>
<td>141</td>
</tr>
<tr>
<td>Addendum D- Faculty and Staff</td>
<td>147</td>
</tr>
</tbody>
</table>

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
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.

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.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
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 (ACCSCCT), in Arlington, Virginia. The Commission is listed by the U.S. Office of Education as a nationally recognized accrediting agency under the provision of Chapter 33, Title 38, U.S. Code and subsequent legislation. The primary purpose of the Commission is to establish and maintain high educational standards and ethical business practices among its accredited institutions.

Certifications

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

Approvals

Division of Vocational Rehabilitation Department of Elementary and Secondary Education State of Missouri

Workforce Investment Act Division of Employment and Training State of Missouri

Department of Immigration and Naturalization Justice Department, U.S.A.

Missouri State Approval Agency for Veterans and War Orphan Education Approved for Veterans Education and Veterans Vocational Rehabilitation

Approved for Worker Reentry, Trade Readjustment Act and Futures Program

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

Vatterott College – Springfield
3850 S. Campbell
Springfield, Missouri 65807
(417) 831-8116

Administrative Offices
3850 S. Campbell
Springfield, Missouri 65807
(417) 831-8116

Campus Facilities

Vatterott College – Springfield Campus –
Branch of Main Campus, St. Ann, Missouri

The facilities at 3850 South Campbell contains approximately 62,000 square feet devoted to training for Medical Office Assistant, Legal Assistant, Computer Aided Drafting & Design, Dental Assistant, Medical Assistant, Pharmacy Assistant, Computer Technology and Heating, Air Conditioning, and Refrigeration. Associate of Occupational Studies degrees are offered in Medical Assistant Specialist, Paralegal, Pharmacy Technician, Computer Aided Drafting Technology and Computer Systems and Network Technology. The shop/lab areas for technical programs have worktables with the appropriate demonstration and technical equipment necessary for instruction, including computers. Office training equipment includes computers with modern software technology. Healthcare training facilities include lecture rooms and realistic labs with industry-related equipment, models, and tools appropriate to the field of study. Library-resource materials are available to students during normal school operation hours. Maximum class size is 30 students. Enrollment capacity: 300 students per session.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
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.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008

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

1. 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).
2. 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.
3. 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.
4. In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.
5. 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.

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;
- 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 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/](http://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.

1. Complete the term with 100% attendance of scheduled hours (including makeup hours) for the term
2. Cumulative GPA of at least a 2.0.
3. Term GPA of at least a 2.0.
4. 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
1. At the end of each term the Registrar will produce a list identifying the cosmetology students who have met the scholarship requirements.
2. The list will be reviewed by the Cosmetology department Program Director for accuracy.
3. 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
4. Award list will be sent to the Director of Financial Aid and to the Campus Accountant for processing and posting.
5. 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 Campus 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 Campus 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;

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
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 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:
A. 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.
1. 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.
2. 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.

B. 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:
1. During the first week of classes, the college shall refund at least 90% of tuition; thereafter;
2. During the first 25% of the period of financial obligation, the college shall refund at least 55% of tuition; thereafter;
3. During the second 25% of the period of financial obligation, the college shall refund at least 30% of tuition;
4. In case of withdrawal after this period, the college may commit the student to the entire obligation.

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

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
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:

1. 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;

2. 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

3. 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:
   a. Satisfactorily completed at least 90 percent of the required coursework for the program; and
   b. Demonstrated sufficient mastery of the program material to receive credit for completing the program.

Return of Title IV Funds

All institutions participating in the SFA Programs are required to use a statutory schedule to determine the amount of SFA Program funds a student has earned when he or she ceases attendance based on the period the student was in attendance.

The Higher Education Amendments of 1998 in general, require that if a recipient of SFA Program assistance withdraws from an institution during a payment period or a period of enrollment in which the recipient began attendance, the institution must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a prorated schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds.

The percentage of the payment period or period of enrollment completed is determined by:

For programs measured in credit hours –
(1) The percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the day the student withdrew.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also not included in the calendar days for the payment period or period of enrollment. The day the student withdrew is counted as a completed day.
For programs measured in clock hours –
(1) The percentage is the total number of clock hours in the payment period or period of enrollment for which assistance is awarded divided into the number of clock hours that are either:

- Completed* by the student in that period as of the day the student withdraws; or
- If the clock hours completed* in the period are not less than 70% of the hours that were scheduled to be completed by the student in the period, the number of clock hours that are scheduled to be completed by the student as of the day the student withdrew in the period are the hours used in the calculation.

*Excused absences will not count as completed hours in the return of Title IV funds calculation. The absences will be classified as scheduled hours that were not completed. See Attendance Requirements.

Number of days/hours completed ÷ Number of days/hours in period = % completed (rounding the third decimal place up if the fourth decimal place is 5 or above)

Return of Unearned SFA Program Funds: The institution must return the lesser of –

- The amount of SFA Program funds that the student does not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA Program grant (not to exceed 50% of the grant) as an overpayment of the grant.

Withdrawal Date/Policy

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

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.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
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>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>Above Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>Below Average</td>
<td>Yes</td>
<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>
<td>Audit</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>CPF</td>
<td>N/A</td>
<td>Credit Previous Training</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
</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 written request to the Campus Director during the enrollment process and prior to the first scheduled class.

The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed competency test. The testing fee is $100.00 per term and is non-refundable.

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>
<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

List program name or degree type – depending on format of institution

Diploma – 108 QCH
Dental Diploma – 99 QCH
Associate of Occupational Studies – 162 QCH

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
How Transfer Credits/Change of Program Affect Satisfactory Academic Progress (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, not withstanding 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:

1. Achieve a minimum GPA of 2.0
2. Complete required competencies and/or Externship
3. 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, 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.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
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 and 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 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 provides 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. The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008

**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.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
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, Ms. Rebecca Matney, Director of Education, Vatterott College, 3850 South Campbell, Springfield, MO 65807 or by phone at 417.831.8116.

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 an 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 Campus 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 Campus Director in writing within 10 days of receiving the decision of the Director of Education.

The Campus Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the Campus 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 compliant about the institution: United States of Department of Education, Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Kansas, 64114-3302, phone number 816-268-0550, telecommunications for the deaf 877-521-2172; ACCSCT (Accrediting Commission of Career Schools and Colleges of Technology), 2101 Wilson Boulevard, Arlington, VA 22201, phone number 703-247-4212; Missouri Department of Higher Education, 2315 Amazonas Drive, phone number 573-751-2361.
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.

Drug-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.

1. 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.

2. 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.

3. Students may request a review of their education records by submitting a written request to the Campus 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.
4. 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 Campus 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.

5. 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 Campus Director within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.

6. 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.

7. 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 Campus 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.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008

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.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
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.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008

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.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
**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 Campus Director. The student must appeal to the Campus 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:

1. 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.
2. 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.
3. 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.
4. The student may also file a complaint directly with the Department of Education at any time. The student may contact the United States Department of Education, Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Kansas, 64114-3302, phone number 816-268-0550, telecommunications for the deaf 877-521-2172.
5. 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 Campus 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.
Vatterott College: Springfield Campus-
Program Offerings

Diploma

Medical Office Assistant
Pharmacy Assistant
Computer-Aided Drafting & Design
Computer Technology
Dental Assistant
Medical Assistant
Legal Assistant
Heating, Air Conditioning and Refrigeration Mechanic

A.O.S. Degree

Computer Aided Drafting Technology
Computer Systems and Network Technology
Pharmacy Technician
Medical Assistant Specialist
Paralegal

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

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

Program Offerings

MEDICAL OFFICE ASSISTANT

DIPLOMA

The objective of this program is designed to prepare the student for entry-level employment as a Medical Office Assistant performing administrative clerical duties or any similar positions within the health care field. All graduates of the Medical Office Assistant program are eligible for registry with the American Medical Technologist (AMT) as a certified Medical Administrative Specialist after passing the AMT examination for medical office assistants.

Admissions Requirement:
High school Diploma or GED

Other Requirements:
• Student must complete a Criminal Background check and Employee Disqualification List check through the State of Missouri prior to enrollment

Curriculum:
The program consists of 60 weeks, 72-quarter credit hours of theory and associated lab in the areas described below. Each 10-week term is equal to 12-quarter credit hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOA-101</td>
<td>Medical Language</td>
<td>12</td>
</tr>
<tr>
<td>MOA-102</td>
<td>Medical Office Basics</td>
<td>12</td>
</tr>
<tr>
<td>MOA-103</td>
<td>Medical Insurance and Accounting</td>
<td>12</td>
</tr>
<tr>
<td>MOA-104</td>
<td>Medical Office Management</td>
<td>12</td>
</tr>
<tr>
<td>MOA-105</td>
<td>Medical Environment</td>
<td>12</td>
</tr>
<tr>
<td>MOA-106</td>
<td>Advanced Computers</td>
<td>12</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 3/2008
PHARMACY ASSISTANT

Diploma

The objective of this program is designed to prepare the student for entry-level employment as a Pharmacy Assistant, performing administrative, clerical or pharmacy assistant duties or any similar positions within the health care field.

Admissions Requirement:
High School Diploma or GED

Other Requirements:
- Student must pass Criminal Background check and EDL check prior to enrollment.
- Missouri State Registered Pharmacy Technician process

Curriculum:
The program consists of 60 weeks, 72-quarter credit hours of theory and associated lab in the areas described below. Each 10-week term is equal to 12-quarter credit hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT-101</td>
<td>Medical Language</td>
<td>12</td>
</tr>
<tr>
<td>PT-102</td>
<td>Medical Office Basics</td>
<td>12</td>
</tr>
<tr>
<td>PT-103</td>
<td>Ethics and Billing</td>
<td>12</td>
</tr>
<tr>
<td>PT-104</td>
<td>Pharmaceutical Office Management</td>
<td>12</td>
</tr>
<tr>
<td>PT-105</td>
<td>Pharmaceutical Career Planning</td>
<td>12</td>
</tr>
<tr>
<td>PT-106</td>
<td>Advanced Computers</td>
<td>12</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72

COMPUTER AIDED DRAFTING & DESIGN

Diploma

The objective of this program is designed to give students the skills needed to meet the employment needs of employers requiring drafting and drawing skills. Students graduating from this program will obtain the necessary skills for entry-level employment as a CAD operator.

Admission Requirement:
High School diploma or GED.

