2017-2018 Catalog

(Effective January 1, 2018 to December 31, 2018)

Vatterott College – Sunset Hills
12900 Maurer Industrial Dr.
St. Louis, MO 63127

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http://www.vatterott.edu/sunset_hills.asp

Publication Date: 11/01/2018
Catalog Changes/Addendum
This catalog is current as of the date of publication. From time to time, it may be necessary or desirable for the Institution 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. The Institution 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.

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

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

Sarah Sutherland
Campus Director

A MESSAGE FROM THE PRESIDENT

Dear Vatterott Students,

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

Rene Crosswhite
President
Vatterott Educational Centers, Inc.
OUR GUARANTEE TO GRADUATES AND EMPLOYERS

Vatterott College stands behind the quality of our training. We have skilled and experienced instructors, industry-related equipment, and modern, spacious classrooms and labs. We emphasize “hands-on training” so employers can be confident that Vatterott graduates are thoroughly qualified in both theory and practice. Employers of Vatterott graduates since 1969 can attest to the quality training we provide.

Graduates
After graduating from a Vatterott College program, should you determine that you require additional assistance with a skill that was covered in your Program of Study, you may return to the College for additional training, at no cost to you.

Employers
In the event that an employer hires a Vatterott College graduate and determines that the graduate requires additional assistance with a skill that was covered in his or her Program of Study, we guarantee that the graduate can return for additional training, at no cost to you or the graduate, to reinforce the skills needed to meet your performance expectations.
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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 Educational Centers, Inc. was founded in 1969, in response to a growing need for vocational training facilities in the St. Louis area. The school began in rented classroom space as Urban Technical Centers, Inc. at 804 Pine Street in downtown St. Louis with an enrollment of 12 students. In 1982 the school moved to 3854 Washington Avenue and remained at that location until its closure in 1999.

A northwest St. Louis county location was established in 1976 offering courses in Heating and Air Conditioning, Electricity, Nurse Assistant/Orderly, and Building Maintenance. This facility operated under the name of Northwest County Vocational Center. In 1978 an additional location was added in St. Louis County to accommodate the increase in students and in 1982 was accredited, as a branch, by the Accrediting Commission of the National Association of Trade and Technical Schools.

In 1996 the Vatterott College, Sunset Hills campus was opened as a branch of the St. Ann campus, now located in Berkeley, Missouri. The Sunset Hills campus is located at 12900 Maurer Industrial Drive. The Sunset Hills campus offers Diploma, Associate of Occupational Studies, and Bachelor's Degree programs in a variety of areas.

An increase in student population required the dedication of an addition building located at 12900 Maurer Industrial Drive in October 2002. In May of 2008, Vatterott College began enrollment in the Information Systems Security diploma level distance education program. In 2009, Vatterott College began offering three additional distance education associate's degree programs in Medical Assistant, Medical Billing and Coding and Business Management. These programs allow Vatterott College students the unique opportunity to complete all or a portion of their education online.

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

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

Campus Location
Vatterott College - Sunset Hills Campus  Administrative Offices
12900 Maurer Industrial Drive  12900 Maurer Industrial Drive
Sunset Hills, Missouri 63127  Sunset Hills, Missouri 63127
(314) 843-4200  (314) 843-4200

Campus Facilities
Vatterott College - Sunset Hills Campus – Branch of Main Campus, Vatterott College St. Charles, Missouri
The facilities on Maurer Industrial Drive are located in a convenient suburban setting adjacent to major thoroughfares and accessible from all parts of the metro area. The two educational buildings contain approximately 64,400 square feet in freestanding facilities with ample parking. Students will find at this campus setting classrooms which are designed to facilitate learning and which consist of lecture rooms and instructional laboratories. Small, informal classes encourage student/faculty
interaction and students receive individual attention to help them reach their potential. The computer labs are equipped with various types of computers appropriate to the demands of different design professions. All labs are equipped with industry current equipment to support the program of study. The library houses books, periodicals, pamphlets, CD/ROM support materials, as well as access to the internet. Library-resource materials are available to students beyond normal school hours.

Maximum class size is 50 students. Enrollment Capacity: 800 students per session. Theory classes are limited in size to a 30:1 student/teacher ratio and labs are limited to a 20:1 ratio.

**Statement of Ownership**
Vatterott College is owned by Vatterott Educational Centers, Inc. ("Vatterott"), principal offices located at 8580 Evans Avenue, Berkeley, Missouri. The corporate officer of Vatterott is Rene Crosswhite, President.
ADMISSIONS INFORMATION

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date. All applicants are required to complete a personal interview with an Enrollment Coordinator, 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. Prior to enrollment all applicants must complete and/or provide:

- Application for Admission;
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian);
- Financial aid forms (if applicant wishes to apply for financial aid);
- Reference Sheet; and
- 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).

All Applicants must have a minimum of a High School Diploma, General Education Diploma (GED), or the equivalent (e.g., homeschool credential, diploma from a foreign institution) prior to admission. Applicant students must provide one or more of the following "Verification Document(s)" prior to enrolling:

- Copy of a standard High School Diploma that lists the date of graduation; from an accredited high school or a high school recognized by the appropriate state department of education.
- Copy of a high school transcript that lists the date of graduation; (certificates of completion and special diplomas are not acceptable for Admission);
- General Education Diploma (GED) Certificate; provided directly from the state or federal program issuing credential;
- Letter confirming graduation from high school on school letterhead; faxed letters must come from the school fax number;
- Letter from the GED testing center or State Department of Education confirming completion of a GED; faxed letters must come from State or GED testing centers fax number;
- College transcript that indicates completion of at least a two-year degree that is fully transferrable to a bachelor's degree from a post-secondary institution recognized by the U.S. Department of Education;
- Proof of home school completion that demonstrates the student graduated and met the minimum State graduation requirements, if applicable;
- Foreign transcripts (schools outside the U.S.) must be accompanied with a translated copy (if applicable) and submitted to the Registrar's office for official review.
- Military DD Form 214 Certificate of Release or Discharge from Active Duty that indicates the student is a high school graduate or equivalent may be accepted when documentation of high school completion is unavailable.

The Institution reserves the right to cancel admission of any student at any time, if it is found that he/she has submitted false information or documents related to the student’s Verification Documents.

Admissions for Online Programs

Online Applicants must complete all general admission requirements (as listed above) and complete the Online Readiness Assessment (READi), the Online Program Computer Skills Checklist Wonderlic Scholastic Level Exam (SLE), and an online learning style inventory.

- The Online Readiness Assessment (READi) will measure whether students have the skills, competencies, and access to technology necessary to succeed in a distance education environment. The Online Readiness Assessment (READi) consists of Q&A assessing the applicants’ knowledge of the Internet as well as how to use Microsoft Office. The students will be graded on 2 sections; Technical Knowledge and Technical Competency.
  - Students must complete and pass the Online Readiness Assessment (READi) with a minimum score of 50 in the Technical Knowledge section and a minimum score of 60 in the Technical Competency section. If the applicant does not get the required minimum scores in BOTH sections on the initial test, the applicant must wait 30 days prior to attempting a retake.
- The Online Program Computer Skills Checklist will certify that students meet the minimum technology requirements necessary to succeed in a distance education environment.
- The Wonderlic Scholastic Level Exam (SLEQ) gauges the prospective student’s cognitive abilities and likelihood of succeeding academically. Students seeking enrollment into all online programs must complete and pass the Wonderlic Scholastic Level Exam (SLEQ) with a minimum score of 16. If the applicant does not pass the exam with a minimum score of 16, the applicant may repeat the exam One (1) time immediately after failing the exam. If the applicant does not get a score of 16 on the initial test or the 1 repeat, the applicant must wait 30 days prior to attempting an additional
Online Applicants must complete an online inventory to determine their learning style. This inventory is used to advise applicants of their learning style and provide the implications of that style on learning in the online environment. This inventory is mandatory but has no bearing on an applicant’s admission into an online program.

**Online Program Technology Requirements**

To be considered for enrollment in the college’s online programs, a student must certify that they possess the following minimum technology requirements:

- Use a computer 5 years old or newer with 2GHz processor or better
- Minimum of 1 GB of RAM
- Minimum 100 GB Hard Drive
- Sound card with speakers or headset
- Monitor, printer, keyboard, mouse
- Operating Systems Supported: Windows 7 or newer OR Mac OSX 10.6 or newer
- CD and DVD ROM drive(s)
- As of June 25, 2016 the following browsers are supported: Internet Explorer 11 and Microsoft Edge, Chrome 50 and 51, Safari 8 and 9, Firefox 46 and 47 (Extended Releases are not supported), AOL and WebTV browsers are not supported and cannot be used to access courses.
- Computer must have wired or wireless Internet Connection with 512 kbps minimum.
- Unique personal email address
- Software: Microsoft Office 2013 or newer & Adobe Reader
- Surge Protection device for PC.
- Required Components: Flash is required in several places in Canvas: media recording/streaming and viewing as well as uploading files to a course or an assignment. Other than these features, Flash is not required to use most areas of Canvas. Please note that some browsers may no longer support Flash.

**Re-Entering Students**

Students are eligible to re-enroll in the Institution two times. No student may re-enroll in any program or sister campus once their enrollment has been terminated three times. Enrollment terminations include drops and cancels. All re-enrolling students are required to meet the current admissions criteria and must submit a letter requesting reinstatement in the school. The letter must be reviewed and approved by the campus Director of Education and eligibility must be validated by the Corporate Registrar. Students that were dismissed due to grades or failing to make Satisfactory Academic Progress are not eligible for re-enrollment. These students may appeal using the SAP Appeal. 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 the Institution to permit Non-Degree Non-Program students to enroll on a term-by-term basis in up to two terms or a maximum of 27 quarter-credit hours without declaring intent to seek a diploma or degree. Students enrolled as Non-Degree Non-Program students are not required to possess a high school diploma or GED. Prospective students under the age of 18 must have written consent from a parent or legal guardian prior to enrollment. To be eligible for a diploma or degree, Non-Degree Non-Program students must declare their intent to obtain a diploma or degree in writing to the Registrar. To complete enrollment into a diploma or degree program, the student must complete the necessary enrollment and change of status paperwork. Transfer credit will be granted under the Institution’s *Transfer Credit Policy* as outlined in this catalog.

Federal Student Aid is not available to non-degree non program students. Prerequisites and/or refresher courses may be required.

**Institutional Calendar**

New classes begin frequently. For a program specific information, please contact the Institution or reference the *Academic Calendar, Schedule, and Holidays* section of this catalog.

**Tuition & Fees Policy**

- Tuition & Fees (T&F) may be paid in full upon enrollment. Otherwise complete payment must be accounted for on the Tuition Proposal.
- All T&F payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the Institution.
- Any student delinquent in the payment of any sum owed to the Institution may be suspended from the Institution, at
the Institution’s sole discretion, until the Institution receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the Institution.

- In the event of withdrawal by the student, T&F refunds will be made according to the terms of the Enrollment Agreement/Retail Installment Contract.
- If a student repeats any portion of a program, the student must pay the T&F associated to his/her enrollment agreement or current T&F applicable to such portion of the program, whichever is less and execute a written addendum to the Enrollment Agreement with the Institution, specifying the terms of the repeat.

See Tuition & Fees section of this catalog for current Tuition and Fees.

Add/Drop Period
The add/drop period is the time at the beginning of a term when students can enroll, change, or drop courses without penalty. The add/drop period is the first two weeks (14 calendar days) of the term*. New and re-entering students must complete their enrollment by the end of the add/drop period.

Enrollment cancellations will be evaluated and determined by the campus academic administration.

A student is not eligible for financial aid for any course in which he or she fails to begin attendance. The determination as to whether a student has begun attendance will be made prior to the disbursement of any financial aid funds. The school reserves the right to cancel a student’s enrollment. Students can appeal their enrollment cancellation in writing to the Director of Education within 5 business days of cancellation.

*The add/drop period may be adjusted when impacted by holidays, inclement weather, or other mitigating circumstances.
FINANCIAL INFORMATION
Student Financial Planning

The Office of Financial Aid’s goal is to assist every eligible student in procuring financial aid assistance to enable the student to attend the Institution. The Institution participates in various federal and state student financial assistance programs. These financial aid programs (e.g. grants, scholarships, loans) 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. Financial aid is determined on the basis of a student’s “need”, eligibility factors, enrollment status, and fund source availability, regardless of sex, age, race, color, religion, creed or national origin. “Need” is defined as the difference between the cost of attendance for one academic year and the amount a student’s family can be reasonably expected to contribute to the cost of attendance for the same period.

Federal Pell Grant
The Pell Grant (Pell) program is designed to assist undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Pell Grant by filling out a FAFSA. Eligibility is determined by a standard U.S. Department of Education formula which considers factors such as family size, income, and other resources to determine financial need. The actual amount of the award is based upon the cost of attendance, enrollment status, the expected family contribution, and the amount of money appropriated by Congress to fund the program. The Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, students are typically not required to pay back Pell Grants.

Federal Supplemental Educational Opportunity Grant
The Federal Supplemental Education Opportunity Grant (FSEOG) is a grant program for undergraduate students with exceptional financial need. Recipients must also be eligible for a Pell Grant to be eligible. FSEOG is awarded to students with the greatest financial need. The U.S. Department of Education’s (ED) Federal Student Aid allocates FSEOG funds to participating postsecondary institutions. The Institution determines to whom and how much it will award based on federal guidelines.

Federal Student Loans
Federal Student Loans are provided through the William D. Ford Federal Direct Loan (Direct Loan) Program. The federal government, through the U.S. Department of Education, is the lender. These loans require the completion of a Master Promissory Note (MPN) and loan funds must be used to pay for direct and/or indirect educational expenses. The student must begin repayment of all student loans after a six month grace period following graduation, withdrawal from school, or entering a status of less-than-half-time enrollment.

A subsidized loan is awarded on the basis of financial need as determined by the FAFSA. If a student is eligible for a subsidized loan, the interest on the loan is “subsidized” (interest-free) while the student is enrolled at least half-time at an eligible school, for the first six months after the student graduates/withdraws from school, and if the student qualifies to have payments deferred.

Unlike a subsidized loan, an unsubsidized loan is not based on financial need. The student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. The student may choose to pay the interest on a quarterly basis or allow it to accrue (accumulate) and be capitalized (that is, added to the principal amount of the loan). Capitalizing the interest will increase the amount the student must repay over time.

Federal Parent Loans
Parents of dependent students may be eligible to borrow a Parent Loan for Undergraduate Students (PLUS) offered through the Direct Loan Program to help supplemental their child’s education expenses. The PLUS loan allows the parent(s) to borrow loan funds to cover their child’s remaining costs, not to exceed the cost of attendance. Parent(s) must have an acceptable credit history. Like the unsubsidized loan, the PLUS loan is also not based on financial need. Generally, the first payment is due within 60 days after the loan is fully disbursed. There is no grace period for these loans and; interest begins to accumulate at the time the first disbursement is made. The Parents must begin repaying both principal and interest while the student is in school.

Private Loans
Students may apply to various lending institutions outside the school that offer loans to help cover the gap between the cost of education and the amount of Federal Student 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.

Institutional Scholarships

High School Graduate Scholarship
The High School Graduate Scholarship is a general scholarship in the amount of $1,000.00, which will be applied to the
scholarship recipient’s student account upon enrollment at the Institution. The scholarship, which will be disbursed in the form of a tuition credit, is non-transferable and carries no cash value. In order to be eligible for the scholarship, candidates must have graduated from an accredited high school in the previous twelve (12) months, prior to enrollment at the Institution. Are required to complete an application. For additional information about the High School Graduate Scholarship or to obtain an application, please contact the Director of Education.

**Presidential Achievement Scholarship**

The Presidential Achievement Scholarship is a general scholarship in the amount of $2,000.00, which will be applied to the scholarship recipient’s student account upon graduation from the Institution. Should this result in a credit balance, the funds would then be applied to any outstanding student loans in the student’s name to help reduce the student loan indebtedness. Students are limited to applying for and receiving this general scholarship one time.

**Scholarship Requirements** - In order to qualify for the scholarship, students must meet all of the following criteria:

- Be a new student who enrolls and starts classes at any Vatterott Educational Centers, Inc. (“Vatterott”) school;
- Graduate from their program of study within the designated time for completion (i.e. a student enrolled in a 70-week diploma program must complete the program within 70 weeks);
- Graduate from their program with a minimum cumulative Grade Point Average of 2.50; and
- Submit an application, along with an essay and two references to the Registrar no later than close of business Monday of the 5th week of the new student's first term.

For additional information regarding the Presidential Achievement Scholarship or to obtain an application, please contact the Registrar.

**Academic Revitalization Scholarship**

The Academic Revitalization Scholarship is a general scholarship in the amount of $2,000.00, which will be applied to the scholarship recipient’s student account upon graduation from the Institution. Should this result in a credit balance, the funds would then be applied to any outstanding student loans in the student’s name to help reduce the student loan indebtedness. The scholarship is available for any re-enrolling student who previously withdrew or dropped from an academic program at any Vatterott Educational Centers, Inc. (“Vatterott”) school. Re-enrolling students are limited to applying for and receiving this general scholarship one time.

**Scholarship Requirements** - In order to qualify for the scholarship, students must meet all of the following criteria:

- Demonstrate an exemplary attendance record that will allow the student to graduate from their program of study within the designated time for completion;
- Graduate from their program with a minimum cumulative Grade Point Average of 2.5; and
- Submit an application, along with an essay and two references, to the Registrar no later than close of business Monday of the 5th week of the Re-Enrolling student’s first term.

For additional information on the Academic Revitalization Scholarship or to obtain an application, please contact the Registrar.

**Scholarship of Achievement**

Vatterott Educational Centers, Inc. has established a scholarship program to assist their students to continue their education. Scholarships are offered each year for study in a full- or part-time course of study chosen by the student at an eligible Vatterott Educational Centers, Inc. program.

The program is administered by Scholarship America®, the nation’s largest designer and manager of scholarship, tuition assistance and other education support programs for corporations, foundations, associations and individuals. Awards are granted without regard to race, color, creed, religion, sexual orientation, age, gender, disability or national origin. In order to be eligible for the general Scholarship, the candidate must meet the following criteria:

- Have completed one term at an eligible Vatterott Educational Centers, Inc. (VEC) program.
- Have filed a current Free Application for Federal Student Aid (FAFSA) and demonstrate eligibility for a Federal Pell Grant.
- Have a minimum grade point average of 2.5 on a 4.0 scale and be eligible to graduate.
- Be seeking a degree or certificate of the college, in a course of study chosen by the applicant.
- Demonstrate a strong attendance history of 80% or higher.

For additional information regarding the Scholarship of Achievement, please see the Campus Registrar or our website [http://www.vatterott.edu/scholarships.asp](http://www.vatterott.edu/scholarships.asp). To obtain an application, please see the Campus Registrar or visit [https://www.scholarsapply.org/vatterott/](https://www.scholarsapply.org/vatterott/)

**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.

https://www.scholarsapply.org/vatterott/
Veterans' Education Benefits

Vatterott College is approved for the training of veterans and veteran's spouse or children in accordance with the rules and regulations administered by the United States Department of Veterans Affairs (VA). Representatives of the VA, State Approving Agency, and the Office of Financial Aid, are available to assist service members, veterans, and their eligible spouse/dependent(s) in applying for veterans’ education benefits. Students should contact the Office of Financial Aid regarding filing of proper applications/forms to ensure benefit determinations are issued well in advance of the start date for the class in which the student desires to enroll. VA may pay a monthly educational allowances to qualified students to help defray the cost of living expenses while attending a college. For further information, contact the Department of Veterans Affairs, the State Approving Agency, or a Financial Aid Administrator at the Institution.

Post 9/11 GI Bill – Yellow Ribbon Program

The Institution participates in the VA’s Post 9/11 GI Bill – Yellow Ribbon Program. This program is designed to help pay the remaining Tuition & Fees (T&F) costs for an eligible student that has reached the annual (Aug 1 – July 31) maximum T&F payable by VA at the 100% rate. The remaining amount is covered by VA and the Institution, up to a specified amount as outlined in the Yellow Ribbon Program agreement. Please check with the Office of Financial Aid for more information.

NOTE: Students are responsible for their Tuition & Fees payments, not the Department of Veterans Affairs.

Government Sponsored Programs
The Institution accepts qualified students eligible to participate in various state-administered programs. Contact the Campus Director for details.

Company Tuition Reimbursement
This Institution 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.

Federal Student Aid Eligibility
In order to be eligible for Federal Student Aid (FSA), a student must:

- Complete and submit a Free Application for Federal Student Aid (FAFSA);
- Meet the Basis of Admissions for the Institution and be enrolled as a regular student in an eligible program of study on at least a half-time basis (except for Pell and FSEOG.);
- Possess a high school diploma, a General Education Development (GED) certificate, or meet other standards established by the state and approved by the U.S. Department of Education;
- Have a valid Social Security Number and be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Be registered for the Selective Service, if required;
- Not have been convicted under Federal or State law of possession or sale of illegal drugs while receiving FSA;
- Not have borrowed in excess of the aggregate loan limits for the FSA programs including not being in default or owe a repayment of an FSA grant or loan;
- Maintain satisfactory academic progress;
- Provide the Office of Financial Aid any required documentation in cases of verification and/or resolving conflicting information or comment codes
- Notify the Office of Financial Aid of changes in enrollment status or of additional resources received; and
- Repay any FSA received as a result of inaccurate information (Any person who intentionally misrepresents facts on the application violates federal law and may be subject to a $20,000 fine and/or imprisonment).

Applying for Financial Aid
To apply for Federal Student Aid (FSA), a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Office of Financial Aid is available to assist students in the completion of this form, other financial aid related forms, and to answer any questions. Students may also complete this application online at www.fafsa.ed.gov. To fill out the FAFSA a student will need access to prior year tax information and possibly parental tax information if the student is under the age of 24 and unmarried with no dependents. If a student did not file taxes in the previous year, proof of earnings will be needed.

The FAFSA is used to determine eligibility for all types of federal student aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility for all types of FSA. 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.

FAFSA Application Selected for Verification
Each year certain FAFSA applications are selected for verification. Students selected for verification must provide documentation to the Office of Financial aid to verify that all information submitted on the FAFSA is correct. If a student is chosen for verification, all documents must be submitted to the Office of Financial aid no later than the 5th week of the 1st term for which the student is enrolled in the award year. Students who do not supply the required documents within the five week time frame will be dismissed from the Institution if alternative methods of payment are not resolved.

Cost of Attendance and Financial Need
Once a student’s FAFSA is completed and submitted, the information will be used in a formula established by Congress that calculates financial need and helps determine eligibility of available funds. When combined with other aid and resources, a student’s federal student aid package may not exceed the cost of attendance.

Cost of attendance include direct (e.g. Tuition & Fees) and indirect (e.g. transportation) costs associated to attending the Institution. Students are highly encouraged to only borrow loans needed to cover the direct costs of education. This will help reduce the student’s total loan indebtedness upon graduation.

Loan Entrance & Exit Counseling
The U.S. Department of Education requires that any student receiving a Federal Student Loan(s) be notified concerning their loans. The Institution requires counseling upon entrance and upon exiting the Institution. Each student is counseled regarding loan indebtedness and each student must participate in an entrance counseling to ensure the student understands the amount borrowed and the student’s rights and responsibilities regarding repayment.

Students must report to the Office of Financial Aid prior to withdrawal, graduation, or advance knowledge that they will drop below half time enrollment status for loan exit 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. Debt management strategies as well as how students can access loan information are provided to the student during exit counseling. Information is also provided on repayment plans and options, loan forgiveness, forbearance, cancellation, the consequences of default, potential tax benefits, NSLDS access, and how to contact the FSA Ombudsman are also discussed. If the student is unable to meet with the Office of Financial Aid, an exit interview will be mailed which includes instructions on how to access loan information through interactive electronic means.

Satisfactory Academic Progress and Financial Aid
Students must meet the standards of Satisfactory Academic Progress (SAP) in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a regular student of the Institution.

SAP for purposes of continued eligibility for federal financial assistance including those eligible for veterans’ education benefits is determined by applying the cumulative grade point average (CGPA) requirements, progression towards completion requirements, maximum completion time restrictions, warning and probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Academic Information section of this catalog.

SAP is evaluated at the end of each term of enrollment. A student who fails to meet either the CGPA or rate of progress requirements for SAP will be placed on FA Warning – Academic Warning for one term and remain eligible for Federal Student Aid. If the student fails to meet the required standards by the end of the warning term, the student is not eligible for Federal Student Aid until a SAP appeal is approved or SAP is met when the student meets both the CGPA and rate of progress requirements.

Institutional Refund Policy
After the last day of the add/drop period for each term, as defined in the course catalog, 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 should provide notice to the Registrar. Refunds will be calculated according to the following formula.

It is understood that any terms extended to any STUDENT are for convenience in paying the tuition and fees 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 term only as follows:

A. Refund to STUDENT's attending the COLLEGE for the first time (first academic term): The COLLEGE shall refund unearned tuition, fee, 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 their portion of the tuition, fees and other charges assessed the STUDENT by the college 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 weeks remaining in that period as of the last recorded day of attendance by the STUDENT.) The refund will be rounded down to the nearest 10% of that period, less an unpaid charge owed by the STUDENT for the period of enrollment for which the STUDENT has been charged, less an administrative fee of $100.00.

2. For a STUDENT terminating training after completing more than 60% of the period enrollment, the COLLEGE may retain the entire contract price of the period of enrollment, including an administrative fee of $100.00.

B. Refund subsequent periods or 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. In case of withdrawal after this period, the COLLEGE may commit the STUDENT to the entire obligation.

C. Refunds will be made within 45 days after the COLLEGE determines the STUDENT has withdrawn.

D. A student who withdraws from the College as a result of the student being called into ACTIVE DUTY in a MILITARY SERVICE of the United States may elect one of the following options for each program in which the student is enrolled:

1. A full refund of any tuition and refundable fees for the academic term in which the student is enrolled at the time of withdrawal. No refund will be given for any academic term the student has completed.
2. A grade of incomplete with the designation “withdrawn-military” for the courses in the program in which the student is enrolled at the time of withdrawal and the right to re-enroll in those courses, or substantially equivalent courses if those courses are 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 and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.

Refunds will be calculated according to the following formula:

It is understood that any terms extended to any STUDENT are for convenience in paying the tuition and fees 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 term only as follows:

A. Refund to STUDENTs attending the COLLEGE: The COLLEGE shall refund unearned tuition, fee, 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 student who has completed 25 percent or less of a course and withdraws shall be eligible for a pro rata refund. The completion percentage shall be based on the total number of calendar days in the course and the total number of calendar days completed.
2. After a student has completed more than 25 percent but less than 60 percent of the course, the COLLEGE shall refund at least 30% of tuition and fees. In case of withdrawal after this period, the COLLEGE may commit the STUDENT to the entire obligation.

B. Refunds will be made within 45 days after the COLLEGE determines the STUDENT has withdrawn.

C. A student who withdraws from the COLLEGE as a result of the student being called into ACTIVE DUTY in a MILITARY SERVICE of the United States may elect one of the following options for each program in which the student is enrolled:

1. A full refund of any tuition and refundable fees for the academic term in which the student is enrolled at the time of withdrawal. No refund will be given for any academic term the student has completed.
2. A grade of incomplete with the designation “withdrawn-military” for the courses in the program in which the student is enrolled at the time of withdrawal and the right to re-enroll in those courses, or substantially equivalent courses if those courses are 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 and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.

Institutional Refund Policy for Kansas Residents Taking Online Courses

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 will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed. Any books, equipment, and/or uniforms that have been issued will not be assessed.
equivalent courses if those courses are 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 and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.

3. The assignment of an appropriate final grade or credit for the courses in which the student is enrolled at the time of withdrawal, but only if the instructor or instructors of the courses determine that the student has satisfactorily completed at least 90 percent of the required coursework; and demonstrated sufficient mastery of the course material to receive credit for the course.

**Funding Agency - Return of Funds Policies**
Information regarding third party funding agency return of funds policies (e.g., Federal Student Aid, Veterans Administration, and WIA) may be obtained from the Institution’s Office of Financial Aid.

**Withdrawal Date**
- The withdrawal date (i.e. determination date) is used to determine when the student is no longer enrolled at the institution and is defined as:
  - The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education or by verbally communicating the student’s intent to the Registrar or Director of Education, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the Institution; or
  - The date the student exceeds the attendance policy; or
  - The date the student does not return from an official LOA; or
  - The date the student fails to meet the Satisfactory Academic Progress policy; or
  - The date a student is determined to have violated any other applicable institutional policy or federal regulation that results in withdrawal.

Students may obtain a copy of the official withdrawal form from the Registrar or the Director of Education.

Students who choose to withdraw or are withdrawn from the institution may be required to wait a minimum of one term before being permitted to re-enroll. Documentation of changes in personal circumstances that resulted withdrawal must be presented for re-enrollment.

**Last Day of Attendance**
A student’s last day of attendance will be the last recorded day the student attended an on-ground class.

**Consumer Information**
Most of the information dissemination activities required by the Higher Education Act (HEA) of 1965, as amended 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.

**Cancellation Policy**
If the student wishes to cancel his or her enrollment in their Program of Study, he or she should provide written notice to the Registrar or Director of Education. The college will refund all monies paid, if the student cancels his or her Enrollment Agreement, within three (3) days (until midnight of the third day, excluding Saturdays, Sundays and holidays) of the day he or she signed the Enrollment Agreement. The college will refund all monies paid, excluding Registration Fee of $100.00, if the student cancels his or her Enrollment Agreement, more than three (3) days after of the day he or she signed the Enrollment Agreement, but prior to the first day of class.
STUDENT INFORMATION & SERVICES
The Institution offers students a variety of success-oriented services as well as activities for the benefit of students and the community.

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

Hours of Operation
The campus administrative offices are open from 9 a.m. to 8 p.m., Monday through Thursday, from 9 a.m. to 5 p.m. Friday, and 9 a.m. to 1 p.m. on Saturday.

Inclement Weather and Campus Closure Policy
In the event that the campus must close due to inclement weather or other issues, the campus must provide students with a schedule of make-up opportunities with as much advanced notice as possible. The institution will make missed instructional time available to all students according to the time missed due to the closure. Student attendance will be monitored during make-up times according to the Institution's Attendance Policy.

