

2009-2010

Vatterott College

Sunset Hills Course Catalog

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

Jamie Orf
Campus Director

A Message from the President



Dear Vatterott Students,

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

Pamela Bell
President
Vatterott Educational Centers, Inc.

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About Vatterott College

Our Philosophy

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

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

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

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

History of Vatterott College

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

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

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

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

In June 1996, the Business and Banking Institutes with locations in Omaha, Nebraska, and Des Moines, Iowa, were purchased. Programs were added and the institutions were relocated under the name Vatterott College. In the same year, an additional location of the St. Ann campus opened in Sunset Hills, Missouri. Vatterott College expanded into the following cities as a result of various teach-out agreements: St. Joseph, Missouri, in March 1995; Tulsa, Oklahoma, in 1997; Memphis, Tennessee, in 1999; Wichita, Kansas, in 1999; and Cleveland, Ohio in 2001. In 1997, a branch location of the Quincy campus was opened in Oklahoma

City, Oklahoma.

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

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

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

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

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

In May 2008, Vatterott Career College Appling Farms was approved as a branch campus of Des Moines main institution.

In November 2008, L'École Culinaire, Cordova, Tennessee, was approved as a branch campus of the Quincy main institution.

Accreditation, Authorization, and Approvals

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

Certifications

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

Approvals

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

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

Memberships

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

Campus Location

Vatterott College – Sunset Hills Campus
Administration Building
12970 Maurer Industrial Drive
Sunset Hills, Missouri 63127
(314) 843-4200

Technology Building
12900 Maurer Industrial Drive
Sunset Hills, Missouri 63127
(314) 843-4200

Maurer Building
12955 Maurer Industrial Drive
Sunset Hills, Missouri 63127
(314) 843-4200

Campus Facilities

Vatterott College – Sunset Hills Campus –

Branch of Main Campus, Berkeley, Missouri

The facilities on Maurer Industrial Drive contain approximately 60,000 square feet with approximately 56,000 square feet committed to training in the field of Computer-Aided Drafting, Network and Information Systems, Computer Technology, Electrical Mechanic, Heating, Air Conditioning and Refrigeration Mechanic, Building Maintenance Mechanic, Computer-Aided Drafting Technology, Information Systems Technology, Computer Systems and Network Technology, Applied Electrical Technology, Heating, Air Conditioning and Refrigeration Technology, Medical Assistant, Building Maintenance Technology, Business Management, Cosmetology, Network Engineering and Computer Technology, and Computer Science, Information Systems Security and Information Systems Technology.

All lecture, shop, and lab areas contain industry related equipment and computers needed for demonstration, instruction, and student hands on training. 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.

Admissions Information

Admissions Policy

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

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

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

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Request for high school or GED transcript (and college transcripts, where applicable)
- Financial aid forms (if applicant wishes to apply for financial aid)
- Applicants with home school diplomas are required to present evidence to validate the credential. In the event the home school diploma cannot be verified by the state authority, the applicant is required to complete the GED and provide copy of transcript

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

Admissions for Online Programs

Online Applicants must complete all general admission requirements (as listed above) and complete the Online Assessment Tool and the Online Program Computer Skills Checklist.

- The Online Assessment Tool will gauge the applicants' readiness to enter into an online program.
- The Online Program Computer Skills Checklist will measure whether students have the skills, competencies, and access to technology necessary to succeed in a distance education environment. The Online Program Computer Skills Checklist consists of Q&A assessing the applicants' knowledge of the Internet as well as how to use Microsoft Office.

The admission requirements for enrollment in the Information Systems Security Diploma program requires applicants to possess a High School Diploma or GED and knowledge of Microsoft Operating Systems.

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:

1. Personal computer or laptop with Pentium 4 or higher processor
2. Minimum of 1 GB
3. Minimum 100 GB Hard Drive
4. Monitor, printer, keyboard, mouse
5. Available Serial port and separate USB port
6. Windows XP Home or Professional version Operating System (Windows NT is incompatible) or Vista
7. Sound card, external speakers, and personal headset
8. CD and DVD ROM drive(s)
9. Video Graphics Accelerator Card
10. Java, Flash, and cookies-enabled Internet browser such as Microsoft Internet Explorer 6.0 or higher (AOL and WebTV browsers are not supported and cannot be used to access courses)
11. Cable, DSL, or other high speed Internet connection (AOL and WebTV browsers are not supported and cannot be used to access courses)
12. Unique personal email address
13. Software: Microsoft Office 2000 or higher, Adobe Reader, Microsoft PowerPoint Viewer
14. Surge Protection device for PC.