Curriculum:
The program consists of 60 weeks, 72-quarter credit hours of theory and associated lab in both the day and evening programs. Each 10-week phase is equal to 12-quarter credit hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD-101</td>
<td>Introduction to AutoCAD and Basic Computers</td>
<td>12</td>
</tr>
<tr>
<td>CAD-102</td>
<td>Residential Architecture (CAD)</td>
<td>12</td>
</tr>
<tr>
<td>CAD-103</td>
<td>Mechanical and Piping (CAD)</td>
<td>12</td>
</tr>
<tr>
<td>CAD-104</td>
<td>3D</td>
<td>12</td>
</tr>
<tr>
<td>CAD-105</td>
<td>Commercial Architecture (CAD)</td>
<td>12</td>
</tr>
<tr>
<td>CAD-106</td>
<td>Civil/Structural (CAD)</td>
<td>12</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 3/2008
COMPUTER TECHNOLOGY

DIPLOMA

The objective of this program is designed to meet the ever-increasing need for trained computer service personnel. A graduate from this program will be able to work at an entry-level position in the computer technology field upgrading, configuring, or repairing PC's or in network installation, maintenance and support roles.

**Admission Requirements:**
High School diploma or GED.

**Curriculum:**
This course consists of 60 weeks, 72-quarter credit hours of theory and associated lab instruction in the areas described below. Each 10-week phase is equal to 12-quarter credit hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT-101</td>
<td>Software Support</td>
<td>12</td>
</tr>
<tr>
<td>CT-102</td>
<td>Hardware Support</td>
<td>12</td>
</tr>
<tr>
<td>CT-103</td>
<td>Data Communications</td>
<td>12</td>
</tr>
<tr>
<td>CT-104</td>
<td>Advanced Hardware Support</td>
<td>12</td>
</tr>
<tr>
<td>CT-105</td>
<td>Advanced Operating Systems</td>
<td>12</td>
</tr>
<tr>
<td>CT-106</td>
<td>Advanced Data Communications</td>
<td>12</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 3/2008

DENTAL ASSISTANT

DIPLOMA

The objective of this program is designed to give students the skills needed to meet the employment needs of the modern dental office and will prepare the graduate with theory and working knowledge of dental assisting. Graduates from this program will obtain the skills to acquire entry-level employment as a dental assistant. All graduates of the Dental Assistant program are eligible for registry with the American Medical Technologist (AMT) as a Registered Dental Assistant after passing the AMT examination for dental assistants.

**Admissions Requirements:**
High school diploma or GED.

**Other Requirements:**
Begin Hepatitis B series before externship
Student must complete a Criminal Background check and Employee Disqualification List. Check through the State of Missouri prior to enrollment

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
Curriculum:
The program consists of 40 weeks, 66-quarter credit hours, and is offered in the day program only. Each term is 10 weeks in length. Each 10-week phase is equal to 18 quarter credit hours and the externship phase is equal to 12-quarter credit hours. Students attend class from 8:30 A.M. to 3:00 P.M. Monday through Thursday during the first 10 weeks. During the first and second ten week phase the student will shadow in area dental offices during times to be specified. In Phase four, during specified weeks, the students will participate in full-time externships in area dental offices for a total of 256 hours, Monday through Thursday, 8 hours per day. Students will be CPR certified prior to their externship. During the last week, students will be in the classroom for finals and RDA testing. Throughout the course students will take field trips and also be exposed to a series of guest speakers. Students must satisfactorily complete 256 hours of externship as well as meet the requirements of graduation in order to receive a diploma.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA-101</td>
<td>Introduction to Dental Assisting</td>
<td>18</td>
</tr>
<tr>
<td>DA-102</td>
<td>Dental Specialties and Procedures</td>
<td>18</td>
</tr>
<tr>
<td>DA-103</td>
<td>Dental Office Management and Procedures</td>
<td>18</td>
</tr>
<tr>
<td>DA-104</td>
<td>Dental Externship</td>
<td>12</td>
</tr>
</tbody>
</table>

| Total Number of Quarter Credit Hours Required for Graduation 66 |

MEDICAL ASSISTANT

DIPLOMA

The objective of this program is designed to prepare the student for an entry-level position as a medical assistant performing the medical procedures, lab techniques and front office duties. All graduates of the Medical Assistant program are eligible for registry with American Medical Technologist (AMT) as a Registered Medical Assistant after passing the AMT examination for medical assistants.

Admissions Requirement:
High School Diploma or GED

Other Requirements:
Student must complete a Criminal Background check and Employee Disqualification List check through the State of Missouri prior to enrollment. Begin Hepatitis B Shot series and complete a Tuberculosis skin test prior to beginning externship.
Curriculum:
The program consists of 60 weeks, 72-quarter credit hours of theory and associated lab work in the areas of Medical Assisting. Each 10 week term is equal to 12-quarter credit hours. Externships with area Doctors' Offices will take place during the sixth phase, which is 8 weeks in length. Externships help prepare students for the actual physician's office or clinical environment. Hours for externships are subject to the independent Doctor's office in which externship is taking place. A student must complete 320 externship hours satisfactorily, Monday through Friday, 8 hours per day, and meet school graduation requirements in order to be eligible to earn a diploma.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA-101</td>
<td>Medical Language</td>
<td>12</td>
</tr>
<tr>
<td>MA-102</td>
<td>Medical Office Basics</td>
<td>12</td>
</tr>
<tr>
<td>MA-103</td>
<td>Medical Office Management</td>
<td>12</td>
</tr>
<tr>
<td>MA-104</td>
<td>General Patient Care</td>
<td>12</td>
</tr>
<tr>
<td>MA-105</td>
<td>Medical Procedures</td>
<td>12</td>
</tr>
<tr>
<td>MA-106</td>
<td>Externship</td>
<td>12</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72

LEGAL ASSISTANT

DIPLOMA

The objective of this program is designed to prepare graduates to work in entry-level positions as a legal assistant or legal secretary under the supervision of attorneys engaged in private practices or corporate legal departments.

Admissions Requirements
High School diploma or GED.

Curriculum:
The program consists of 60 weeks, 72-quarter-credit hours of theory and associated lab in the legal assistant curriculum. Each 10-week phase is equal to 12-quarter credit hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA-101</td>
<td>Introduction to Law Applications</td>
<td>12</td>
</tr>
<tr>
<td>LA-102</td>
<td>Introduction to Legal Environment</td>
<td>12</td>
</tr>
<tr>
<td>LA-103</td>
<td>Business Law and Ethics</td>
<td>12</td>
</tr>
<tr>
<td>LA-104</td>
<td>Family Law and Estate Administration</td>
<td>12</td>
</tr>
<tr>
<td>LA-105</td>
<td>Bankruptcy and Employment Law</td>
<td>12</td>
</tr>
<tr>
<td>LA-106</td>
<td>Trial Preparation and Office Administration</td>
<td>12</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72
HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANIC

DIPLOMA

Objective:
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 will be eligible to complete the EPA Section 608 Technician Certification to obtain Universal Certification after passing the examination.

Admissions Requirements:
High School Diploma or GED.

Curriculum:
The program consists of 60 weeks, 72-quarter credit hours of heating, air conditioning, and refrigeration theory and associated lab work in the areas described below. Each 10-week phase is equal to 12-quarter credit hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC-101</td>
<td>Electricity Fundamentals</td>
<td>12</td>
</tr>
<tr>
<td>HVAC-102</td>
<td>Refrigeration Fundamentals</td>
<td>12</td>
</tr>
<tr>
<td>HVAC-103</td>
<td>Air Conditioning</td>
<td>12</td>
</tr>
<tr>
<td>HVAC-104</td>
<td>Heating</td>
<td>12</td>
</tr>
<tr>
<td>HVAC-105</td>
<td>Commercial HVAC</td>
<td>12</td>
</tr>
<tr>
<td>HVAC-106</td>
<td>Commercial Refrigeration</td>
<td>12</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 3/2008

COMPUTER AIDED DRAFTING TECHNOLOGY

ASSOCIATE OF OCCUPATIONAL STUDIES A.O.S.

The objective of the Computer Aided Drafting Technology Program (CAD) is designed to equip the students with the skills needed to meet the employment requirements of an entry-level CAD operator with knowledge of project management, CAD customization and CAD as it applies to the mechanical, architectural and civil/structural fields. The CAD curriculum is certified by the American Design Drafting Association at the Design Drafter level.

Admissions Requirement:
High School Diploma or GED.
Curriculum:
The program consists of 90 weeks, 94.5-quarter credit hours of Computer-Aided Drafting theory and associated lab and 13.5 quarter credit hours of Applied General Education instruction for a total of 108 quarter credit hours, in the areas listed below. Each 10-week phase is equal to 12-quarter credit hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD-101</td>
<td>Introduction to AutoCad and Basic Computers</td>
<td>12</td>
</tr>
<tr>
<td>CAD-102</td>
<td>Residential Architecture (CAD)</td>
<td>12</td>
</tr>
<tr>
<td>CAD-103</td>
<td>Mechanical and Piping</td>
<td>12</td>
</tr>
<tr>
<td>CAD-104</td>
<td>3D</td>
<td>12</td>
</tr>
<tr>
<td>CAD-105</td>
<td>Commercial Architecture (CAD)</td>
<td>12</td>
</tr>
<tr>
<td>CAD-106</td>
<td>Civil/Structural (CAD)</td>
<td>12</td>
</tr>
<tr>
<td>CAD-201</td>
<td>Advanced Computer Aided Drafting</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-204</td>
<td>Critical Thinking in the Workplace</td>
<td>4.5</td>
</tr>
<tr>
<td>CAD-202</td>
<td>Technical Design</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-205</td>
<td>Writing for the Professions</td>
<td>4.5</td>
</tr>
<tr>
<td>CAD-203</td>
<td>Project Management and Development</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-206</td>
<td>Skills for Successful Communication</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.

The objective of this program is designed to meet the ever-increasing need for trained Computer Service Personnel. A graduate from this program will be able to work at an entry-level position in the computer technology field upgrading, configuring, or repairing PC's or in network installation, maintenance and support roles.

Admission Requirements:
High School Diploma or GED.

Curriculum:
This course consists of 90 weeks, 94.5-quarter credit hours in theory and associated lab instruction and 13.5 quarter credit hours in Applied General Education instruction for a total of 108 quarter credit hours, in both day and evening classes. Each 10-week phase is equal to 12-quarter credit hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT-101</td>
<td>Software Support</td>
<td>12</td>
</tr>
<tr>
<td>CT-102</td>
<td>Hardware Support</td>
<td>12</td>
</tr>
<tr>
<td>CT-103</td>
<td>Data Communications</td>
<td>12</td>
</tr>
<tr>
<td>CT-104</td>
<td>Advanced Hardware Support</td>
<td>12</td>
</tr>
<tr>
<td>CT-105</td>
<td>Advanced Operating Systems</td>
<td>12</td>
</tr>
<tr>
<td>CT-106</td>
<td>Advanced Data Communications</td>
<td>12</td>
</tr>
<tr>
<td>CT-201</td>
<td>Windows Network Security</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-204</td>
<td>Critical Thinking in the Workplace</td>
<td>4.5</td>
</tr>
<tr>
<td>CT-202</td>
<td>Windows Networking Topology</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-205</td>
<td>Writing for the Professions</td>
<td>4.5</td>
</tr>
<tr>
<td>CT-203</td>
<td>Advanced Networking Management</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-206</td>
<td>Skills for Successful Communication</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation 108**

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
PHARMACY TECHNICIAN

ASSOCIATE OF OCCUPATIONAL STUDIES A.O.S.