Housing
The institution does not provide on-campus housing, but does assist students in locating suitable housing off campus.

Orientation
Prior to beginning classes at the Institution, all new students attend an orientation program. Student orientation facilitates a successful transition from everyday pace into the Institution's 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.

Student Portal
The student portal is a secure website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more.

The Institution is excited to offer this capability, making it easy for our students to be in touch with us and enhance their college experience. Upon acceptance to the Institution, students will be issued a student number that can be used to gain access to the student portal. An email will be sent to each student describing how to register and begin using the student portal upon enrollment.

Faculty
The faculty members are the keystone of the Institution’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 in class is well spent.

Academic Assistance
Students seek help and advice during their education for many reasons. At the Institution, 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.

Retention Services
It is the responsibility of the Retention department to ensure that students are provided continuous support throughout their academic careers. Following their initial enrollment, each student will be assigned a Retention Officer who will serve as their
The Retention department is responsible for the following duties:

- Administering the preliminary, midterm and end of phase surveys;
- Providing academic support to include tutoring and advising; and
- Monitoring student attendance and progress.

### Student Services Available for Online Students

The below student services are available to students enrolled in online distance education courses. Students may access these services via the following mediums: student portal, Canvas course shell, webinar, phone, email or the Vatterott College website and may also visit one of the Vatterott College locations near them.

- **Online Library Services: EBSCOhost**
- **Career Services**
  - Career Services Coordinators: assist students with part-time employment while they pursue their studies, as well as, training related employment upon completion of their education. They also help students with updating resumes, fine tuning of interviewing skills, and professional networking techniques.
  - Career Connects Website: The website will allow our students to search for jobs specific to educational studies as well as keep up to date on upcoming career fairs, workshops, and other career services related events in their area.
- **Retention**
  - Retention Officers: serve as the student's support system throughout their time with Vatterott offering them guidance and direction in regards to course selection, academic tutoring and advising, satisfactory academic progress monitoring, monitor their attendance and provide them with continuous support throughout their Academic Careers.

### Career Services

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

It must be stressed that the Institution cannot and will not guarantee students job, and the ultimate responsibility for securing employment is with the student. Although the school cannot guarantee employment, Career Services is available to assist students with part-time employment while they pursue their studies, as well as, training related employment upon completion of their education. Career Services acts as the liaison between students and employers by promoting the Institution to prospective employers. Both students and employers benefit by the referral of qualified employees from the Institution.

Even though the ultimate responsibility for securing appropriate employment is with the student, Career Services support students throughout their education. However, the placement process intensifies as students near graduation. Career Services helps students with updating resumes, fine tuning of interviewing skills, and professional networking techniques. Information regarding employment opportunities with both local and nationally recognized organizations is provided to qualified graduates. Students may interview both on and off campus depending on the preference of the employer.

Agencies and organizations that accept our students for internship/externship placement 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 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 certain positions.

Those decisions are outside of the control of the Institution.

### Learning Resource Center/Library

The Institution's 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 and assortments of current periodicals and DVDs/CDs. The LRC/Library schedule is posted in the LRC. Students also have access to an electronic library system to support the programs and students of the Institution. The electronic library system provides online reference databases accessible 24 hours a day via the Internet.

### 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 record attendance for a course during the add/drop period may be withdrawn from the course. Students who fail to record any attendance during the add/drop period may be withdrawn from the program.

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 towards their programs. However, Vatterott does not imply or guarantee that credits completed at Vatterott 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. Students seeking to transfer credits earned at Vatterott to another institution should contact the other institution to which they seek admission to inquire as to that institution’s policies on credit transfer.

Transcript Request Policy
A student wishing to request an official transcript must complete the Transcript Request Form located in the Registrar’s Office. After the completion of the form and the payment of a $10.00 fee, the Registrar’s office will process the request within two calendar weeks. Official Transcripts will NOT be processed if there are any financial or academic holds or if there are any unpaid fees or an outstanding balance on your student account. If you need an official transcript by a certain deadline, be aware that obtaining it will be delayed until you have paid any outstanding balance. Upon request, Unofficial Transcripts may be provided to active and non-active students at no charge.

Student Records Access and Release
The Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), is a federal law that protects student information and afford students who are currently or were formerly enrolled, regardless of their age or status in regard to parental dependency, the following rights with respect to their education records:

- The right to inspect and review the student’s education records within 45 days of the day the Institution receives a request for access.
- The right to request the amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
  ◊ Note: this procedure shall not be available to challenge the validity of a grade or score given by an instructor or any other decision by an instructor or official, but only whether the recording of such grade or decision is accurate or complete.
- The right to provide written consent before the Institution discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failure by the Institution to comply with the requirements of FERPA.

With certain exceptions, an “education record” is defined under FERPA as any record (1) from which a student can be personally identified and (2) that is maintained by the Institution.

A student wishing to inspect his or her education records should submit to the Registrar or Director of Education a written request that identifies the record(s) the student wishes to inspect. The school will make arrangement for access and notify the student of the time and place where the records may be inspected. To facilitate this process, The Institution has created a Family Educational Rights & Privacy Act (FERPA) Request to Inspect & Review Education Record(s) form which may be obtained from the Registrar.

Copies of requested educational records will only be provided in the event that circumstances effectively prevent a student from exercising the right to inspect and review the education records requested and no other feasible arrangements can be made. In such instances, a fee may be charged to cover the production of copies.

Students may consent to their school disclosing personally identifiable information from the student’s education record to a third party. This consent must be made to the Registrar, in writing, signed and dated by the student, and must (1) specify the records to be disclosed, (2) state the purpose of the disclosure, (3) and identify the party to whom the disclosure is to be made. This release requirement is applicable to disclosures to parents or other family members who inquire about a student’s education record. The Family Educational Rights & Privacy Act (FERPA) Release, which may be obtained from the Registrar, must be completed and provided to the Institution. A fee may be imposed for copying a student’s record(s) in connection with such a disclosure or release.
Significantly, there are instances in which a school is permitted to disclose a student’s education records without consent. Examples of such instances include, but are not limited to: responding to school officials with a legitimate educational interest; in compliance with a judicial order or pursuant to a lawfully issued subpoena; to officials of another school in which the student is enrolled or seeks or intends to enroll (in these cases the Institution intends to forward the information upon request); in the event of a health or safety emergency involving the student; or to parties otherwise authorized to receive the information pursuant to FERPA.

FERPA also permits institutions, within established guidelines, to disclose without a student’s consent information the Institution deems “directory information.” The Institution has identified the following items as “directory information:” name, address, telephone number, e-mail address, date and place of birth, dates of attendance, field of study, credit hours earned, degrees earned, honors and awards received, participation in official school activities, and most recent previous educational agency or institution. Students may request that directory information not be released. To request restriction of directory information, students should complete a Request to Restrict Release of Student Directory Information form, which can be obtained from, and once completed, should be submitted to, the Registrar.

Students with questions regarding their rights pursuant to FERPA, or desiring additional guidance concerning the appropriate manner in which to exercise such rights at their school, can contact Student Affairs via email at studentaffairs@vatterott.edu or email their inquiry to consumerinfo@vatterott.edu.

Drug-Free Environment
The Institution is committed to maintaining a drug-free school and workplace for its students and employees. As a matter of policy, the Institution 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. Reporting to or remaining at work/school impaired by or under the influence of alcohol or illicit drugs is also prohibited. 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 the services of the National Council on Alcoholism and Drug Dependence for counseling and rehabilitation on an individual referral basis. 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 Office of Financial Aid.

Student 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.

The Institution 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 Institution’s community, or failure to comply with the policies and procedures of the campus catalog.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student’s dismissal from the Institution. The Institution will also determine if any Federal Student Aid 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 the Institution, 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 the Institution to recruit potential employees. A student’s appearance is generally the first and most lasting impression on these visitors.

An attempt is made to keep regulations to a minimum. They are established only when they contribute to the welfare and safety of the student body. Cooperation of all students is expected. All instructors have the authority, in a teacher/student relationship, to enforce all institution rules and regulations.

- Students may operate equipment only during institution hours, unless after-hours permission has been given by the instructor and they are supervised.
- Ensure learning and lab areas are neat and free of any trash.
- No fighting, horseplay, profanity, or cheating.
No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.

Do not tamper with other students' projects or equipment.

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

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

Personal business must be handled after institution hours.

Carelessness in safety will not be tolerated.

Smoking is allowed only in designated areas.

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

Weapons are not permitted on campus.

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.

The Institution 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.

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. The Institution reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Minors on Campus
While the College welcomes the presence of children* on its campus, the College recognizes that the campus may not always be an appropriate environment for minors. In recognition of the family needs and responsibilities of students may bring their child(ren) to campus for a limited period of time. However, at no time should a child be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus. At all times the adult responsible for the minor maintains the sole responsibility for the safety of their own child(ren) or any other child(ren) accompanying them on campus. Please be aware that Vatterott retains the discretion to ask visitors to leave at any time.

*For the purposes of this policy, the terms "child," "children," "minor," and "minors" refer to or describe individuals under the age of 18.

Campus Security
Each year the Institution 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 Office of Financial Aid during regular business hours.

The Institution 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. The Institution reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Non-Discrimination
In accordance with the provisions of the Americans With Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Educational Amendments of 1972, P.L. 93-112, and Section 504 of the Rehabilitation Act of 1973 and the regulations thereunder, it is the policy of the College that no person shall, because of age, sex, race, disability, or national
origin be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity of the College, including the employment of staff personnel.

The College’s nondiscrimination statement, cited above, prohibits discrimination and harassment against individuals based on characteristics protected under federal and state law. The College also prohibits retaliation based upon reporting of such violations. If you have questions or believe you have been subjected to discrimination, harassment, including sexual harassment, or retaliation, you may contact one of the individuals below:

- Questions or concerns regarding the College’s compliance with Title IX may be directed to the following:
  1. Title IX Coordinator
     8580 Evans Avenue
     Berkeley, MO 63134
     (314) 264-1740
     titleixcoordinator@vatterott.edu
  2. Campus Director (Title IX Officer)
     12900 Maurer Industrial Drive
     St. Louis, MO 63127
     (314) 843-4200

Inquiries by persons about their protection against discrimination under The Americans With Disabilities Act, Title IX, Title VI, or P.L. 93-112 and the Section 504 may be directed in writing or by telephone to:

Administrator of Student Affairs
8580 Evans Avenue
Berkeley, MO 63134
(314) 264-1500
studentaffairs@vatterott.edu

Inquiries regarding discrimination may also be addressed to the Office for Civil Rights, at the following locations:

Office for Civil Rights
U.S. Department of Education
1010 Walnut Street, Suite 320
Kansas City, Missouri 64106
Phone: (816) 268-0550

Written College policies concerning the rights and responsibilities of employees and students are available for inspection at each campus location via the Campus Catalog. The College policies are also available online on the Consumer Information page at www.vatterott.edu

**Accommodations for Individuals with Disabilities**

The Institution is committed to offering reasonable accommodations to students with disabilities under the Americans with Disabilities Act, as amended (“ADA”). Requesting an accommodation is voluntary and a student is not required to disclose a disability or to request reasonable accommodations. However, the student, and not the Institution, must initiate the process of requesting an accommodation.

A student requesting an accommodation for a disability must contact the Director of Education at their campus and complete the "Student Accommodation Request Form" and submit supporting documentation, demonstrating the disability and/or past accommodations for that condition. The institution’s Accommodations Committee will thoroughly review each student’s request and supporting documentation and will notify the DOE and the student of the decision. A student is not entitled to receive any accommodation requested, but the Institution will evaluate every request and provide an accommodation if it would be reasonable under the circumstances.

To ensure that accommodations are provided in a timely fashion, the Institution strongly encourages students to submit all completed requests for accommodation, along with supporting documentation, immediately after enrollment and before the first day of classes, or otherwise as soon as possible. Information pertaining to a student’s disability is confidential. If a student discloses information about a disability, it will be kept as confidential as reasonably possible and will be used only to consider and to act on the student's request for accommodation.

To request an accommodation, please contact the Director of Education. Please contact the Director of Education at your campus or ada@vatterott.edu with any questions or concerns about this policy.

**What is a disability?**

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

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

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

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

**Title IX Policy**

I. **Title IX of the Education Amendments of 1972**
Title IX of the Education Amendments of 1972 ("Title IX") §§ 1681 et seq., and its implementing regulations, 34 C.F.R Part 106, prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

II. **Vatterott’s Policy Statement**
Vatterott prohibits all forms of sexual misconduct, including but not limited to, sexual assault, stalking, dating or domestic violence, and sexual harassment. Such conduct violates the community values and principles of our institution, and disrupts the learning and working environment for students, faculty, staff, and other community members. In furtherance of this policy, Vatterott has adopted the following policies, procedures, and standards of conduct for all members of our community with respect to sexual misconduct.

III. **Handling of Complaints Covered by this Policy**
Vatterott’s Title IX Coordinator is responsible for coordinating the College's compliance with Title IX, as well as other complaints brought concerning violations of this policy. The Title IX Coordinator's responsibilities include overseeing all Title IX reports of sexual harassment and sex-based discrimination, performing investigations, gathering documentation, disseminating information, and addressing any patterns or systematic problems that arise. To assist the Title IX Coordinator, Vatterott has designated Title IX Officers, all whom serve as the Campus Directors for each respective campus. All Title IX Officers are authorized to receive reports of sexual harassment and sex-based discrimination, and report the same to the Title IX coordinator.

The College has designated the following individual as the Title IX Coordinator:

Megan Wilson  
Vice President of Regulatory Affairs  
8580 Evans Avenue  
Berkeley, MO 63134  
Phone: 314-264-1500  
Email: titleixcoordinator@vatterott.edu

All students, faculty, staff and applicants, who have concerns about discrimination on the basis of sex, Title IX violations or requirements, including any concerns pertaining to sexual harassment, sexual violence or any matters covered by this policy, are encouraged to seek the assistance of either the Title IX Coordinator or a Title IX Officer. The Coordinator and Officers are knowledgeable about, and will provide information on, all options for addressing and resolving such reports or concerns. Those options may vary depending on the nature of the incident; whether the complainant is a student, faculty, staff or applicant; the wishes of the complainant regarding confidentiality; and whether the complainant prefers to proceed formally or informally. Together, the Coordinator and Officers play an integral role in carrying out the College’s commitment to creating, fostering and maintain an educational, employment, business and campus environment that is free of discrimination on the basis of sex and other discrimination as well as sexual harassment.

IV. **Reporting of Complaints Covered by this Policy**
If you believe that you have been a victim of sexual harassment, sexual violence, dating or domestic violence, stalking or sex-based discrimination, or if you wish to report such an incident, you have several options and are strongly encouraged to report such incidents orally or in writing to Vatterott’s Title IX Coordinator or a Title IX Officer.

You may also choose to file your complaint electronically via Vatterott’s Title IX Incident Report Form, available online at [http://www.vatterott.edu/Title-IX/title-ix.asp](http://www.vatterott.edu/Title-IX/title-ix.asp). Using the Title IX Incident Report form allows a victim, third-party, or bystander to submit a complaint/report of sexual harassment or sex-based discrimination directly to Vatterott's Title IX Coordinator, and may choose to do so anonymously. However, without the contact information of the reporting party, Vatterott may not be able to fully investigate and respond to the complaint.

You may also report incidents of harassment, discrimination, or retaliation by calling Vatterott’s Ethics Hotline at 1-866-8610 (or St. Louis local 314-264-1514). If you do so, you can either identify yourself or leave a message anonymously.
Vatterott recognizes that a student or employee may choose to confide in any employee of the College. For example, a student may choose to report the alleged violation to an instructor, program director, or staff member. Similarly, an employee may choose to confide in a colleague, supervisor, or member of the Human Resources department. However, it shall be noted that all Vatterott employees that receive reports of violations of this policy, or know or reasonably should know of the occurrence of violations of this policy are required to forward these reports to the Title IX Coordinator. The Title IX Coordinator is to be made aware of all complaints made pursuant to this policy so that they may monitor compliance.

In addition to the foregoing, all faculty and staff who become aware of or suspect sexual abuse of a minor (under the age of 17) must report that information to the Title IX Coordinator or a Title IX Officer who shall then inform local, state and/or federal law enforcement officials of such incident as required by law.

V. Options for Reporting and Availability of Support

In addition to reporting the matter to the Title IX Coordinator, Title IX Officer, or a supervisor, persons may also need to address immediate physical and/or emotional trauma associated with the alleged harassment or assault. Importantly, a victim should contact any of the following immediate care support providers:

- Emergency Call 911
- Local Police Department
- Clinic/Hospital
- Community-based sexual assault crisis center.

For information on available resources to victims of sexual assault, please visit the following:

- [http://www.rainn.org](http://www.rainn.org) – Rape, Abuse, and Incest National Network (800) 656-4673
- [http://www.justice.gov/ow/v/sexual-assault](http://www.justice.gov/ow/v/sexual-assault) – Department of Justice Sexual Assault
- [http://www.loveisrespect.org/](http://www.loveisrespect.org/) – Love is Respect – call (866) 331-9474 or text LOVEIS to 22522

VI. Privacy and Confidentiality

Vatterott encourages victims of sexual harassment and discrimination to talk to somebody about what happened so that he or she may get the support they need, and so that Vatterott can respond appropriately. Because issues arising under Title IX are often sensitive in nature, Vatterott maintains the highest level of privacy regarding all reports of sexual discrimination and/or sexual harassment. While Vatterott strictly prohibits the disclosure of private information obtained through an investigation, it should be noted that circumstances may arise when law and/or policy requires the disclosure of sensitive information.

Please be aware that all Vatterott employees are “responsible employees,” and have the obligation to communicate reports of sexual misconduct to the Title IX Coordinator. When a reporting party tells a responsible employee about an incident of sexual violence, the reporting party has the right to expect the College to take immediate and appropriate steps to investigate what happened and resolve the matter promptly and equitably. To the extent possible, information reported to a responsible employee will be shared only with Vatterott officials responsible for handling the College’s response to the report, including the Title IX Coordinator.

Upon receipt of a report of sexual misconduct, Vatterott’s Title IX Coordinator will inform and obtain the reporting party’s consent prior to commencing an investigation. Should the reporting party request anonymity/confidentiality or request that no investigation be conducted, the Coordinator will take all reasonable steps to investigate and respond to the complaint consistent with the request for anonymity/confidentiality and/or request that an investigation not be pursued.

Upon the reporting party’s insistence that their name or other identifying information be kept in confidence, the Coordinator has the duty to inform the reporting party that in doing so, the ability of authorized representatives to properly respond to the alleged misconduct may be limited. If anonymity is further insisted upon, Vatterott officials will evaluate the request in context with its responsibility to provide a safe and nondiscriminatory environment for all students. Specifically, Vatterott will weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant’s age; whether there have been previous complaints of harassment relating to the same offender; and the alleged perpetrator’s rights to receive information about the allegations if the information is maintained by Vatterott as an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 C.F.R. Part 99. Vatterott will inform you if confidentiality cannot be ensured.

Please be aware that even if Vatterott cannot take disciplinary action against the alleged perpetrator as a result of an insistence of confidentiality, Vatterott may pursue alternative measures in efforts to limit the effects of the alleged misconduct and prevent its recurrence.
Off-Campus Counselors and Advocates

Off-campus counselors, advocates, and health care providers will generally maintain confidentiality and not share information with the College unless the victim requests the disclosure and signs a consent or waiver form.

For contact information for these off-campus resources please visit Not Alone: Together Against Sexual Assault at www.notalone.gov/resources.

VII. Victim Rights & Options

Regardless of whether an individual elects to pursue a criminal complaint, or whether the offense is alleged to have occurred on or off campus, Vatterott will assist victims of sexual misconduct. If an individual is a victim of sexual assault, domestic violence, dating violence, or stalking, his or her first priority should be to locate a place of safety. He or she next should obtain any necessary medical treatment.

The College strongly advocates that subsequent to securing safety and medical care, any victim of sexual assault, domestic violence, dating violence, or stalking should report the incident immediately to the Title IX Coordinator. Time is a critical factor for evidence collection and preservation. Preserving evidence is very important, as it may be necessary to the proof of sexual assault, domestic violence, dating violence, or stalking, or in obtaining a protection order.

Any individual who reports to the College that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a copy of this Policy, as well as documentation detailing:

- His or her options to (1) notify proper law enforcement authorities, including on-campus and local police; (2) be assisted by campus authorities in notifying law enforcement authorities if he or she so chooses; and (3) decline to notify such authorities.
- His or her rights and options for (and available assistance in) changing academic, living, transportation, and working situations if so requested and reasonably available, regardless of whether he or she chooses to report the crime to the authorities.
- Where applicable, his or her rights, regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, and the College's responsibility to honor the same.
- The United States Department of Justice Violence Against Women Office website, located at http://www.ovw.usdoj.gov/, which provides useful information relating to victims' rights and available assistance.

VIII. Complaint and Resolution Procedures

While some reporting parties may wish to pursue action through informal methods in place of, or prior to requesting the initiation of formal proceedings, others may not. You should consider the circumstances surrounding your complaint and choose the option most appropriate. Regardless of your decision, you may consult with the Title IX Coordinator at any time and request assistance handling matters related to sexual harassment and discrimination, including the selection of an approach.

Informal Procedures

Informal procedures are optional and may only be utilized when Vatterott deems such procedures adequate.

If you are comfortable handling the situation without assistance, consider the following:

- Clearly say "no" to the individual exhibiting unwelcome behavior
- Communicate with the offender either orally or in writing providing him or her of the following:
  o A factual description of the incident(s) including date, time, place, and specific action.
  o A description of the impact of the action, emotionally, physically, and mentally.
  o A request that the conduct cease.

If you would like to proceed informally but with the assistance of a third party, you may contact your Title IX Officer or Title IX Coordinator. These individuals are familiar with Vatterott's Title IX policies and are available to assist victims of sexual harassment and sexual assault. Additionally, these individuals can provide information pertinent to informal actions and remedies that you may pursue as well as additional information regarding Vatterott's procedures for sexual harassment and discrimination.

Additionally, you may request that the Title IX Officer or Title IX Coordinator serve as a mediator in efforts to resolve your issue(s) prior to pursuing formal proceedings. Mediation is the process of utilizing a third party to engage in discussions and negotiations in hopes of reaching a mutually agreeable resolution and cessation of the unwanted conduct.

If either party is dissatisfied with the determination rendered subsequent an informal proceeding, he or she may pursue alternative remedies by engaging in the formal process.
If you do not wish to utilize the informal process, you may pursue formal action. Please note that you have the right to end the informal investigation process and begin formal proceedings at any time.

**Note:** This option is **not** available where allegations of sexual violence or nonconsensual sexual intercourse are raised.

**Formal Investigation & Determination**

To ensure prompt, thorough, and impartial investigations, all incidents of sex-based discrimination or sexual harassment, including sexual misconduct or retaliation, should be reported to the Title IX Coordinator immediately, either verbally, in the form of a written complaint, or electronically via the Title IX Incident Report Form. This process may lead to a formal hearing at which evidence will be considered and witnesses heard. The Title IX Coordinator can assist you with filing a complaint if you choose to pursue formal action.

Upon receipt of a report of alleged unlawful discrimination, harassment, or retaliation, Vatterott’s Title IX Coordinator will investigate without delay. All investigations shall be conducted by the Title IX Coordinator, who is trained in areas involving sex-based discrimination, sexual violence, and nonconsensual sexual intercourse. At times, it may be necessary to implement remedial measures before completing an investigation to ensure that further unlawful conduct does not continue. These measures may include reassignment or restructuring of the victim's academic or work schedule per that party’s request. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of this Policy.

The complainant and the accused party may have an advisor present during the investigation, provided that the involvement of the advisor does not result in undue delay of the meeting or proceeding. However, it is important to note that advisors may not advocate on behalf of either party and may only serve in a support role. All advisors will be required to sign a standard form attesting that they have been informed and acknowledge that they may not advocate on behalf of either party and that all information disclosed during the hearing must be kept strictly confidential. If the advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or an individual resolving the complaint, that advisor may be prohibited from further participation.

Vatterott's investigation into allegations of sex-based discrimination, sexual harassment, and/or sexual misconduct, will be conducted in an objective and impartial manner, and carried out in such a way as to maintain privacy to the greatest extent possible. Such investigations may include, but are not limited to, assisting and interviewing the reporting party, identifying and conducting interviews with witnesses, contacting and interviewing the respondent, and gathering evidence. It should be noted that while Vatterott strictly prohibits the disclosure of private information obtained through an investigation, circumstances may arise the College may contact and cooperate with local law enforcement.

The College will endeavor to conclude its investigation and issue a resolution of the complaint within sixty (60) calendar days of the date the complaint was received. All pertinent facts will be carefully reviewed and the accused will be given a full opportunity to explain his or her conduct before any decision is reached. When the investigation is complete, Vatterott will inform the complainant and the alleged perpetrator of the results of the investigation and the process for appealing any such determination, as applicable, in writing.

Vatterott invokes no restrictions on the time at which allegations may be reported. Additionally, the standard of proof in all cases shall be a preponderance of the evidence. This means that a party may be held responsible for the alleged conduct upon a finding that it is **more likely than not** (51% or higher) that he or she engaged in conduct prohibited by Vatterott.

Once a determination is made, both parties will be simultaneously notified in writing of the determination and the right to file an appeal within seven (7) business days. Determinations may include possible clarification of Vatterott policies, clarification regarding the alleged conduct, sanctions, restrictions, and/or conditions. The determination will become final within seven (7) business days unless an appropriate appeal is filed.

If it is determined that an employee or student has engaged in inappropriate conduct, Vatterott will take appropriate disciplinary action, consistent with the Policy, the Employee Handbook and/or Student Catalog.

**Appeals**

Either party may appeal the determination reached by the Title IX Coordinator. All appeals must be submitted in writing to the Vatterott President c/o the Title IX Coordinator (via email at titleixcoordinator@vatterott.edu or via mail at 8580 Evans Avenue, St. Louis, MO 63134) within seven (7) business days of the Title IX Coordinator's determination and clearly set forth grounds for the appeal. Appropriate grounds for appeal include procedural error, previously unavailable relevant evidence that could significantly impact the outcomes of the hearing or a claim that the sanction imposed was substantially disproportionate to the finding. Disagreement with the Panel’s decision does not constitute grounds for appeal. The Title IX Coordinator will process the appeal and both parties will be informed simultaneously in writing of any changes arising from said appeal as well as the final determination. Results become final after seven (7) business days.
All appeals will be reviewed and decided within ten (10) business days of receipt.

**Hearing Procedures**

Upon concluding that there is reasonable cause\(^1\) to believe that an incident of sexual violence, domestic violence, dating violence, or stalking occurred, a hearing may be ordered. In such instances, the complainant, the accused party, and members of the Hearing Panel (hereinafter the “Panel”) described below will be provided an opportunity to review the Investigation Report compiled by the Title IX Coordinator, redacted to remove any unnecessary personal information. The Panel comprised of three (3) Vatterott Officials, to include the Vice President of Academics and Accreditation, the Chief Operating Officer and the Vice President of Human Resources, will preside over all Title IX hearings. All officials will be trained to conduct hearings regarding alleged Title IX offenses as well as how to conduct investigations and hearings that protect the safety of alleged victims while promoting accountability. At least one (1) panel member will be physically present during the hearing while others may attend via teleconference. All determinations will be reached using a preponderance of the evidence standard (i.e. more likely than not) and all hearings will be prompt, fair, and impartial.

Hearings are closed to the public. The complainant and the accused party have the right to be present during the hearing but do not have the right to be present during deliberations.

If necessary, arrangements can be made so as to prevent the complainant and the accused party from being present in the hearing room at the same time.

**Special Considerations for Title IX Hearings**

1. **Panel Composition and Training.** All allegations of Title IX violations found to require a hearing subsequent to a thorough investigation will be heard before the Panel.

2. **Advisors.** The complainant and the accused party may have an advisor of their choice present during the hearing proceedings. However, it is important to note that advisors may not advocate on behalf of either party and may only serve in a support role. All advisors will be required to sign a standard form attesting that they have been informed and acknowledge that they may not advocate on behalf of either party and that all information disclosed during the hearing must be kept strictly confidential.

3. **Standard.** All determinations made by the Panel will be so done using a preponderance of the evidence standard. This means that the accused party will be held responsible for his or her conduct if the Panel determines that it is more likely than not (51% or higher) that he or she did in fact engage in a prohibited act.

4. **Hearing Participation.** Both parties will have the opportunity to be present during any hearing proceedings. Vatterott will make every effort to honor all requests to minimize contact between the reporting party and the accused. Additionally, both parties should be aware that members of the Panel may pose questions to the complainant, the accused, and/or witnesses presented by either party.

Upon commencement of proceedings, the reporting party will be given an opportunity to make opening remarks to the Panel. Such remarks will be limited to ten (10) minutes. Subsequently, the reporting party will be allowed to present any relevant evidence and/or witnesses with personal knowledge of the circumstances resulting in the convening of the hearing. All witnesses will be called as needed and will not be permitted to be present until and unless needed. Cross-examination of the witnesses presented will not be allowed by opposing parties. Further, the complainant and respondent may not directly cross-examine one another, but may, at the discretion of the Panel, suggest questions to be posed by the Panel and respond to the other party.

Upon conclusion of the reporting party’s presentation, the accused party will be permitted to make opening remarks to the Panel. Such remarks will be limited to ten (10) minutes. The accused party will also have the opportunity to present relevant evidence and/or witnesses with personal knowledge of the circumstances resulting in the convening of the hearing.

Should new evidence be disclosed during the hearing and without prior consultation with the Title IX Coordinator, the hearing may be delayed to allow the Panel to consider whether the newly disclosed evidence should be permitted.

After all evidence has been presented, the reporting party will be permitted to give closing remarks followed by the accused party. Both parties will be allotted ten (10) minutes during which to provide concluding remarks.

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\(^1\) Reasonable cause is defined as “some credible information to support each element of the offense, even if that information is merely a credible witness or complainant statement.”
Post-hearing, the Panel will convene, deliberate, and reach a determination. Both parties will be simultaneously notified in writing of the Panel’s determination and the right to file an appeal within seven (7) business days. Determinations may include possible clarification of Vatterott policies, clarification regarding the alleged conduct, sanctions, restrictions, and/or conditions. The Panel’s determination will become final within seven (7) business days unless an appropriate appeal is filed.