Re-Entering Students

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

Non-Degree Non-Program Students

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

Institution Calendar

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

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

Tuition/Fees Policies

1. Tuition may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).
2. All tuition payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.
3. Any student delinquent in the payment of any sum owed to the institution may be suspended from the institution, at the institution's sole discretion, until the institution receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the institution.
4. In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.
5. If a student repeats any portion of the program, the student must pay tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the institution, specifying the terms of the repeat.

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

Add/Drop Period

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

Financial Information

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

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

Consumer Information

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

Financial Aid Eligibility

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

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

Application

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

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

Need and Cost of Attendance

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

Satisfactory Academic Progress

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

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

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

Federal Pell Grant

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Academic Competitiveness Grant (ACG)

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

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

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

Federal Stafford Student Loans

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

Federal Parent Loan for Undergraduate Students (PLUS)

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

Private Loans

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

Scholarships

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

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

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

Vatterott Cosmetology Scholarship

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

Scholarship Requirements

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

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

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

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

Other Financial Resources

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

Veterans Educational Benefits -- Vatterott College is approved for the training of veterans and veterans' children in accordance with the rules and regulations administered by the State Approving Agency of the United States Department of Veterans Affairs. Representatives of the Department of Veterans Affairs, the individual State Approving Agencies, and the Financial Aid Office, are available to advise you on eligibility for veterans' educational benefits.

Be sure to contact the financial aid office regarding filing of proper forms to plan your benefits well in advance of the start date for the class in which you desire to enroll.

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

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

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

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

Entrance and Exit Interview/Loan Counseling

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

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

Order of Return of SFA Program Funds

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

- Unsubsidized Stafford Loan Program;
- Subsidized Stafford Loan Program;
- Unsubsidized Direct Stafford loans (other than PLUS loans);
- Subsidized Direct Stafford loans;
- Federal Perkins Loan Program;
- Federal PLUS loans;
- Federal Direct PLUS loans;

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

- Federal Pell Grants for the payment period for which a return of funds is required;
- Academic Competitiveness Grants for which a return of funds is required;
- National Smart Grants for which a return of funds is required;
- Federal Supplemental Educational Opportunity;
- Grant (FSEOG) for which a return of funds is required;
- Other assistance under this Title for which a return of funds is required.

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

Refund Policy

After the last day of the add/drop period for each term, as defined in the school 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 must complete a STUDENT withdrawal form with the Registrar or Director of Education. Refunds will be calculated according to the following formula.

It is understood that any terms extended to any STUDENT are for convenience in paying the tuition and 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 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 institution equal to the portion of the period of enrollment for which the STUDENT has been charged that remains on the last day of attendance by the STUDENT. (Total number of weeks comprising the period of enrollment for which the STUDENT has been charged into the number weeks remaining in that period as of the last recorded day of attendance by the STUDENT.) The refund will be rounded down and 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 not to exceed \$100.00.

- b. Refund subsequent periods or non first-time STUDENT:

The COLLEGE shall refund unearned tuition and fees as set forth in applicable state or federal regulations to a STUDENT attending an institution for second and subsequent enrollment periods. Refunds will be calculated based upon

the last day of attendance. In the absence of state or federal regulations, the COLLEGE shall make a refund of tuition and fees and other charges as set forth below:

1. During the first week of classes, the COLLEGE shall refund at least 90% of tuition; thereafter,
 2. During the first 25% of the period of financial obligation, the COLLEGE shall refund at least 55% of tuition; thereafter,
 3. During the second 25% of the period of financial obligation, the COLLEGE shall refund at least 30% of tuition.-
 4. In case of withdrawal after this period, the COLLEGE may commit the STUDENT to the entire obligation.
- c. Refunds will be made within 30 days after the COLLEGE determines the STUDENT has withdrawn.
- 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.
 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.