The objective of this program is to prepare the student for entry-level employment as a Pharmacy Technician. Pharmacy Technicians assist pharmacists with technical tasks. Pharmacy Technicians are employed by independent pharmacies, chain pharmacies, hospital and long-term health care organizations, pharmaceutical divisions and manufacturers.

Admissions Requirement:
High School Diploma or GED

Other Requirements:
Student must pass a Criminal Background check and Employee Disqualification List check through the State of Missouri Registered Pharmacy Technician process prior to enrollment.

Curriculum:
This program consists of ninety (90) weeks, 94.5-quarter credit hours of theory and associated lab instruction, as well as 13.5-quarter credit hours of Applied General Education, for a total of 108 quarter credit hours, in the areas described below. Each 10-week term is equal to 12-quarter credit hours. Externships with area pharmacy offices will take place during the ninth phase, which are 8-weeks in length. A student must complete 320 externship hours satisfactorily, Monday – Friday, 8 hours per day, and meet graduation requirements in order to be eligible to earn an A.O.S. degree. Hours of Externships are subject to the pharmacy in which extern takes place.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT-101</td>
<td>Medical Language</td>
<td>12</td>
</tr>
<tr>
<td>PT-102</td>
<td>Medical Office Basics</td>
<td>12</td>
</tr>
<tr>
<td>PT-103</td>
<td>Ethics and Billing</td>
<td>12</td>
</tr>
<tr>
<td>PT-104</td>
<td>Pharmaceutical Office Management</td>
<td>12</td>
</tr>
<tr>
<td>PT-105</td>
<td>Pharmaceutical Career Planning</td>
<td>12</td>
</tr>
<tr>
<td>PT-106</td>
<td>Advanced Computers</td>
<td>12</td>
</tr>
<tr>
<td>PT-201</td>
<td>Medical Ethics, Inventory and Cost Control</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-204</td>
<td>Critical Thinking in the Workplace</td>
<td>4.5</td>
</tr>
<tr>
<td>PT-202</td>
<td>Medical Dosages and Pharmaceutical Calculations</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-205</td>
<td>Writing for the Professions</td>
<td>4.5</td>
</tr>
<tr>
<td>PT-203</td>
<td>Pharmacy Technician Externship</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-206</td>
<td>Skills for Successful Communication</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108
MEDICAL ASSISTANT SPECIALIST

ASSOCIATE OF OCCUPATIONAL STUDIES A.O.S.

The objective of this program is designed to prepare the student for an entry-level position as a Medical Assistant performing the medical procedures, lab techniques and front office duties. Students graduating from this program will have the necessary skills to obtain employment in the administrative or clinical areas within the field. All graduates of the Medical Assistant Specialist degree program are eligible for registry with American Medical Technologist (AMT) as a Registered Medical Assistant (RMA) and as a Registered Phlebotomy Technician (RPT) after passing the AMT certification examinations in these topics.

Admissions Requirement:
High School Diploma or GED

Other Requirements:
Student must complete a Criminal Background check and Employee Disqualification List check through the State of Missouri prior to enrollment. Begin Hepatitis B Shot series before externship. Complete a Tuberculosis skin test prior to externship.

Curriculum:
The program consists of 90 weeks, 94.5-quarter credit hours of theory and associated lab work in the areas of Medical Assisting and 13.5-quarter credit hours of Applied General Education instruction in the areas described below for a total of 108 quarter credit hours. Each 10 week term is equal to 12-quarter credit hours. Externships with area Doctors’ Offices will take place during the sixth phase, which is 8 weeks in length. Externships help prepare students for the actual physician’s office or clinical environment. Hours for externships are subject to the independent Doctor’s office in which externship is taking place. A student must complete 320 externship hours satisfactorily, Monday through Friday, 8 hours per day, and meet school graduation requirements, in order to be eligible to earn an A.O.S. Degree.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA-101</td>
<td>Medical Language</td>
<td>12</td>
</tr>
<tr>
<td>MA-102</td>
<td>Medical Office Basics</td>
<td>12</td>
</tr>
<tr>
<td>MA-103</td>
<td>Medical Office Management</td>
<td>12</td>
</tr>
<tr>
<td>MA-104</td>
<td>General Patient Care</td>
<td>12</td>
</tr>
<tr>
<td>MA-105</td>
<td>Medical Procedures</td>
<td>12</td>
</tr>
<tr>
<td>MA-106</td>
<td>Externship</td>
<td>12</td>
</tr>
<tr>
<td>MA-201</td>
<td>Advanced Medical Specialties</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-204</td>
<td>Critical Thinking in the Workplace</td>
<td>4.5</td>
</tr>
<tr>
<td>MA-202</td>
<td>Advanced Medical Procedures</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-205</td>
<td>Writing for the Professions</td>
<td>4.5</td>
</tr>
<tr>
<td>MA-203</td>
<td>Advanced Computers</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-206</td>
<td>Skills for Successful Communication</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
The objective of this paralegal curriculum is designed to prepare graduates to work under attorney supervision in private practices or corporate legal departments. Students graduating from this program will fulfill entry-level roles of a paralegal in the law office.

Admissions Requirements
High School Diploma or GED.

Curriculum:
The program consists of 90 weeks, 94.5-quarter credit hours of theory and associated lab and 13.5-quarter credit hours of applied general education for a total of 108 quarter credit hours. Each 10-week phase is equal to 12-quarter credit hours. Externships with area law offices will take place during the ninth phase, which is 8 weeks in length. Externships help prepare students for the actual law office or legal environment. Hours for externships are subject to the independent law office or environment in which an externship is taking place. A student must complete 320 externship hours satisfactorily, Monday through Friday, 8 hours per day, and meet school graduation requirements, in order to be eligible to earn an A.O.S. Degree.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA-101</td>
<td>Introduction to Law Applications</td>
<td>12</td>
</tr>
<tr>
<td>LA-102</td>
<td>Introduction to Legal Environment</td>
<td>12</td>
</tr>
<tr>
<td>LA-103</td>
<td>Business Law and Ethics</td>
<td>12</td>
</tr>
<tr>
<td>LA-104</td>
<td>Family Law and Estate Administration</td>
<td>12</td>
</tr>
<tr>
<td>LA-105</td>
<td>Bankruptcy and Employment Law</td>
<td>12</td>
</tr>
<tr>
<td>LA-106</td>
<td>Trial Preparation and Office Administration</td>
<td>12</td>
</tr>
<tr>
<td>LA-201</td>
<td>Introduction to Paralegal Procedures</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-204</td>
<td>Critical Thinking in the Workplace</td>
<td>4.5</td>
</tr>
<tr>
<td>LA-202</td>
<td>Alternative Law Areas</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-205</td>
<td>Writing for the Professions</td>
<td>4.5</td>
</tr>
<tr>
<td>LA-203</td>
<td>Paralegal Externship</td>
<td>7.5</td>
</tr>
<tr>
<td>AGE-206</td>
<td>Skills for Successful Communication</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation: 108
Course Descriptions

AGE 204: Critical Thinking in the Workplace
4.5 Quarter Credit Hours

This class will introduce the students to the components of thinking with an emphasis on critical and creative thinking skills. Students will apply critical and creative thinking principles in activities through which they can explore and expand their abilities in solving everyday problems encountered in management, decision-making, working and living.

AGE 205: Writing for the Professions
4.5 Quarter Credit Hours

In this course, students will practice and improve their basic writing skills, focusing on writing letters, conveying information, explaining procedures, writing short reports, and making requests. Through practice, students will have the opportunity to improve their basic written communication skills to write clearly and correctly. Students practice writing in each class, using familiar topics to learn clear and understandable written expression.

AGE 206: Skills for Successful Communication
4.5 Quarter Credit Hours

This course will teach students to be efficient and effective lifetime learners. The student will be introduced to solutions to common obstacles facing the 21st century learner. Included are advanced skills in communication techniques such as: listening, researching, and note taking and writing, to enhance successful communication. In addition, students will have the opportunity to find, apply, and interview for a job using resources such as libraries, the Internet, placement centers and networking.
CAD 101: Introduction to AutoCAD and Basic Computers
10 Weeks/12 Quarter Credit Hours

Students will be introduced to the fundamental applications of Computer Aided Design (CAD). All of the design projects in this course will be produced using AutoCAD. Areas covered in this course will include: basic drafting and design principles, technical math, and trigonometry.

- Sketching, Lettering, and Lines
- Windows Operating System
- Multiviews-Orthographic Projection
- File Management
- Sections, Resolutions, and Conventional Breaks
- AutoCAD Commands
- Auxiliary Views and Detail Drawings
- Attributes
- Dimensioning
- Mechanical Drawings
- Drafting Terms
- Coordinate System
- Mathematics, including right angle, trigonometry, and algebra

CAD 102: Residential Architecture (CAD)
10 Weeks/12 Quarter Credit Hours

Students will complete a set of originally designed residential construction drawings and develop an understanding of construction methods, materials and terminology relative to residential architecture.

- Codes
- Building Materials
- Electrical Plans
- Foundation Plans
- Room Planning
- Sections & Details
- Floor Plans
- Stair Design
- Site Orientation
- Elevations
- HVAC Plans
- Building Materials
- Plumbing Plans
CAD 103: Mechanical and Piping (CAD)
10 Weeks/12 Quarter Credit Hours

The student will complete a set of mechanical working drawings of various machine parts and have an understanding of manufacturing methods. The student will also learn pipe drafting; learn basic fundamentals, components, and appropriate symbols. The student will also learn math skills in trigonometry, algebra, and geometry.

- Gear Drawings
- Assembly Drawings
- Steel
- Plastics
- Casting
- CAM Drawings
- Isometric Piping
- Working Drawings
- Schematics
- Detail Drawings
- Welding Drawings
- Threads/Fasteners

CAD 104: 3D
10 Weeks/12 Quarter Credit Hours

The Student will learn to create and modify 3D models and solids using AutoCAD.

- Overview
- User Interface
- Viewing and Navigating
- 3D workspace
- Basic Objects
- 3D Objects
- Boolean Operations
- UCS
- Basic Rendering
- Primitives
- Visualization and Navigation

CAD 105: Commercial Architecture (CAD)
10 Weeks/12 Quarter Credit Hours

Students will complete a set of originally designed commercial construction drawings and an understanding of construction methods, material and terminology relative to commercial architecture.

- Framing Methods
- Plumbing
- Wall Construction
- HVAC
- Floor Plans
- Section & Details
- Load Calculations
- Elevations
- ADA Requirements
- Electrical Plans
- Building Materials
- Code Requirements

CAD 106: Civil/Structural (CAD)
10 Weeks/12 Quarter Credit Hours

Students will prepare civil and structural drawings for residential and commercial applications and develop an understanding of construction methods, materials, and terminology relative to the civil and structural fields.