**Possible Sanctions.** Possible sanctions for a person found guilty of behavior in violation of this Policy include but are not limited to the following:

- Issuance of an oral or written reprimand to be placed in the personnel file;
- Mandatory attendance at a sexual harassment sensitivity program;
- An apology to the victim;
- Issuance of an oral or written warning;
- Transfer or change of job, class, or externship location;
- Demotion in employment or leadership position;
- Suspension, probation, termination, dismissal, or expulsion;
- Any other sanction deemed appropriate by Vatterott.

While counseling is not considered a sanction, it may be offered or required in combination with the imposed sanctions. Where alcohol and/or drugs are related to acts of sexual harassment, such counseling may include required participation in a substance abuse program.

**Appeals.** Either party may appeal the Panel's decision. All appeals must be submitted in writing to the Vatterott President c/o the Title IX Coordinator (via email at titleixcoordinator@vatterott.edu or via mail at 8580 Evans Avenue, St. Louis, MO 63134) within seven (7) business days of the Panel's determination and clearly set forth grounds for the appeal. Appropriate grounds for appeal include procedural error, previously unavailable relevant evidence that could significantly impact the outcomes of the hearing or a claim that the sanction imposed was substantially disproportionate to the finding. Disagreement with the Panel’s decision does not constitute grounds for appeal. The Title IX Coordinator will process the appeal and both parties will be informed simultaneously in writing of any changes arising from said appeal as well as the final determination. Results become final after seven (7) business days.

All appeals will be reviewed and decided within ten (10) business days of receipt.

**IX. Ongoing Criminal Investigations**

In instances of sexual misconduct that may also constitute criminal conduct, the reporting party is encouraged to file a report with the appropriate law enforcement agency and may request the assistance of a Vatterott representative in doing so. The pendency of a criminal investigation does not relieve Vatterott of its responsibilities under Title IX. To the extent that doing so does not interfere with any ongoing criminal investigation, Vatterott will proceed with its own investigation and resolution of the complaint.

**X. Retaliation**

Retaliation against reporting parties or those cooperating with an investigation is strictly prohibited. Violation of this policy may result in Vatterott taking immediate disciplinary action, up to and including suspension and/or expulsion for students or termination for employees.

Retaliation includes, but is not limited to threats, harassment, or intimidation, taken against the reporting party or any third party or parties as a result of their cooperation with an investigation.

**XI. Obligations of Vigilance and Reporting**

Vatterott can only respond to instances and allegations of harassment or discrimination if it is made aware of such occurrences. Therefore, Vatterott encourages anyone who believes that he or she has experienced sexual harassment or discrimination to promptly come forward with inquiries, reports, or complaints and to seek assistance from Vatterott officials. Furthermore, all Vatterott employees are responsible employees and have an obligation to communicate reports of sexual misconduct to the Title IX Coordinator. Employees who become aware of instances or allegations of sexual harassment by or against a person under his or her supervisory authority must submit a report to those charged with responding to such allegations and reports. These individuals include the Human Resources Department, the Title IX Officer or the Title IX Coordinator.

Whether confirmed or speculated, Campus Directors, Directors of Education, Program Directors, or other comparable administrator who becomes aware of information indicating a significant likelihood of sexual harassment must report such information to the Title IX Coordinator immediately. Unconfirmed or disputed allegations should be clearly labeled as such
and reports should indicate any steps already taken to investigate or otherwise respond. Administrators should always consult with the Title IX Coordinator and refrain from conducting independent investigations or otherwise responding to any situation where sexual harassment is alleged. No student, faculty, or employee should assume that a Vatterott official knows about a situation or incident.

**XII. Definitions** – Vatterott adheres to the following definitions applicable to this policy:

**Consent** - an informed, voluntary, mutual, and freely given agreement to engage in sexual activity. The person giving consent must do so absent coercion, threats or blackmail. Both parties must understand that consent is being given and to what consent is being given.

- A person’s lack of verbal or physical resistance or submission resulting from the use or threat of force does **NOT** constitute consent;
- A person’s manner of dress does **NOT** constitute consent;
- A person’s consent to past sexual activity does **NOT** constitute consent to future sexual activity;
- A person’s consent to engage in sexual activity with one person does **NOT** constitute consent to engage in sexual activity with another;
- A person CANNOT consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
  - The person is incapacitated due to the use or influence of alcohol and drugs;
  - The person is asleep or unconscious;
  - The person is under age; or
  - The person is incapacitated due to a mental disability.
- A person can withdraw consent at any time.

**Sex Discrimination** - behaviors and actions that deny or limit a person’s ability to benefit from, and/or fully participate in, the available educational programs, activities, or employment opportunities because of a person’s sex.

Sexual discrimination may take many forms including sexual harassment (discussed below), denial of equal opportunities in educational programs, discrimination based on pregnancy and employment discrimination.

**Sexual Harassment** - unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Sexual harassment includes sexual violence/assault, sexual exploitation, domestic violence, dating violence, stalking where motivated by sex or involving sexual conduct, and gender harassment/stereotyping.

**Sexual violence** - a form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent).

A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Claims of sexual violence will be adjudicated in accordance with Vatterott Educational Centers, Inc.’s Clery Investigations and Hearing Process.

**Sexual Assault** – actual or attempted sexual contact with another person without the person’s consent. Sexual assault includes, but is not limited to:

- Intentional touching of another person’s intimate parts without that person’s consent; or
- Other intentional sexual contact with another person without that person’s consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person’s intimate parts without that person’s consent; or
- Rape, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object; or (2) the mouth of a person by a sex organ of another person, without that person’s consent.

**Gender-based harassment** – a form of sexual harassment and refers to unwelcome conduct based on an individual’s actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination prohibited by Title IX and will not be tolerated by Vatterott.

Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.
**Nonconsensual Sexual Contact** - any intentional sexual touching, however slight, with any object or body part, by a man or woman upon another, without consent.

**Nonconsensual Sexual Intercourse** – any sexual intercourse (anal, oral, or vaginal) however slight, with any object or body party, by a man or woman upon a man or a woman, without consent.

**Forced Sexual Intercourse** – unwilling or nonconsensual sexual penetration (anal, vaginal or oral) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another’s mental or physical condition of which the assailant was aware or should have been aware.

**Sexual Contact Includes:**

- 11.4.1. Intentional contact with the breasts, buttocks, groin, or genitals of another person, or touching another person with any of these body parts; or making another person touch you or themselves with or on any of these body parts; or
- 11.4.2. Any intentional bodily contact in a sexual manner, even where the touching does not involve contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice; or
- 11.4.3. Intercourse, however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact).

**Sexual Exploitation** - occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include:

- Prostituting another person;
- Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
- Distributing images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and
- Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.

**Dating Violence** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse, or threat of such abuse.

**Domestic Violence** – a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking** - Stalking based on one's sex or gender includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

**Unwelcome conduct** – conduct is considered “unwelcome” if the person did not request or invite it, and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements, or other conduct that may be physically threatening, harmful, or humiliating.
**Hostile Environment** – exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the College's program or activities. It can be created by anyone involved in a College’s program or activity, including administrators, faculty members, students, and campus visitors.

Factors to determine whether a hostile environment exists includes, but is not limited to the following:
- The type, frequency, and duration of the conduct;
- The identity and relationships of persons involved;
- The number of individuals involved;
- The location of the conduct and the context in which it occurred; and
- The degree to which the conduct affected one or more student’s education.

**Specifically Prohibited Conduct:**
- Engaging in sex-based harassment that creates a hostile environment in or under any program or activity of this College.
- Promising, directly or indirectly, to reward another provided that he or she comply with a sexually oriented request.
- Threatening, directly or indirectly, retaliation if a person refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, an education or employment related opportunity if the person refuses to comply with a sexually oriented request.
- Engaging in unwelcome sexually suggestive conversation or inappropriate physical contact or touching of another.
- Engaging in indecent exposure.
- Making repeated sexual or romantic advances toward another despite his or her rejection.
- Engaging in unwelcome physical contact such as touching, blocking normal movement, physical restraint, or assault.
- Retaliating against another for filing a harassment complaint or threatening to report harassment.

Sexual harassment can involve males and/or females being harassed by members of the opposite or same sex.

Sexual harassment can be physical or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

If you have any questions regarding this policy, please do not hesitate to contact the Title IX Coordinator via email at titleixcoordinator@vatterott.edu

**Student Disciplinary Appeal**

A student who has been suspended or terminated from training as a result of a disciplinary decision at the campus-level may appeal the determination to the Student Disciplinary Review Committee (“Committee”). The Committee is comprised of Vatterott’s Division One or Division Two Regional Director, the Provost, the Administrator of Student Affairs and the General Counsel. The Committee will meet bi-monthly and will review all appeals at that time. The process in which the Committee chooses to review is entirely at their discretion. The decision of the Committee is final and may not be further appealed. Any and all appeals must be submitted in writing within ten calendar days of the date of written notification of your suspension or termination from training. If mailed, the written letter of appeal must be postmarked within ten calendar days of the date of the written notification of your suspension or termination from training. If you fail to provide a written letter of appeal within ten calendar days, you waive your right to appeal and the campus disciplinary decision becomes final. In your written appeal, you should include your basis for overturning the disciplinary decision.

If you choose to appeal your suspension or termination from training, please mail your written letter of appeal to:

Vatterott Educational Centers, Inc.
Administrator of Student Affairs
8580 Evans Ave.
Berkeley MO. 63134

**Suspension** means termination of training for a specified time period. During this time, students do not earn any credit toward their grade. Nevertheless, students are encouraged to complete their work during a suspension to ensure understanding of materials.

**Termination from training** means permanent termination of student status at the Institution. Generally, students who are terminated from training are not allowed to return to any campus for any reason without prior written permission from the Campus Director. The decision to provide permission is entirely at the Campus Director's discretion. A Campus Director’s denial of permission is final and not appealable.

(This appeals process applies only to student disciplinary decisions.)
Reinstatement from Disciplinary Dismissal
A student who has been terminated from training may apply for reinstatement thirty (30) weeks (or three (3) phases) after the date of the Committee's written decision. A student may apply for reinstatement by submitting a written request to the Administrator of Student Affairs. The request will be reviewed by the Committee.

The request should be in writing explaining the reasons why the student should be readmitted. The decision regarding reinstatement will be based upon factors such as grades, attendance, student account balance, conduct, the student's commitment to complete the program or any other factor(s) the Committee determines relevant.

The Committee retains sole authority as to whether they will review a student's application for reinstatement. The process in which the Committee will consider the request is entirely at the Committee's discretion.

Terminated students who are readmitted will be required to sign a new Enrollment Agreement, a Zero Tolerance Notification, will be charged tuition consistent with the existing published rate, and will be eligible for Federal Student Aid.

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 Director of Education, clearly describing the grievance or complaint. To facilitate this process, the Institution has created a Student Grievance Form, which may be obtained from the Director of Education.

The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the Institution’s Campus Director in writing within 10 days of receiving the decision of the Director of Education. The Institution's Campus Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the Institution's Campus Director will formulate a resolution.

Students who wish to contest the Campus Director’s resolution may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc. as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, the student may contact the Vatterott Student Affairs division for additional support via email at studentaffairs@vatterott.edu.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school 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 form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school 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
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

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

Students may also contact the following agencies concerning any grievance or complaint about the Institution: Office of the Ombudsman, United States Department of Education, Toll-free phone: (877) 557-2575.

Students may also contact (according to the state of residence):

1. Missouri Department of Higher Education, 205 Jefferson Street, P.O. Box 1469, Jefferson City, MO. 65102-1469 Phone: (573) 751-2361 Fax: (573) 751-6635.
2. Iowa College Student Aid Commission, 430 E. Grand Ave. 3rd Floor, Des Moines, IA 50309, Toll-free Phone: (877) 272-4456, option 4 Online Student Complaint form: https://www.iowacollegeaid.gov/content/constituent-request-review
3. Kansas Board of Regents, 1000 SW Jackson St., Suite 520, Topeka, KS 66612
4. Tennessee Higher Education Commission, Nashville, TN 37243-0830 Telephone: (615) 741-5293

All student complaints shall be handled in accordance with the above procedure and, upon exhaustion of the above, are subject to the Arbitration Agreement executed by all students as part of their Enrollment Agreement. The Arbitration Agreement sets
forth that the student and The Institution agree that the exclusive means of enforcing any state, federal, regulatory or other right(s) will be in accordance with and governed by the Arbitration Agreement. A copy of the Arbitration Agreement can be obtained by requesting a copy in writing directed to the Institution’s Campus Director.

Photographs
While not all photographs in this publication were taken at the Institution, 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.
ACADEMIC INFORMATION

Assessment Testing
The Institution strongly suggests that students complete math and English assessment testing. The examinations are to be administered through the LRC manager or Campus Librarian who will be responsible for proctoring the examination. In the event that the LRC Manager/Librarian is unavailable, the Registrar, Retention Officer or Director of Education may administer and proctor the examinations.

Students who do not meet the minimum assessment scores are highly encouraged to take remedial courses in math and English prior to their Algebra or English required courses towards their Degree Program and students in diploma programs will be encouraged to participate in the program.

Examination Details – Students are strongly suggested to complete both the mathematics and English assessments. The assessments are timed and last twenty minutes each. In the event that the student does not complete the examination in the designated twenty minutes, the system will lock the student out and all unanswered questions will be graded as incorrect.

Students are not allowed to use calculators, cell phones, dictionaries or glossaries during the examination. Students should be given scratch paper and pencils prior to the examination to use during the mathematics assessment.

Scoring - Remedial courses are structured to lend assistance to students who score less than Level 2 – 265.

Transfer Credit Policy
The Institution 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 postsecondary 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. The Institution 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 the Institution. Technical course credits from institutions other than Vatterott that were earned more than five (5) years prior to the current year will not be considered for transfer.

For active duty service members and their adult family members (spouse and college age children) as well as Reservist and National Guardsmen on active duty – the Institution will limit academic residency to 25% or less of the degree requirement for all degrees.

In addition, there are no “final year” or “final semester” residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

For all other Vatterott students – A minimum of 50% of the required program credits must be completed at Vatterott.

It is the responsibility of the student to request an official transcript be mailed to Vatterott College in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. Any credit or advanced placement 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.

Courses similar in nature and at or above 100-level will be evaluated by the Director of Education to determine course transfer eligibility. Courses considered developmental in nature at another institution are not transferrable for credit at Vatterott College.

Military Training and Experience
Military Service School Experience – Academic credit for military service school experiences will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

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Military Occupational Specialties (MOS) - Academic credit for military occupational specialties will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

Credit for military training and experience can only be transferred if it is applicable to the students’ degree program requirements at Vatterott College.

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 included in the maximum time in which to complete and the rate of progress calculations but is not counted in the CGPA calculation.

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, which is defined as the first two weeks of the program enrollment;
- 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 or 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.

Term
A term is defined as a consecutive ten-week period of continued instruction.

Online Course Option
Students enrolled in certain programs may have the option of completing up to 75% of their program of study through online courses. Online courses are supported by a third-party, Vatterott College – Sunset Hills, based in suburban St. Louis, MO. These online courses are specifically designed for the student who will be accessing online courses from a standard home or work personal computer. For more information, contact the academic department for recommended PC specifications to ensure the best accessibility to online resources and an optimal learning experience in online courses and for additional information about this option. For more information regarding the expectations for online learners, see the Vatterott College – Sunset Hills catalog.

Attendance Policy
Attendance is evaluated on a term by term basis. 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.

In the instance that a student is absent from all classes for two consecutive weeks (14 calendar days, excluding holidays and breaks) within a term, on the 14th day following the student’s last date of attendance the Institution will place the student on heightened monitoring for potential dismissal from the Institution.

In the instance that a student is absent from an individual class for two consecutive weeks (14 calendar days, excluding holidays and breaks) within a term, on the 14th day following the student’s last date of attendance the Institution will place the student on heightened monitoring for potential dismissal from the course.

If a student returns to class prior to the completion of the administrative withdrawal process, which shall be completed no later than the 25th calendar day (excluding holidays and breaks) following the student’s last date of attendance, institutional staff will review and document the student's return to class and authorize discontinuation of the pending administrative withdrawal.

If a student is experiencing a mitigating circumstance and requests that the school permit him or her to return to school subsequent to the 25th calendar day (excluding holidays and breaks) following the student's last date of attendance, institutional staff will review and document the request and may grant an exception to hold the student up to the stated return date. Failure to return on the stated date will result in immediate withdrawal from the program.

A student in a Quarter Credit Hour program may be placed on attendance warning if absences exceed 30% of the total scheduled hours for a term/ phase of enrollment. Students who withdraw or are removed from a course for failure to attend will receive a grade of W or WF; grades of WF count toward the time to completion (quantitative component) when evaluating a student's satisfactory academic progress, but will not affect the student’s cumulative grade point average (qualitative component).

Any initial enrollment student* who fails to attend clock hours or QCH classes in their initial term of enrollment may have their enrollment cancelled by the Institution. Students can appeal their enrollment cancellation in writing to the Director of Education.

Students who fail to record attendance for a course may be withdrawn or canceled from the course and issued a grade of W. Students who are withdrawn or canceled from a course for failure to attend may experience a reduction in their financial aid funding.

*An initial enrollment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. (“Vatterott”) school, a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.

Students enrolled in an online course must meet the attendance guidelines as stated in the Attendance Policy section of this catalog to remain actively enrolled in the course or program.

Participation & Substantive Interaction Policy

Establishing Participation & Substantive Interaction for Academic Attendance During Add/Drop Period

During the add/drop period (weeks 1 & 2), students are required to establish class participation by logging into each course within 14 calendar days (excluding holidays and breaks) of the term start date and submitting a required assignment/test/quiz, posting an initial* post (substantively interacting) to the Discussion Forum, or conducting a substantive course content-specific dialogue with the instructor in the “Ask the Instructor” section of the Course Home Page.

Students who have logged into the course(s) within the add/drop period of the term start date but failed to participate academically to earn academic attendance will be administratively withdrawn from the course(s). Appeals to be reinstated are not permitted unless a systems error was made.

*The initial post is typically not the only required post to receive full credit. However, the initial post or submission of an academic assignment will prevent the course(s) from being administratively withdrawn at the conclusion of add/drop period. Please see Course Syllabus or Weekly Announcements within the course shell for more information.

Participation and Substantive Interaction Requirements throughout the Remainder of the Term

Beginning in Week 3 (after add/drop period) and throughout the remainder of the course, students’ participation and substantive interaction for academic attendance will be tracked using the tools within the learning management system (LMS) and my Realtime Coach™ (if applicable).
Throughout the term, students must participate in such a way as to ensure successful completion of the course by the end of the term (i.e., regularly submit assignments and continue to substantively interact with other students and the instructor). Course acceleration is not permitted. Submitting work prior to its due date (accelerating) and going inactive for 14 calendar days (excluding holidays and breaks) is still lack of academic interaction and participation in the course and a withdrawal will be initiated. Bulk assignment submissions after long periods of inactivity are ill-advised, because an administrative withdrawal may be initiated for lack of academic engagement in the course.

Students are expected to abide by the institution’s Attendance Policy, Online Student Attendance Requirements, and Participation and Substantive Interaction Policy, as outlined in each course syllabus. Students who do not turn in an assignment and/or substantively interact for a 14 consecutive calendar-day period (excluding holidays and breaks) will be administratively withdrawn for lack of participation/substantive interaction, resulting in a grade of “W” or “WF” recorded on the student’s academic transcript. Appeals to be reinstated are not permitted unless a systems error was made.

**Guidelines for Substantive Interaction**

The purpose of substantive interaction in discussion forums is to promote understanding/comprehension of the academic topic through a collaborative, collective and interactive conversation. Substantive interaction involves a sustained, interactive communication usually of three or more academically appropriate posts to the week's Discussion topic in the course, consisting of one 75-100 word initial post to a question(s) in the course content and two posts to fellow students and/or the course instructor of equally substantive value. The discussion post or response is the student’s personal opinion or idea on the subject matter that is communicated in a meaningful way. A student's discussion post may include a well thought out opinion that applies ideas relevant to the course content. It may compare and contrast the posts of others, perceptions of each student experience of facts may also vary based on the student’s perception. In some cases, the pros and cons of a decision may be explored that further expands on the discussion thread.

Students are encouraged to interact with fellow classmates and/or the instructor using the Discussion Forum as soon as possible during each week of the term. By substantively interacting, it opens up the lines of communication with fellow classmates and instructors to help foster and promote a deeper understanding of the topic and theme discussed in the course, which will contribute to student academic achievement.

**Attendance Policy for Court Reporting Programs**

Individual student attendance is tracked and recorded for each course throughout each term. For an on-campus course, a student’s physical presence at a scheduled class session (e.g. lecture, lab, or externship) constitutes academic attendance. For an online course, a student must participate in an academically-related activity (as defined in the Institution’s Attendance Requirements in Online Courses policy) in order to be considered in attendance for a given day.

Because participation and preparation are integral components of academic success, students are strongly encouraged to attend every scheduled class session and participate in all academically-related activities in each online course, as applicable, and also to spend an appropriate amount of time outside of class reviewing and preparing for each class or activity. Failure to do so may impact a student’s comprehension of course content, involvement in group projects, overall course performance, course grade, and/or academic progress.

A student who is absent from class (in an on-campus course) or does not participate in an academically-related activity (in an online course) for 14 consecutive calendar days* will be administratively dropped from that course. This includes a lack of initial attendance during the Add/Drop period. A student who is absent from all on-campus class sessions or does not participate in an academically-related activity in any online course for 14 consecutive calendar days* will be administratively withdrawn from the Institution.

*Excluding days identified as scheduled breaks or holidays in the “Academic Calendar, Schedule, and Holidays” section of the Campus Catalog and days when the Institution officially cancels classes due to reasons such as inclement weather. A student on an approved leave of absence (LOA) is not required to attend class until he/she is scheduled to return from the LOA.

A student who does not start a course by either attending a scheduled class session (in an on-campus course) or participating in an academically-related activity (in an online course), as applicable, during the Add/Drop period, will be administratively dropped from the course and issued a grade of “W.”

A student who is administratively dropped from one or more courses or is administratively withdrawn from the Institution may experience a reduction or loss of financial aid funding due to a change in enrollment status.
If a student officially withdraws or is administratively withdrawn, the last day of attendance or last day of attendance at an academically-related activity, as defined in this policy (and the Institution’s Attendance Requirements in Online Courses, as applicable), is used to determine the prorated tuition charges for the payment period or term and the amount of Title IV financial aid earned for the same period.

Any initial enrollment student* who fails to attend any scheduled class session (in an on-campus course) or participate in an academically-related activity (in an online course) during the Add/Drop Period of his/her initial term of enrollment may have his/her enrollment cancelled by the Institution. A student can appeal his/her enrollment cancellation in writing to the Director of Education.

*An initial enrollment student is: any student who is starting classes for the first time at a Vatterott Educational Centers, Inc. (“Vatterott”) school, a student who is in his/her initial period of re-enrollment, or a student who is in his/her initial period of enrollment in a subsequent program after completing or graduating from the previous program.

Attendance Requirements in Online Courses
In accordance with the Institution’s Attendance Policy and in support of student learning objectives and achievement in an online course, each student is expected to actively participate in each online course through various academic activities and through regular and substantive student-to-faculty and student-to-student interaction. Logging into an online course without completing one or more academically-related activities does not constitute attendance.

Each of the following constitutes an academically-related activity in an online course:

- Submitting an assignment;
- Submitting an exam, test, or quiz (incomplete attempts do not count);
- Participating and contributing in an instructor-led live (synchronous) chat about academic matters;
- Participating in an online discussion by posting in a discussion forum about academic matters;
- Completing a practice lesson or test in my Realtime Coach™ (if applicable); and
- Initiating contact with an instructor via email within the course shell to ask a question about the academic subject studied in the course.

Initial Attendance. During the Add/Drop period (weeks 1 and 2), a student is required to establish initial attendance in each online course by logging into each course and participating in an academically-related activity. Failure to do so may result in the student being administratively dropped and/or withdrawn, in accordance with the Attendance Policy.

Online Attendance and Grading. A student’s attendance in an online course is considered separately from the instructor’s evaluation of student work for grading purposes. Even if completion of an academically-related activity is sufficient for the purpose of earning attendance for the day, it might not be sufficient to receive full credit or a grade for a course requirement (such as an assignment specified in the course syllabus).

Course acceleration and periods of inactivity. Course acceleration, in which a student submits work prior to the week(s) in which it is due and then is absent during corresponding week(s), is not permitted. This inactive period will be considered absences and may result in the student being administratively dropped or withdrawn for non-attendance, in accordance with the Attendance Policy.

Make-Up Work
The Institution is committed to caring for its students. Our policy on graduation clearly spells out 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.

Make-up work shall:
- Be supervised by an instructor approved for the subject being made up;
- Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- Be completed within two weeks of the end of the grading period during which the absence occurred;
- Be documented by the school as being completed, recording the date, time, duration of the make-up session, including the name of the supervising instructor; and
- Be signed and dated by the student to acknowledge the make-up session.
The guiding principle will be the academic progress of the student. If a student 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.

Directed Studies Coursework
Independent study may only be offered within a credit hour program and must include comprehensive educational objectives and a written outline of the competencies to be achieved. A maximum of ten percent (10%) of credit hours required for graduation may be earned through Independent Study. The Institution’s policy prohibits students from transferring in more than fifty percent (50%) of the credit hours required for graduation. Students who transfer in fifty percent (50%) of the credits required for graduation will not be permitted to earn any of the remaining fifty percent (50%) of credits required for graduation through independent study.

Academic Advisement
Students are provided the opportunity to review their academic progress at any time in the Registrar’s office. In addition, students are trained during the initial quarter (phase) to access the student’s online portal which provides constant updates as grades are earned. Students not making Satisfactory Academic Progress are advised in writing and given an academic plan to reach Satisfactory Academic Progress.

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 instructor for allowed make-up work.

Unit of Credit - Clock/Credit Hour Conversion
The quarter credit hour is the unit of academic measurement used by the Institution. A quarter credit hour equals 30 units accumulated over a ten week period, comprised of the following academic activities:
- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student’s achieved competency relative to the required subject matter objectives = 0.5 unit

Unit of Credit for the Court Reporting Program
The quarter credit hour is the unit of academic measurement. One credit is earned by satisfactorily completing the coursework included in approximately 10 hours of lecture. Credits earned by lab/manipulation skills enhancements will vary from 25 to 51 hours per credit earned.

Grading Systems
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. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.
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</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>
</tbody>
</table>

### Application of Grades and Credits

The charts above describe the impact of each grade on a student's academic progress. For calculating rate of progress for students enrolled in quarter credit hour programs; grades of F (failure), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. For calculating rate of progress for students enrolled in clock hour programs; grades I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. Grades of W (Withdrawn), WF (withdrawal/failure) and F (failure) are counted as hours attempted and earned.

A grade of W will not be awarded after the student has completed the add/drop period of the term unless they are granted a Leave of Absence. Withdrawal after the add/drop period 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 and TO 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 student's CGPA.

### 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 and exclude developmental courses and any other courses considered to be ineligible by licensing, state, or provincial authorities. 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.

### 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 instructor 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 add/drop period as stated in the Application of Grades and Credits section, the course remains on the transcript and is designated with a “W.” A course withdrawal after the add/drop period receives a designator of “WF.”

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. For students not enrolled in an externship or other formal experiential learning activity, all required coursework must be complete and submitted within two weeks after the end of the term. For students enrolled in an externship or other formal experiential learning activity, please refer to the Externship or Other Formal Experiential Learning Activities section of the catalog. 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.

Satisfactory Academic Progress Policy
All students must meet the standards of the satisfactory academic progress (SAP) policy in order to remain enrolled. Additionally, these standards of SAP must be maintained in order to remain eligible for Federal Student Aid and Veterans Education Benefits. SAP is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress (ROP) toward completion of the academic program. Students must meet the standards of both components (CGPA and completion rate) to remain eligible and considered to be maintaining SAP. In addition, students must complete their program of study within the maximum timeframe for program completion. Students enrolled in clock/credit hour programs will have both components of SAP evaluated at the end of each term of enrollment. In addition, students enrolled in clock hour programs will have both components of SAP evaluated by the end of payment period for financial aid purposes.

Application of Grades and Credits for SAP
For calculating rate of progress for students enrolled in credit hour programs, a grade of W (Withdrawn) will not be counted as hours attempted. For calculating rate of progress for students enrolled in clock hour programs, a grade of W (Withdrawn) will be counted as hours attempted and earned. This grade is awarded when a student withdraws from a course within the add/drop period of a term or when a student is granted a Leave of Absence during the term. Please refer to the Leave of Absence Policy for further information regarding Leave of Absences.

Rate of Progress for Program Completion Requirements
In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the cumulative credits or clock hours attempted at specific points in the program to maintain satisfactory academic progress. These rates of progress are outlined along with the CGPA requirements in the tables below. Credits or clock hours attempted are defined as those credits or clock hours for which students are enrolled in the term and have incurred a financial obligation. As with the CGPA requirements, the rate of progress will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily. For clock hour programs, logged hours of attendance in a course will be considered earned unless otherwise noted by the instructor. Attempted hours are based on the expectation that a student is scheduled for 30 hours of class time each week, for 10 weeks (day students), or 25 hours of class time each week, for 10 weeks (night students). Rate of Progress for Satisfactory Academic Progress is calculated by dividing earned hours by attempted hours. For clock hour students who withdraw during the middle of a term, the attempted hours for that term will be prorated based on 30 scheduled hours per week for day students and 25 scheduled hours per week for night students up to and including the last day of attendance. The earned hours for that term will be the logged hours of attendance up to and including the last day of attendance.