Return of Title IV Funds

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

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

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

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

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

1. the student's institutional charges multiplied by the unearned percentage of the funds, or
2. the entire amount of excess funds.

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

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

The requirements of Title IV program funds when the student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the student was required to return. See the college's Tuition Refund Policy and instructions regarding the requirements and procedures for official withdrawal from school elsewhere in this catalog. For answers about Title IV program funds, one can call the Federal Student Aid Information Center at 1-800-4 FedAid (1-800-433-2143). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

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

Withdrawal Date/Policy

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

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

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

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

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

Academic Information

Letter Code	Numerical Percentage	Description	Included in Credits/ Clock Hours Earned	Included in Credits/ Clock Hours Attempted	Included in CGPA	Quality Points
A	90 – 100	Outstanding	Yes	Yes	Yes	4.00
B	80 – 89	Above Average	Yes	Yes	Yes	3.00
C	70 – 79	Average	Yes	Yes	Yes	2.00
D	60 – 69	Below Average	Yes	Yes	Yes	1.00
F	0 – 59	Failing	Yes	Yes	Yes	0.00
W	N/A	Withdrawn	No	Yes	No	N/A
WF	N/A	Withdrawn/ Failure	No	Yes	No	N/A
I	N/A	Incomplete	No	Yes	No	N/A
TC	N/A	Transfer	Yes	Yes	No	N/A
TO	N/A	Test-Out	Yes	Yes	No	N/A
AU	N/A	Audit	No	No	No	N/A

Application of Grades and Credits

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

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

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

TC 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 students CGPA.

Grading Policy

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

Grade Point Averages

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

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

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

Failing Grade

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

Incomplete Grade

An incomplete grade “I” signifies that not all the required coursework was completed during the term of enrollment. The “I” grade is not calculated into the term GPA or CGPA at the time it is awarded.

Instructors submitting “I” grades must receive approval from the Director of Education or designee and documentation of the “I” grade must be placed in the student's academic file. All required coursework must be complete and submitted

within two weeks after the end of the term. If course requirements are not satisfied by the deadline, the “I” is converted to an “F.” An “I” grade may be assigned only when all of the following conditions are met:

- ❑ The student has been making satisfactory progress in the course, as determined by the instructor;
- ❑ The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor; and
- ❑ The student presents these reasons in writing, with any required documentation prior to the last day of the term.

Independent Studies Course Work

Under certain circumstances some courses may be taught as an independent study course. Students will be required to complete all learning objectives, assignments and exams as outlined on the course syllabi and lesson plans. The student will meet with the assigned instructor at scheduled times throughout the course.

Audit Grade

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

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

Withdrawal Grade

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

Transfer Credit

Vatterott College will evaluate the student’s previous education, training and work experience to determine if any subjects or training activities in the student’s program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at a post secondary accredited institution may be accepted on the basis of a valid transcript provided by the student. Only grades of “C” 2.0 GPA or higher will be eligible for transfer. Credit will be awarded where appropriate. Vatterott will notify the student and appropriate agencies (i.e. Veterans Administration, Voc. Rehab etc.) upon completion of evaluation and determination of outcome. Transfer credits must be earned in courses that are similar in nature to the course offered by Vatterott. Credits that were earned more than five (5) years prior to the current

year will not be considered for transfer. At a minimum, 50% of the credits required must be completed at the Vatterott.

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

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

Internal Proficiency Credit Test Out

Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and the Director of Education or designee has reason to believe the student’s experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process. The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test. The testing fee is \$100.00 per term and is non-refundable. Proficient exams must be taken prior to or within the first 2 weeks of the students enrollment program start date.

A student who receives proficiency credit for test out course or courses is awarded a grade of “TO”. The course is noted on the transcript with a grade of “TO” and is not used in the grade point average or rate of progress, but calculated in the timeframe measurement. Proficient exams must be taken prior to or within the first 2 weeks of the students enrollment program start date.

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

- ❑ Student was previously enrolled in the course for which the exam is being requested; and
- ❑ Student previously failed the proficiency exam for that course.