- Legal Descriptions
- Structural Steel Framing Plans
- Gathering of Survey Information
- Structural Steel Connections
- Contour Maps
- Precast Concrete
- Profiles
- Surveying

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
**CAD 201: Advanced Computer Aided Drafting**  
*10 Weeks/7.5 Quarter Credit Hours*

Throughout this course students will be introduced to the basics of the MEP (mechanical, electrical, and plumbing) field as it relates to the architectural design of buildings using Autodesk Architectural Desktop, and to the basics of parametric part design and 3D modeling as it relates to the design/modeling of parts in the mechanical industry using Autodesk Inventor.

- Autodesk Mechanical Desktop
- Autodesk Architectural Desktop
- Autodesk Inventor
- Autodesk Revit Building
- Parametric Part Design
- MEP Design Basics

**CAD 202: Technical Design**  
*10 Weeks/7.5 Quarter Credit Hours*

Throughout this phase the students will be introduced to a new graphic design environment using Adobe Illustrator. Skills developed will be applicable to the graphic design industry as it relates to advertising and product promotion.

- Adobe Illustrator Basics
- Layout and Design of Letterhead
- Creating Promotional Graphics/Flyers

- Designing Company Logos
- Developing Animated Characters
- Designing Business Cards

**CAD 203: Project Management and Development**  
*10 Weeks/7.5 Quarter Credit Hours*

Throughout this course students will be instructed how to draw, estimate, plan, schedule, and present construction/manufacturing projects. This will help prepare the student for the types of situations encountered on the job. This phase will be divided into two optional sections of study geared for architectural or industrial drafting. The student will choose the emphasis of their program based on their personal interest.

- Microsoft Office Concepts
- Drawing Project
- Excel
- Product Cut Sheets
- Access
- Resume Development
- Power Point Presentations
- Spreadsheets and Project Management
- Project Estimating
- Project Planning
- Project Scheduling
- Customization of AutoCAD

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
CT 101: Software Support  
10 Weeks/12 Quarter Credit Hours

Students will become familiar with installing, understanding, managing and troubleshooting all major operating systems from a Command Line and a Graphical User Interface environment.

- Windows 9x/Me
- Managing Memory
- Windows NT/2000/XP
- Supporting Hard Drives
- MAC OS
- Windows on a Network
- UNIX/Linux
- Windows on the Internet
- Boot Process and Command Line
- Error Messages and Their Meanings

This course will help the student to prepare for the A+ certification examination.

CT 102: Hardware Support  
10 Weeks/12 Quarter Credit Hours

Students will understand the hardware, firmware, troubleshooting, and maintenance fundamentals of personal computers and their components.

- Electricity and Power Supplies
- Modems
- Motherboards
- Network Drives
- Managing Memory
- Notebooks, Laptops, & Tablet PCs
- Floppy Drives
- PDAs
- Hard Drives
- Printers
- I/O Devices
- SCSI Devices
- Multimedia
- PC Disassembly & Assembly
- Mass Storage Devices
- Troubleshooting Practice Labs

This course will help the student prepare for the A+ certification examination.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
CT 103: Data Communications
10 Weeks/12 Quarter Credit Hours

Students will learn the essentials of digital data communications and communications systems. Introduction to Internet usage is also covered.

Networking Hardware:
10-Base-T Networking
100-Base-TX Networking
Network Interface Cards
Modem Hardware and Standards
Category 5 Cabling
Network Design
Concentrator/switch/Router Basics

Networking Technologies and Concepts:
The OSI Model
Ethernet
Token Ring Concepts
10-Base-T, 10-Base-2, 100-Base-TX
Cabling and Troubleshooting
Topologies
Terminal Software
Hayes AT-Codes
Novell Netware 5.0/5.1 Server Installation and Management

Internet Concepts:
World Wide Web
HTML Basics
Intranet Basics
Overview of Website design
Domain Name Server
I/P Addressing Overview

CT 104: Advanced Hardware Support
10 Weeks/12 Quarter Credit Hours

The student will learn the concepts of basic electricity, electronics, and soldering. They will also learn advanced maintenance and troubleshooting of PCs, monitors, and printers, as well as learning customer service skills.

Safety
Printed Circuits
Conductors, Semi Conductors, Insulators
Integrated Circuits
Sources & Characteristics of Electricity
Power Supplies
Soldering Theory and Practice
Digital Fundamentals
Resistors
Series & Parallel Circuits
Capacitors
Measuring Voltage, Current & Resistance
Diodes
Monitors
Printers
Transistors
Customer Service
Transformers
Electronic Test Instruments
Advanced PC Troubleshooting Labs
CT 105: Advanced Operating Systems  
10 Weeks/12 Quarter Credit Hours

Students will learn implementation, installation, and advanced configuration of operating systems; Windows 9x, Windows 2000 and Windows XP, troubleshooting, and maintenance. This term will help prepare the student for taking part of the A+ Certification –OS Technologies Exam.

- Windows 9X installation and Dual boot installs
- Installing and Deployment of Windows 2000/XP
- Windows 2000/XP Considerations

- System Compatibilities
- System Management

- Windows Registry/Ini Files
- Implementing and Administration of Resources
- Managing, Monitoring and Troubleshooting hardware devices and drivers

CT 106: Advanced Data Communications  
10 Weeks/12 Quarter Credit Hours

Students will learn set-up of Linux and Wireless networks. Physical design and layout, management of users and troubleshooting of different network configurations.

- Basic LAN Concepts
- Linux
- System Planning
- Installations
- Operations
- System Administrator Roles & Tasks
- System Resource Management

- System Logging
- Creating Scripts & Automated Procedures
- Printing and Backup Systems
- Shell and Text Files
- Graphical Systems

- Wireless (WLANS)
- Wireless LAN Fundamentals
- Building and Securing WLAN
- Installing/Configuring Managing Cisco Aironet
- Installing/Configuring Managing 3COM AirConnect
- Network Settings
- Troubleshooting
CT 201: Windows Network Security
10 Weeks/7.5 Quarter Credit Hours

Students will learn the fundamentals behind network security and learn to identify network security threats along with technology weaknesses and hacking techniques. Students will also be given detailed classes on the use of authentication to include, Kerberos, Digital Certificates and Biometrics.

- Security Overview
- Hacking Techniques
- Creating a Secure Network Strategy
- Web Security
- Kerberos
- Security Devices
- Security Tokens
- Network Security Topologies
- Biometrics
- Intrusion Detection
- Attacks and Malicious Code
- Cryptography
- Disaster recovery

CT 202: Windows Networking Topology
10 Weeks/7.5 Quarter Credit Hours


- Client/Server Configuration/Implementation
- Web Server Design/Setup/Operations
- Network Topology and Design
- File Server Setup/Design
- Network Troubleshooting
- ISDN Overview and Operations
- Network Security Fundamentals
- Switch Configurations and Setup
- LABS (Construction and setup of your own working Network Client/Server/Web Server)
CT 203: Advanced Networking Management
10 Weeks/7.5 Quarter Credit Hours
Students will learn to support and configure company size network architectures. Students will plan for network disaster recovery of server data. Students will prepare for the Microsoft Windows Server 2003 Active Directory & Network Infrastructure MCP certification exam. Students will have labs and lectures on network planning and active directory implementation that focus on advanced network construction and design. Students will have hands-on projects allowing skills to be practiced as they are learned.

Server planning \ Domain Controller implementation
Server Power and Rack Installation
Hard Disk Interfaces and RAID
Disaster Planning
Configuring a Network Operating System
LAN, WAN, MAN basics
Network Operating System Services and Applications
Network security operations
Performance Monitoring and Optimization
Advanced IIS Functions Operations
Advanced Network construction/Setup/Operations
Active Directory management

DA 101: Introduction to Dental Assisting
10 Weeks/18 Quarter Credit Hours
This course is to introduce the student to the dental profession. The student will learn basic dental anatomy, dental instruments, charting, chair side assisting, dental radiology, beginning dental vocabulary, and dental terminology. The student will also be introduced to basic lab procedures and radiography skills.

Introduction to the Dental Profession
Beginning Dental Vocabulary and Terminology
Basic Dental Anatomy
Introduction to Dental Charting
Dental Instruments
Basic Dental Materials
Ethics and Legal Considerations
Basic Microbiology and Pharmacology
Basic Chair side Assisting
Laboratory Procedures
Dental Radiology

DA 102: Dental Specialties and Procedures
10 Weeks/18 Quarter Credit Hours
Students will focus training efforts towards the various dental specialties during this training term. The student will enhance skills in infection control, lab procedures, radiology procedures, chairside assisting and continue to use dental terminology as it relates to the profession.

Dental Vocabulary and Terminology
Dental Specialties
Basic Chairside Assisting
Laboratory Procedures
Dental Radiography
Head and Neck Anatomy
Infection Control
Intermediate Dental Charting

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
DA 103: Dental Office Management and Procedures  
10 Weeks/18 Quarter Credit Hours

Students will learn the concepts of dental office management and procedures. Using word processing, students will create a resume in the introduction to computer course. A focus on job interviewing techniques and job readiness will also be covered. The student will enhance skills in infection control, dental charting, chairside assisting, radiography, and lab procedures, and continued use of dental terminology and anatomy as it relates to the profession.

Dental Office Management & Procedures  
Advanced Dental Charting  
Laboratory Procedures  
Dental Radiography  
Resumes and Interviews  
Infection Control and OSHA  
Intro to Computers

DA 104: Dental Externship  
10 Weeks/12 Quarter Credit Hours

Week 1, the student will be in a classroom setting completing laboratory check-off procedures in preparation for externship. Weeks 2 through 9, the student will complete an 8-week (256-hour, four-day week, 8 hours per day) externship. Week 10, the student returns to a classroom setting for final review, preparation and final exam.

Basic Skills testing (Week 31)  
Externship (Week 32 – 39)  
Finals (Week 40)

HVAC 101: Electricity Fundamentals  
10 weeks/12 Quarter Credit Hours

Students will understand electricity theory as it applies to heating and air conditioning.

- Introduction to Electricity  
- Alternating Current Fundamentals  
- Schematic and Pictorial Diagrams  
- Controls and Loads  
- Motors and Motor Protection  
- Series and Parallel Circuits  
- Troubleshooting and Capacitors  
- Electric Meters and Uses  
- Electrical Components and Symbols  
- Troubleshooting Electric Circuits  
- Ohm’s Law  
- Electronic Devices and Circuits

HVAC 102: Refrigeration Fundamentals  
10 weeks/12 Quarter Credit Hours

Students will understand the refrigeration cycle and its basic components, in addition to principles of installing and troubleshooting basic problems.