All other Certificate/Diploma Programs – Quarter Credit Hours
<table>
<thead>
<tr>
<th>Attempted Quarter Credits</th>
<th>Minimum CPGA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15.99</td>
<td>1.0</td>
<td>33%</td>
</tr>
<tr>
<td>16-30.99</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>31 credits – graduation of maximum allowable credits received</td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**Court Reporting Associate Degree Program – Quarter Credit Hours**

<table>
<thead>
<tr>
<th>Attempted Quarter Credits</th>
<th>Minimum CPGA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-36.99</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>37-68.99</td>
<td>1.5</td>
<td>60%</td>
</tr>
<tr>
<td>69-107.99</td>
<td>2.0</td>
<td>64.5%</td>
</tr>
<tr>
<td>108 credits – graduation of maximum allowable credits received</td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**All Other Associate Degree Programs – Quarter Credit Hours**

<table>
<thead>
<tr>
<th>Attempted Quarter Credits</th>
<th>Minimum CPGA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15.99</td>
<td>1.0</td>
<td>33%</td>
</tr>
<tr>
<td>16-45.99</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>46 credits – graduation of maximum allowable credits received</td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**Bachelor Degree Programs – Quarter Credit Hours**

<table>
<thead>
<tr>
<th>Attempted Quarter Credits</th>
<th>Minimum CPGA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15.99</td>
<td>1.0</td>
<td>33%</td>
</tr>
<tr>
<td>16-71.99</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>72 credits – graduation of maximum allowable credits received</td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

**Maximum Time to Complete Program**

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 below.

**Program Maximum Allowable Attempted Credits**

- Auto Body & Alternative Fuel Vehicle Repair Technician Associate of Occupational Studies Degree - 158.25 QCH
- Automotive Technology Diploma - 104.25 QCH
- Building Maintenance Mechanic Diploma - 108 QCH
- Building Maintenance Technology Associate of Occupational Studies Degree - 162 QCH
- Computer Programming & Development Associate of Occupational Studies Degree (DE) - 154.5 QCH
- Computer Systems & Network Technology Associate of Occupational Studies Degree - 162 QCH
- Court Reporting Associate of Occupational Studies (DE) - 162 QCH
- Heating, Air Conditioning, & Refrigeration Mechanic Diploma - 108 QCH
- Heating, Air Conditioning, & Refrigeration Technology Associate of Occupational Studies Degree - 162 QCH
Medical Assistant Occupational Specialist Diploma (DE) - 78 QCH
Medical Assistant with Cardiovascular Technology Associate of Occupational Studies Degree - 138 QCH
Medical Assistant with Office Management Associate of Occupational Studies Degree - 139.5 QCH
Network Engineering and Computer Technology Bachelor of Science Degree - 346.5 QCH
Paralegal Associate of Occupational Studies Degree (DE) - 145.5 QCH
Pharmacy Technician Associate of Occupational Studies Degree (DE)-162 QCH

How Transfer Credits or Change of Program Affect SAP
Credit that has been transferred into the Institution by the student has no effect on the grade point average requirement for SAP. Transfer credit is considered when computing the rate of progress towards completion calculation in SAP and 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 a half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated.

When a student elects to change a program at the Institution (this includes moving from a diploma to an Associate degree in the same program), the student’s earned credits and grades will be transferred into the new program as applicable, including transfer credit.

Associated courses - If any course taken in the original program is also part of the new program, that course will be associated with the new program, and those associated courses will be included when computing grade point average (except WF grades), rate of progress, and maximum time frame. This includes courses that were failed or withdrawn.

Transfer credits - Transfer credits, either from Vatterott or from another institution, that are applicable to the new program of study will not be calculated in the grade point average, but those transfer credits will be considered as credits attempted and earned in the rate of progress and maximum time frame calculation.

For example, a student transfers from program A to program B, the student is able to transfer 30 external credits, 20 transfer credits from Program A and 10 associated 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 a half times (150%) x 180 = 270 credits. The 30 external transfer credits and 20 internal transfer credits will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated; the 10 associated credits earned in Program A will be included in the grade point average, rate of progress and the maximum time frame calculations.

Students who are dismissed for not meeting SAP may not transfer programs and immediately regain eligibility for Federal Student Aid. Eligibility is only regained after a SAP appeal is approved.

Academic Warning/Probation
At the end of each term after grades have been posted, each student’s CGPA and rate of progress are reviewed to determine whether the student is meeting the satisfactory academic progress requirements. The following terms are used to indicate each student's academic standing:

FA Warning - Academic Warning is a status conferred automatically at the end of the first term after which a student has not met SAP, in accordance with the values specified in the CGPA and Rate of Progress for Program Completion Requirements sections of this catalog. The student will meet with academic staff and a plan will be developed indicating what must be accomplished to meet SAP in the ensuing term. This status allows a student to remain eligible for Federal Student Aid and Veterans Education Benefits for one additional term (payment period). At the end of the warning period, the student will be returned to regular status if he/she meets or exceeds the minimum standards. Students who are not able to meet the SAP requirements at the end of the ensuing term, and who wish to continue their education may complete and submit a SAP Appeal in accordance with the SAP Appeal for Reinstatement section of this catalog. Students who fail to meet SAP at the end of the warning period will be placed on a Financial Aid Hold.

FA Probation - Academic Probation is a status designated for a student who has appealed and been granted an approved SAP Appeal. The FA probation - Academic Probation status may be for more than one term, if the student isn’t able to meet minimum SAP requirements after one term of probation. Students are eligible for Federal Student Aid and Veterans Education Benefits during the period(s) of probation, as long as students are meeting the requirements outlined in their approved academic plan.
A student on probation will not be eligible for Federal Student Aid and Veterans Education Benefits for the subsequent payment period unless the student (1) meets SAP by the conclusion of the probationary period or (2) for students with an academic plan developed by the Institution, the Institution determines that the student met the requirements specified at the end of each term in the academic plan.

Students facing dismissal for failing to meet Satisfactory Academic Progress may appeal their dismissal in writing to the Director of Education, in accordance with the SAP Appeal for Reinstatement section of this catalog. The appeal should explain why the student failed to meet satisfactory progress and what has changed in his or her situation that will allow the student to make satisfactory progress at the next evaluation. A student with a pending SAP Appeal, and currently on Financial Aid Hold, is approved to observe class as an inactive student for the first week of the term or until the appeal has been reviewed.

The Institution may grant an appeal and place a student on probation if the student had an extenuating circumstance that affected the student’s ability to meet SAP standards and the Institution determines (1) that the student should be able to meet SAP standards after the subsequent term or (2) that the student should be able to meet SAP standards by a specific point in time if he or she follows an academic plan developed by the Institution.

Students who withdraw from a course(s) or term of FA Warning - Academic Warning or FA Probation - Academic Probation are considered to have failed that term.

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

Notification of academic dismissal will be in writing. The Student 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 Refund Policy.

Students not meeting the SAP requirements 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.

SAP Appeal for Reinstatement

SAP appeals must include:

1. Official SAP Appeal form prepared by the Director of Education;
2. A letter of appeal prepared and signed by the student stating the reason(s) for past academic issues and what has changed that will allow the student to achieve SAP standards;
3. Supporting documentation of extenuating circumstances (e.g., injury/illness, death of a relative, or other special circumstances), dated during term(s) of unsatisfactory progress;
4. An academic plan signed by the student and Director of Education detailing specific requirements for the student to meet SAP within the next term(s);
5. SAP calculation prepared by Director of Education used to develop the academic plan;
6. Completed Financial Aid/Academic Warning Advising affidavit; and
7. An unofficial transcript with final grades for the most recently completed term.

All appeal documents must be submitted to the Director of Education at the campus. The complete SAP Appeal must be received within seven (7) days of the end of the previous term. The campus Director of Education will forward the complete appeal packet to Corporate Academics for review/approval.

Corporate Academics will forward the appeal to Corporate Financial Aid for review/approval. All SAP appeals must be reviewed and approved by Corporate Academics and Corporate Financial Aid. Approvals will be sent to campus personnel for processing.

Re-entering students who were not meeting SAP while on Financial Aid Warning - Academic Warning when they withdrew from the program are required to submit a SAP Appeal prior to re-enrollment. Students seeking re-enrollment requiring a SAP Appeal are not subject to the seven (7) day limitation for filing the appeal, but must submit the appeal prior to the start of the term.

Students transferring from program to program or location to location within the Vatterott Educational Centers, Inc. system will be placed in the appropriate enrollment SAP status at the new location according to their SAP status at the time of withdrawal from the previous location.
Appeal to Grade Challenge, Coursework and SAP Determination
A student who has been identified as not meeting satisfactory academic progress or 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 (consisting of Campus Director, Director of Education, and Program Director). To request to continue enrollment in the subsequent term, the SAP Appeal must be submitted within 7 days of the end of the previous term receiving notification of his/her SAP status or requirement to file a SAP appeal. Re-entering students are eligible to appeal for re-instatement into the program at a future start date within 7 days of the end of the previous term. Refer to the SAP Appeal for Reinstatement section of the catalog for appeal procedures and requirements, including requirements for students seeking to re-enter into the program. 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.

Students have the right to appeal a final course grade by submitting their appeal in writing within 10 business days of the end of the course. For details on submitting an appeal, students should speak with the Director of Education.

Reinstatement
A student who has been dismissed for any reason other than disciplinary or academic dismissal may apply for reinstatement to the Institution by submitting all application materials along with a written request to the Director of Education. The request should be in the form of a typed letter explaining the reason(s) why the student should be readmitted. A student may be required to wait at least one term before they are eligible. 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 and will be charged tuition consistent with the existing published rate.

Graduation Requirements
In order to graduate, a student must have earned a minimum of a 2.0 CGPA, must have successfully completed all required credits within the maximum credits that may be attempted and must have completed the exit interview process. Students must be in good standing on all financial obligations in order to receive diplomas and official transcripts; please see the Transcript Request Policy in this catalog for details.

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 CGPA of 2.0; or
2. Complete required competencies and/or Externship; or
3. Satisfy non-academic requirements (e.g., outstanding financial obligations)

Completers are not eligible to receive Federal Student Aid.

Academic Honors
A graduate with an appropriate cumulative grade point average (CGPA) will be eligible for one of the following recognitions:
- President’s List: 4.0 Cumulative GPA
- Dean’s List: 3.0 – 3.9 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 term of enrollment will be granted an Incomplete Grade “I” for up to 10 additional weeks to complete their remaining requirements. The student will not be charged any additional tuition for the externship or other formal experiential learning activity. Once the student completes all of the requirements for the externship or other formal experiential learning activity within the additional 10 week period, the Incomplete Grade “I” will be changed to the appropriate letter grade.
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 additional 10 week period, in which case the graduation date may be the last day of attendance.
Only externship hours that are submitted before the student drops or takes a Leave of Absence will be counted as hours towards completion of the externship. A student who receives an “F” for failing to perform essential duties at the site may be re-enrolled in the externship or experiential learning activity course for the subsequent term. If a student chooses to re-enroll, hours completed and submitted in the previous term will not be counted toward the completion of the externship and other formal experiential learning activity.

**Leave of Absence Policy**
The institution permits students to request a leave of absence (“LOA”) or leaves of absence as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education and the leave(s) do not exceed a total of 180 calendar days during any 12-month period.

Extenuating circumstances include but are not limited to: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Jury Duty and Military Obligations. Please refer to the “Leave of Absence Due to Military Obligations” section for more information on the policy for a military related LOA.

Students enrolled in a credit-hour program should request an LOA to begin on the start date of the next term. Such students must have completed the most recent term and received academic grades (A-F) for that term. Students in a clock-hour program may request an LOA at any time. Students enrolled in an externship only, may request an LOA at any time during the externship as long as no other Quarter Credit Hour course(s) are being attempted in the same term.

The student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Education and the request must be approved before the start date of the LOA.

The institution does not award a retroactive LOA under any circumstances.

During the period of the student's approved LOA, federal student loan funds will not be disbursed; however, the institution may disburse grant funds intended for prior terms or payment periods.

**Leave of Absence Due to Military Obligations**
Students who are service members of the Armed Forces may experience a disruption in their educational pursuit due to military obligations (i.e. called to active-duty service). The institution offers several options for affected students regarding their enrollment at the institution.

1. **Leave of Absence (LOA)** – Students abruptly called to active duty during a term should notify the institution as soon as possible to complete the request for an LOA in accordance with the institution’s LOA policy. Students called to active duty may request an LOA at any time during a term. The student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Education and the request must be approved before the start date of the LOA.

2. **Withdrawal** - In some cases, an LOA may not viable (e.g. military obligation exceeds 180 days). Students who withdraw from the institution as a result of the student being called to active duty, may elect one of the following options for each program in which the student is enrolled –
   a. A full refund of any tuition and refundable fees and refund any payments received for the term to the proper source for the academic term in which the student is enrolled at the time of withdrawal. The institution will expunge the student's record of registration for the term so that the student is not penalized academically. No refund will be given for any academic term the student has completed.
   b. A grade of incomplete with the designation “withdrawn-military” for the courses in the program in which the student is enrolled at the time of withdrawal and the right to re-enroll in those courses, or substantially equivalent courses if those courses are 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 and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.
   c. The assignment of an appropriate final grade or credit for the courses in which the student is enrolled at the time of withdrawal, but only if the instructor or instructors of the courses determine that the student has satisfactorily completed at least 90 percent of the required coursework; and demonstrated sufficient mastery of the course material to receive credit for the course.

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Returning from a Leave of Absence

Upon return from leave, a student enrolled in a clock-hour program will be required to re-enroll and continue in the same course(s) from which the student interrupted studies prior to the LOA and receive final grades for the course(s). If the term was completed before an LOA was granted, students enrolled in both clock-hour and credit-hour programs will be expected to continue and enroll in course(s) offered in the normal sequence of the educational program.

In addition, tuition and lab fees will not be charged for a student enrolled in a clock-hour program for completing the course(s) from which the student took leave. A student whose tuition and fees were reversed due to military obligations, will be charged for tuition and fees as applicable to the reentry term.

Failure to Return from a Leave of Absence

A student who fails to return from a LOA on or before the scheduled return date indicated in the written request will be withdrawn from the Institution, and the Institution will invoke the cancellation/refund policy. As required by federal statute and regulations, the student’s last date of attendance (LDA) prior to the scheduled return date from the 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. The determination date of withdrawal will be the date the student was required to return and did not.

A student who has 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 student’s obligation to begin repaying his/her loan debt for six months (180 days) from the LDA. 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 student borrower to begin making loan repayments immediately.

Effects of Leave of Absence on SAP

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 or veteran’s education benefits may be affected.

Program Transfers

Some students wish to change their program of study after they have completed certain coursework toward the completion of a program. Under certain conditions, Vatterott students may transfer between Diploma, Associate and Bachelor level programs within the Vatterott Educational Centers, Inc. (“Vatterott”) school system by completing a new Enrollment Agreement; and, receive full credit for successfully completed Vatterott system courses, provided such courses are either in the same program or are comparable to or substantially the same in scope and content, were earned within five (5) years (technical courses only), and meet all other established Vatterott policies and criteria. A student who wants to switch from one program to another must initiate the procedure by requesting a Program Transfer Request form from the Director of Education. The completed Request for Program Transfer form must be processed by the Registrar and Office of Financial Aid and submitted to the Campus Director for final approval.

Students must be meeting Satisfactory Academic Progress or have an approved appeal to be eligible for a program transfer.

Students Receiving Veterans Benefits

Students receiving Veterans education benefits must meet satisfactory academic progress (SAP) and attendance requirements in accordance with the Institution’s SAP and Attendance policies in order to remain eligible to be certified for VA education benefits. VA students on academic probation are considered to be maintaining satisfactory progress and will continue to be certified for education benefits with the U.S. Department of Veterans Affairs (VA). If students fail to meet academic requirements as defined in their academic plan while on probation, their enrollment certification will be terminated which may result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated due to SAP/attendance, students are ineligible to be certified for VA education benefits until SAP is once again met or if students successfully appeals the decision for readmission.

Articulation Agreements
In some circumstances, Vatterott Educational Centers Inc. ("Vatterott"), or a school or group of schools operated by Vatterott, may enter into a written agreement with another institution pursuant to which certain courses or programs are assessed and pre-approved for transferability. Information regarding such "articulation agreements", including a summary of each agreement, may be found at [http://www.vatterott.edu/articulationagreements/agreements.asp](http://www.vatterott.edu/articulationagreements/agreements.asp).

**Important Note:** Prospective and current students should be advised that Vatterott does not and cannot guarantee that credits earned at an institution operated by Vatterott will be accepted by or transferable to any other college, university, or educational institution, even where an articulation agreement is in place. Accordingly, students are strongly encouraged to contact any institution to which they may want to transfer credits earned at a Vatterott institution to confirm that such institution will accept their credits on transfer, consistent with any existing articulation agreement.

Individuals seeking additional information relating to articulation agreements can contact their Campus Director or Director of Education, or email their inquiry to consumerinfo@vatterott.edu.
PROGRAM OFFERINGS
Vatterott College - Sunset Hills Campus

Diploma
- Automotive Technology Diploma
- Building Maintenance Mechanic Diploma
- Heating, Air Conditioning, & Refrigeration Mechanic Diploma

Associate of Occupational Studies (AOS)
- Auto Body and Alternative Fuel Vehicle Repair Technician
- Building Maintenance Technology
- Computer Programming and Development
- Computer Systems and Network Technology
- Heating, Air Conditioning, and Refrigeration Technology
- Medical Assistant with Cardiovascular Technology (Non-Invasive)
- Medical Assistant with Office Management

Bachelor of Science (BS)
- Network Engineering and Computer Technology

Online Distance Education Programs: Diploma
- Medical Assistant Occupational Specialist

Online Distance Education Programs: AOS
- Computer Programming and Development
- Court Reporting Associate of Occupational Studies
- Paralegal
- Pharmacy Technician

Vatterott College, Sunset Hills Campus, only offers those specific programs of study listed above and expressly discussed in the Course Descriptions section of this catalog. Other Vatterott College campuses only offer those specific programs of study specified in their respective current catalogs.

The Institution reserves the right to alter the scope and sequence of course offerings at any time.
Course Descriptions
DIPLOMA

AUTOMOTIVE TECHNOLOGY
Program Description
The objective of this program is to prepare the student for employment as an entry level Automotive Technician with the necessary skills to obtain employment in the Automotive Repair field working at an independent garage or dealership facility. The program consists of 60 weeks, 65.5 Quarter Credit Hours of theory and associated labs along with 4 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

Curriculum

AT-101: Equipment, Safety & Shop Practices
- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 35 contact hours (Lecture 25, Lab 10)
This course introduces the student to shop safety, Automotive Service Excellence (ASE) certification, metric and English units of measurement, interpretation of a material safety data sheet (MSDS), proper use of shop manuals and software. Includes identification and use of fasteners, fittings, hand, power, cutting and precision measuring tools utilized in the automotive industry. Various employment opportunities in the automotive industry are discussed.

AT-102: Intro to Engines
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 85 contact hours (Lecture 40, Lab 45)
This course introduces the student to engine designs and operating principles. Engine parts, gaskets, seals, terminology and basic diagnosis and repair are covered. Use of appropriate specialty tools and equipment are discussed. Additional engine systems covered include ignition, fuel, exhaust, lubrication and air induction.

AT-103: Intro to Transmissions & Drivelines
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
This course introduces the student to theory, terminology and operating principles of various rear-wheel drive transmissions and drive line components. Drive shafts, universal joints, constant velocity joints, and rear-wheel drive automatic and manual transmissions are covered with the use of appropriate specialty tools and equipment.

AT-107: Intro to Brakes & Suspension
- Credits: 5 quarter credit hours
- Prerequisites: AT 105
- Course Hours: 85 contact hours (Lecture 40, Lab 45)
This course introduces the various suspension, steering and brake designs utilized on both front and rear-wheel drive vehicles. Covers the terminology and theory of operation of the various steering, suspension and brake designs. Alignment procedures for both front-wheel and four-wheel alignments are discussed.

AT-108: Intro to HVAC & Electrical
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
This course introduces the theory and operating principles of electrical, heating and air conditioning systems. Stressed topics include basic service and diagnosis of all three systems. The course also covers current industry and environmental standards specific to handling of automotive refrigerants.

AT-122: Engine Repair
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-102
- Course Hours: 95 contact hours (Lecture 45, Lab 50)
This class provides an in-depth study of four-stroke automotive engine designs. Diagnosis and repair of oil consumption and leakage, abnormal noises, loss of power, and mechanical component failure. Lab experiences focus on various types of in-chassis repairs as well as identifying instances when engine replacement may be necessary.

**AT-123: Manual Transmissions**
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-103
- Course Hours: 95 contact hours (Lecture 45, Lab 50)

This class includes the study of theory, design and operating principles of manual transmissions, manual transaxles, clutches, differentials, and drive axles. Lab experience including the troubleshooting, service, removal, disassembly, reconditioning, assembly and installation of these components as well as specialty tools and equipment are required.

**AT-127: Steering & Suspension**
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-107
- Course Hours: 85 contact hours (Lecture 40, Lab 45)

This course covers identification, diagnosis and repair of various suspension and steering types, and alignment designs. Shop experiences will include utilizing specialized alignment, suspension, and steering tools, with an emphasis on computerized four-wheel alignment systems and tire balancing equipment.

**AT-128: Heating & Air Conditioning**
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-108
- Course Hours: 90 contact hours (Lecture 40, Lab 50)

This course studies the design and operation of heating, cooling and air conditioning systems. Shop experiences will include troubleshooting, repair, and service of these systems with specialized tools and equipment.

**AT-132: Engine Performance**
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-102
- Course Hours: 95 contact hours (Lecture 45, Lab 50)

This course covers the current automotive performance, diagnosis and repair businesses. Fuel, ignition, computer and emission control systems are studied. Inspection, service and maintenance procedures of these systems are performed.

**AT-133: Automatic Transmissions**
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-103
- Course Hours: 95 contact hours (Lecture 45, Lab 50)

This course covers automatic transmission and transaxles theory and designs. Emphasis is on operation principles, service, diagnosis, removal, overhaul and installation of automatic transmissions and transaxles with the use of shop manuals and required specialty tools and equipment.

**AT-137: Brake Systems**
- Credits: 5 quarter credit hours
- Prerequisites: AT-107
- Course Hours: 85 contact hours (Lecture 40, Lab 45)

In this course, students study the various automobile brake designs. Shop experience including replacement of linings on both disc and drum brakes, turning of drums and rotors, rebuilding of calipers, replacement of wheel and master cylinders, proper brake bleeding procedures. Diagnosis, service and repair of anti-lock brake systems (ABS) and traction control/vehicle stability systems will be performed. Precautions in the handling of brake dust will also be presented.

**AT-138: Electrical Systems**
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-108
- Course Hours: 90 contact hours (Lecture 40, Lab 50)

This course focuses on automotive electrical systems, emphasizing operating principles, diagnosis, repair and/or replacement of batteries, starting and charging systems, electrical wiring harnesses, connectors, terminals, lighting and accessories. Shop experiences includes use of test equipment necessary for the diagnosis and service of electrical accessories and components.
**GE-124: Technical Mathematics**
- Credits: 2 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course provides an introduction to basic mathematical operations and functions as they apply to the workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course's emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

**GE-126: Computer Concepts**
- Credits: 2 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

In the computer concepts course, students learn basic computer applications and concepts. The workings of the computer and its system are an essential skill in today's workplace. The course materials place an emphasis on today's most popular applications that pervade the workplace. Students learn the workings of the computer so as to be able to use computers in their chosen career.

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**BUILDING MAINTENANCE MECHANIC**

**Program Description**

The objective of this program is to prepare the graduate with the theory and the entry-level working knowledge of the maintenance and repair of a variety of mechanical systems commonly found in office buildings, hospitals, schools, utility companies and industrial plants. In addition, the student will learn fundamental skills in drawing schematics and blueprints as well as proficiencies in environmental control systems.

The program consists of 60 weeks, 72 Quarter Credit Hours of Building Maintenance theory and associated lab work. Instruction is designed for entry every 10 weeks.

**Curriculum**

**BM-101B: Electricity Principles**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will study electrical safety techniques as well as basic electrical principles and the theories needed to understand various electrical circuits. Students will participate in team dynamics exercises in a self-directed work environment designed to convey the importance of teamwork in highly effective organizations.

- Electrical Safety Equipment Lockouts
- Basic Math and Basic Quantities
- Ohm's Law and Usage
- Transformers and Electromagnetism
- Different Types of Electrical Circuits
- Introduction to Electrical Motors
- Electrical Instrumentation and Measurements
- Electrical Materials and Devices
- Series and Parallel Circuits
- Circuit Characteristics
- Circuits Requirements

**BM-102B: Plumbing Fundamentals**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will learn installation, repair, maintenance and design aspects of common plumbing systems found in residential and commercial buildings. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.

- Plumbing Math Drains and Sewers
- Clearing Stoppages
- PVC Pressure Fittings
- Threading Pipe
- Venting
- Fixture Installation
- Backflow Prevention
- Blueprint and Sketch Reading
- Soldering
- Fitting specifications and Identification
Fire Suppression Systems and Maintenance

**BM-103B: Carpentry**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will learn fundamental carpentry skills with emphasis on framing, repair, ADA requirements, safety and finish. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context. 

Blueprints, Codes, and Building Layout
- Hand Tools
- Framing
- Wall Finish and Repair
- Safety

Power Tools
- Window and Door Trim
- Roof Systems
- Drywall and Taping

**BM-104B: Air Conditioning and Refrigeration Systems**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will understand the refrigeration cycle and its basic components, in addition to principles of installing and troubleshooting basic problems. Students will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills. 

**Introduction to Air Conditioning & Refrigeration Cycle**
- Recovering, Recycling, and Reclaiming
- Refrigeration Components
  - Saturation Temperature versus Pressure
  - Metering Components
  - Soldering and Brazing
  - Dehydration-Evacuation-Charging

**Refrigeration Accessories**
- Flaring and Swaging
- Cycle Controls

**BM-105B: Electric Motors, Lighting and Control Technology**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will study the National Electrical Code requirements and installation procedures for commercial building lighting, heating and air conditioning, power distribution, hazardous location circuits and other commercial three phase circuits. Motors and controls will also be introduced. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment. 

**Alignment and Balancing**
- Blueprint and Electrical Symbols
- Electrical AC Motors
- Communications Circuits
- Emergency Lighting

**Safety**
- Electrical DC Motors
- Lighting Systems
- Capacitors

**Preventive Maintenance and Troubleshooting Procedures**

**BM-106B: Heating**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will be able to troubleshoot combustion and electrical problems in fossil fuel equipment, and will understand the theories and principles of condensing furnaces. Students will explore today’s business realities relating to effective communications designed to provide quality services to business customers and clients. 

**Condensing Furnaces**
- Principles of Combustion

**Furnace Components and Piping Installation**
- Gas Controls

**Gas Heat and Combustion Principles**
- Troubleshooting all Heat Systems

**Oil and Electrical Heat**
- Venting of Furnaces

**Hydronic Heat**
HEATING, AIR CONDITIONING & REFRIGERATION MECHANIC

Program Description
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. The program consists of 60 weeks, 72 Quarter Credit Hours of heating, air conditioning, and refrigeration theory and associated lab work. Instruction is designed for entry every 10 weeks.

Curriculum

**HV-101B: Electricity Fundamentals**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)
Students will understand electricity theory as it applies to heating and air conditioning. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.

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

**HV-102B: Refrigeration Fundamentals**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)
Students will understand the refrigeration cycle and its basic components, in addition to principles of installing and troubleshooting basic problems. Students will participate in team dynamics exercises in a self-directed work environment designed to convey the importance of teamwork in highly effective organizations.

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

**HV-103B: Air Conditioning**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)
Students will understand air properties, load calculations, and how to check and troubleshoot refrigeration and electrical problems on air conditioning equipment. Students will explore today's business realities relating to effective communications designed to provide quality services to business customers and clients.

  - Charging, Recovering, Recycling & Reclaiming Psychometrics
  - Installation Charging Procedures
  - Split System Troubleshooting Wiring Diagrams
  - Heat Pump Theory and Components Duct Sizing and Design

**HV-104B: Heating**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)
Students will be able to troubleshoot combustion and electrical problems in fossil fuel equipment, and will understand the theories and principles of condensing furnaces. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context.

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<thead>
<tr>
<th>Condensing Furnaces</th>
<th>Principles of Combustion</th>
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<td>Oil and Electrical Heat</td>
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<td>Furnace Components and Piping Install</td>
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**HV-106B: Boiler/Piping**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will understand piping and boiler design, fabrication, and installation as it pertains to residential buildings. Students will also become familiar with the tools used for servicing and installing boilers and piping systems. Electric controls will be used to zone and balance the entire system. Students will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills.

<table>
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<tr>
<th>Piping Fundamentals and Safety</th>
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<td>Boiler Fundamentals and Safety</td>
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<td>Boiler Water Systems</td>
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**HV-110B: Residential HVAC Systems**
- Credits: 9 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 90, Lab 45)

Students will understand both theory and application of residential HVAC systems and components allowing them to properly diagnose, troubleshoot, and maintain according to specifications. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment.

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<thead>
<tr>
<th>Refrigerants and Oils</th>
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<td>Air Distribution Basics and Air Flow Dynamics</td>
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<td>Evaluating &amp; Measuring Residential Duct Pressure Fundamentals &amp; Importance of Refrigerant Circuit Dehydration</td>
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<td>Residential Duct Design and Engineering for the Installer</td>
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<td>Indoor Air Quality &amp; Its Role in Comfort &amp; Health</td>
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<td>Duct Fabrication, Fittings and Layout</td>
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<tr>
<td>Customary and Accepted Trade Installation Practices</td>
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</tbody>
</table>

**GR-104: Green Awareness**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

Designed for technicians, multi-craft trade personnel, building managers, or anyone interested in understanding the fundamentals of energy conservation and management. Attendees will learn to define new “green” energy terminology and understand the role of green awareness in reducing a personal and commercial carbon footprint, identify decisions and actions that impact the environment, and describe the life cycle phases of a building and the impacts on the green environment over its life cycle. Participants will also learn to conduct appropriate energy audits, energy consumption and demand analyses, and life cycle cost analyses to determine the energy efficiency of a building or system, identify green alternatives to conventional building practices and describe the pros and cons of those alternatives and ways to maximize the energy efficiency and water conservation of existing equipment in a given project, specifying the most efficient systems available for the application and the available budget.
ASSOCIATE OF OCCUPATIONAL STUDIES PROGRAMS

AUTO BODY AND ALTERNATIVE FUEL VEHICLE REPAIR TECHNICIAN

Program Description
The objective of this program is to prepare the student for entry-level employment in positions related to Auto Body Repair and/or Alternative Fuel Vehicle maintenance and repair. Students will gain the necessary skills to obtain employment in the automotive industry working at an independent garage, repair shop, manufacturer, installer, or dealership facility. The program consists of 90 weeks, 88 Quarter Credit Hours of theory and associated labs along with 17.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

Curriculum

AT 101: Equipment, Safety, & Shop Practices
- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 35 contact hours (Lecture 25, Lab 10)
This course introduces the student to shop safety, Automotive Service Excellence (ASE) certification, metric and English units of measurement, interpretation of a material safety data sheet (MSDS), proper use of shop manuals and software. Includes identification and use of fasteners, fittings, hand, power, cutting and precision measuring tools utilized in the automotive industry. Various employment opportunities in the automotive industry are discussed.