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

External Proficiency Credit

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

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

Professional Training/Certification Credit

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

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

Standards of Satisfactory Academic Progress

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

CGPA Requirements

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

Certificate/Diploma Program Quarter Credits

Quarter Credits	Minimum CGPA Required
0 – 15	1.0
16 – 30	1.5
31 credits – graduation or maximum allowable credits reached	2.0

Associate's Degree Program Quarter Credits

Quarter Credits	Minimum CGPA Required
0 – 15	1.0
16 – 45	1.5
46 credits – graduation or maximum allowable credits reached	2.0

Bachelor's Degree Program Quarter Credits

Quarter Credits	Minimum CGPA Required
0 – 15	1.0
16 – 71	1.5
72 credits – graduation or maximum allowable credits reached	2.0

Cosmetology Program Clock Hours

Clock Hours	Minimum CGPA Required
0 – 300	1.0
301 – 900	1.5
901 credits – graduation or maximum allowable clock hours reached	2.0

Rate of Progress Towards Completion Requirements

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

In addition to the CGPA requirements, a student must successfully complete at least 67% of the cumulative credits or clock hours attempted in order to be considered to be making satisfactory academic progress. 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 determination of CGPA, the completion requirements will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

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

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

Program Maximum Allowable Credits

Diploma – 108 QCH

Associate of Occupational Studies – 162 QCH

Bachelor of Science – 319.5 QCH

Cosmetology – 2,250 Clock Hours

How Transfer Credits/Change of Program Affect SAP

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

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

be considered as credits attempted and earned in the time frame calculation. For example, a student transfers from program A to program B, the student is able to transfer 30 external credits and 10 credits earned in program A into program B.

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

Academic Probation

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

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

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

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student may be dismissed from the institution. The institution also reserves the right to place a student on or remove them from academic monitoring based on their academic performance, not withstanding these published standards.

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

As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

During the periods of Probation, students are considered to be making satisfactory academic progress and remain eligible for financial aid.

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

Appeal to Grade Challenge & Course Work Appeals

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

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

Reinstatement

A student who has been academically dismissed may apply for reinstatement to the institution by submitting a written request to the Director of Education. The request should be in the form of a letter explaining the reasons why the student should be readmitted.

A student may be required to wait at least one grading period before they are eligible for reinstatement and financial aid. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

Graduation Requirements

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

Completers

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

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

Academic Honors

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

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

Externships or Other Formal Experiential Learning Activities

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

Leave of Absence Policy

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

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

Re-admission Following a Leave of Absence

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

The date a student returns to class is normally scheduled for the beginning of the term.

Failure to Return from a Leave of Absence

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

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

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

- ❑ Students returning from a leave of absence are not guaranteed that the phase/course required to maintain the normal progress in their training program will be available at the time of reentry;
- ❑ Students may have to wait for the appropriate phase/course to be offered;
- ❑ Students may be required to repeat the entire phase/ course for which they elected to withdraw prior to receiving a final grade;
- ❑ Financial aid may be affected.

Unit of Credit, Clock/Credit Hour Conversion

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

Make-Up Work

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

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

Attendance Requirements

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

A student who is absent from all classes for two consecutive weeks will be automatically withdrawn from the institution unless there are acceptable mitigating circumstances.

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

Students Receiving Veterans Benefits

Students receiving Veterans benefits are required to maintain an 80% attendance rate in each course.

Term

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

Student Information & Services

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

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

Career Services

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

It must be stressed that Vatterott College cannot and will not guarantee you a 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 Vatterott College to prospective employers. Both students and employers benefit by the referral of qualified employees from Vatterott College.

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 institutions 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 Vatterott College.

Academic Assistance

Students seek help and advice during their education for many reasons. At Vatterott College, the student is the primary priority. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance.

The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may be provided as needed. The administrative staff and the faculty are also available for advising assistance.

Faculty

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

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

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

Housing

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

Learning Resource Center/Library

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

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

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

Orientation

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

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

Course Schedules

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

Hours of Operation

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

Accommodations for Individuals with Disabilities

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

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

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

What is a disability?

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

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

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

What is a reasonable accommodation?

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

What is the process to request accommodations?

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

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

What is the grievance or complaint process?