- Introduction to Air Conditioning & Refrigeration Cycle  
- Recover, Recycling, and Reclaiming  
- Refrigeration Components  
- Saturation Temperature versus Pressure  
- Metering Components  
- Refrigeration Accessories  
- Soldering and Brazing  
- Flaring and Swagging  
- Dehydration-Evacuation-Charging  
- Cycle Controls

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
HVAC 103: Air Conditioning
10 weeks/12 Quarter Credit Hours

Students will understand air properties, load calculations, and how to check and troubleshoot refrigeration and electrical problems on air conditioning equipment.

Psychrometrics
Charging, Recovery, Recycling & Reclamation
Installation
Split System Troubleshooting
Heat Pump Theory and Components
Residential Load Calculations
Charging Procedures
Duct Sizing and Design
Wiring Diagrams

HVAC 104: Heating
10 weeks/12 Quarter Credit Hours

Students will be able to troubleshoot combustion and electrical problems in fossil fuel equipment, and will understand the theories and principles of condensing furnaces.

Condensing Furnaces
Principles of Combustion
Furnace Components and Piping Installation
Gas Heat and Combustion Principles
Gas Controls
Oil and Electrical Heat
Troubleshooting all Heat Systems
Hydronic Heat
Venting of Furnaces
Safety Controls
Wiring Diagrams

HVAC 105: Commercial HVAC
10 weeks/12 Quarter Credit Hours

Students will understand compressor components, capacity control, methods of unloading, electronic air cleaning principles and compressor troubleshooting theory.

Preventing Compressor Failure
Uploaders & Capacity Control
Commercial Compressor 06D, 06E
Compressors Failure
Sheet Metal Fabrication and Layout
Rooftop Installation
Three Phase Equipment
Wiring Diagrams

HVAC 106: Commercial Refrigeration
10 weeks/12 Quarter Credit Hours

Students will understand the operation and components of commercial refrigeration, freezers, ice-making equipment and different temperature walk-in boxes.

Walk-In Boxes
Refrigerant Retrofitting
Reach in Coolers
Refrigerant and Refrigerant Oils
Reach in Freezers
Dehydration
Refrigerant Piping
Expansion Valves
Compressor Design, Application & General Service
Ice Machines
Charging and Recovery
Defrost Cycle
Controls of Commercial Refrigeration Equipment
Part Load
Wiring Diagrams

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
LA 101: Introduction to Law Applications  
10 weeks/12 Quarter Credit Hours

The course will familiarize the student with word processing features and operations pertinent to the legal environment. A project-based approach to mastering word processing through text formatting, document processing, page numbering, section breaks, mail merge, tables and sorting, along with styles, forms and working with templates will be used. The focus of customer service, social, intellectual and self-management skills will be taught. Stress, time and goal management, problem solving and developing healthy working relationships will be a focus. Keyboarding teaches students to operate the keyboard by touch and begin development of acceptable industry standards and accuracy levels. This course provides a foundation of written and verbal opportunities to use the eight parts of speech, which constitutes the building blocks of the English language. An understanding of the mechanics of style using punctuation and grammar are also covered. The course provides a foundation of mathematical skills needed in the legal field.

Career Management for the Paralegal Professional  
Introduction to Word Processing and Keyboarding  
Communication Fundamentals  
Math Applications

LA 102: Introduction to Legal Environment  
10 weeks/12 Quarter Credit Hours

This course provides an introduction to legal words, definitions, pronunciation and usage. The legal system and an overview of legal practice will be introduced. Students will be introduced to their role and responsibilities in case management and file preparation.

Legal Terminology and Theories  
Case File Preparation  
Case Management

LA 103: Business Law and Ethics  
10 weeks/12 Quarter Credit Hours

Students will understand how each type of law is formed, applied and how it affects everyday life. Federal law and relevant Missouri law will be a primary focus. Research will emphasize the process of finding and using primary sources to give the hands-on experience completing legal research exercises by using legal encyclopedias, digests, reports, cases, constitution, statutes, court rules, administrative law and a short introduction to the Internet as a legal research tool. The principles and standards of law professionals will be introduced. Keyboarding will continue to build the student’s level of keyboard operation by touch and reinforce development of acceptable industry standards and accuracy levels.

Business Law  
Legal Research  
Business Ethics  
Keyboarding

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
LA 104: Family Law and Estate Administration  
10 weeks/12 Quarter Credit Hours

Focus will be given to family law in regard to principles that define relationships, rights and duties within the family units of the diversity of family law, as well as the roles of the attorney and paralegal team within it. Application of duties toward drafting a will or trust or assisting with the administration of a decedent’s estate will be provided and the distinction and methods between probate and estate administration will be learned. An introduction to computers and their role in timekeeping, billing, case management, docket control, the Internet, computer assisted research and CD ROM legal databases will be applied through computerized legal research. Keyboarding will continue to build the student’s level of keyboard operation by touch and reinforce development of acceptable industry standards and accuracy levels. Criminal procedure and practical dimensions of the criminal justice process will be emphasized.

Family Law  
Computerized Legal Research  
Estate Planning and Probate  
Keyboarding  
Criminal Law

LA 105: Bankruptcy and Employment Law  
10 weeks/12 Quarter Credit Hours

An overview of bankruptcy law and the rules of procedure that guide and control the law of bankruptcy, as well as application in performing bankruptcy tasks that are common in actual practice will be provided. Students will receive introduction and apply it to documents related to litigation, probate, wills, family law, contracts, real estate, and other legal documents with correct formatting procedures. A study of the basic principles of workers’ compensation law, including eligibility, compensation, medical treatment, payments, death benefits, settlement, vocational rehabilitation, and the preparation of documents from the applicant and defense positions will be a focus. Keyboarding will continue to build the student’s level of keyboard operation by touch and reinforce development of acceptable industry standards and accuracy levels.

Legal Transcription  
Bankruptcy  
Workman’s Compensation/Personal Injury  
Keyboarding
LA 106: Trial Preparation and Office Administration
10 weeks/12 Quarter Credit Hours

Students will receive instruction and apply it to documents related to litigation, probate, wills, family law, contracts, real estate, and other legal documents with correct formatting procedures. Office administration as it relates to the organization, management, and procedures of firms will be presented in theory and application as to how the paralegal accommodates the various working environments in relation to specific procedures, policies, filing, billing, timekeeping, financial procedures and administrative tasks for one-attorney, multiple attorney or corporate offices. An overview of Adobe Acrobat and spreadsheets that introduce the main features and how they apply to the legal office will be emphasized. Information and procedures regarding how attorneys prepare for trial and how paralegals assist the various trial phases and related tasks are provided as well. The course will focus on computer technology as a tool to the legal profession. Coverage will focus on telecommunications, email, Internet usage, and ethical considerations with software, security and confidentiality. Keyboarding will continue to build the student’s level of keyboard operation by touch and reinforce development of acceptable industry standards and accuracy levels.

Trial Preparation and Procedure
Computers in the Law Office
Law Office Administration
Keyboarding

LA 201: Introduction to Paralegal Procedures
10 weeks/7.5 Quarter Credit Hours

A focus of the paralegal profession ethical responsibilities, requirements and procedures that paralegals can expect to find in the legal profession is provided. Detailed legal procedures and paralegal skills will be learned in several facets of law, as well as skills involved in conducting interviews, investigation, analysis and legal writing with emphasis on correct grammar, style and punctuation. Students will understand and apply the components of corporate law, in addition to reviewing substantive criminal law.

Advanced Legal Research, Analysis and Writing
Advanced Criminal Law
Corporate Law

LA 202: Alternative Law Areas
10-weeks/7.5 Quarter Credit Hours

Legal principles, practical application and the forms relevant to real estate transactions, will be covered with regards to the paralegal’s role. Entertainment law will familiarize the students with the legal aspects of the entertainment industry, emphasizing the role of the legal assistant in preparing and monitoring the legal documents or agreements. Students will learn what constitutes a tort, intentional tort, negligence and malpractice.

Real Property Law
Tort Law
Entertainment Law
Word Processing – Word Perfect
LA 203: Paralegal Externship
10 weeks/7.5 Quarter Credit Hours

Weeks 2 through 9, the student will complete an 8-week (320 hour) externship in a professional law firm setting following policies and procedures that apply to the legal environment under the supervision of the designated individual at the law firm. This is a Monday through Friday externship, 8 hours per day for 8 weeks. On week 10, the student returns to the classroom setting for final review, preparation and final exams.

MA 101: Medical Language
10 weeks/12 Quarter Credit Hours

This course will familiarize the student with medical terminology, anatomy and physiology. The student will learn medical terms and meaning, along with body parts, systems and functions. Basics of vital signs including blood pressure, patient information, height/weight, and temperatures will be learned in a lab setting.

Medical Terminology
Anatomy & Physiology
Introduction to Medical Assisting

MA 102: Medical Office Basics
10 weeks/12 Quarter Credit Hours

This course will introduce the student to the basics of computer usage. Basic Word and Excel will be the programs covered. The course will also familiarize the student with the names, dosages and uses of common prescription drugs as they apply to the medical setting and will introduce basic and core pharmacology concepts as they relate to the medical setting as well. This course will provide the student with a foundation of mathematical skills needed in the healthcare environment and a foundation of written and verbal opportunities to use the eight parts of speech, which constitutes the building blocks of the English language. The course will also provide an understanding of the mechanics of style using punctuation and grammar.

Introduction to Computers
Communication Fundamentals
Pharmacology
Math Applications

MA 103: Medical Office Management
10 weeks/12 Quarter Credit Hours

Students will learn the aspects of the front office, including medical software applications. Students will also learn medication administration, injection techniques, proper charting techniques, minor surgery assisting and assisting with physical examinations and medical emergencies. A review of pharmacology and dosage calculations will also be covered during this course, as well as OSHA guidelines and infection control.

Medical Office Management
Medical Lab Procedures
Insurance Billing and Coding

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
MA 104: General Patient Care  
10 weeks/12 Quarter Credit Hours  

Students will learn wound care, basics of phlebotomy and proper technique, emergency procedures, EKG application, proper charting technique, instrument identification and sterile field setup. Students will also become CPR certified and receive First Aid training upon completion of this course.

Medical Assistant Procedures  
Medical Lab Procedures  
First Aid, EKG, Emergency Procedures

MA 105: Medical Procedures  
10 weeks 12 Quarter Credit Hours  

Students will learn Medical Law and Ethics as it applies to the healthcare field. Students will develop their resumes and cover letters. Essential interview skills and professional attitude and dress will be defined and developed as it applies to the healthcare field. Students will learn skills and procedures of medical specialty areas and clinical laboratory procedures through proficiency testing.