AT-102: Intro to Engines
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 85 contact hours (Lecture 40, Lab 45)
This course introduces the student to engine designs and operating principles. Engine parts, gaskets, seals, terminology and basic diagnosis and repair are covered. Use of appropriate specialty tools and equipment are discussed. Additional engine systems covered include ignition, fuel, exhaust, lubrication and air induction.

AT-103: Intro to Transmissions & Drivelines
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
This course introduces the student to theory, terminology and operating principles of various rear-wheel drive transmissions and drive line components. Drive shafts, universal joints, constant velocity joints, and rear-wheel drive automatic and manual transmissions are covered with the use of appropriate specialty tools and equipment.

AT-107: Intro to Brakes & Suspension
- Credits: 5 quarter credit hours
- Prerequisites: AT-105
- Course Hours: 85 contact hours (Lecture 40, Lab 45)
This course introduces the various suspension, steering and brake designs utilized on both front and rear-wheel drive vehicles. Covers the terminology and theory of operation of the various steering, suspension and brake designs. Alignment procedures for both front-wheel and four-wheel alignments are discussed.

AT-108: Intro to HVAC & Electrical
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
This course introduces the theory and operating principles of electrical, heating and air conditioning systems. Stressed topics include basic service and diagnosis of all three systems. The course also covers current industry and environmental standards specific to handling of automotive refrigerants.

AT-122: Engine Repair
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-102
- Course Hours: 95 contact hours (Lecture 45, Lab 50)
This class provides an in-depth study of four-stroke automotive engine designs. Diagnosis and repair of oil consumption and leakage, abnormal noises, loss of power, and mechanical component failure. Lab experiences focus on various types of in-chassis repairs as well as identifying instances when engine replacement may be necessary.

**AT-123: Manual Transmissions**
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-103
- Course Hours: 95 contact hours (Lecture 45, Lab 50)

This class includes the study of theory, design and operating principles of manual transmissions, manual transaxles, clutches, differentials, and drive axles. Lab experience including the troubleshooting, service, removal, disassembly, reconditioning, assembly and installation of these components as well as specialty tools and equipment are required.

**AT-127: Steering & Suspension**
- Credits: 5 quarter credit hours
- Prerequisites: AT-107
- Course Hours: 85 contact hours (Lecture 40, Lab 45)

This course covers identification, diagnosis and repair of various suspension and steering types, and alignment designs. Shop experiences will include utilizing specialized alignment, suspension, and steering tools, with an emphasis on computerized four-wheel alignment systems and tire balancing equipment.

**AT-128: Heating & Air Conditioning**
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-108
- Course Hours: 90 contact hours (Lecture 40, Lab 50)

This course studies the design and operation of heating, cooling and air conditioning systems. Shop experiences will include troubleshooting, repair, and service of these systems with specialized tools and equipment.

**AT-132: Engine Performance**
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-102
- Course Hours: 95 contact hours (Lecture 45, Lab 50)

This course covers the current automotive performance, diagnosis and repair businesses. Fuel, ignition, computer and emission control systems are studied. Inspection, service and maintenance procedures of these systems are performed.

**AT-133: Automatic Transmissions**
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-103
- Course Hours: 95 contact hours (Lecture 45, Lab 50)

This course covers automatic transmission and transaxles theory and designs. Emphasis is on operation principles, service, diagnosis, removal, overhaul and installation of automatic transmissions and transaxles with the use of shop manuals and required specialty tools and equipment.

**AT-137: Brake Systems**
- Credits: 5 quarter credit hours
- Prerequisites: AT-107
- Course Hours: 85 contact hours (Lecture 40, Lab 45)

In this course, students study the various automobile brake designs. Shop experience including replacement of linings on both disc and drum brakes, turning of drums and rotors, rebuilding of calipers, replacement of wheel and master cylinders, proper brake bleeding procedures. Diagnosis, service and repair of anti-lock brake systems (ABS) and traction control/vehicle stability systems will be performed. Precautions in the handling of brake dust will also be presented.

**AT-138: Electrical Systems**
- Credits: 5.5 quarter credit hours
- Prerequisites: AT-108
- Course Hours: 90 contact hours (Lecture 40, Lab 50)

This course focuses on automotive electrical systems, emphasizing operating principles, diagnosis, repair and/or replacement of batteries, starting and charging systems, electrical wiring harnesses, connectors, terminals, lighting and accessories. Shop experiences includes use of test equipment necessary for the diagnosis and service of electrical accessories and components.
AT-205: Alternative Fuels I
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This course introduces the student to the hybrid/alternative vehicle and identifies carbon-based fuels and the difference between various energy sources used for fueling. The course will cover the different types of hybrid electric vehicles, advantages to hybrid designs, fuels injection and ignition systems and power steering and braking in hybrid vehicles. In addition, the course will cover engine systems, hybrid batteries and how to conduct those services all while describing the role of hybrid and alternative fuel vehicles in today's society.

AT-210: Alternative Fuel Vehicle Repair
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This course will describe and explain regenerative braking, the function and services for transmission and manual transaxle, and discuss the modifications made to automatic transmissions installed in hybrid electric vehicles. The course will discuss the ICE cooling system and explain the cooling and heating system of a hybrid vehicle. Safety procedures and routine service procedures will be discussed, as well as fuel cells and electricity. The student will learn the specifics of the following electric vehicles: Honda, Toyota/Lexus, Ford/Mercury and General Motors. Students will perform routine maintenance and repair work in a lab setting.

AT-215: Auto Body Repair
- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 20, Lab 25)

In this course the focus will be on the fundamentals of auto body and collision repair. The course will summarize the collision repair industry, discuss repair technician career opportunities, provide an overview of the major areas in a body shop, describe procedures for repairing collision damaged vehicles and process of repair. In addition, safety will be covered in the areas of hand and power tools, avoiding shop accidents, and safety will all products. There will be an overview of shop materials, paint selection, welding, various types of repair and mixing scales.

AT-225: Advanced Collision Repair
- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 20, Lab 25)

In this course the focus will be on advance collision repair, performing repair estimates, and understanding insurance issues related to repair work. Students will gain advanced knowledge in repair techniques and receive training on customer service, the importance of timely work, and how to manage difficult customers. This course will require students to perform research in the library on the collision and repair industry and present a presentation to their peers.

AT-235: Auto Repair Practicum
- Credits: 5.5 quarter credit hours
- Prerequisites: None
- Course Hours: 115 contact hours (Lab 115)

This course will provide students hand-on experience working with customers in a mock-repair center environment. Students will operate the lab as a repair center for the public and student vehicles. Students will troubleshoot, repair, provide mock-estimates, and perform other repair center duties. Students will be evaluated on their repair skills as well as their customer interactions.

AT-236: Auto Repair Capstone
- Credits: 2 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 20, Lab 20)

This course will assist students as they prepare to enter the workforce. Students will complete their skills and training portfolio, develop their resume in conjunction with career services, do mock interviews, perform job research, and present their portfolio to their peers and a faculty panel.
AGE-210: Business Communications
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)
This course teaches students effective communication skills, which can be applied to many situations throughout their lifespan. Basic communication theories, team concepts and communication skills in organizational settings are introduced. Barriers to effective communication are discussed. The topics require the student to understand how to use effective communication in team settings and organizational life. This course will also assist students in career preparation; including resume writing, networking skills, and interview techniques.

GE-101: English Composition I
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)
In this English Composition I course, students develop written communication skills. The course materials place an emphasis on the principles of effective communication which includes understanding the writing process and analysis of readings, as can be applied personally and professionally.

GE-105: Introduction to Psychology
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)
This psychology course is an introduction to the understanding of human behavior. Course covers theories and concepts including: scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

GE-124: Technical Math
- Credits: 2 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)
This course provides an introduction to basic mathematical operations and functions as they apply to the workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

GE-126: Computer Concepts
- Credits: 2 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)
In the computer concepts course, students learn basic computer applications and concepts. The workings of the computer and its system are an essential skill in today's workplace. The course materials place an emphasis on today's most popular applications that pervade the workplace. Students learn the workings of the computer so as to be able to use computers in their chosen career.

BUILDING MAINTENANCE TECHNOLOGY
Program Description
The objective of this program is to prepare the graduate with the theory and the entry-level working knowledge of the maintenance and repair of a variety of mechanical systems commonly found in office buildings, hospitals, schools, utility companies and industrial plants.
In addition, the student will learn fundamental skills in drawing schematics and blueprints as well as proficiencies in environmental control systems.
The program consists of 90 weeks, 94.5 Quarter Credit Hours of Building Maintenance Technology theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.
Curriculum

**BM-101B: Electricity Principles**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will study electrical safety techniques as well as basic electrical principles and the theories needed to understand various electrical circuits. Students will participate in team dynamics exercises in a self-directed work environment designed to convey the importance of teamwork in highly effective organizations.

- Electrical Safety Equipment Lockouts
- Basic Math and Basic Quantities
- Ohm’s Law and Usage
- Transformers and Electromagnetism
- Different Types of Electrical Circuits
- Introduction to Electrical Motors
- Electrical Materials and Devices
- Series and Parallel Circuits
- Circuit Characteristics
- Electrical Instrumentation and Measurements
- Circuits Requirements

**BM-102B: Plumbing Fundamentals**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will learn installation, repair, maintenance and design aspects of common plumbing systems found in residential and commercial buildings. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.

- Plumbing Math
- Drains and Sewers
- Clearing Stoppages
- PVC Pressure Fittings
- Threading Pipe
- Venting
- Fitting specifications and Identification
- Fixture Installation
- Backflow Prevention
- Blueprint and Sketch Reading
- Soldering
- Fire Suppression Systems and Maintenance

**BM-103B: Carpentry**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will learn fundamental carpentry skills with emphasis on framing, repair, ADA requirements, safety and finish. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context.

- Blueprints, Codes, and Building Layout
- Hand Tools
- Power Tools
- Framing
- Window and Door Trim
- Wall Finish and Repair
- Roof Systems
- Safety
- Drywall and Taping

**BM-104B: Air Conditioning and Refrigeration Systems**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will understand the refrigeration cycle and its basic components, in addition to principles of installing and troubleshooting basic problems. Students will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills.

- Introduction to Air Conditioning & Refrigeration Cycle
- Recovering, Recycling, and Reclaiming
- Refrigeration Components
- Saturation Temperature versus Pressure
- Metering Components
- Refrigeration Accessories
- Soldering and Brazing
- Flaring and Swaging
- Dehydration-Evacuation-Charging
- Cycle Controls
BM-105B: Electric Motors, Lighting and Control Technology
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)
Students will study the National Electrical Code requirements and installation procedures for commercial building lighting, heating and air conditioning, power distribution, hazardous location circuits and other commercial three phase circuits. Motors and controls will also be introduced. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment.

Alignment and Balancing
Blueprint and Electrical Symbols  
Electrical AC Motors  
Communications Circuits  
Emergency Lighting  
Preventive Maintenance and Troubleshooting Procedures

BM-106B: Heating
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)
Students will be able to troubleshoot combustion and electrical problems in fossil fuel equipment, and will understand the theories and principles of condensing furnaces. Students will explore today’s business realities relating to effective communications designed to provide quality services to business customers and clients.

Condensing Furnaces  
Furnace Components and Piping Installation  
Gas Heat and Combustion Principles  
Oil and Electrical Heat  
Hydronic Heat  
Safety Controls

Preventive Maintenance and Troubleshooting Procedures

BM-201B: Commercial Refrigeration
- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 60, Lab 75)
Students will be exposed to various commercial refrigeration systems and equipment representing different pressures and temperatures found with low and medium temperature applications. Students will learn more complex wiring diagrams and accessories found with commercial refrigeration food handling equipment. Students will also be introduced to commercial building systems and controls.

Commercial Refrigeration Equipment & Systems  
Three Phase Panels, Breakers, Motors  
Commercial Wiring Diagrams and Controls  
Rooftop Systems and Controls  
Air Handlers / Variable Volume Systems  
Refrigeration Dehydration, Recovery, Recycle

BM-202B: The Business / Challenges of the Skilled Trades Industry
- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 60, Lab 75)
Students will study the fundamentals of controlled building systems and equipment. In addition, the students will study the basic elements of managing and owning a business in the skilled trades industry.

Introduction to DDC and PLC Controls  
Proprietorships, Partnerships, Corporations  
Estimating, Bidding, Scheduling  
Project Management  
Drawings, Plans, Permits, Licenses  
Budgets and Profit / Loss Statements

Building Design and Code Considerations  
Developing a Business Plan  
Financing Options  
Lien Waivers

BM-203B: Industry Credentials and Certifications
This course is designed to prepare the students to qualify for certification testing that could enhance their career opportunities through industry recognized credentials of achievement. Certification testing includes those offered through the Air Conditioning and Refrigeration Institute (ARI) series of Industry Competency Exams (ICE) tests as qualifiers for certification tests offered under the North American Technical Excellence (NATE) standards.

**Relevance of Credentials and Certifications**
- ICE Review and Training with Certification Tests
- Trac Pipe Training and Certification Test
- NATE Review and Training with Certification Tests
- LP Gas Training and Certification Test

**AGE-215: Technical Math**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)
This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course's emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

**GE-101: English Composition I**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)
In this English Composition I course, students develop written communication skills. The course materials place an emphasis on the principles of communication which includes understanding the writing process and analysis of readings, as can be applied personally and professionally. This is an intensive review of the English language and its use in college level writing, including written discourse, sentence structure, paragraph development, essay organization, all in concert with critical thinking processes.

**GE-201: English Composition II**
- Credits: 4.5 quarter credit hours
- Prerequisites: GE-101
- Course Hours: 45 contact hours (Lecture 45)
This English Composition II course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

**COMPUTER PROGRAMMING AND DEVELOPMENT**

**Program Description**
The objective of this program is to prepare the student for employment as an entry level Computer Programmer, Software Developer and Web Developer with the knowledge and skills needed to create, modify and test the code, forms and script for computer applications and web pages to run.
The program consists of 70 weeks and 85 Quarter Credit Hours of theory and associated labs and 18 Quarter Credit Hours of general education instruction. Instruction is designed for entry every 10 weeks.

**Curriculum**

**CP-120: Microsoft Office**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
This course will help students develop introductory skills in the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). The students’ knowledge of computer concepts, file management, and Internet usage will be reinforced through demonstrations and lab exercises.
CP-121: Programming Fundamentals
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 70)
This course introduces computer programming and problem solving in a structured program logic environment. The following topics will be covered in this course: language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. This course will prepare students to be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

CP-122: Web Site Design Fundamentals
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
This course will introduce students to development tools and techniques used to publish Web pages. Students will learn to use basic hypertext markup language, scripting and presentational technologies to create web sites with the aid of a software authoring application. Topics covered include: XHTML, CSS, JavaScript, server hosting, site publication, site maintenance and Search Engine Optimization.

CP-123: Introduction to Programming
- Credits: 5 quarter credit hours
- Prerequisites: CP-121
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
This course is designed to give students the general knowledge required to understand many of the general programming concepts required in any programming language. Students will gain the ability to design, create, test and debug a fully functioning program. Topics covered include: Algorithm Development; Variables; Arithmetic Expressions; Forms and Controls; Conditions and Looping; Variables and Scope; Arrays; Object Oriented Programming.

CP-124: Introduction to Databases
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
In this course, students will be provided with a comprehensive introduction to database concepts. Students will focus on the relational model of database management and querying databases using Structured Query Language (SQL). Students will examine and manipulate existing relational databases and create new relational databases.

CP-125: Introduction to Web Page Coding
- Credits: 5 quarter credit hours
- Prerequisites: CP-122
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
In this course students will learn basic web design using HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets). Students will be introduced to planning and designing effective web pages; implementing web pages by writing HTML and CSS code; enhancing web pages with the use of page layout techniques, text formatting, graphics, images, and multimedia; and producing a functional, multi-page website. Upon successful completion of this course, students will have a good foundation in web design using HTML and CSS.

CP-126: Software Testing
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
This course shows how to define and assess software quality through various testing techniques. The following topics will be covered in this course: review/inspection technique for non-executable software, black-box and white box testing techniques for executable software and test result analysis. Students will also be introduced to specific test case development techniques such as boundary value, equivalence class, control paths, and dataflow paths test. Different levels of testing such as functional, component and system/regression tests are discussed.

CP-127: SQL Programming
- Credits: 5 quarter credit hours
- Prerequisites: CP-124
This course teaches students relational database fundamentals and SQL programming skills through hands on exercises which will reinforce learning and develop real competency. This course will cover the following topics: relational database architecture, database design techniques, and simple and complex query skills. Students will gain an understanding of SQL functions, join techniques, database objects and constraints, and will be able to write useful SELECT, INSERT, UPDATE and DELETE statements.

**CP-128: Systems Analysis and Design**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 70)
A methodical approach to developing computer systems including feasibility study, systems planning, analysis, design, testing, implementation and software maintenance will be covered in this course. Students will also learn strategies and techniques of systems analysis and design for producing logical methodologies for dealing with complexity in the development of information systems. The course approaches the development of information systems from a problem-solving perspective. Upon successful completion of this course, students will have a solid understanding of the concepts of a system and what it means to develop and implement an information system in an organization.

**CP-220: Introduction to C# Programming**
- Credits: 5 quarter credit hours
- Prerequisites: CP-121, CP-122, CP-123, CP-125
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
This course builds on lessons learned in the Introduction to Programming course. The course will focus on writing applications that interface with a database management system. Topics covered include: class development; inheritance and TITLE polymorphism; input validation; error handling; exception handling; relational databases and SQL; accessing data; collections and multi-threading.

**CP-221: Software Application Security**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
Techniques for protecting data within a computer and protecting data as it moves through a network will be covered in this course. Students will learn how to find, manage and address threats through the use of threat modeling tools.

**CP-222: Technical Writing**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 70)
This course will offer students a comprehensive introduction to technical communication. It will grow their ability to organize and craft information for manuals, journal articles, reports and other technical publications. Learn document design, production principles and writing for the web.

**CP-223: Advanced Excel and Data Sources**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
This course is designed to help students learn how to use a combination of more complex functions, formulas; nested IF statements, VLOOKUP, HLOOKUP and LOOKUP tables. Students will also learn how to begin to develop a personalized Interface through the creation of Active worksheet Buttons and Macros, manipulate spreadsheets in Excel to present selected data using more Advanced Excel software tools like Pivot Tables, Pivot Charts and What If analysis tools. Data Analysis using Scenarios, Data Tables and Goal Seek will also be covered.

**CP-224: Advanced Web Page Coding**
- Credits: 5 quarter credit hours
- Prerequisites: CP-122, CP-125
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
This course provides students with a comprehensive understanding of topics in HTML, XHTML and dynamic HTML (DHTML) which they will use to create Web pages and sites from simple to complex. Students will also enhance their skills by applying
these concepts to create interactive features such as animated text, image and text rollovers, and transitions.

**CP-225: Introduction to Mobile App Development**
- Credits: 5 quarter credit hours
- Prerequisites: CP-127, CP-224
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

Students in this course will learn to develop mobile apps on the iOS and Android platforms. Students will be guided through developing an actual working app on both platforms. They will learn about the entire mobile app development lifecycle, including issues associated with licensing and both public and enterprise distribution.

**CP-226: IT Project Management Basics**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 70)

This course provides students with a comprehensive overview of the principles, processes, and practices of IT project management. This course will help students' master skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder management as well as all five process groups--initiating, planning, executing, monitoring and controlling, and closing.

**CP-227: Advanced SQL Programming and Custom Report Writing**
- Credits: 5 quarter credit hours
- Prerequisites: CP-124, CP-127
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This course will help students advance their skills in programming and problem solving with T-SQL. Students will learn how to build more advanced SQL queries, work with non-relational data and hierarchies, and do advanced reporting in SQL Server Reporting Services. It will also provide best practices for using Reporting Services.

**AGE-210: Business Communications**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course teaches students effective communication skills, which can be applied to many situations throughout their lifespan. Basic communication theories, team concepts and communication skills in organizational settings are introduced. Barriers to effective communication are discussed. The topics require the student to understand how to use effective communication in team settings and organizational life. This course will also assist students in career preparation; including resume writing, networking skills, and interview techniques.

**AGE-215: Technical Math**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course's emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

**GE-101: English Composition I**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

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

**GE-201: English Composition II**
- Credits: 4.5 quarter credit hours
- Prerequisites: GE-101

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

COMPUTER SYSTEMS AND NETWORK TECHNOLOGY
Program Description
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 Electronics field upgrading, configuring, or repairing PC’s or in network installation, maintenance and support roles. The objective of the additional phases required to receive an Associate Degree focuses on Advanced Computer Network Technologies. Emphasis is placed on Enterprise Networking foundations with exposure to multiple Network Operating Systems and multivendor LAN/WAN connectivity. The total program length is 90 weeks with 94.5 quarter credit hours of theory and lab instruction in the areas described below and 13.5 quarter credit hours of General Education totaling 108-quarter credit hours. Instruction is designed for entry every 10 weeks.

Curriculum

CT-101B: Electronic Fundamentals
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will understand the theory and operation of basic analog and digital circuitry. Students will participate in team dynamics exercises in a self-directed work environment designed to convey the importance of teamwork in highly effective organizations.

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</tbody>
</table>

CT-102B: DOS/Hardware Fundamentals
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will understand the theory of computer operation and computer terminology. Students will become familiar with aspects of the MS-DOS operating system. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.

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</table>

CT-103B: Linux
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will understand the operation of Linux and will become familiar with the installation and configuration of several Linux distributions. Students will study basic language principles through written communication with techniques of
gathering, organizing and processing information in a written context.

Creating Users GUI (Graphical User Interface)
History Initialization Files
Command Line Commands Passwords
Partitioning Text Editing
Logging In and Out

CT-104B: Desktop Operating Systems
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will learn many aspects of the Microsoft desktop operating systems, and Microsoft Office software. Students will explore today's business realities relating to effective communications designed to provide quality services to business customers and clients.

Installation and Upgrading Customizing the Desktop
Profiles Editing the Registry
Networking Configuration
Troubleshooting OS Architecture
Microsoft Office: Access, Word, Excel

CT-105B: Peripherals and Data Communications
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will learn to install and troubleshoot computer peripherals, utilize the internet, and be introduced to data communications technology. Students will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills.

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

CT-106B: PC Troubleshooting and Configuration
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will learn to build, configure and troubleshoot IBM compatible computers. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment.

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

CT-202B: Windows Networking
- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 60, Lab 75)

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

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

CT-203B: TCP/IP and Routing
- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 60, Lab 75)

Students will learn advanced theory and practical security knowledge. Enterprise servers, desktop systems, and corporate domain networks security vulnerabilities will be covered. Students will have hands on experience creating a practical information security plan and how to properly implement it in a production environment. Students will also learn professional and social development skills.

CT-206: Exchange Server
- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 60, Lab 75)

Students will learn the basics of local area networking using Exchange Server.

- Configure and manage public folders
- Install Exchange Server
- Configure Exchange Server
- Work with Recipients
- Work with Groups
- Work with Mailboxes

- Configuring Mailboxes
- Configuring Connectors
- Configure Routing
- Configuring Hubs and Transport Roles
- Monitor and Reporting
- Disaster Recovery

AGE-215: Technical Math
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course's emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

GE-101 English Composition I
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course helps students develop written communication skills. The course materials place an emphasis on the principles of communication which includes understanding the writing process and analysis of readings, as can be applied personally and professionally. This is an intensive review of the English language and its use in college-level writing, including written discourse, sentence structure, paragraph development, essay organization, all in concert with critical thinking.

GE-201: English Composition II
- Credits: 4.5 quarter credit hours
- Prerequisites: GE-101
- Course Hours: 45 contact hours (Lecture 45)

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

HEATING, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

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

The program consists of 90 weeks, 94.5 Quarter Credit Hours of heating, air conditioning, and refrigeration theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.
Curriculum

HV-101B: Electricity Fundamentals
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will understand electricity theory as it applies to heating and air conditioning. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.

Introduction to Electricity
Alternating Current Fundamentals
Schematic and Pictorial Diagrams
Motors and Motor Protection
Troubleshooting and Capacitors
Troubleshooting Electric Circuits
Electrical Components and Symbols

Controls and Loads
Series and Parallel Circuits
Electric Meters and Uses
Electronic Devices and Circuits
Ohm's Law

HV-102B: Refrigeration Fundamentals
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will understand the refrigeration cycle and its basic components, in addition to principles of installing and troubleshooting basic problems. Students will participate in team dynamics exercises in a self-directed work environment designed to convey the importance of teamwork in highly effective organizations.

Introduction to Air Conditioning & Refrigeration Cycle
Refrigeration Components
Recovering, Recycling, and Reclaiming
Metering Components
Saturation Temperature versus Pressure
Refrigeration Accessories
Dehydration-Evacuation-Charging

Cycle Controls
Flaring and Swagging
Soldering and Brazing

HV-103B: Air Conditioning
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will understand air properties, load calculations, and how to check and troubleshoot refrigeration and electrical problems on air conditioning equipment. Students will explore today's business realities relating to effective communications designed to provide quality services to business customers and clients.

Charging, Recovering, Recycling & Reclaiming
Installation
Split System Troubleshooting
Heat Pump Theory and Components
Residential Load Calculations
Duct Sizing and Design

Psychometrics
Charging Procedures
Wiring Diagrams

HV-104B: Heating
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will be able to troubleshoot combustion and electrical problems in fossil fuel equipment, and will understand the theories and principles of condensing furnaces. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context.

Condensing Furnaces
Gas Heat and Combustion
Oil and Electrical Heat
Troubleshooting all Heat Systems
Trac Pipe
Furnace Components and Piping Installation

Principles of Combustion
Principles Gas Controls
Safety Controls
Venting of Furnaces
Wiring Diagrams
HV-106B: Boiler/Piping
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will understand piping and boiler design, fabrication, and installation as it pertains to residential buildings. Students will also become familiar with the tools used for servicing and installing boilers and piping systems. Electric controls will be used to zone and balance the entire system. Students will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills.

- Piping Fundamentals and Safety
- Boiler Fittings and Components
- Piping Layout and Design
- Boiler Fuel and Draft Systems
- Piping Installation and Applications
- Piping and Waste Water Systems
- Boiler Fundamentals and Safety/Boiler Water Systems

HV-110B: Residential HVAC Systems
- Credits: 9 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 90, Lab 45)

Students will understand both theory and application of residential HVAC systems and components allowing them to properly diagnose, troubleshoot, and maintain according to specifications. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment.

- Basic Residential HVAC Equipment Installation
- R-410A-The Transition to Environmentally Safe
- Guidelines and Considerations
- Refrigerants and Oils
- Test Equipment
- Refrigerant Leak Testing Procedures, Techniques and Modern
- Air Distribution Basics and Air Flow Dynamics
- Evaluating & Measuring Residential Duct Pressure Fundamentals & Importance of Refrigerant Circuit Dehydration
- Residential Duct Design and Engineering for the Installer
- Indoor Air Quality & Its Role in Comfort & Health
- Duct Fabrication, Fittings and Layout
- Customary and Accepted Trade Installation Practices

HV-201B: Commercial Refrigeration
- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 60, Lab 75)

Students will be exposed to various commercial refrigeration systems and equipment representing different pressures and temperatures found with low and medium temperature applications. Students will learn more complex wiring diagrams and accessories found with commercial refrigeration food handling equipment. Students will also be introduced to commercial building systems and controls.

- Commercial Refrigeration Equipment and Systems
- Commercial Wiring Diagrams and Controls
- Three Phase Panels, Breakers, Motors
- Economizers
- Rooftop Systems and Controls
- Air Handlers / Variable Volume Systems
- Refrigeration Dehydration, Recovery, Recycle
- Commercial Piping
- Refrigerant Piping
- Commercial Accessories

HV-202B: The Business
- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 60, Lab 75)

Students will study the fundamentals of controlled building systems and equipment. In addition, the students will study the basic elements of managing and owning a business in the skilled trades industry.

- Introduction to DDC and PLC Controls
- Estimating, Bidding, Scheduling
- Building Design and Code Considerations
- Project Management
- Developing a Business Plan
- Drawings, Plans, Permits, Licenses
- Financing Options
- Lien Waivers
- Budgets and Profit / Loss Statements
- Proprietorships, Partnerships, Corporations
HV-203B: Industry Credentials and Certifications
- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 60, Lab 75)
This course is designed to prepare the students to qualify for certification testing that could enhance their career opportunities through industry recognized credentials of achievement. Certification testing includes those offered through the Air Conditioning and Refrigeration Institute (ARI) series of Industry Competency Exams (ICE) tests as qualifiers for certification tests offered under the North American Technical Excellence (NATE) standards.

Relevance of Credentials and Certifications
- ICE Review and Training with Certification Tests
- Trac Pipe Training and Certification Test
- NATE Review and Training with Certification Tests
- LP Gas Training and Certification Test

AGE-215: Technical Math
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)
This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

GE-101 English Composition I
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)
This course helps students develop written communication skills. The course materials place an emphasis on the principles of communication which includes understanding the writing process and analysis of readings, as can be applied personally and professionally. This is an intensive review of the English language and its use in college-level writing, including written discourse, sentence structure, paragraph development, essay organization, all in concert with critical thinking.

GE-201: English Composition II
- Credits: 4.5 quarter credit hours
- Prerequisites: GE-101
- Course Hours: 45 contact hours (Lecture 45)
This English Composition II course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

GR-104: Green Awareness
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)
Designed for technicians, multi-craft trade personnel, building managers, or anyone interested in understanding the fundamentals of energy conservation and management. Attendees will learn to define new “green” energy terminology and understand the role of green awareness in reducing a personal and commercial carbon footprint, identify decisions and actions that impact the environment, and describe the life cycle phases of a building and the impacts on the green environment over its life cycle. Participants will also learn to conduct appropriate energy audits, energy consumption and demand analyses, and life cycle cost analyses to determine the energy efficiency of a building or system, identify green alternatives to conventional building practices and describe the pros and cons of those alternatives and ways to maximize the energy efficiency and water conservation of existing equipment in a given project, specifying the most efficient systems available for the application and the available budget.