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

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

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

Campus Security

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

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

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

Drug-Free Environment

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

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

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

Student Records Access and Release

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

1. Each student enrolled at Vatterott College shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
2. A student's education records are defined as files, materials, or documents, including those in electronic format that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to institution officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.
3. Students may request a review of their education records by submitting a written request to the Institution Director. The review will be allowed during regular institution hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar or Director of Education, with the reason for the requested change stated fully. Grades, course tests, and evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Institution Director will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the Director's decision, which will be the final decision of the institution. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student's permanent record.
5. Directory information is information on a student that the institution may release to third parties without the consent of the student. Vatterott College has defined directory information as the student's name, address (es), telephone number(s),

e-mail address, birth date and place, programs undertaken, dates of attendance, honors and awards, and credentials awarded. If a student does not want some or all of his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the institution director within 10 days after the date of the student's initial enrollment or by such later date as the institution may specify.

6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
7. A student who believes that Vatterott College has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

Non-Discrimination

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

Unlawful Harassment Policy

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

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

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

Catalog Addendum

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

Changes

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

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

Conduct Policy

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

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

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

Rules, Regulations, and Expectations

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

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

- Students may operate equipment only during institution hours, unless after-hours permission has been given by the instructor and they are supervised.
- Ensure learning and lab areas are neat and free of any trash.
- No fighting, horseplay, profanity, or cheating.
- Vatterott College is a drug and alcohol free campus; 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.

- All equipment, tools, books, uniforms, etc. issued to the student are the sole responsibility of the student for care and safe keeping.
- 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.
- All enrolled students are required to wear their issued uniforms to class everyday.
- 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.
- Unacceptable behavior will not be tolerated. Unacceptable behavior is any action which hinders an instructor's ability to teach or a student's ability to learn or any action which would endanger other students or staff.

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

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

Safety

All safety rules and procedures are to be followed without exception.

All machinery and equipment are provided with proper safety devices, which are to be used whenever the machinery and equipment are operated. The instructor is to be notified immediately of any accident, fire, or personal injury.

Photographs

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

Institution Policies

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

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

Statement of Ownership

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

Student Grievance Policy

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

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

1. Grievances or complaints referencing an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints referencing a policy or class should first be discussed with the individual enforcing that policy or the class instructor.
2. Should one-on-one discussion fail to result in a satisfactory resolution, a written grievance or complaint may be submitted to the Director of Education.
3. If the Director of Education fails to take action satisfactory to the student, the student may submit a written statement to the Campus Director of Vatterott College, who will review the matter and render a decision.
4. The student may also file a complaint directly with the Department of Education at any time. The student may contact the Office of Civil Rights or further details at Department of Education, Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550.
5. At any time, the student may also file a complaint with the institution's accrediting agency. Any complaint must be in written form.

Institutions accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student

Student Information & Services

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

Please direct all inquiries to:

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

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

Transfer of Credit to Other Institutions

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

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.

Vatterott College 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 Vatterott College, 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.

Student Records Access

Students may request a review of their education records by submitting a written request to the School Director. The review will be allowed during regular school hours under appropriate supervision.

Transcript Request Policy

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar's Office. After the completion of the form and the payment of a \$5.00 fee, the Registrar's Office will process the request within two calendar weeks.

Appendix A

Vatterott College:

Sunset Campus – Program Offerings

Diploma

Building Maintenance Mechanic
Computer Aided Drafting
Computer Technology
Cosmetology
Electrical Mechanic
Heating, Air Conditioning & Refrigeration Mechanic
Information Systems Security
Network and Information Systems

Associate of Occupational Studies (A.O.S.)

Applied Electrical Technology
Building Maintenance Technology
Business Management
Computer Aided Drafting Technology
Computer Systems & Network Technology
Heating, AC & Refrigeration Technology
Information Systems Technology
Medical Assistant

Bachelor of Science (B.S.)

Network Engineering and Computer Technology
Computer Science and Information Systems Technology

Online Distance Education Programs: Diploma

Information Systems Security

Online Distance Education Programs: Associate of Occupational Studies

Medical Assistant
Business Management

The Institution only offers those specific programs of study expressly discussed in the curriculum section of this catalog. Other Vatterott College campuses only offer those specific programs of study specified in their respective current catalogs.

Program Offerings

Building Maintenance Mechanic

Diploma

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.