Medical Law and Ethics  
Medical Lab Procedures  
Medical Specialties

MA 106: Externship  
10 weeks/12 Quarter Credit Hours  

Week 1 the student will be in a classroom setting completing laboratory check-off procedures in preparation for externship. Weeks 2-9 the student will complete an 8 week (320 hour, Monday through Friday, 8 hours per day) externship. Week 10 the student returns to a classroom setting for final review, preparation, and final exams. Certain externship sites require criminal background checks and review of the Employee Disqualification List through the state of Missouri. Findings can directly affect the eligibility of entering into an externship with these sites.

MA 201: Advanced Medical Specialties  
10 Weeks/7.5 Quarter Credit Hours  

This course will instruct students in clinical procedures and laboratory procedures associated with specialized areas of the medical environment including, ophthalmology, dermatology, gastroenterology, urology, obstetrics, gynecology, pediatrics, neurology, orthopedics, endocrinology, pulmonary, cardiology and geriatrics. Students will also learn proper charting techniques.

MA 202: Advanced Medical Procedures  
10 weeks/7.5 Quarter Credit Hours  

This course will instruct the students in performing medical procedures and assisting the physician as a medical assistant. This course includes instruction in drug calculations, review of standard drug calculations and body surface area drug calculations in relation to pediatric and adult drug calculations. Students will continue to advance their laboratory procedures for a clinical setting.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
MA 203: Advanced Computers
10 Weeks/7.5 Quarter Credit Hours

This course will enhance and build on the student’s previously learned basic computer usage and knowledge. The student will receive training using Microsoft Office applications, which include Word, Excel, Access and PowerPoint. The student will be exposed to multiple projects in each application with some projects related specifically to the medical field. Students will also utilize specialized introductory medical software.

MOA 101: Medical Language
10 Weeks/12 Quarter Credit Hours

This course will familiarize the student with medical terminology, anatomy and physiology. The students will learn medical terms and meaning, along with body parts, systems and functions. This course will also instruct the student in the basics of keyboarding for performance in the medical field.

Medical Terminology
Anatomy & Physiology
Keyboarding

MOA 102: Medical Office Basics
10 Weeks/12 Quarter Credit Hours

This course will introduce the student to the basics of computer usage. Basic Word and Excel will be the programs covered. The course will also familiarize the student with the names, dosages and uses of common prescription drugs as they apply to the medical setting and will introduce basic and core pharmacology concepts as they relate to the medical setting as well. This course will provide the student with a foundation of mathematical skills needed in the healthcare environment and a foundation of written and verbal opportunities to use the eight parts of speech, which constitutes the building blocks of the English language. The course will also provide an understanding of the mechanics of style using punctuation and grammar.

Introduction to Computers
Communication Fundamentals
Pharmacology
Math Applications

MOA 103: Medical Insurance and Accounting
10 Weeks/12 Quarter Credit Hours

This course will instruct the student in the process of insurance filing and reimbursement from various carriers. Basic medical accounting will also be covered, instructing the student on accounts receivable, accounts payable, deposits, postings, etc. The course will enhance the student’s computer abilities focusing on medical office software and use in appointment scheduling and basic medical accounting.

Insurance Billing and Coding
Medical Accounting Procedures
CPT, ICD-9 Coding

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
MOA 104: Medical Office Management
10 Weeks/12 Quarter Credit Hours

This course will include instruction on creating a medical facility and becoming a medical office manager. Skills and techniques will be taught so students may manage the day-to-day operations of a medical facility.

- Medical Office Procedures
- Telephone Techniques
- Records Management
- Written Communications
- Medical Manager Software Usage

MOA 105: Medical Environment
10 Weeks/12 Quarter Credit Hours

This course will introduce the students to the medical office environment through the proper handling and filing of personal health information records, along with HIPAA compliance in a physician’s office or hospital environment. The student will learn teamwork professionalism, grooming as well as, choosing and area of interest within the medical field. The student will also become certified in CPR upon completion of this course. The student will also learn medical law and ethics as it applies to areas of the healthcare field.

- CPR Certification
- Medical Records Management
- Career Placement
- Choosing a Medical Career Field
- Health Care Settings
- Employment Strategies
- Marketing
- Physician and Hospital Settings
- Confidentiality, Lawsuits, Medical Records
- HIPAA Compliance Confidentiality
- Medical Law, Liability, Ethics and Bioethics

MOA 106: Advanced Computers
10 Weeks/12 Quarter Credit Hours

This course will enhance and build on the students’ previously learned basic computer usage and knowledge. The student will receive in-depth training using Microsoft Office applications, which include Word, Excel, Access and PowerPoint. The student will be exposed to multiple projects in each application with some projects related specifically to the medical field. Students will also learn technical skills and medical reports for medical transcription.

- Microsoft Office
- Medical Transcription

PT 101: Medical Language
10 weeks/12 Quarter Credit Hours

This course will familiarize the student with medical terminology, anatomy and physiology. The student will learn medical terms and meaning, along with body parts, systems and functions. This course will also instruct the student in the basics of keyboarding for performance in the medical field.

- Medical Terminology
- Anatomy & Physiology
- Keyboarding

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
PT 102: Medical Office Basics
10 weeks/12 Quarter Credit Hours

This course will introduce the student to the basics of computer usage. Basic Word and Excel will be the programs covered. The course will also familiarize the student with the names, dosages and uses of common prescription drugs as they apply to the medical setting and will introduce basic and core pharmacology concepts as they relate to the medical setting as well. This course will provide the student with a foundation of mathematical skills needed in the healthcare environment and a foundation of written and verbal opportunities to use the eight parts of speech, which constitutes the building blocks of the English language. The course will also provide an understanding of the mechanics of style using punctuation and grammar.

Introduction to Computers
Communication Fundamentals
Pharmacology
Math Applications

PT 103: Ethics and Billing
10 weeks/12 Quarter Credit Hours

This course will instruct the student in the process of insurance filing and reimbursement from various carriers. Basic medical accounting will also be covered, instructing the student on accounts receivable, accounts payable, deposits, postings, etc. The student will also learn pharmaceutical law and ethics as it applies to the areas of the healthcare field, including regulations regarding HIPAA compliance.

Bookkeeping
Pharmaceutical Law, Liability, Ethics and Bioethics

PT 104: Pharmaceutical Office Management
10 weeks/12 Quarter Credit Hours

This course will enhance the student’s computer abilities focusing on the pharmaceutical software. This course will include instruction on the difference between Retail and Clinical pharmacies, and what it would take to run the office side of the pharmacy.

Pharmaceutical Environments and Pharmaceutical Management

PT 105: Pharmaceutical Career Planning
10 weeks/12 Quarter Credit Hours

This course will introduce the students to the pharmaceutical environment, state and Federal pharmaceutical regulations. The students will learn teamwork, professionalism, grooming, as well as, choosing an area of interest within the pharmaceutical field and learn more advanced pharmacology. The student will also become CPR certified upon completion of this course.

Emergency Preparedness
Career Development
Pharmacology

PT 106: Advanced Computers
10 weeks/12 Quarter Credit Hours

This course will enhance and build on the students’ previously learned basic computer usage and knowledge. The student will receive in-depth training using Microsoft Office applications, which include Word, Excel, Access, and PowerPoint. The student will be exposed to multiple projects in each application with some projects related specifically to the medical field. The student will receive advanced pharmaceutical math training in calculations & dosages.

Calculations and Dosages
Microsoft Office

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
PT 201: Medical Ethics, Inventory, and Cost Control  
10 weeks/7.5 Quarter Credit Hours

This course is designed to present material to the pharmacy technician on professional ethics and the philosophy, requirements, administration and enforcement of local, state and federal laws related to the practice of the profession of pharmacy. Additionally, this course will appropriately address inventory and cost control issues in the pharmacy.

PT 202: Medical Dosages and Pharmaceutical Calculations  
10 weeks/7.5 Quarter Credit Hours

Students apply basic mathematical skills in required calculations for usual medical dosage determinations, as well as solution preparations using weight and apothecary systems. Also discussed are the application of business calculations and medical preparation and distribution. Students develop skills in physician order interpretation, intravenous admixture, sterile and non-sterile compounding, internal nutrition preparation, packaging, purchasing, inventory control, and outpatient dispensing. Prevention of medication errors and continuous quality improvement (CQI) practices are included. Students will also prepare for the certification exam to become a National and Missouri State Certified Pharmacy Technician through the Pharmacy Technician Certification Board and the Missouri Pharmacy Association.

PT 203: Pharmacy Technician Externship  
10 Weeks/7.5 Quarter Credit Hours

Week 1 the student will be in a classroom setting completing laboratory check-off procedures in preparation for externship. Weeks 2-9 the student will complete an 8-week (320 hours, Monday through Friday, 8 hours per day) externship in a professional pharmacy setting following policies and procedures that apply to acute, long-term, and ambulatory care practice under the supervision of a licensed pharmacist. Week 10 the student returns to a classroom setting for final review, preparation, and final exams.
### Academic Calendar

<table>
<thead>
<tr>
<th>Start Date</th>
<th>40 – Week Diploma</th>
<th>60 – Week Diploma</th>
<th>90 Weeks AOS-Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dental Assistant</td>
<td></td>
<td>CT-AOS</td>
</tr>
<tr>
<td>1/28/2008</td>
<td>10/30/2008</td>
<td>03/19/2009</td>
<td>CAD-AOS</td>
</tr>
<tr>
<td>4/7/2008</td>
<td>01/08/2009</td>
<td>05/28/2009</td>
<td>PT-AOS</td>
</tr>
<tr>
<td>6/16/2008</td>
<td>03/19/2009</td>
<td>08/06/2009</td>
<td>MAS-AOS</td>
</tr>
<tr>
<td>8/25/2008</td>
<td>05/28/2009</td>
<td>10/15/2009</td>
<td>Paralegal (additional 30 weeks)</td>
</tr>
<tr>
<td>11/03/2008</td>
<td>08/06/2009</td>
<td>12/24/2009</td>
<td></td>
</tr>
<tr>
<td>01/12/2009</td>
<td>10/15/2009</td>
<td>03/04/2010</td>
<td></td>
</tr>
<tr>
<td>03/23/2009</td>
<td>12/24/2009</td>
<td>05/13/2010</td>
<td></td>
</tr>
<tr>
<td>06/01/2009</td>
<td>03/04/2010</td>
<td>07/22/2010</td>
<td></td>
</tr>
<tr>
<td>08/10/2009</td>
<td>05/13/2010</td>
<td>09/30/2010</td>
<td></td>
</tr>
<tr>
<td>10/19/2009</td>
<td>07/22/2010</td>
<td>09/30/2010</td>
<td></td>
</tr>
<tr>
<td>12/13/2010</td>
<td>9/22/2011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
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