MEDICAL ASSISTANT WITH CARDIOVASCULAR TECHNOLOGY (NON-INVASIVE)
Program Description
The objective of this program is to provide students with skills and knowledge necessary to assist doctors in conducting tests of the pulmonary and cardiovascular systems of patients for diagnostic purposes along with the core curriculum of medical assisting. Graduates will be able to pursue employment in various medical settings, including private medical offices and medical clinics. Their job duties may include patient coordination and administrative tasks, physician support, and assisting in the delivery of the diagnostic tests previously mentioned.

Proof of Hepatitis B inoculation series initiation is required before starting the second phase.

Note: Past criminal history may affect one's ability to obtain employment in this field. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request. Students enrolling in this program must sign the Allied Health Externship/Employment Disclosure prior to enrollment regarding state regulations on criminal records, possible background checks, possible physical or drug screen, infectious diseases or physical condition. Students enrolling in this program must also sign the Allied Health General Health prior to enrollment stating that the student is in good health and in proper physical condition to participate in the program.

The program consists of 70 weeks, 72.5 Quarter Credit Hours of theory and associated labs along with 19.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

Curriculum

ME-105: Medical Terminology
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course provides the student with an understanding of medical terminology, using textbooks, videos, and computer applications to understand the use of roots, prefixes, and suffixes. This course will also emphasize medical vocabulary as it applies to anatomy, physiology, and pathology of the human body.

ME-108: Introduction to Medical Billing and Coding
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course will instruct the student in the process of basic medical coding utilizing ICD-9, ICD-10, CPT and HCPCS. Students will be instructed on how accurate coding leads to optimal reimbursement. The student will be able to code diagnostic procedures from case studies and reports.

ME-115: Computer Applications for Healthcare
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course provides the student with an overview of the historical development of healthcare delivery systems, including concepts and theory related to point-of-care data entry and regulatory agencies and organizations related to the provision of healthcare. Students are introduced to Microsoft Office, using Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft Power Point. Students are also introduced to Medisoft software and Microsoft office concepts for use in the physician's office environment.

ME-121: Anatomy and Physiology
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40)

This course is designed to introduce the student to the structures and functions of the various systems of the body and how these systems maintain homeostasis. It will cover introductory terms, chemistry (brief), cells and tissues; and explain the systems from the integumentary to the reproductive. It will also introduce the student to the human body structures related to the cardiovascular and lymphatic system, digestive system, the eyes and ears, the musculoskeletal system, the nervous system, urinary system, the endocrine system and common physiological terms as well as associated pathological conditions. Also covered will be the importance of a good diet and nutrition, and how a poor diet and nutrition can affect the health of the body.

ME-125: Clinical Medical Assisting
- Credits: 6 quarter credit hours
- Prerequisites: ME-105
This course will train the student in basic clinical duties. Topics will include administration of injections, pre-physical exam preparation, instruments, minor surgery preparation, specialty procedure preparation, vital signs, and measurements. In addition, this course will include the importance of microbiology theory and infection control techniques within a clinic or lab.

**ME-136: Math for the Medical Environment**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

Math for the Medical Environment provides a basic introduction to college level mathematics, with a focus on techniques and applications relevant to students in fields related to medical science. Like any course in college mathematics, it begins with a review of whole numbers, fractions and decimals. It then introduces the basics of per cent calculations, interest and averages. In introducing these topics, the text focuses on examples and exercises immediately relevant to medical settings. The course then applies these skills to solving applied problems of ratio and proportion, as well as unit conversions. The remainder of the text addresses explicitly medical topics such as the use of instruments for measurement, the use of graphs and charts, and dosage calculations. There is also a chapter on basic accounting and business for medical office management and a chapter on health science careers. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program, as well as on the job.

**ME-140: Pharmacology**
- Credits: 3 quarter credit hours
- Prerequisites: ME-105
- Course Hours: 30 contact hours (Lecture 30)

This course will introduce the student to the clinical aspect of the administration, writing prescriptions and dispensing of drugs, as prescribed by the doctor, and the legal and ethical standards regarding these drugs. This course will include the explanation and demonstration of conversion between metric and household systems of measure; medication orders; medication labels, and calculations; of insulin and pediatric dosages.

**ME-150: Medical Law and Ethics**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include: international & quasi-international torts, professional liability insurance, and required documentation. Ethical components of the course include issues that a health care professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

**ME-155: Laboratory Procedures**
- Credits: 6 quarter credit hours
- Prerequisites: ME-105
- Course Hours: 110 contact hours (Lecture 10, Lab 100)

This course covers skills and knowledge required for medical assistants to identify and practice clinical and/or lab duties in a medical office. Topics include, but are not limited to: phlebotomy, clinical laboratory testing procedures; and electrocardiology. In addition, this course will cover the importance of microbiology theory and infection control techniques within a clinic or lab setting.

**ME-175: Medical Office Procedures**
- Credits: 3 quarter credit hours
- Prerequisites: ME-105
- Course Hours: 30 contact hours (Lecture 30)

This course covers the skills and knowledge required to perform administrative tasks in a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, processing insurance claims, and an introduction to medical office management.

**ME-180: Externship and Exam Preparation**
- Credits: 4 quarter credit hours
- Prerequisites: ME-125 & ME-155
- Course Hours: 50 contact hours (Lecture 30, Lab 20)
This course will prepare the student for their externship experience. It will also culminate all of the learning that has been presented in the program to prepare students to understand employment opportunities and credentialing available to them, job responsibilities, and preparation to sit for one or more exams such as the RMA or the CMA.

**ME-190: Medical Externship**
- Credits: 8 quarter credit hours
- Prerequisites: ME-125 & ME-155
- Course Hours: 40 contact hours (Lecture 20, Lab 20)

Students will use the knowledge and skills learned in the program and complete a minimum of 240 hours of externship at an approved site.

**ME-200: Cardiovascular Anatomy & Physiology**
- Credits: 4.5 quarter credit hours
- Prerequisites: ME-121
- Course Hours: 45 contact hours (Lecture 45)

This course is designed to take the student beyond basic Anatomy & Physiology into a more detailed aspect of the functions of the cardiovascular system of the body. Emphasis will be on how the heart and blood system functions with the other organs in the body.

**ME-222: Patient Education and Safety**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course covers the skills and knowledge required by the medical assistant to provide patient education and follow safety measures in the medical office environment.

**ME-230: Cardiovascular Medications**
- Credits: 3 quarter credit hours
- Prerequisites: ME-140
- Course Hours: 30 contact hours (Lecture 30)

Students will be introduced to the medications that are specifically used in caring for the cardiovascular system.

**ME-231: Electrocardiogram Techniques & Recognition**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 30, Lab 40)

This course will provide instruction to the student in the process of administering an electrocardiogram and how to interpret the results.

**ME-232: Stress Test and Cardiac Monitoring**
- Credits: 6 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

Students will learn how to administer a stress test under the supervision of a licensed practitioner. The student will receive instruction in ECG recording over a prolonged period during which the patient can move around as well as how to record and monitor their progress. The student will learn how to use both the Holter monitor and the event recorder.

**ME-255: Cardiac Capstone**
- Credits: 3.5 quarter credit hours
- Prerequisites: ME-231, ME-232
- Course Hours: 50 contact hours (Lecture 20, Lab 30)

Students will demonstrate the knowledge and skills learned over the course of this program. They will take field trips to clinic locations to shadow and experience real world applications of the skills that they have learned in the program. They will be required to pass a comprehensive exam which covers the knowledge and skills in the program.

**GE-101: English Composition I**
- Credits: 4.5 quarter credit hours
In this English Composition I course, the student will develop written communication skills. The course materials place an emphasis on the principles of effective communication, which includes understanding the writing process and analysis of readings, as can be applied personally and professionally.

**GE-105: Intro to Psychology**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This psychology course is an introduction to the understanding of human behavior. The course covers theories and concepts including: scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

**GE-110: Introduction to Sociology**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course has three main objectives to facilitate the study of sociology: understanding social forces, enhanced understanding of how social forces influence our everyday life and gaining greater insight into why individuals, groups and organizations behave as they do. This course will expose a broad canvas of several substantive areas in sociology such as the family, crime, religion, education and social class. This course will further develop critical thinking ability and writing skills by fostering analytical thinking.

**GE-123: Interpersonal Communications in Healthcare**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course will introduce students to the different types of communication needed in healthcare facilities. Topics to be covered include: written communication, body language, verbal and non-verbal communication; the role of culture in communication; human relations; clinical judgment; and the use of electronic media in the healthcare setting. The course will emphasize the importance of excellent customer service.

### MEDICAL ASSISTANT WITH OFFICE MANAGEMENT

**Program Description**
The objective of this program is to provide and enhance the student’s medical knowledge and to provide the student with the skills necessary for entry level management positions in the medical assistant field in such arenas as private medical offices, medical clinics or hospitals. The general education coursework in this program equips graduates with advanced math and writing skills.

Proof of Hepatitis B inoculation series initiation is required before starting the second phase. Note: Past criminal history may affect one’s ability to obtain employment in this field. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request. Students enrolling in this program must sign the Allied Health Externship/Employment Disclosure prior to enrollment regarding state regulations on criminal records, possible background checks, possible physical or drug screen, infectious diseases or physical condition. Students enrolling in this program must also sign the Allied Health General Health prior to enrollment stating that the student is in good health and in proper physical condition to participate in the program.

The program consists of 70 weeks, 76.5 Quarter Credit Hours of theory and associated labs along with 16.5 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

**Curriculum**

**ACC-102: Intro to Accounting**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
 Intro to Accounting I provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships.

**BUS 215: Human Resource Management**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied.

**BUS 240: Customer Service**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers.

**ME-105: Medical Terminology**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course provides the student with an understanding of medical terminology, using textbooks, videos, and computer applications to understand the use of roots, prefixes, and suffixes. This course will also emphasize medical vocabulary as it applies to anatomy, physiology, and pathology of the human body.

**ME-108: Introduction to Medical Billing and Coding**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course will instruct the student in the process of basic medical coding utilizing ICD-9, ICD-10, CPT and HCPCS. Students will be instructed on how accurate coding leads to optimal reimbursement. The student will be able to code diagnostic procedures from case studies and reports.

**ME-115: Computer Applications for Healthcare**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course provides the student with an overview of the historical development of healthcare delivery systems, including concepts and theory related to point-of-care data entry and regulatory agencies and organizations related to the provision of healthcare. Students are introduced to Microsoft Office, using Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft Power Point. Students are also introduced to Medisoft software and Microsoft office concepts for use in the physician’s office environment.

**ME-121: Anatomy and Physiology**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40)

This course is designed to introduce the student to the structures and functions of the various systems of the body and how these systems maintain homeostasis. It will cover introductory terms, chemistry (brief), cells and tissues; and explain the systems from the integumentary to the reproductive. It will also introduce the student to the human body structures related to the cardiovascular and lymphatic system, digestive system, the eyes and ears, the musculoskeletal system, the nervous system, urinary system, the endocrine system and common physiological terms as well as associated pathological conditions. Also covered will be the importance of a good diet and nutrition, and how a poor diet and nutrition can affect the health of the body.

**ME-125: Clinical Medical Assisting**
- Credits: 6 quarter credit hours
This course will train the student in basic clinical duties. Topics will include administration of injections, pre-physical exam preparation, instruments, minor surgery preparation, specialty procedure preparation, vital signs, and measurements. In addition, this course will include the importance of microbiology theory and infection control techniques within a clinic or lab.

**ME-136: Math for the Medical Environment**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

Math for the Medical Environment provides a basic introduction to college level mathematics, with a focus on techniques and applications relevant to students in fields related to medical science. Like any course in college mathematics, it begins with a review of whole numbers, fractions and decimals. It then introduces the basics of percent calculations, interest and averages. In introducing these topics, the text focuses on examples and exercises immediately relevant to medical settings. The course then applies these skills to solving applied problems of ratio and proportion, as well as unit conversions. The remainder of the text addresses explicitly medical topics such as the use of instruments for measurement, the use of graphs and charts, and dosage calculations. There is also a chapter on basic accounting and business for medical office management and a chapter on health science careers. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program, as well as on the job.

**ME-140: Pharmacology**
- Credits: 3 quarter credit hours
- Prerequisites: ME-105
- Course Hours: 30 contact hours (Lecture 30)

This course will introduce the student to the clinical aspect of the administration, writing prescriptions and dispensing of drugs, as prescribed by the doctor, and the legal and ethical standards regarding these drugs. This course will include the explanation and demonstration of conversion between metric and household systems of measure; medication orders; medication labels, and calculations; of insulin and pediatric dosages.

**ME-150: Medical Law and Ethics**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include: international & quasi-international torts, professional liability insurance, and required documentation. Ethical components of the course include issues that a health care professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

**ME-155: Laboratory Procedures**
- Credits: 6 quarter credit hours
- Prerequisites: ME-105
- Course Hours: 110 contact hours (Lecture 10, Lab 100)

This course covers skills and knowledge required for medical assistants to identify and practice clinical and/or lab duties in a medical office. Topics include, but are not limited to: phlebotomy, clinical laboratory testing procedures; and electrocardiography. In addition, this course will cover the importance of microbiology theory and infection control techniques within a clinic or lab setting.

**ME-175: Medical Office Procedures**
- Credits: 3 quarter credit hours
- Prerequisites: ME-105
- Course Hours: 30 contact hours (Lecture 30)

This course covers the skills and knowledge required to perform administrative tasks in a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, processing insurance claims, and an introduction to medical office management.

**ME-180: Externship and Exam Preparation**
- Credits: 4 quarter credit hours
- Prerequisites: ME-125 & ME-155
This course will prepare the student for their externship experience. It will also culminate all of the learning that has been presented in the program to prepare students to understand employment opportunities and credentialing available to them, job responsibilities, and preparation to sit for one or more exams such as the RMA or the CMA.

**Students must select 1 of the 2 Externship options**

**ME-190: Medical Externship**
- Credits: 8 quarter credit hours
- Prerequisites: ME-125 & ME-155
- Course Hours: 240 externship hours

Students will use the knowledge and skills learned in the program and complete a minimum of 240 hours of externship at an approved site.

**OR MUST TAKE BOTH OF THE FOLLOWING 2 COURSES**

**MA-290: Medical Assisting Externship**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 150 externship hours

This course covers concepts and information required for the medical assistant to identify and practice administrative and clinical medical assistant duties in the medical office.

**MA-295: Medical Assisting Externship II**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 150 externship hours

Students will use the knowledge and skills learned in the program and complete a minimum of 90 hours of externship at an approved site.

**ME-215: Medical Office Management**
- Credits: 3 quarter credit hours
- Prerequisites: ME-125 & ME-155
- Course Hours: 90 externship hours

This course is an overview of both effective patient care and sound business practices in a medical setting. This course will include instruction on emerging developments in billing and coding, documentation, ethical and legal issues, and technological advances. Other topics that will be covered include the medical record, fraud and compliance, responsibilities of the manager, and medical marketing.

**ME-220: Electronic Medical Records**
- Credits: 3 quarter credit hours
- Prerequisites: ME-115
- Course Hours: 40 contact hours (Lecture 20, Lab 20)

This course will build upon ME 115 Computer Applications for Healthcare and familiarize students with the Medisoft patient file creation and file maintenance software.

**ME-225: HIPAA/OSHA/Clinic Regulations**
- Credits: 2 quarter credit hours
- Prerequisites: ME-175
- Course Hours: 20 contact hours (Lecture 20)

This course will cover all HIPAA/OSHA local and state requirements for Health Care Facility Management.

**ME-250: Comprehensive Insurance Billing**
- Credits: 4.5 quarter credit hours
- Prerequisites: ME-108
- Course Hours: 45 contact hours (Lecture 45)

This course will train the student in the various types of insurance billing and reimbursement processes. Students will learn the rules and regulations of specific insurance types. Students will learn all clerical functions of a medical biller. Students will also learn and practice electronic billing and the use of the CMS-1500 form and UB-04 form for billing purposes.
AGE-210: Business Communications
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)
This course teaches students effective communication skills, which can be applied to many situations throughout their lifespan. Basic communication theories, team concepts, and communication skills in organizational settings are introduced. Barriers to effective communication are discussed. The topics require the student to understand how to use effective communication in team settings and organizational life. This course will also assist students in career preparation; including resume writing, networking skills, and interview techniques.

GE-101: English Composition I
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)
In this English Composition I course, the student will develop written communication skills. The course materials place an emphasis on the principles of effective communication, which includes understanding the writing process and analysis of readings, as can be applied personally and professionally.

GE-105: Intro to Psychology
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)
This psychology course is an introduction to the understanding of human behavior. The course covers theories and concepts including: scope of psychology, biological foundations, the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

GE-123: Interpersonal Communications in Healthcare
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)
This course will introduce students to the different types of communication needed in healthcare facilities. Topics to be covered include: written communication, body language, verbal and non-verbal communication; the role of culture in communication; human relations; clinical judgment; and the use of electronic media in the healthcare setting. The course will emphasize the importance of excellent customer service.

BACHELOR OF SCIENCE

NETWORK ENGINEERING AND COMPUTER TECHNOLOGY

Program Description
The objective of this program is to prepare the student with diverse education and training in network engineering and computer technology. Graduates will be prepared for entry-level employment as a local area or wide area network designer or network administrator. Graduates may seek positions that entail database technologies, data communications, operating system environments, and hardware platforms. The program consists of 170 weeks, 159 Quarter Credit Hours of theory and associated lab work and 45 Quarter Credit Hours of General Education totaling 204 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

Curriculum
CT-101B: Electronic Fundamentals
- Credits: 12 quarter credit hours
- Prerequisites: None
Students will understand the theory and operation of basic analog and digital circuitry. Students will participate in team dynamics exercises in a self-directed work environment designed to convey the importance of teamwork in highly effective organizations.

**DC Theory:**
- Basic Power Supply Principles
- Concepts of Electricity
- Number Systems
- Series Circuits/Parallel Circuits
- IC Specifications
- Ohm’s Law
- Digital Theory
- Digital Logic
- Gates
- Flip Flops
- Electrical Quantities and Components

**AC Theory:**
- Magnetism and Electromagnetism
- Counters
- Registers
- Reactive Components
- Semiconductor Materials
- Memory Circuits
- AC Quantities
- The Oscilloscope
- Semiconductor Theory
- P-N Junctions

**CT-102B: DOS/Hardware Fundamentals**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will understand the theory of computer operation and computer terminology. Students will become familiar with aspects of the MS-DOS operating system. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.

**DOS:**
- Operating System Concepts
- Directory Structure
- Syntax
- File Management
- Batch Files
- Installation and Configuration
- Troubleshooting
- Hardware Fundamentals
- Computer Terminology
- Disk Drive Types
- Diskette Capacities

**CT-103B: Linux**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will understand the operation of Linux and will become familiar with the installation and configuration of several Linux distributions. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context.

**Linux:**
- Creating Users
- History
- Command Line Commands
- Partitioning
- Logging In and Out
- GUI (Graphical User Interface)
- Initialization Files
- Passwords
- Text Editing

**CT-104B: Desktop Operating Systems**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will learn many aspects of the Microsoft desktop operating systems, and Microsoft Office software. Students will explore today’s business realities relating to effective communications designed to provide quality services to business customers and clients.

**Windows:**
- Installation and Upgrading
- Profiles
- Networking
- Troubleshooting
- Microsoft Office: Access, Word, Excel
- Customizing the Desktop
- Editing the Registry
- Configuration
- OS Architecture
CT-105B: Peripherals and Data Communications
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will learn to install and troubleshoot computer peripherals, utilize the internet, and be introduced to data communications technology. Students will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills.

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

CT-106B: PC Troubleshooting and Configuration
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135, Lab 45)

Students will learn to build, configure and troubleshoot IBM compatible computers. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment.

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

CT-202B: Windows Networking
- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 60, Lab 75)

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

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

CT-203B: TCP/IP and Routing
- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 60, Lab 75)

Students will learn advanced theory and practical security knowledge. Enterprise servers, desktop systems, and corporate domain networks security vulnerabilities will be covered. Students will have hands on experience creating a practical information security plan and how to properly implement it in a production environment. Students will also learn professional and social development skills.

CT-206: Exchange Server
- Credits: 7.5 quarter credit hours
- Prerequisites: None
- Course Hours: 135 contact hours (Lecture 60, Lab 75)

Students will learn the basics of local area networking using Exchange Sever.

- Configure and manage public folders
- Configuring Mailboxes
- Install Exchange Server
- Configuring Connectors
- Configure Exchange Server
- Configure Routing
Work with Recipients  Configuring Hubs and Transport Roles
Work with Groups  Monitor and Reporting
Work with Mailboxes  Disaster Recovery

CT-400: Advanced Linux
- Credits: 10.5 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 120, Lab 40)

Students will learn how to install, configure and manage Linux servers in a variety of configurations. Students who successfully complete this course will have sufficient knowledge to obtain a Linux + or LPI level 1 certification.

- Partitioning strategies
- Display Managers (e.g., KDE, GNOME)
- Daemon and process management
- Network Services (SSH, Samba, NFS, etc.)
- Internet Services (Apache, DNS, FTP, etc.)

CT-401: Database Concepts
- Credits: 10.5 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 120, Lab 40)

Students will gain a broad overview of the database industry and learn basic design and management concepts.

- Database technology
- Data Modeling
- Database Technology Life Cycles
- Transaction Analysis
- Intelligence-Building Processes
- Ethics for Database Professionals
- Transaction analysis
- Risk Management
- Data Access
- Database Market Statistics
- Project Management

CT-402: Cisco Routing and Switching
- Credits: 10.5 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 120, Lab 40)

Students will learn advanced routing and switching configurations in a Cisco environment. The curriculum covers all exam objectives for the Cisco CCNA certification.

- VLAN configuration
- OSI model & layered communication
- Configure static and default routes
- Frame Relay
- Dial-on-demand routing (DDR)
- Configure CHAP/PAP on PPP links
- VTP and trunking
- IP addressing
- IP routing & routing protocols
- WAN services
- Network Management
- Access lists

CT-403: Network Security
- Credits: 10.5 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 120, Lab 40)

Students will learn how to secure a variety of network configurations. Students will learn how networks are compromised and the appropriate countermeasures. The curriculum covers all exam objectives necessary to obtain the Security + certification or Security Certified Network Professional.

- Authentication techniques
- Social Engineering
- Firewalls
- Incident Response
- Concepts of Cryptography
- IP Spoofing
- IPSEC
- Intrusion Detection
- Security Baselines
- Security Policies

CT-404: Microsoft Server
- Credits: 10.5 quarter credit hours
- Prerequisites: None
- Course Hours: 160 contact hours (Lecture 120, Lab 40)
This course will teach students a variety of advanced server topics. The curriculum maps to the exam objectives for the current Microsoft server product.

- Server Installation
- Migration techniques
- Configure and manage distributed file system
- Configure and troubleshoot storage use
- Implement and monitor security
- Troubleshoot network connections
- Configure driver signing

**PM-406: Computer Science Capstone**
- Credits: 12 quarter credit hours
- Prerequisites: None
- Course Hours: 180 contact hours (Lecture 135 Lab 45)

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

**AGE-215: Technical Math**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course's emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

**GE-101 English Composition I**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course helps students develop written communication skills. The course materials place an emphasis on the principles of communication which includes understanding the writing process and analysis of readings, as can be applied personally and professionally. This is an intensive review of the English language and its use in college-level writing, including written discourse, sentence structure, paragraph development, essay organization, all in concert with critical thinking.

**GE-105: Introduction to Psychology**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This psychology course is provides a foundation to understand human behavior. Course covers theories and concepts including: scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.

**GE-110: Introduction to Sociology**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This Sociology course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, new technology and the growing influence of mass media.

**GE-201: English Composition II**
- Credits: 4.5 quarter credit hours
- Prerequisites: GE-101
- Course Hours: 45 contact hours (Lecture 45)
This English Composition II course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics.

**GE-303: American History I**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This American history course covers a broad survey of American History from New World exploration and settlement through the Civil War (American history to 1877). This course will present a clear, relevant, and balanced history of the United States.

**GE-305: American History II**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This American history course covers a broad survey of American history from 1865 through the New Millennium. Essay material explores the roles different ethnic groups have played in shaping the nation. This course will examine change and consistency in the American population.

**GE-307: Environmental Science**
- Credits: 4.5 quarter credit hours
- Prerequisites: GE-101
- Course Hours: 45 contact hours (Lecture 45)

This environmental science course explores the relationship between man and the environment. Students examine the balance between natural resources and the needs of mankind. Also in this course, students explore the scientific, political, economic, and social implications of environmental science.

**GE-311: Logic**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course covers the fundamentals of logical thinking and logic theory. Course topics include logic and truth, inference, logical and conditional operators, truth tables, natural deduction, and inductive analysis.

**GE-315: Speech and Communication**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course covers and direct variations in communication, and the development of speaking and interpersonal communications skills. Students practice planning and presenting speeches using effective style, purpose, and composition through planning, organization and final delivery. This course is designed to improve a student's ability to speak, listen, and communicate clearly and effectively.

**DISTANCE EDUCATION**

Instruction in the online program involves asynchronous learning activities conducted over the Internet. All of the online program classes will be delivered and conducted in the eCollege online learning environment. Students interested in online education should have a high degree of self-discipline, be committed to a significant amount of coursework, and have knowledge of the Internet and how to use it as well as Microsoft Office. The institution reserves the right to deny acceptance to the online program due to a student's lack of technological skill.

**DIPLOMA**

**MEDICAL ASSISTANT OCCUPATIONAL SPECIALIST**

**Program Description**

The objective of this program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the skills necessary to help them obtain employment in the medical field working in both administrative and clinical settings. Proof of Hepatitis B inoculation series initiation is required before starting the second phase. Note: Past criminal history may affect one's ability to obtain employment in this field. Students are encouraged to be
immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request. Students enrolling in this program must sign the Allied Health Externship/Employment Disclosure prior to enrollment regarding state regulations on criminal records, possible background checks, possible physical or drug screen, infectious diseases or physical condition. Students enrolling in this program must also sign the Allied Health General Release prior to enrollment stating that the student is in good health and in proper physical condition to participate in the program. Students may select an on-ground or blended version of study. In the on-ground version of the program, both theory and lab work are taught at the campus. In the blended version, theory is taught online and lab work is taught at the campus. In all options, a residential 240-hour externship is required at a medical facility. The program consists of 40 weeks, 46 Quarter Credit Hours of theory and associated labs along with 6 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

Curriculum

**ME-105: Medical Terminology**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course provides the student with an understanding of medical terminology, using textbooks, videos, and computer applications to understand the use of roots, prefixes, and suffixes. This course will also emphasize medical vocabulary as it applies to anatomy, physiology, and pathology of the human body.

**ME-108: Introduction to Medical Billing and Coding**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course will instruct the student in the process of basic medical coding utilizing ICD-9, ICD-10, CPT and HCPCS. Students will be instructed on how accurate coding leads to optimal reimbursement. The student will be able to code diagnostic procedures from case studies and reports.

**ME-115: Computer Applications for Healthcare**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course provides the student with an overview of the historical development of healthcare delivery systems, including concepts and theory related to point-of-care data entry and regulatory agencies and organizations related to the provision of healthcare. Students are introduced to Microsoft Office, using Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft Power Point. Students are also introduced to Medisoft software and Microsoft office concepts for use in the physician’s office environment.

**ME-121: Anatomy and Physiology**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 40)

This course is designed to introduce the student to the structures and functions of the various systems of the body and how these systems maintain homeostasis. It will cover introductory terms, chemistry (brief), cells and tissues; and explain the systems from the integumentary to the reproductive. It will also introduce the student to the human body structures related to the cardiovascular and lymphatic system, digestive system, the eyes and ears, the musculoskeletal system, the nervous system, urinary system, the endocrine system and common physiological terms as well as associated pathological conditions. Also covered will be the importance of a good diet and nutrition, and how a poor diet and nutrition can affect the health of the body.

**ME-125: Clinical Medical Assisting**
- Credits: 6 quarter credit hours
- Prerequisites: ME-105
- Course Hours: 110 contact hours (Lecture 10, Lab 100)

This course will train the student in basic clinical duties. Topics will include administration of injections, pre-physical exam preparation, instruments, minor surgery preparation, specialty procedure preparation, vital signs, and measurements. In addition, this course will include the importance of microbiology theory and infection control techniques within a clinic or lab.
ME-136: Math for the Medical Environment
• Credits: 3 quarter credit hours
• Prerequisites: None
• Course Hours: 30 contact hours (Lecture 30)
Math for the Medical Environment provides a basic introduction to college level mathematics, with a focus on techniques and applications relevant to students in fields related to medical science. Like any course in college mathematics, it begins with a review of whole numbers, fractions and decimals. It then introduces the basics of per cent calculations, interest and averages. In introducing these topics, the text focuses on examples and exercises immediately relevant to medical settings. The course then applies these skills to solving applied problems of ratio and proportion, as well as unit conversions. The remainder of the text addresses explicitly medical topics such as the use of instruments for measurement, the use of graphs and charts, and dosage calculations. There is also a chapter on basic accounting and business for medical office management and a chapter on health science careers. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program, as well as on the job.

ME-140: Pharmacology
• Credits: 3 quarter credit hours
• Prerequisites: ME-105
• Course Hours: 30 contact hours (Lecture 30)
This course will introduce the student to the clinical aspect of the administration, writing prescriptions and dispensing of drugs, as prescribed by the doctor, and the legal and ethical standards regarding these drugs. This course will include the explanation and demonstration of conversion between metric and household systems of measure; medication orders; medication labels, and calculations; of insulin and pediatric dosages.

ME-150: Medical Law and Ethics
• Credits: 3 quarter credit hours
• Prerequisites: None
• Course Hours: 30 contact hours (Lecture 30)
This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include: international & quasi-international torts, professional liability insurance, and required documentation. Ethical components of the course include issues that a health care professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

ME-155: Laboratory Procedures
• Credits: 6 quarter credit hours
• Prerequisites: ME-105
• Course Hours: 110 contact hours (Lecture 10, Lab 100)
This course covers skills and knowledge required for medical assistants to identify and practice clinical and/or lab duties in a medical office. Topics include, but are not limited to: phlebotomy, clinical laboratory testing procedures; and electrocardiology. In addition, this course will cover the importance of microbiology theory and infection control techniques within a clinic or lab setting.

ME-175: Medical Office Procedures
• Credits: 3 quarter credit hours
• Prerequisites: ME-105
• Course Hours: 30 contact hours (Lecture 30)
This course covers the skills and knowledge required to perform administrative tasks in a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, processing insurance claims, and an introduction to medical office management.

ME-180: Externship and Exam Preparation
• Credits: 4 quarter credit hours
• Prerequisites: ME-125 & ME-155
• Course Hours: 50 contact hours (Lecture 30, Lab 20)
This course will prepare the student for their externship experience. It will also culminate all of the learning that has been presented in the program to prepare students to understand employment opportunities and credentialing available to them, job responsibilities, and preparation to sit for one or more exams such as the RMA or the CMA.
ME-190: Medical Externship
- Credits: 8 quarter credit hours
- Prerequisites: ME-125 & ME-155
- Course Hours: 40 contact hours (Lecture 20, Lab 20)

Students will use the knowledge and skills learned in the program and complete a minimum of 240 hours of externship at an approved site.

ASSOCIATE OF OCCUPATIONAL STUDIES

COMPUTER PROGRAMMING AND DEVELOPMENT

Program Description
The objective of this program is to prepare the student for employment as an entry level Computer Programmer, Software Developer and Web Developer with the knowledge and skills needed to create, modify and test the code, forms and script for computer applications and web pages to run. The program consists of 70 weeks and 85 Quarter Credit Hours of theory and associated labs and 18 Quarter Credit Hours of general education instruction. Instruction is designed for entry every 10 weeks.

Curriculum

CP-120: Microsoft Office
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This course will help students develop introductory skills in the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). The students’ knowledge of computer concepts, file management, and Internet usage will be reinforced through demonstrations and lab exercises.

CP-121: Programming Fundamentals
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 70)

This course introduces computer programming and problem solving in a structured program logic environment. The following topics will be covered in this course: language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. This course will prepare students to be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

CP-122: Web Site Design Fundamentals
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This course will introduce students to development tools and techniques used to publish Web pages. Students will learn to use basic hypertext markup language, scripting and presentational technologies to create web sites with the aid of a software authoring application. Topics covered include: XHTML, CSS, JavaScript, server hosting, site publication, site maintenance and Search Engine Optimization.

CP-123: Introduction to Programming
- Credits: 5 quarter credit hours
- Prerequisites: CP-121
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This course is designed to give students the general knowledge required to understand many of the general programming concepts required in any programming language. Students will gain the ability to design, create, test and debug a fully functioning program. Topics covered include: Algorithm Development; Variables; Arithmetic Expressions; Forms and Controls; Conditions and Looping; Variables and Scope; Arrays; Object Oriented Programming.

CP-124: Introduction to Databases
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
In this course, students will be provided with a comprehensive introduction to database concepts. Students will focus on the relational model of database management and querying databases using Structured Query Language (SQL). Students will examine and manipulate existing relational databases and create new relational databases.

**CP-125: Introduction to Web Page Coding**
- Credits: 5 quarter credit hours
- Prerequisites: CP-122
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

In this course students will learn basic web design using HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets). Students will be introduced to planning and designing effective web pages; implementing web pages by writing HTML and CSS code; enhancing web pages with the use of page layout techniques, text formatting, graphics, images, and multimedia; and producing a functional, multi-page website. Upon successful completion of this course, students will have a good foundation in web design using HTML and CSS.

**CP-126: Software Testing**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This course shows how to define and assess software quality through various testing techniques. The following topics will be covered in this course: review/inspection technique for non-executable software, black-box and white box testing techniques for executable software and test result analysis. Students will also be introduced to specific test case development techniques such as boundary value, equivalence class, control paths, and dataflow paths test. Different levels of testing such as functional, component and system/regression tests are discussed.

**CP-127: SQL Programming**
- Credits: 5 quarter credit hours
- Prerequisites: CP-124
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This course teaches students relational database fundamentals and SQL programming skills through hands on exercises which will reinforce learning and develop real competency. This course will cover the following topics: relational database architecture, database design techniques, and simple and complex query skills. Students will gain an understanding of SQL functions, join techniques, database objects and constraints, and will be able to write useful SELECT, INSERT, UPDATE and DELETE statements.

**CP-128: Systems Analysis and Design**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 70)

A methodical approach to developing computer systems including feasibility study, systems planning, analysis, design, testing, implementation and software maintenance will be covered in this course. Students will also learn strategies and techniques of systems analysis and design for producing logical methodologies for dealing with complexity in the development of information systems. The course approaches the development of information systems from a problem-solving perspective. Upon successful completion of this course, students will have a solid understanding of the concepts of a system and what it means to develop and implement an information system in an organization.

**CP-220: Introduction to C# Programming**
- Credits: 5 quarter credit hours
- Prerequisites: CP-121, CP-122, CP-123, CP-125
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This course builds on lessons learned in the Introduction to Programming course. The course will focus on writing applications that interface with a database management system. Topics covered include: class development; inheritance and TITLE polymorphism; input validation; error handling; exception handling; relational databases and SQL; accessing data; collections and multi-threading.

**CP-221: Software Application Security**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)
Techniques for protecting data within a computer and protecting data as it moves through a network will be covered in this course. Students will learn how to find, manage and address threats through the use of threat modeling tools.

**CP-222: Technical Writing**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 70)

This course will offer students a comprehensive introduction to technical communication. It will grow their ability to organize and craft information for manuals, journal articles, reports and other technical publications. Learn document design, production principles and writing for the web.

**CP-223: Advanced Excel and Data Sources**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This course is designed to help students learn how to use a combination of more complex functions, formulas; nested IF statements, VLOOKUP, HLOOKUP and LOOKUP tables. Students will also learn how to begin to develop a personalized Interface through the creation of Active worksheet Buttons and Macros, manipulate spreadsheets in Excel to present selected data using more Advanced Excel software tools like Pivot Tables, Pivot Charts and What If analysis tools. Data Analysis using Scenarios, Data Tables and Goal Seek will also be covered.

**CP-224: Advanced Web Page Coding**
- Credits: 5 quarter credit hours
- Prerequisites: CP-122, CP-125
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This course provides students with a comprehensive understanding of topics in HTML, XHTML and dynamic HTML (DHTML) which they will use to create Web pages and sites from simple to complex. Students will also enhance their skills by applying these concepts to create interactive features such as animated text, image and text rollovers, and transitions.

**CP-225: Introduction to Mobile App Development**
- Credits: 5 quarter credit hours
- Prerequisites: CP-127, CP-224
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

Students in this course will learn to develop mobile apps on the iOS and Android platforms. Students will be guided through developing an actual working app on both platforms. They will learn about the entire mobile app development lifecycle, including issues associated with licensing and both public and enterprise distribution.

**CP-226: IT Project Management Basics**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 70)

This course provides students with a comprehensive overview of the principles, processes, and practices of IT project management. This course will help students’ master skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder management as well as all five process groups--initiating, planning, executing, monitoring and controlling, and closing.

**CP-227: Advanced SQL Programming and Custom Report Writing**
- Credits: 5 quarter credit hours
- Prerequisites: CP-124, CP-127
- Course Hours: 80 contact hours (Lecture 40, Lab 40)

This course will help students advance their skills in programming and problem solving with T-SQL. Students will learn how to build more advanced SQL queries, work with non-relational data and hierarchies, and do advanced reporting in SQL Server Reporting Services. It will also provide best practices for using Reporting Services.

**AGE-210: Business Communications**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)
This course teaches students effective communication skills, which can be applied to many situations throughout their lifespan. Basic communication theories, team concepts and communication skills in organizational settings are introduced. Barriers to effective communication are discussed. The topics require the student to understand how to use effective communication in team settings and organizational life. This course will also assist students in career preparation; including resume writing, networking skills, and interview techniques.

**AGE-215: Technical Math**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course's emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

**GE-101: English Composition I**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

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

**GE-201: English Composition II**
- Credits: 4.5 quarter credit hours
- Prerequisites: GE-101
- Course Hours: 45 contact hours (Lecture 45)

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

**COURT REPORTING**

**Program Description**
The focus of the program is to prepare students to become Certified Shorthand Reporters by developing their machine shorthand speed to 225 words a minute while building a solid foundation in English grammar and punctuation, legal and medical terminologies, anatomy, psychology, speech, courtroom and deposition procedures, and transcription via computer. A graduate of this program may seek employment as an official court reporter, freelance or deposition reporter, or as a captioner.

The program consists of 85 weeks, 90 Quarter Credit Hours of Court Reporting theory and associated lab work and 23 Quarter Credit Hours of General Education totaling 106.5 Quarter Credit Hours.

**Curriculum**

**CR-122: Theory 1A**
- Credits: 7 quarter credit hours
- Prerequisites: None
- Course Hours: 240 contact hours (Lecture 36, Lab 204)

This course is designed to introduce the principles of machine shorthand writing with punctuation. Brief forms, phonetic writing and their application to verbatim reporting are presented to begin the development of conflict-free writing and transcribing live dictation.

**CR-124: Theory 1B**
- Credits: 7 quarter credit hours
- Prerequisites: CR-122
- Course Hours: 240 contact hours (Lecture 36, Lab 204)

This course is designed to complete basic machine shorthand theory principles, with emphasis on vocabulary building.
phrases, numbers, and specialized terms pertaining to jury charge and literary dictation. Speed and accuracy are stressed in writing from live dictation.

**CR-126A: Advanced Theory 80**
- Credits: 6 quarter credit hours
- Prerequisites: CR-124
- Course Hours: 240 contact hours (Lecture 60, Lab 180)

Advanced theory principles are completed, and unfamiliar dictation material is introduced and stressed in the areas of literary, jury charge, and testimony. Emphasis is on speedbuilding, accurate transcription, spelling, and punctuation. Readback of shorthand notes is part of each class. The student will attain speeds of 80 words a minute on unfamiliar material.

**CR-126B: Advanced Theory 100**
- Credits: 6 quarter credit hours
- Prerequisites: CR-126A
- Course Hours: 240 contact hours (Lecture 60, Lab 180)

Advanced theory principles are completed, and unfamiliar dictation material is introduced and stressed in the areas of literary, jury charge, and testimony. Emphasis is on speedbuilding, accurate transcription, spelling, and punctuation. Readback of shorthand notes is part of each class. The student will attain speeds of 100 words a minute on unfamiliar material.

**CR-220: Medical Terminology**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 60)

This course is designed to build a background vocabulary in the technical language of medicine. Emphasis is on defining terms, spelling, and correct word usage and formation.

**CR-222A: Advanced Theory 120**
- Credits: 6 quarter credit hours
- Prerequisites: CR-126B
- Course Hours: 240 contact hours (Lecture 60, Lab 180)

Emphasis is on the development of machine shorthand skill to 120 words a minute. Material including literary, jury charge, and two-voice testimony is introduced and refined. Readback of shorthand notes is part of each class. Stress is on speedbuilding, automatizing theory principles, vocabulary building, and development of transcription skills through written interrogatories.

**CR-222B: Advanced Theory 140**
- Credits: 6 quarter credit hours
- Prerequisites: CR-222A
- Course Hours: 240 contact hours (Lecture 60, Lab 180)

Emphasis is on the development of machine shorthand skill to 140 words a minute. Material including literary, jury charge, and two-voice testimony is introduced and refined. Readback of shorthand notes is part of each class. Stress is on speedbuilding, automatizing theory principles, vocabulary building, and development of transcription skills through written interrogatories.

**CR-230: Law & Legal Terminology**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 60)

The emphasis of this course is on the judicial system. Topics of the course will include the different types of courts and jurisdictions, discovery, trial, and appellate processes, the legislative process, and administrative and executive agencies. The role of the reporter in the legal system is defined, including ethics of the profession and the NVRA Code of Professional Responsibility. The course will familiarize students with the meanings and spellings of Latin and English terms, introduce methods of legal research and sources of law, and present the basic legal citation forms.

**CR-310: Court Reporting English**
- Credits: 5 quarter credit hours
- Prerequisites: GE-212
- Course Hours: 60 contact hours (Lecture 60)
Emphasis is on punctuation of spoken English as transcribed by the reporter. Application of the basic rules of punctuation for written English to the special problems encountered by the reporter, including specific rules for abbreviations, quotes, numbers, and paragraphing.

**CR-322A: Speed Building 160**
- Credits: 6 quarter credit hours
- Prerequisites: CR-222B
- Course Hours: 240 contact hours (Lecture 60, Lab 180)

This course emphasis is on development of machine shorthand skill to 160 words per minute. Up to four hours daily of live dictation including literary, jury charge, two- and three-voice testimony, and medical/technical dictation. Readback of shorthand notes is part of each class. Transcription is stressed, striving for accuracy in spelling, punctuation, notereading, and formatting of depositions.

**CR-322B: Speed Building 180**
- Credits: 6 quarter credit hours
- Prerequisites: CR-322A
- Course Hours: 240 contact hours (Lecture 60, Lab 180)

This course emphasis is on development of machine shorthand skill to 180 words per minute. Up to four hours daily of live dictation including literary, jury charge, two- and three-voice testimony, and medical/technical dictation. Readback of shorthand notes is part of each class. Transcription is stressed, striving for accuracy in spelling, punctuation, note reading, and formatting of depositions.

**CR-342: Reporting Technology I**
- Credits: 2 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 18, Lab 12)

Introduction to the Internet, Windows XP, Microsoft WORD, and Case Catalyst computer-aided transcription software.

**CR-344: Reporting Technology II**
- Credits: 2 quarter credit hours
- Prerequisites: CR-222B & CR-342
- Course Hours: 30 contact hours (Lecture 18, Lab 12)

This is an advanced technology course with increased focus on instruction of computer-aided transcription (CAT) and realtime translation software for court reporters. Familiarization with litigation support is included.

**CR-410: Reporting Procedures**
- Credits: 4 quarter credit hours
- Prerequisites: CR-322B
- Course Hours: 60 contact hours (Lecture 48, Lab 12)

This course emphasizes the skills needed to be a freelance reporter or associate of a reporting firm, with emphasis on deposition format and procedures, including videotaping. Students also learn the skills needed by an official reporter, with simulated courtroom situations and preparation of multi-voice transcripts. Student must be able to produce a ten-page transcript of a court proceeding in two hours.

**CR-422A: Speed Building 200**
- Credits: 6 quarter credit hours
- Prerequisites: CR-322B
- Course Hours: 240 contact hours (Lecture 60, Lab 180)

Emphasis is on the development of machine shorthand skill to 200 words per minute. Live dictation daily including literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of each class. Accurate transcription, including correct format of court proceedings, is stressed. The internship requires at least 50 verified hours of actual writing time and production of a saleable 50-page transcript based on testimony written.

**CR-422B: Speed Building 225/Internship**
- Credits: 6 quarter credit hours
- Prerequisites: CR-422A
- Course Hours: 240 contact hours (Lecture 60, Lab 180)
Emphasis is on the development of machine shorthand skill to 225 words per minute. Live dictation daily including literary, jury charge, multi-voice testimony, medical/technical dictation, and current events. Emphasis is placed on preparation for the CSR and RPR exams. Readback is part of each class. Accurate transcription, including correct format of court proceedings, is stressed. The internship requires at least 50 verified hours of actual writing time and production of a saleable 50-page transcript based on testimony written.

**GE-112: English Composition I**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 60)

This course will build a solid foundation in grammar and the processes of writing. The writing process, including essay prewriting, first-draft writing, revising, editing, and proofreading will be covered as it relates to narrative, description, and compare-contrast essays. The student will practice writing for a variety of audiences and purposes.

**GE-202: Principles Of Speech**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 36 contact hours (Lecture 36)

This course consists of the study of the importance of speech as an aid in social adjustment, the improvement of articulation and pronunciation, the study of the use of bodily activity and its relation to effective speaking; and vocabulary development.

**GE-212: English Composition II**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 60)

This course is a continuation of the writing skills acquired in GE112, emphasizing parts of speech. The study of the writing process will continue with process, cause-effect, and argumentative essays. Research methods including both print and electronic resources and MLA citation will be introduced. The student will demonstrate analytical and critical thinking.

**GE-302: Physiology & Anatomy**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 60)

This course includes the study of the skeletal system, muscular system, nervous system, circulatory and lymph system, gastrointestinal system, and genito-urinary system. Instruction related to mental and physical diseases and the use of reference materials is included.

**GE-304: General Psychology**
- Credits: 5 quarter credit hours
- Prerequisites: None
- Course Hours: 60 contact hours (Lecture 60)

This course introduces the theories, research, and applications that constitute the science of psychology and how they apply to everyday life.

**PARALEGAL**

**Program Description**
The graduates of the Paralegal program will know the basic principles of legal research and writing. Students will have knowledge in family, criminal, real estate, employment, contract and estate planning law. Students will be qualified to work under the supervision of an attorney in all areas of the legal system. The program consists of 70 weeks, 73 Quarter Credit Hours of theory and associated labs along with 24 Quarter Credit Hours of General Education instruction. Instruction is designed for entry every 10 weeks.

**Curriculum**

**LE-101: Legal Terminology**
- Credits: 3 quarter credit hours
Prerequisites: None
Course Hours: 30 contact hours (Lecture 30)

This course provides an introduction to legal vocabulary, definitions, pronunciation and usage. Students will learn the history and development of the Latin roots, prefixes and suffixes of legal terms.

**LE-102: Introduction to the Legal System**
- Credits: 3.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course will provide the student with an overview of the structure of the judicial system. The topics covered will include: history of the legal system, the working structure of the government, court procedure and different legal concepts.

**LE-107: Legal Keyboarding: Skills, Speed & Assessment**
- Credits: 2 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 10, Lab 20)

This course provides the student with skills needed to develop required keyboarding speed and accuracy for entry level legal profession positions. The student must type 45 words per minute minimum, with 100% accuracy, in order to successfully complete this course.

**LE-109: Family Law**
- Credits: 3.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course is designed for students to develop an understanding of the law relating to marriage, cohabitation, separation, divorce, custody, adoption, guardianship, paternity, support, prenuptial and settlement agreements. Students will draft documents related to family law legal issues and proceedings.

**LE-111: Civil and Criminal Trials**
- Credits: 4 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course will provide students with an understanding of the substantive criminal law defining common law, statutory crimes and punishments, classification of crimes, state law defining crimes, principles of liability and the limitations of such liability by specific defenses, and basic criminal procedure concepts. It will also provide an analysis of civil procedure; instruction in the preparation of documents for lawsuits covering pre-and post-trial matters; jurisdictional, evidentiary, and admissibility issues.

**LE-115: Employment Law**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course provides a study of the basic principles of the laws surrounding hiring and workers' compensation. Additionally, employment law concepts concerning eligibility, compensation, medical treatment, payments, death benefits, settlement and vocational rehabilitation will be discussed in the course. The preparation of documents from both the applicant and defense positions will be a focus.

**LE-125: Legal Office Management**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course provides students the opportunity to understand law-office operations and theories of management, timekeeping and billing, law-office equipment, budgeting, preparation of forms and checklists, docket control, personnel issues and time management.

**LE-130: Legal Presentations**
- Credits: 4.5 quarter credit hours
This course will provide students with the tools to create professional legal presentations. They will enhance their computer concepts and skills by creating multidimensional presentations using a variety of tools from including the Internet, PowerPoint and Publisher. Students will also develop skills in creating and analyzing spreadsheets and data bases.

**LE-135: Legal Research**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course introduces the Legal Research Process to students. It will provide an overview of case analysis and methodology; research and interpretation of statutory and administrative regulations; research procedures in primary, secondary, and non-legal sources; interpreting, use, and proper preparation of legal citations; methods of tracing legal issues chronologically; practice in preparing case briefings.

**LE-200: Introduction to Trial Preparation Litigation**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course will provide a practical application of litigation methods and procedures. This course covers interviewing and investigative techniques as well as pretrial motions and hearings. The will students learn to use proper methods of organization for effective trial presentation. Additionally, the course includes an introduction to drafting of documents essential to litigation and an explanation of post-trial hearing and procedures.

**LE-205: Contract and Tort Law**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course will provide students with a practical approach to the law of contracts and will cover the formation of a contract, breach of a contract and remedies for the breach of a contract. Students will also learn to draft various types of contracts and to understand the effects of certain applicable statutes. The course will also provide an overview of intentional torts, negligence, product liability, defamation, defenses to tors and damages. Additionally, students will learn to draft various documents associated with the practice of tort law.

**LE-210: Estate Planning and Probate**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course provides an introduction to estate and probate terminology, wills and trusts, probate law and procedures, required orders and notices, estate sales, estate taxes, joint tenancy, judicial determination of death, and disposition of judicial findings. Students will also become familiar with common documentation and forms for an estate planning practice.

**LE-212: Real Estate Law**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course provides the basic concepts of the law of real property including forms and instruments of ownership, real estate conveyance and financing instruments, foreclosures, easements, basic zoning concepts, and landlord and tenant issues. The student will have a working knowledge of title searches and a thorough understanding of closing procedures.

**LE-215: Advanced Legal Research and Writing**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

Study of appropriate format and styles in legal writing; preparation of various legal documents including but not limited to trial and appellate briefings, memorandums, legal opinions, and various procedural document. Students will develop skills such as legal application, analysis, and synthesis skills by identifying and classifying the best sources that apply to legal problems. Students will evaluate the relevance of sources for specific problems and critically evaluate the level of authority of various legal sources.
LE-220: Advanced Topics in the Law
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This special course is designed to offer advanced topics in the legal field. Special subject matter will be announced in advance to students interested in this course. Topics will include: Juvenile Law, Elder Law, Workers Compensation, Immigration Law, Consumer Protection, and Land and Abstract Law.

LE-225: Corporate Law
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course will provide students an overview of the formation, operation, and dissolution of the corporate entity as well as Stockholders rights and remedies as corporate owners will be examined. Corporate documents and corporate formalities will be discussed.

LE-240: Paralegal Capstone
- Credits: 7.5 quarter credit hours
- Prerequisites: All LE-100 & LE-200 level courses, GE-114, GE-121
- Course Hours: 150 contact hours (Lab 150)

This course will provide students with the opportunity to demonstrate the competency and knowledge they have developed throughout the program. The student must develop a capstone project proposal, to be approved by the instructor. The proposed project may be a case study, research paper, portfolio of work with written explanation, etc.

AGE-210: Business Communications
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This course teaches students effective communication skills, which can be applied to many situations throughout their lifespan. Basic communication theories, team concepts and communication skills in organizational settings are introduced. Barriers to effective communication are discussed. The topics require the student to understand how to use effective communication in team settings and organizational life. This course will also assist students in career preparation; including resume writing, networking skills, and interview techniques.

GE-101: English Composition I
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

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

GE-104: Energy & Society
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 50 contact hours (Lecture 40, Lab 10)

This course focuses on the basic physical principles and contemporary issues in the fields of energy and environment, from fossil and nuclear fuels to renewable energy sources. Students will examine the scientific, technological, environmental, economic, health, ethical, and political aspects of energy production and use. Emphasis will be placed on these issues in relationship to society and the individual.

GE-114: Technical Mathematics
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

This course provides an introduction to basic mathematical operations and functions as they apply to the workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts.
including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas.

**GE-121: Computer Concepts**
- Credits: 3 quarter credit hours
- Prerequisites: None
- Course Hours: 30 contact hours (Lecture 30)

In the computer concepts course, students will learn basic computer applications and concepts. The workings of the computer and its system are an essential skill in today's technological society. The course materials place an emphasis on today's most popular applications that pervade the working network today. Students will learn the workings of the computer so as to be able to use computers in their chosen career.

**GE-201: English Composition II**
- Credits: 4.5 quarter credit hours
- Prerequisites: GE-101
- Course Hours: 45 contact hours (Lecture 45)

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

**PHARMACY TECHNICIAN**

**Program Description**
The degree program is designed to prepare the student for entry-level employment as a Pharmacy Technician, performing pharmaceutical duties or any similar positions within the pharmacy field. The Pharmacy Technician A.O.S. degree graduate is skilled with theory and practical working knowledge of all Pharmaceutical procedures to perform the tasks associated with assisting a pharmacist. Students must complete a Criminal Background check prior to enrollment. The program is 90 weeks in length, including 94.5 quarter credit hours of theory and lab instruction, 13.5 quarter credit hours of General Education instruction in the areas described for a total of 108 credit hours. Instruction is designed for entry every 10 weeks.

**Curriculum**

**PA-110: Medical Language I**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 50, Lab 20)

This course will introduce the student to medical terminology, anatomy and physiology. The student will learn medical terms and meaning, along with body parts, systems and functions. The student will also learn the medications used to treat disorders and drug terminology. Topics covered include:
  - Introduction to Terminology
  - Terminology of the Body Systems

**PA-111: Medical Language II**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 50, Lab 20)

This course will strengthen the students' knowledge of medical terminology, anatomy and physiology. The student will learn medical terms and meaning, along with body parts, systems and functions. The student will also learn the medications used to treat disorders and drug terminology. Topics covered in this course include:
  - Terminology of Special Populations
  - Mathematics Review
  - Terminology Related to the Pharmacy Profession

**PA-112: Keyboarding**
- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 35, Lab 5)

This course will instruct the student in the basics of keyboarding for performance in the pharmacy field. This course will help students develop fundamental skills by mastering the alphabetic keyboard, top-row numbers, symbols, and the numeric keypad.
PA-113: Pharmacology I
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 50, Lab 20)
This course will instruct the student in pharmacology including the brand and trade names, drug classes, uses, and effects of prescription drugs. This course includes a section on pharmaceutical math. This portion is designed to familiarize the student with the basic math functions including the metric system, basic algebra, and an introduction to dosage calculations.

PA-114: Pharmacology II
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 50, Lab 20)
In this course students will gain an understanding of drugs by body system categories like Neurologic and Psychiatric drugs along with other drug categories like Anesthetic Drugs, Emergency Drugs, Intravenous Fluids, and Blood Products.

PA-115: Introduction to Computer Concepts
- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 35, Lab 5)
This course will introduce the student to computer usage and basic computer knowledge. This course will also cover current information on hardware, memory, multimedia, storage, and application software and show students how they can apply it to everyday life.

PA-116: Introduction to HIPAA
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 50, Lab 20)
This course will introduce the student to the Health Insurance Portability and Accountability Act of 1996, also known as HIPAA. The student will learn about the Act and the how it affects the student when working in the pharmacy field.

PA-117: Law and Ethics for Pharmacy Technicians
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 50, Lab 20)
The student will learn pharmaceutical law and ethics as it applies to the areas of the pharmacy field. The student will learn about the regulations and legal issues pertaining to pharmacy technicians nationally.

PA-118: Insurance for Pharmacy Technicians
- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 35, Lab 5)
This course will introduce the student to medical insurance as it pertains to pharmacy technicians. The student will also learn procedures, information technology skills, and communications pertaining to prescription processing through insurance providers.

PA-119: Pharmaceutical Management I
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 50, Lab 20)
This course will instruct the student in detail on the difference between Retail and Clinical pharmacies. The student will also learn the history behind pharmacy, alternative pharmacy, and classification of drugs. Classifications of body systems will also be introduced.

PA-120: Pharmaceutical Management II
This course will instruct the student in detail on the difference between Retail and Clinical pharmacies. The student will also learn the history behind pharmacy, alternative pharmacy, and classification of drugs. Basic Sciences will be introduced.

**PA-121: Introduction to Pharmaceutical Software**
- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 35, Lab 5)

This course will enhance the student’s computer abilities focusing on the pharmaceutical software. The student will learn data entry skills, including insurance processing and physician information.

**Pharmaceutical Software**

**PA-122: Pharmaceutical Career Planning I**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 50, Lab 20)

This course will introduce the students to nontraditional pharmacy settings that are unique and advanced. The student will learn the role and responsibility of pharmacy technicians in advanced settings. Topics covered include:
  - Long-Term Care
  - Home Health Care
  - Home Infusion Pharmacy

**PA-123: Pharmaceutical Career Planning II**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 50, Lab 20)

This course will introduce the students to nontraditional pharmacy settings that are unique and advanced. The student will learn the role and responsibility of pharmacy technicians in advanced settings. Topics covered include:
  - Advanced Pharmacy Technician Roles
  - Pharmacy Technology
  - Pharmacy Types
  - Pharmaceutical Industry

**PA-124: Career Success for Pharmacy Technicians**
- Credits: 2.5 quarter credit hours
- Prerequisites: None
- Course Hours: 40 contact hours (Lecture 35, Lab 5)

This course will introduce the student to computer usage and basic computer knowledge. This course will also cover career development.

**PA-125: Advanced Computers I - Microsoft Word**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 50, Lab 20)

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 Word applications. The student will be exposed to multiple projects in each application with some projects related specifically to the pharmacy field.

**PA-126: Advanced Computers II - Microsoft Excel**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 70 contact hours (Lecture 50, Lab 20)

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 Excel applications. The student will be exposed to multiple projects in each application with some projects related specifically to the pharmacy field.
PA-127: Advanced Computers III - Microsoft Access & PowerPoint
  • Credits: 2.5 quarter credit hours
  • Prerequisites: None
  • Course Hours: 40 contact hours (Lecture 35, Lab 5)
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 Access, and PowerPoint applications. The student will be exposed to multiple projects in each application with some projects related specifically to the pharmacy field.

PA-210: Pharmaceutical Procedures I
  • Credits: 3.5 quarter credit hours
  • Prerequisites: None
  • Course Hours: 70 contact hours (Lecture 25, Lab 45)
This course will teach the student the proper procedures for calculating and mixing medications, syringe measurement, and insulin dosages. The student will learn the importance of medication safety when dispensing drugs and the rights of medication administration.
  Pharmaceutical Math Procedures

PA-211: Pharmaceutical Procedures II
  • Credits: 3.5 quarter credit hours
  • Prerequisites: None
  • Course Hours: 65 contact hours (Lecture 30, Lab 35)
This course will introduce the student to computer usage and basic computer knowledge. This course will also cover
This course will teach the student the proper procedures for calculating and mixing medications, dosages based on body weight, IV admixture calculations and flow rates. The student will learn the importance of medication safety when dispensing drugs and the rights of medication administration. Topics covered include:
  Pharmaceutical Math Procedures Preparing IV Solutions
  Labeling Medications

PA-212: Pharmacy Certification Review I
  • Credits: 4 quarter credit hours
  • Prerequisites: None
  • Course Hours: 70 contact hours (Lecture 30, Lab 40)
This course is designed to introduce the student to the PTCB examination and the structure of the exam. The student will learn test taking skills, review pharmacology, math calculations, and prescription processing. Continuing education will be discussed as well as registration for pharmacy technicians based on state board of pharmacy regulations.
  Pharmacy Technician Certification Exam Review.