Medical Office Assistant
Valerie Van Alphen - Center for Internal Medicine
Debbie Arnold - Headache Care Center
Alice Wood - Cox Health Systems
Gavin Walker - Med-Tech Medical Management
Virginia Baker - Concentra
Jennifer Lourwood - United Health Group
Paula Johnson - Cox Health Systems
Vickie Sokolnik - Cox Family Medicine Associates
Carrie Moore - St. John Hospital
Arabella Woods - Nursefinders
Michelle Buchman - St. John's Marion Center
Carmen Mallow - Cox Health System
Bruny Camejo - Dr. Camejo’s
Margaret Boler - St. John’s Transcription HIM
Jamie Addler - St. John’s
Sonja Williams - St. John’s
Christina Dickson - St. John’s Clinics
Karen Fesperman - Cox Health System

Medical Assistant
Melissa Mooney - Jordan Valley Community Health
Angie Gosnell, Headache Care Center
Kimberly Fortney - Cox Health Center Marshfield
Janelle Durning - Nursefinders
Dee Jones - Center for Internal Medicine
Renee Setina - Center for Internal Medicine
Gina Werth - Bio-Kinetic Clinical Applications
Sarah Muegge - Cox Health Systems
Todd Lutz - Doctors’ Hospitals South
Kevin Bradley - St. John’s Health Center
Jean Blakely - Oxford Healthcare
Bev Eli - Ferrell-Duncan Clinic
Julie Norris - Community Blood Center
Leah Fazzino - Medical Employment Directory
Carrie Stretch - Health Tracks St. Johns

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
Dental Assistant
Dr. Houston Ker – North Side Dental Clinic
Dr. Jim Nall – Springfield
Dr. Robert Dewar – Springfield
Dr. Jerry Cash – Springfield
Dr. Aaron Dannegger – Springfield
Dr. Casey Moore – Springfield
Dr. Susan Perotka – Springfield
Charlene Dunaway – Dr. Houston Ker
Tasha Gann – Dr. Dewar
Dr. Darren Mahaffey – Mahaffey Family Dental
Sharon Baker - Dr. Wolf's Office

Legal Assistant
David Inmon -Inmon Legal Services
Mary Burmeister -Neale & Newman, L.L.P.
Lonnie Davenport
Ray Dees-Neale & Newman, L.L.P.
Melissa Hailey-Carlson Gardner, Inc.
Cindy Combs-Russ Schenewerk & Associates
Christy McNeely – Monsees, Miller, Mayer, Peesley, & Amick
Linda Jones-Hulston Jones & Marsh

Computer Aided Drafting and Design
Tony Yarham – Stainless Fabrication
Kyle Kennard-ESC, Inc.
Tony Snyder-Webco
Anthony Starns-Deka Engineering
Roger Day-Better Products
Laura Jean Derrick-AIA
Bruce Barton-Ridewell Suspensions
Dave Erdmann-Erdmann Street Architect
Joe LaRose -LaRose & Schober Engineering
Steve Womack-Malone Finkle

Dental Assistant
Dr. Houston Ker – North Side Dental Clinic
Dr. Jim Nall – Springfield
Dr. Robert Dewar – Springfield
Dr. Jerry Cash – Springfield
Dr. Aaron Dannegger – Springfield
Dr. Casey Moore – Springfield
Dr. Susan Perotka – Springfield
Charlene Dunaway – Dr. Houston Ker
Tasha Gann – Dr. Dewar
Dr. Darren Mahaffey – Mahaffey Family Dental
Sharon Baker - Dr. Wolf's Office

Legal Assistant
David Inmon -Inmon Legal Services
Mary Burmeister -Neale & Newman, L.L.P.
Lonnie Davenport
Ray Dees-Neale & Newman, L.L.P.
Melissa Hailey-Carlson Gardner, Inc.
Cindy Combs-Russ Schenewerk & Associates
Christy McNeely – Monsees, Miller, Mayer, Peesley, & Amick
Linda Jones-Hulston Jones & Marsh

Computer Aided Drafting and Design
Tony Yarham – Stainless Fabrication
Kyle Kennard-ESC, Inc.
Tony Snyder-Webco
Anthony Starns-Deka Engineering
Roger Day-Better Products
Laura Jean Derrick-AIA
Bruce Barton-Ridewell Suspensions
Dave Erdmann-Erdmann Street Architect
Joe LaRose -LaRose & Schober Engineering
Steve Womack-Malone Finkle

Computer Technology
Jack Cole-Cox Health Systems
James Caufield, Pro-Tel Communications
Robert Burlingame – Traveltoday.com
Duane Rockefeller – Springfield Public Schools
Kim McCormac – Integrated Solutions Group
John Morrison – Morrison Telecom Inc.
Bob Shanks – Redneck Computers
Dawn Frank – Cox Health Systems
Rich O'Dell-Springfield Public Schools
Terry Shearer – T. S. Shearer, Inc.
Shane Farmer-Chadwick School System
John Horton – Layer 3 Technology
Kris Stewart – St. John’s Health Care System

Pharmacy Assistant
Mandy Jones – Family Pharmacies
Jennifer Layton – Cox Parenteral Services
Michelle McGath – Pharmacy Technician
Chris Bell-St. John’s
Randy Bass – MSU-Taylor Health Center
Kevin Gasper – Walgreens Drug Store
Rebecca Kime-Seymour Pharmacy
Michael Geeslin – IVANRX4U
David Kruse – Walgreens Drug Store
Chris Arroyo – Walgreens Drug Store
Karl McFarland-Doctor’s Hospital Pharmacy

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008

143

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008

144
Heating, Air Conditioning and Refrigeration
Frank Stevens-Stevens Corporation H-VAC
Jeff Howell-Lockwell Heating and A/C
Dennis Marbut-Ozark York
Gemma McKee-Tiller, Air Brokers HVAC, LLC
Dave Embrey-Connelly Mechanical
Kolyn Marshall-Watt’s Radiant
Walt Whitcock-Delong Plumbing
David Sullivan-Gold Mechanical
Dwain Gold-Gold Mechanical
Don Hensley-America’s Same Day Service
Bruce Lockhart-Lockwell Heating & A/C
Paul Pearson-Spring Mountain Air
Branden Jones-One Hr. Heating & Air
Dan Knight-Knight Heating & AC
Tim Valeika-St. John’s
Tony Martin-Air Solutions Heating & Cooling
Joe Larson-CFM Distributors

General Education
Colleen Neill-Jr. Achievement
Nancy Merry-Dermacare Laser and Skin Clinic

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
School Administration and Faculty

Administrative Staff

Cheryl Tilley, Campus Director
Rebecca Matney, Director of Education
Scott Lester, Director of Admissions
Vickie Eagle, Director of Financial Aid
Carolyn Wortley, Financial Aid Administrator
Leslie Hilton, Financial Aid Administrator
Michale “Mike” Glover, Campus Accountant
Judy Wingate, Director of Career Services
Jeanie Gale, Career Services Coordinator
Melissa Christiansen, Admissions Coordinator
Joseph “Brandon” Carroll, Admissions Coordinator
Stephen Lauck, Admissions Coordinator
Bryan Coomer, Admissions Coordinator
Julie Durrwachter, Registrar
Kevin Asberry, Retention Officer
Katrina Chavez, Retention Officer
Shelly Rainer, Externship Coordinator
Mary Watson, Receptionist
Allison Smith, Receptionist
Victoria Parrott, Receptionist
Chris Marafino, Custodian
Sue Kennedy, Custodian
Brad Buchman, Network Administrator

Faculty

Donna Allmon - Dental Assistant Instructor
Donna attended Graff Vo-Tech School and earned her certificate as a Dental Assistant. She has worked in the field as a dental assistant for over 20 years in general dentistry. She has the following certifications: Basic Skills Mastery Certification and Expanded Duties Certification. Donna has been with Vatterott College since 2006.

Rick Bailey – Computer Aided Drafting & Design Adjunct Instructor
Rick attended Draughon’s Business College and received his diploma in Civil and Architectural Drafting. Rick has over 7 years of experience in the drafting industry and has also been a prior instructor at Vatterott College in the CAD department (2000-2004) before rejoining the campus as a CAD instructor in 2007. He currently is employed with DCI, Inc. as a drafting manager. He has utilized AutoCAD in his drafting positions.

John Boddie - HVAC Instructor
John attended Graff Area Vocational Technical Center and Ozarks Technical Community College focusing on the HVAC industry coursework in refrigeration, electricity, gas furnaces, engineering, commercial, etc. John has over 10 years of experience in the HVAC industry. His most recent experiences included Service Technician and HVAC Service Technician performing a variety of mechanical and electrical repairs, installations, sheet metal and duct work installations and diagnostics. John has the Master of Mechanical Systems Certificate, Master Gas Fitter, CFC Technician-Universal Certification, A+ Certification, Power Engineer Certification and Forklift Operator Authorization. John has numerous continuing education courses in communication, leadership, management, computers and HVAC industry courses in water management, ice machines, service seminars, and installation. John has been with Vatterott College since 2007.
Brad Buchman - Campus Network Administrator
Brad has attended Southwest Missouri State University where he received a Bachelor of Science Degree in Business, with a minor in Military Leadership and a Masters of Business Administration with an emphasis in Computer Information Systems. Mr. Buchman previously taught the following computer programming courses at Bryan Career College: C, C++, COBOL, JAVA, Access, Animated Graphics, SQL, Visual C++, Visual Basic, Web Page Design, Server Application Programs, and Qbasic. Mr. Buchman also serves as adjunct faculty at Ozarks Technical Community College instructing Microcomputer Applications courses. He has over six years experience in college instruction. Mr. Buchman instructs students in terms 3 to 6 of the diploma program. He is certified as a Microsoft Office User Specialist- Excel 97 and has Brainbench Certifications in Windows 95 PowerUser and Windows 98 PowerUser. Mr. Buchman is a member of Association of Information Technology Professionals. Brad maintains the computer network at Vatterott College and assists with computer classes. He has been with Vatterott College since 1999.

Cindy Camasse - Medical Assistant Lab Instructor
Cindy attended Vatterott College and received a diploma in Medical Assisting in 1999. She is a Registered Medical Assistant and has Infection Control Certification. Ms. Camasse has two years of clinical experience in working with Dr. Gill's Immediate Care Facility as a Registered Medical Assistant. She has over 5 years of retail customer service experience. She is a volunteer with Community Blood Center of the Ozarks. She has Basic Life Support Certification. She has been employed with Vatterott since 1999.

Mike Eagle - Computer Technology Instructor
Mike is currently attending University of Phoenix to obtain his Bachelor's Degree in Computer Science and Information Technology. He also has his Associate Degree from Academy of Health Sciences in Ft. Sam Houston, Texas. He has worked recently at Reefin, LLC as network administrator for Windows and Linux servers and conducted training. He has held other positions as CIT/System Manager, Network Administrator, Owner of Eagle Softwork Studio where he completes network construction and CAT 5 installation, along with computer repairs and upgrades. For three years 2001-2004, Mike was a CT instructor with our campus as well. He has over 15 years of computer technology experience in Windows server support, Linux server support, Sequel server, Cold Fusion, instruction in network theory, topology, CISCO switch and router setup and administration, Exchange, graphic artistry, computer repair, upgrade, wireless networks and a host of other tasks in this field. Mike has been with Vatterott College since 2005.

Jennifer French - Healthcare Instructor
Jennifer has attended Ozarks Technical Community College in the areas of Health Information Technology and received her Insulin Administrations Registration, Certified Medication Technician, and Certified Nursing Assistant. She also attended Missouri State University. She has over 15 years of medical office, medical records, nurse aide, medication technician, business office management, and patient accounts experience. Her latest role was at St. John’s Health System as a Provider Services Representative and Certified Nurse Aide/Unit Tech. Jennifer has been with Vatterott College since 2007.

Clifford Hix - Computer Aided Drafting & Design Adjunct Instructor
Clifford is currently attending Pittsburg State University pursuing his Master’s Degree in Technical Teacher Education. He also has his Bachelor of Science and Technology with Commercial Graphics from Pittsburg State University. Clifford has been a graphic artist, mechanical engineer and screen printer for over 25 years. He has been with Vatterott College since 2008.
Karl Kepford - Computer Technology Instructor
Karl attended Devry Institute and received a Bachelor of Science in Electronic Engineering. He also has certifications in Windows NT and Sweda 6000. Karl has over 15 years of computer technology background. He has worked at Pegasus Technology as a Service Technician involving service, repair and support for computers, printers and peripherals. His most recent experience is with Carroll Business Systems where he was Service Manager/Helpdesk Technician. This involved service department management with a 1000+ customer base, all helpdesk responsibilities, phone assist customers, troubleshooting and repair computer and POS equipment. He was also involved with all software and hardware problems, including networks. He developed and implemented training for field techs. Karl completed installations from beginning to end with new equipment. Karl has been with Vatterott College since 2001.

Angie LaChance - Dental Assistant Instructor
Angie has over 17 years of experience as a dental assistant in dental offices. Her latest experience is from Fox Grape Family Dentistry. She was the head dental assistant and assisted with all general dentistry functions and utilized the Eaglesoft software program, as well as trained new assistants. Angie attended East Central College and finished her Certified Dental Assistant Certificate program. Ms. LaChance has passed the Basic Skills Mastery Examination and is a Certified Dental Assistant, Registered Dental Assistant and is certified in Expanded Function. Angie has been with Vatterott College since 2007 and had prior taught in the Dental Assistant program at Vatterott College in 2003-2004.

Gayla Marafino - Legal Assistant Instructor
Gayla attended Southwest Missouri State and received her Bachelor of Science degree in Political Science. Gayla has over 10 years of experience as a paralegal in various law firms with trial preparation, case management, research, calendar management for partners, litigation case management, depositions, court filings, bankruptcy proceedings, juvenile court proceedings, extensive experience in state taxes, corporate contracts, product liability, personal injury, government regulations of financial institutions and exhibit preparations. Gayla’s most recent position was with a law firm from Kansas City, Missouri. Gayla has been with Vatterott College since 2005.

Angela Moeller - Applied General Education Adjunct Instructor
Angela is a graduate of Evangel University, Springfield, Missouri, where she received her Bachelors of Business Administration. She has also attended OTC and Missouri State University. Angela has also taught prior for Vatterott College in the Business Administrative Assistant program (4.5 years) and also served as Library Resource Center manager for the campus and assistant registrar for the campus. She is currently employed at the Discovery Center as an Outreach Educator for elementary level science outreach programs. She has over 7 years experience in various administrative and educational employment experiences. Angela has been with Vatterott College during 2001 through 2006 and rejoined the campus in 2007.
Victoria "Vicki" Parrott - Dental Assistant Instructor
Vicki is a graduate of Vatterott College’s Dental Assistant program. She is a Registered Dental Assistant and has passed the Basic Skills Mastery Examination. Vicki received from Evangel College her bachelor’s degree and has also attended College of the Ozarks educational degree program. Ms. Parrott has worked in dental offices as a dental assistant since 1997. She currently works part-time for Dr. Robert Dewar. She also is a volunteer at The Kitchen Dental Clinic. She has also worked as a Vatterott Dental Lab Assistant. She has the following certifications: Nitrous Oxide Oxygen Analgesia, Expanded Functions, Basic Skills Mastery Examination, Infection Control, CPR and Certified Dental Assistant. Vicki has been an instructor since 1998.

Jim Parsons – Computer Aided Drafting & Design Adjunct Instructor
Jim attended Drury College Hammons School of Architecture, Missouri State University, and OTC taking relevant coursework in the drafting field. Jim currently works for Scott Consulting Engineers, P.C., as a structural engineer. He has over 15 years of experience as a designer/draftsman in the drafting field. He has used a variety of software from the field including AutoCAD, Micro Station, Land Desktop, MathCAD, Enerclac, and Virtual Analysis. Jim has been with Vatterott College since 2007.

Deborah Peters - Legal Assistant Instructor
Deborah attended Edmundo Morales Training Academy Texas Department of Criminal Justice and Draughon’s Business College where she obtained a Data Entry and Computer Programming diploma. She is currently attending OTC taking Legal coursework. Deborah has over 10 years of legal and paralegal employment experience. Ms. Peters’ most recent position was with Parmele Law Firm as a senior paralegal in bankruptcy and other legal matters. She also has background with various other law firms in social security, prosecuting attorney offices with courtroom proceedings, victims and witness notifications, police reports, charging documents, child support enforcement division and correctional officer responsibilities. She also supervised and trained paralegals and legal assistants. Deborah has been with Vatterott College since 2007.

Steve Qualls - Computer Technology Instructor
Steve attended Gibson Tech Center training in Computer Management Technology and Faith Bible Institute where he obtained his AA/AS degree. He has over five years of experience in the computer industry as a business owner in the industry and as technical support for the computer industry. Steve has been with Vatterott College since 2006.

Shelly Rainer – Medical Assistant Instructor & Externship Coordinator
Shelly obtained her LPN from St. Mary’s Hospital-School of Practical Nursing in Richmond, Virginia. She is a basic life support instructor certified and obtained Brainbench Certification in Medical Terminology. Ms. Rainer has over 10 years experience in the medical field as an LPN, charge nurse, phlebotomist, medical assistant. She has over 8 years experience in management and administrative assisting as well. Her most recent medical position was with Ferrell Duncan Clinic, Springfield, MO in plastic surgery, infectious disease and internal medicine. She is currently pursuing her RN-BSN through Indiana University. She volunteers with the Community Blood Center of the Ozarks and the Aids Project of the Ozarks. Ms. Rainer has been with Vatterott College since 2004.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
Gordon Roughton (Pharmacy Instructor)
Gordon attended Missouri Southern State College and is currently attending Colorado Technical University pursuing his bachelor degree. Gordon has over 5 years of pharmacy technician experience. He has background with in-patient pharmacy at Freeman Health Systems and also as a retail pharmacy technician. He is IV Certified, Pharmacy Technician Certification Board Certified, Basic Life Support Certified and is a Registered Pharmacy Technician with the Missouri State Board of Pharmacy. Gordon has been with Vatterott College since 2006.

Mary Saxton - Applied General Education Instructor
Mary is a graduate of Central Missouri State University, Warrensburg, where she received a Bachelor of Science degree in Education, with emphasis in Business Education and Vocal Music. Mrs. Saxton holds a Missouri lifetime teaching certificate. She has also completed additional coursework in accounting, law, and math at Southwest Missouri State University. Her early teaching experiences included elementary and high school business and music classes. Mrs. Saxton has taught at the business college level for 20 years. Prior to teaching at Vatterott College, Mrs. Saxton taught in the Professional Secretary associate degree program at SMSU and Draughon Business College. She is an Accredited Business Accountant, Accredited Tax Advisor, and holds an Enrollment to Practice before the Internal Revenue Service. Mrs. Saxton has been an instructor at Vatterott College since 1991 and teaches general education courses.

Regina Suter - Medical Office Assistant Instructor
Regina received her Bachelor of Business Administration Management from Evangel University. Regina has over 12 years of experience in the medical industry in insurance, data management and her current position is credentialed coder with St. John’s Health System. She has been with Vatterott College since 2006.

Arthur “Bill” Therriault – Computer Aided Drafting & Design Adjunct Instructor
Arthur attended New Mexico State University taking mechanical engineering courses. Bill has over 10 years of experience in the CAD field. He is currently employed with Paul Mueller Company as a Senior Designer. He has also has experience in piping, structural, tool and fixture design, commercial and residential design utilizing AutoCAD. Bill has several advanced career education courses in OSHA for the construction industry and also has a military education background. He has been with Vatterott College since 2007.

Karen Thorpe - Medical Office Assistant Instructor
Karen attended Lorain County Community College in Ohio and obtained her Practical Nursing Degree. Karen has 20 years experience as an LPN in NICU, CCU, HemOnC, Trauma, ICU, C-Section Scrub, Ventilators and Orthopedics and a business owner. Her most recent position is as Nurse Coordinator for Oxford Health Care. She has also worked as an LPN for Nursefinders and previously owned and operated Professional Weight Management Services. Ms. Thorpe has been with Vatterott College since 2004.

James Updegraff - Computer Aided Drafting & Design Adjunct Instructor
James attended the University of Illinois and completed courses in basic and advanced drafting skills and Platt College taking courses in basic and advanced drafting skills. Jim also focused training in basic electricity and wiring, AutoCAD Basic Skills, and The Dale Carnegie Course. He is an American Design and Drafting Association Certified Drafter and holds his Real Estate Salesperson. Jim has over 20 years of experience in the industry as a CAD Manager utilizing AutoCAD and working in drafting services for local architects and engineers. He also operates his own business Tri-Designs to offer contract drafting services locally. Jim has been with Vatterott College since 2006.

The institution reserves the right to alter the scope and sequence of course offerings at any time. -Effective 3/2008
Rochelle Wheeler - Paralegal Instructor
Rochelle attended Penn Valley Community College and earned her Associate Degree in Paralegal and is attending Missouri State University towards her Bachelor’s Degree completion. She has 10 years of experience as a paralegal in the areas of county prosecution, associate circuit court, criminal defense and traffic, civil, probate and real estate law, billing, legal document construction, legal research, legal librarian, and case preparation. Her most recent position was as an Assistant to the Director of Information Resources with a firm in Florida. Rochelle has been with Vatterott College since 2006.

Allen Wilson - HVAC Instructor, Program Director
Allen attended Vatterott College and earned his Associate of Occupational Studies degree in Applied Electrical Technology. Allen is a business owner of A&L Electrical, Heating & Air and focuses on supervising technicians, training technicians and actual installation and technician duties. He has over eight years of experience in the industry. Allen proctors the EPA Section 608 Certifications Class at Vatterott College. He is a member of RSES, a local industry organization. Allen has also formerly instructed in the HVAC and Electrical program at Vatterott College and will return as the Program Director and instructor. He has been with Vatterott College since 2006.