PA-213: Pharmacy Certification Review II
  • Credits: 3.5 quarter credit hours
  • Prerequisites: None
  • Course Hours: 65 contact hours (Lecture 30, Lab 35)
This course is designed to introduce the student to the PTCB examination and the structure of the exam. The student will learn test taking skills, review pharmacology, math calculations, and prescription processing. Continuing education will be discussed as well as registration for pharmacy technicians based on state board of pharmacy regulations.
  Pharmacy Technician Certification Exam Review.

PA-215: Pharmacy Technician Capstone
  • Credits: 11 quarter credit hours
  • Prerequisites: None
  • Course Hours: 225 contact hours (Lab 225)
This course includes preparation for certification examination and a comprehensive review of the Pharmacy Technician curriculum. The student must also develop a capstone project proposal, to be approved by the instructor. The proposed project may be a case study, research paper, portfolio of work with written explanation, etc. This course will also include online externship component that will simulate the pharmacy experience.

AGE-215: Technical Math
  • Credits: 4.5 quarter credit hours
This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course's emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program as well as on the job.

**GE-101: English Composition I**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

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

**GE-105: Intro to Psychology**
- Credits: 4.5 quarter credit hours
- Prerequisites: None
- Course Hours: 45 contact hours (Lecture 45)

This psychology course is an introduction to the understanding of human behavior. The course covers theories and concepts including: scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology.
# ACADEMIC CALENDAR

## GROUND CAMPUS

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<tr>
<th>Term Start Date</th>
<th>Term End Date</th>
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<tbody>
<tr>
<td>2/6/2017</td>
<td>4/16/2017</td>
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<tr>
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<td>10/28/2018</td>
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<tr>
<td>10/29/2018 (break 12/24-12/30)</td>
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## ONLINE CAMPUS

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Break between terms 12/25-1/7

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## COURT REPORTING COURSES

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</tr>
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<td>10/15/2018</td>
<td>1/6/2019</td>
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</table>
CLASS SCHEDULE

Class hours are subject to change or vary based on student needs.

Morning Classes: Monday through Thursday, 8:00 a.m. to 12:30 p.m.
Afternoon Classes: Monday through Thursday, 1:00 p.m. - 5:30 p.m.
Evening Classes: Monday through Thursday, 6:00 p.m. to 10:30 p.m.

HOLIDAYS

Classes are not held on the following holidays:

<table>
<thead>
<tr>
<th>New Year’s Day</th>
<th>Fourth of July</th>
<th>Thanksgiving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King’s Birthday</td>
<td>Labor Day</td>
<td>Friday after Thanksgiving</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Columbus Day</td>
<td>Christmas Eve</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Veterans Day</td>
<td>Christmas Day</td>
</tr>
<tr>
<td>Memorial Day</td>
<td></td>
<td>New Year’s Eve</td>
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</table>
APPENDIX A: Administrative Staff & Faculty

Administrative Staff
Sarah Sutherland, Executive Director
Kristin Skinner, Director of Education
Michelle Dorsett, Director of Admissions
Marvin VanHook, Enrollment Coordinator
Ceira Strother, Enrollment Coordinator
Alex Moffitt, Registrar
Kemp Muniz, Retention Officer
John Beltram, Librarian
Laura Goebel, Director of Financial Aid
Renee Brakemeyer, Campus Accountant
Marcel Frye – Director of Career Development
Lilia Gonzalez, Career Development Specialist

Online Administrative Staff
Sarah Sutherland, Executive Director
Kristin Skinner, Director of Education
Brittney Barton-Morgan, Director of Admissions
James Sheppard, Enrollment Coordinator
Christa Black, Enrollment Coordinator
Alex Moffitt, Registrar
Kemp Muniz, Retention Officer
Michelle Aubuchon, Director of Financial Aid
Renee Brakemeyer, Campus Accountant
Marcel Frye – Director of Career Development
Lilia Gonzalez – Career Development Specialist

Faculty

Doyle Jones – Automotive Program Director
Doyle is a graduate of Ranken Technical College in Automotive Mechanics and has 50 years of experience in the automotive field. Doyle holds a Certificate of Completion of Apprenticeship-Automotive Mechanic from the International Association of Machinist and Aerospace Workers. Doyle has done all forms of Mechanical & Auto Body Repairs including – but certainly not limited to – welding, air conditioning, electrical repair, hydraulic repair, glass removal and installation, refinishing and painting, metal fabrications, automobile computer diagnostics and auto body computer estimating. Doyle also is Automotive Steel GMA MIG Welding Certified, Doyle has ICAR Training in Fundamentals of Collision Repair, Frontal Impact Analysis, Restraints, Interior, Glass side and Repair Impact Analysis, Measuring (Frames), UniBody, etc, Structural straightening steel, Steel Unibody Front and Rear Rails, Floor and Front Structure, Steel Unibody, A-B-C-D- Pillars Rocker Panel’s, Steel full frame Section and Replacement, Structural straightening Aluminum, Collision Repair Overview 3/M Adhesive Repair Certification, Electric Hybrid Vehicle Certification. ASE Certified in: Suspension, Steering and Brakes, Heating and Air Conditioning, Painting and Refinishing, Non-Structural Analysis and Damage Repair, CFD-12 Refrigerant recycling and service Repair, Licensed CFC-12 and 134A Refrigerant Handler, Hazardous Chemicals Training Ford Motor Company Certified in Automatic Transmissions, Fuel Injection, Carburation, Charging Systems, Electrical Systems, Ford Electronic Ignition Computer Training, Manual Transmissions, Engine Rebuilding, Rear Differential Rebuilding, Manual Trans Axles, Automatic Trans axles. In addition to the vast training, experience and certifications, Doyle also owns and operates Zig Jones Racing Engines, Transmissions and Chassis Building and holds a current NHRA Drag Racing License.

Rich Bartman - Building Maintenance Program Director
Rich holds an associate degree in Industrial Management from Southern Illinois University-Edwardsville's Adult Continuing Education program. He has over 30 years of experience in private industry that has included all phases of building maintenance and construction duties including electrical, HVAC, plumbing, drywall, carpentry, concrete, masonry and blueprint design. Additionally, Rich has owned businesses that focused on property ownership, management, remodeling and renovation. His experience has also included bid preparation and analysis as well as project management.
Susan Kramer – Court Reporting Program Director
Susan attended Meramec Community College's Court Reporting program and then became a certified court reporter for the State of Missouri in 1985, obtaining her CSR and CCR licenses state certifications. Susan has been a freelance court reporter for over 30 years, taking pre-trial depositions. She has also been an official court reporter for the City of St. Louis 22nd Judicial Circuit Court. In January 2013, Susan began working for The Court Reporting Institute of St. Louis as the program director and instructor for the theory and speed building programs. She continues working as the program director and instructor for Vatterott Online, currently working at the Sunset Hills location, teaching the Theory 100, Speed building 180 and Speed building 225/internship programs.

Leon Mannings – HVAC Program Director
Leon's education began with Southwest Illinois College earning an Associate of Applied Science Degree in Aviation Maintenance Engineering and Electronic Engineering. Leon is currently enrolled in Southern Illinois University—Carbondale's School Of Engineering, working toward a Bachelor's of Science in Industrial Technology. Leon started at Vatterott College as the Director of Trades and is currently serving as the Program Director for HVAC/R. Additionally, Leon currently owns and operates his own company; ACR Mechanical Services. Leon holds the following license and certificates: EPA license; Federal Aviation - Airframe and Power Plant license; American Society of Power Engineers 1st Class Engineer; National Uniform Licensing of Power Engineers 3rd Class Engineer; NCCER license; NCCER instructor certification; St. Louis County contractor's license; Turner Construction Management Certificate.

Michael “Gonz” Gonzalez-Rubio - Information Technology Program Director
Gonz holds both a master's of education degree (Instructional Technology) and an MBA in Project Management from American Intercontinental University. His bachelor's degree in education was earned from Harris-Stowe State College with life certification in teaching from the state of Missouri with certification in math and science covering elementary, middle and high school. He also holds an l-Net+, CIW Master Web Designer and a diploma in information systems security. Prior to returning to education, Gonz spent 17 years in the computer industry where he worked as field systems engineer, product manager, senior strategy planner as well as a senior troubleshooter across a wide variety of business and technical issues.

Nicole Whitlock – Medical Assistant Program Director
Nicole started in the Medical field with her education at Missouri College and graduated with honors as a Medical Assistant. She then went on to attend Florissant Valley Community College obtaining her Associate's degree in general education. After getting her degree, Nicole attended nursing school at Chamberlain College of Nursing. While attending school she worked in various specialties in the medical field. With education and work experience, Nicole has 20 years’ experience in the medical field. Nicole started at Vatterott College as an adjunct instructor and is now the Medical Program Director for ground and online medical programs. Nicole is currently certified as an Allied Health Instructor with American Medical Technologists.

Julie Beadle – Paralegal Lead Instructor
Julie Beadle – Julie is the Lead Instructor of the Paralegal Program and holds a Juris Doctor of Law (summa cum laude) and a bachelor's degree in political science (summa cum laude) from the University of Akron. She has been an attorney in the state of Ohio since 2010 and is a member of the Ohio Bar Association. Additionally, Julie has worked as a judicial attorney in the Ohio Eleventh District Court of Appeals for eight years, researching and writing opinions on complex legal issues in many areas of law including Criminal Law, Family Law, Estate Planning and Probate, and Contract Law

Krista Kippenberger – Pharmacy Technician Program Director
Krista holds a bachelor’s degree in General Studies from the University of Missouri-Columbia and has 19 years’ experience working in pharmacies. She has worked in a wide variety of pharmacy settings including, but not limited to, long-term care pharmacies, independently owned pharmacies, and a pharmacy that delivered to patients who had just had outpatient surgery. Her favorite job in the pharmacy has been teaching pharmacy technicians, which she has done for six years. In 2009, Krista was awarded the Master Teacher Award by ABHES and Elsivier.

Online Faculty

Dave Allen – Computer Programming and Development Instructor
Mr. Allen earned a Bachelor of Science degree in Business Administration with a specialization in Information Management Systems from Southern Illinois University. He is a Certified Information System Auditor, a Certified Information Systems Security Professional and a Certified Information Privacy Professional with over twenty years of work experience in the field.
Julie Beadle – Lead Paralegal Instructor
Ms. Beadle earned a Juris Doctorate and a Bachelor of Arts degree in Political Science from the University of Akron and has served as an Eleventh District Court of Appeal Judicial Attorney since 2010.

John Blair – Psychology Instructor
Mr. Blair earned a Doctor of Ministry’s degree from the Eden Theological Seminary, a Master of Arts degree in Professional Counseling from Lindenwood University, a Master of Divinity degree from Eden Theological Seminary and a Bachelor’s in English from the University of Missouri at Columbia. Mr. Blair also serves as a contributing writer at All the Arts Magazine and previously worked as a Manager of Spiritual Care at Christian Hospital.

Angela Bland – Medical Assisting Instructor
Ms. Bland earned a Master of Science in Training and Development from the University of St. Francis and a Bachelor of Science in Medical Imaging from Clarkson College. Ms. Bland has years of experience working in the field as a radiologic technologist and clinical coordinator, and designing and delivering medical assisting instruction.

Richard Bullock – Paralegal Instructor
Mr. Bullock earned a Master of Education in Secondary Education and Mathematics, a Master of Education in Educational Leadership, and a Master of Science in Mathematics from Northern Arizona University. Additionally, Mr. Bullock earned a Juris Doctorate from Northern Illinois University, a Masters of Business Administration from the University Of Chicago Graduate School Of Business, and a Master of Arts in Philosophy from Northern Illinois University and a Bachelor of Arts in Philosophy from the University of Evansville. Mr. Bullock has worked as an attorney since 1992.

Brittanae Campbell – English Instructor
Ms. Campbell earned a Masters of Business Administration from the Keller Graduate School of Management and a Bachelor of Arts in African American Studies and Interdisciplinary Studies from the University of Memphis. Ms. Campbell has been working in the Human Resources field since 2011.

Jacinta Cargas – General Education Instructor
Ms. Cargas earned a Master of Arts in Teaching and a Bachelor of Arts in Sociology from Webster University and Missouri Teacher Certifications in Middle School Science and Math. She is also a Microsoft Certified Application Specialist.

Deborah Carter – Paralegal Instructor
Ms. Carter is earned an Associate of Science in Paralegal from Meramec College and is an AO Certified Electronic Court Report and an AO Certified Transcriber. Ms. Carter owns her own transcription and reporting service and has over forty years’ experience in the field.

Lisa Crocker – Medical Assisting Instructor
Ms. Crocker earned a Masters in Healthcare Administration from Lindenwood University and a Bachelor of Social Work from Western Illinois University. Since 2000, Ms. Crocker has worked in clinical leadership roles and delivered medical assisting training.

Sarah Davis – Pharmacy Technician Instructor
Ms. Davis earned a Master of Arts in Educational Administration from Lindenwood University and is a Certified Pharmacy Technician. Since 2012, Ms. Davis has served as a Pharmacy Analyst and as a Pharmacy Technician instructor.

Carlton Duckworth – Computer Programming Instructor
Mr. Duckworth earned a Master of Science in Information Systems, a Master of Business Administration in Project Management, a Master of Science in Finance, and a Bachelor of Science in Mathematics from Southern Illinois University and has worked in the field as an IT Analyst.

Annette Fry – Pharmacy Technician Instructor
Ms. Fry earned a Bachelor of General Studies from Missouri Western, an Associate of Arts from Metropolitan Community College and a Missouri Pharmacy Technician's license. Ms. Fry has ten years’ experience working as a Pharmacy Technician and is a practiced instructor.
Michael Gonzalez-Rubio – Program Director - Computer Programming & Development
Mr. Gonzalez-Rubio earned a Master of Business Administration in Project Management and a Master of Education from American Continental University along with a Bachelor of Science in Education from Harris-Stowe State College. Mr. Gonzalez-Rubio is a Certified CIW Master Designer and an I-Net+ Microsoft Certified Professional. Mr. Gonzalez-Rubio worked in the field for twenty-five years and has served as a National Training Manager for a major computer systems company.

Theodore Hoefle – Paralegal Instructor
Mr. Hoefle earned a Juris Doctorate from the University of Missouri at Kansas City and a Bachelor of Science in Business Management from Northwest Missouri State University and has been working as an attorney since 2004.

Asa Johnson – Communications Instructor
Ms. Johnson earned a Master of Arts in Communication and a Bachelor of Science in Communications from Missouri State University.

Krista Kippenberger – Lead Pharmacy Technician Instructor
Ms. Kippenberger earned a Bachelor of General Studies from the University of Missouri. She worked as a Pharmacy Technician for six years and has extensive experience in instruction.

Leo Liu – Computer Programming Instructor
Dr. Liu earned a Ph.D. in Computer Science from Penn State University, a Masters of Business Administration and a Bachelor of Science in Electrical Engineering from National Chaio-Tung University. Dr. Liu worked in the field as an IT Consultant for twenty years.

Robert Luedeman – Paralegal Instructor
Mr. Luedeman earned a Juris Doctorate from Drake University and an L.L.M. in Agriculture Law from the University of Arkansas. He has worked as an attorney and legal consultant since 1997.

Suzanne Newsham – English Instructor
Dr. Newsham earned a Ph.D. in Psychology and a Master of Science in Psychology from Walden University and a Master of Fine Arts in Writing from Lindenwood University.

Reginald Richards – Computer Programming Instructor
Mr. Richards earned a Master of Science in Information Systems Management from the Keller Graduate School of Management, and a Bachelor of Science in Computer Science from Albany State University. He is a Microsoft Certified Professional, an IBM Certified Systems Expert – Systems x Technical V6, a XCWT – Xirrus Certified Wireless Technician, and VCP – VMWare Certified Professional. Mr. Richards has nine years’ experience in the field working as a Support Analyst, Senior Consultant and Senior Systems Engineer.

Chad Russell – Computer Programming Instructor
Mr. Russell earned a Bachelor of Science in Computer Information Systems from Excelsior College and has a decade of experience in the field.

Alexis Tumblin – Pharmacy Technician Instructor
Ms. Tumblin earned a Master of Arts in Healthcare Administration and a Bachelor of Science in Chemistry from Ashford University, a Masters of Science in Biomedical Sciences from Philadelphia College of Osteopathic Medicine, an Associate of Science in Pre-Pharmacy from Darton College and is a Certified Pharmacy Technician in the State of Georgia. Ms. Tumblin has six years’ experience in the field including work as a Pharmacy Technician, Lab Project Services Coordinator and a Research Administrative Coordinator.

Nicole Withlock – Lead Medical Assisting Instructor
Ms. Withlock earned a Bachelor’s in Medical Assisting from Missouri College and an Associates of Arts in General Education from Florissant Valley Community College. She has served as a Medical Assistant since 1999.
APPENDIX B: Non-Accredited Courses

The certificate course(s) has not been reviewed by the Accrediting Commission of Career Schools and Colleges (ACCSC) and are not considered part of the accredited offerings of the College. They are offered as continuing education/professional development classes only. Students completing these courses will not receive any credit which can be used toward other certificate or degree programs offered by the College.

Your Role in the Green Environment
Better Green Business
Better Green Business-Online
Electronic Evidence Discovery
Electronic Evidence Discovery-Online
Basic Fire Alarm Installation
Forklift Operation
Introduction to Writing
Basic College Math
Mechanic’s Lien
Mechanic’s Lien-Online
Smart Phone Programming
Smart Phone Programming-Online

Admissions Requirements (Unless otherwise noted)

Students enrolling in courses listed as part of Appendix B - Non-Accredited Courses must:

- Be 18 years old or have the written consent of a parent or guardian
- Meet course specific enrollment criteria, when applicable, as defined by the course description

Basic Fire Alarm Installation Additional Admissions Requirements:

- Prior education or work experience is required. Candidates should submit documentation of training or work experience to complete their enrollment. Experience can be in the form of unofficial transcripts, pay stubs, business card, or letter from an employer.

  *A High School Diploma or GED is not required for the courses listed in Appendix B – Non-Accredited Courses.*

COURSE OFFERINGS

<table>
<thead>
<tr>
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<th>Course Title</th>
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<td>C-101</td>
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<td>C-104</td>
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<td>EL-01</td>
<td>Basic Fire Alarm Installation</td>
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<tr>
<td>FL-01</td>
<td>Forklift Operation</td>
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<tr>
<td>ML-01</td>
<td>Mechanic’s Lien</td>
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<tr>
<td>SDP-178</td>
<td>Smart Phone Programming</td>
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</table>

COURSE DESCRIPTIONS

**C-100: Your Role in the Green Environment**   **Non-Accredited Course**

This course will help learners develop an understanding of their impact on the environment. The course will provide information on what it means to “build green” and a broad overview of the ever-changing green environment initiatives. The course will also provide an overview of changes in the construction industry and the environment. Upon completion of this course, learners will receive a certificate of completion. The Course Length is 15 hours over 4 weeks.

**C-100: Your Role in the Green Environment-Online**   **Non-Accredited Course**
This course will help learners develop an understanding of their impact on the environment. The course will provide information on what it means to “build green” and a broad overview of the ever-changing green environment initiatives. The course will also provide an overview of changes in the construction industry and the environment. Upon completion of this course, learners will receive a certificate of completion. The Course Length is 15 hours over 4 weeks.

**C-101: Better Green Business**  
Non-Accredited Course

This course will instruct you on how to help your company prepare for environmental changes and become a more “green” operation. You will learn about proven techniques any business can use, based on IBM’s breakthrough Green Business programs, products, strategies, and Green Sigma™ methodologies. You will study examples that illustrate how to establish effective green strategies and transformation plans, link them to operations, apply them, and track the results. In addition, you will learn about powerful, new Smarter Planet technologies that deliver value by “instrumenting the planet”. The Course Length is 12 hours over 4 weeks.

**C-101: Better Green Business-Online**  
Non-Accredited Course

This course will instruct you on how to help your company prepare for environmental changes and become a more “green” operation. You will learn about proven techniques any business can use, based on IBM’s breakthrough Green Business programs, products, strategies, and Green Sigma™ methodologies. You will study examples that illustrate how to establish effective green strategies and transformation plans, link them to operations, apply them, and track the results. In addition, you will learn about powerful, new Smarter Planet technologies that deliver value by “instrumenting the planet”. The Course Length is 12 hours over 4 weeks.

**C-104: Electronic Evidence Discovery**  
Non-Accredited Course

This course is a combination of legal and technological training in one of the most exciting and dynamic subjects in law today. The discovery of electronically stored information is rapidly evolving. Since almost all information is now created in electronic form, paralegals and attorneys are scrambling to understand how their clients create and maintain their business records. Ranging from word documents and spreadsheets to email and text messages, vast amounts of potentially responsive electronic information is available. You do not need a technical background to take this course. However, you do need to be aware of the fact that electronic evidence plays a role in building and defending a case. The Course Length is 36 hours over 8 weeks.

**C-104: Electronic Evidence Discovery-Online**  
Non-Accredited Course

This course is a combination of legal and technological training in one of the most exciting and dynamic subjects in law today. The discovery of electronically stored information is rapidly evolving. Since almost all information is now created in electronic form, paralegals and attorneys are scrambling to understand how their clients create and maintain their business records. Ranging from word documents and spreadsheets to email and text messages, vast amounts of potentially responsive electronic information is available. You do not need a technical background to take this course. However, you do need to be aware of the fact that electronic evidence plays a role in building and defending a case. The Course Length is 36 hours over 8 weeks.

**EL-01: Basic Fire Alarm Installation**  
Non-Accredited Course

Fire alarm systems require research, exchange of information and a decision making process involving property owners, building control officers and local authorities. Statutory and insurance requirements must also be considered. This course will provide participants with an overview of fire alarm planning and hands-on lab experience installing fire alarm equipment in a practical lab environment. This course is 32 hours over 2 weeks. (Prior electrical work experience is required. Candidates should submit documentation of electrical training or work experience to complete their enrollment. Experience can be in the form of unofficial transcripts, pay stubs, business card, or letter from an employer.)

**FL-01: Forklift Operation**  
Non-Accredited Course

In today’s commercial world, the fork lift truck is the lifting and moving tool of choice. The ability to move items quickly and safely is critical to the success of most businesses in operation today. This program will give the student the knowledge and skills to operate a fork lift in a safe and efficient manner and transport heavy materials in and across building areas. Upon the completion of this course, the student will receive a certificate of operation that will allow them to operate a fork lift for most businesses in the continental United States.

**ML-01: Mechanic’s Lien**  
Non-Accredited Course

This course provides an overview of Statutory Liens against Real Estate in Missouri also known as Mechanic’s Liens. It is designed to provide a basic understanding of the principles and the processes required for filing a Mechanic’s Lien for contractors and subcontractors. This course covers the basic framework with which to assert such rights.

**ML-01: Mechanic’s Lien-Online**  
Non-Accredited Course
This course provides an overview of Statutory Liens against Real Estate in Missouri also known as Mechanic's Liens. It is designed to provide a basic understanding of the principles and the processes required for filing a Mechanic's Lien for contractors and subcontractors. This course covers the basic framework with which to assert such rights.

**SDP-178: Smart Phone Programming**  
Non-Accredited Course  
This course introduces students to application development for smart phone operating systems. Students will learn how to begin building robust iPhone and iPad applications using the iPhone SDK and Android enabled devices with the Android SDK. Upon successful completion of this course, students will understand how to develop applications for both iPhone and Android smartphones; recognize software development kits; and debug applications in various SDKs. The course length is 45 hours, completed over 5 weeks, and incorporates both lab and lecture.

**SDP-178: Smart Phone Programming-Online**  
Non-Accredited Course  
This course introduces students to application development for smart phone operating systems. Students will learn how to begin building robust iPhone and iPad applications using the iPhone SDK and Android enabled devices with the Android SDK. Upon successful completion of this course, students will understand how to develop applications for both iPhone and Android smartphones; recognize software development kits; and debug applications in various SDKs. The course length is 45 hours, completed over 5 weeks, and incorporates both lab and lecture.

**TUITION & FEES**

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<th>Program Name</th>
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<th>Hours</th>
<th>Tuition</th>
<th>*Books &amp; Supplies</th>
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<td>Certificate of Completion</td>
<td>15</td>
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<td>$335</td>
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<td>Your Role in the Green Environment-Online</td>
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<td>15</td>
<td>$250</td>
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<td>Better Green Business</td>
<td>Certificate of Completion</td>
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<td>Better Green Business-Online</td>
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<td>Basic Fire Alarm Installation</td>
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*The amounts in the above fee chart for books and supplies are estimates and are subject to change.*
# APPENDIX C: Tuition & Fees

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<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
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<th>Registration Fee</th>
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<th>Books &amp; Supplies²</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Technology</td>
<td>Diploma</td>
<td>60</td>
<td>$18,070</td>
<td>$100</td>
<td>$1,390</td>
<td>$4,880</td>
<td>$24,440</td>
</tr>
<tr>
<td>Building Maintenance Mechanic</td>
<td>Diploma</td>
<td>60</td>
<td>$24,840</td>
<td>$100</td>
<td>$1,500</td>
<td>$3,500</td>
<td>$30,360</td>
</tr>
<tr>
<td>Heating, Air Conditioning, and Refrigeration Mechanic</td>
<td>Diploma</td>
<td>60</td>
<td>$24,840</td>
<td>$100</td>
<td>$1,500</td>
<td>$3,920</td>
<td>$30,360</td>
</tr>
<tr>
<td>Medical Assistant Occupational Specialist - Online</td>
<td>Diploma</td>
<td>40</td>
<td>$13,000</td>
<td>$100</td>
<td>$1,040</td>
<td>$3,100</td>
<td>$17,240</td>
</tr>
<tr>
<td>Auto Body and Alternative Fuel Vehicle Repair Technician</td>
<td>AOS</td>
<td>90</td>
<td>$27,430</td>
<td>$100</td>
<td>$2,110</td>
<td>$5,600</td>
<td>$35,240</td>
</tr>
<tr>
<td>Building Maintenance Technology</td>
<td>AOS</td>
<td>90</td>
<td>$29,700</td>
<td>$100</td>
<td>$2,250</td>
<td>$4,500</td>
<td>$36,550</td>
</tr>
<tr>
<td>Computer Programming and Development*</td>
<td>AOS</td>
<td>70</td>
<td>$31,930</td>
<td>$100</td>
<td>$2,060</td>
<td>$5,800</td>
<td>$39,890</td>
</tr>
<tr>
<td>Computer Programming and Development-Online*</td>
<td>AOS</td>
<td>70</td>
<td>$31,930</td>
<td>$100</td>
<td>$2,060</td>
<td>$5,800</td>
<td>$39,890</td>
</tr>
<tr>
<td>Computer Systems and Network Technology</td>
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<td>90</td>
<td>$35,640</td>
<td>$100</td>
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<td>$3,300</td>
<td>$41,290</td>
</tr>
<tr>
<td>Heating, Air Conditioning and Refrigeration Technology</td>
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<td>$36,612</td>
<td>$100</td>
<td>$2,250</td>
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<td>Medical Assistant with Cardiovascular Technology (Non-Invasive)</td>
<td>AOS</td>
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<td>$100</td>
<td>$1,840</td>
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<td>$29,040</td>
</tr>
<tr>
<td>Medical Assistant with Office Management</td>
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<td>Pharmacy Technician-Online</td>
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<td>Network Engineering and Computer Technology</td>
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<td>170</td>
<td>$68,336</td>
<td>$100</td>
<td>$4,150</td>
<td>$5,200</td>
<td>$77,786</td>
</tr>
</tbody>
</table>

¹Lab/Technology Fees include the cost of student access to labs, instructional technology systems, discipline specific tools and software licenses.

²Books are a mandatory part of the program. The amounts listed in the above fee chart for books are estimates to include applicable sales tax and are subject to change. Books may be purchased from the College at the price in effect at the time they are received by the student.

³Supplies are a mandatory part of the program which include the cost of uniforms, toolkits, and other items. The amounts listed in the above fee chart for supplies are estimates to include applicable sales tax and are subject to change. Due to customization of uniforms, toolkits, and other items, supplies must be purchased from the College at the price of such supplies in effect at the time they are received by the student.

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1. **Court Reporting (online)**
   - Degree: A.O.S.
   - Weeks: 120
   - Tuition: $26,568.00
   - Registration Fee: $100.00
   - Lab/Tech Fee: $1,080.00
   - Books & Supplies: $5,000.00
   - Total Cost: $32,748.00

²Books are a mandatory part of the program. The amounts listed in the above fee chart for books are estimates to include applicable sales tax and are subject to change. Books may be purchased from the College at the price in effect at the time they are received by the student. The estimated costs of books for each program are as follows:

   - **Court Reporting:** $2,200.00

²Supplies are a mandatory part of the program which include the cost of uniforms, toolkits, and other items. The amounts
listed in the above fee chart for supplies are estimates to include applicable sales tax and are subject to change. Due to customization of uniforms, toolkits, and other items, supplies must be purchased from the College at the price of such supplies in effect at the time they are received by the student. The estimated costs of books for each program are as follows:

   Court Reporting: $2,800.00 (Wave Writer stenograph machine and Case Catalyst student software)

3 Students enrolled in the Court Reporting Online Program may find that their overall costs are more or less, depending on the student’s educational requirements. Each student’s cost of attendance are based on a number of components, including but not limited to: tuition and fees, books and supplies, personal expenses, credits transferred into the program and/or whether a student is required to repeat a course(s). Accordingly, each student’s total cost of tuition and fees may vary. Nevertheless, the maximum cost (tuition, fees, and books & supplies) for new and re-entry students enrolled in the Court Reporting Online Program on or after November 6, 2015 will not exceed $33,000.00.