Course #	Course Title	QCH
BM 101B	Electricity Principles	12.0
BM 102B	Plumbing Fundamentals	12.0
BM 103B	Carpentry	12.0
BM 104B	Air Conditioning and Refrigeration Systems	12.0
BM 105B	Electric Motors, Lighting and Control Technology	12.0
BM 106B	Heating	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Computer Aided Drafting

Diploma

The objective of this 60 week program is to give the graduate the skills needed to meet the employment requirements of an entry-level computer draftsman.

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

Course #	Course Title	QCH
CAD 101B	Basic Technical Graphics	12.0
CAD 102B	Basic Computer Aided Drafting	12.0
CAD 103B	Mechanical Detailing	12.0
CAD 104B	Mechanical Applications	12.0
CAD 105B	Residential Architecture	12.0
CAD 106B	Commercial Architecture	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Computer Technology

Diploma

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

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

Course #	Course Title	QCH
CT 101B	Electronic Fundamentals	12.0
CT 102B	DOS/Hardware Fundamentals	12.0
CT 103B	Linux	12.0
CT 104B	Desktop Operating Systems	12.0
CT 105B	Peripherals and Data Communications	12.0
CT 106B	PC Troubleshooting and Configuration	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Cosmetology (Night Program)

Diploma

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

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

Course #	Course Title	Clock Hours
COS 101N	Introduction to Cosmetology	250
COS 102N	Intermediate Cosmetology	250
COS 103N	Advanced Cosmetology	250
COS 104N	Cosmetology Science	250
COS 105N	Cosmetology Business and Employment	250
COS 106N	Cosmetology State Law and Exam Preparation	250
Total Number of Clock Hours Required for Graduation 1500		

Cosmetology (Day Program) Diploma

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

This program totals 1500 clock hours over a period of 50 weeks at 30 hours per week.

Course #	Course Title	Clock Hours
COS 101	Introduction to Cosmetology	300
COS 102	Intermediate Cosmetology	300
COS 103	Advanced Cosmetology	300
COS 104	Cosmetology Science	300
COS 105	Cosmetology State Law, Exam Preparation and Business Management	300
Total Number of Clock Hours Required for Graduation 1500		

Electrical Mechanic Diploma

The objective of this program is to provide the graduate with the theory and the working knowledge of electricity needed to enter the work force in an entry-level position.

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

Course #	Course Title	QCH
EM 101B	Electrical Principles	12.0
EM 102B	Residential Wiring	12.0
EM 103B	Commercial Systems	12.0
EM 104B	Commercial Applications	12.0
EM 105B	Industrial AC Systems	12.0
EM 106B	Industrial DC Systems	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Heating, Air Conditioning & Refrigeration Mechanic Diploma

The objective of this program is to prepare the graduate with the theory and working knowledge of heating, air conditioning and refrigeration in order to secure an entry-level position in the industry as a maintenance or service technician.

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

Course #	Course Title	QCH
HV 101B	Electricity Fundamentals	12.0
HV 102B	Refrigeration Fundamentals	12.0
HV 103B	Air Conditioning	12.0
HV 104B	Heating	12.0
HV 105B	Residential HVAC Systems	12.0
HV 106B	Boiler/Piping	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Network and Information Systems Diploma

The objective of this program is to prepare the graduate for entry-level employment as a computer programmer, computer operator, database technician, database administrator, customer service representative, network administrator, or other similar positions in a data processing/information technology environment.

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

Course #	Course Title	QCH
CP 101B	Introduction to Computer Programming	12.0
CP 102B	Microsoft Windows 2000 and Office XP	12.0
CP 103B	Visual C#.NET	12.0
CP 104B	Database Design and Management	12.0
CP 105B	Designing and Implementing Web Solutions	12.0
CP 106B	Local Area Network (LAN)	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Applied Electrical Technology Associate of Occupational Studies

The objective of this program is to provide the graduate with the theory and the working knowledge of electricity needed to enter the work force in an entry-level position.

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

Course #	Course Title	QCH
EM 101B	Electrical Principles	12.0
EM 102B	Residential Wiring	12.0
EM 103B	Commercial Systems	12.0
EM 104B	Commercial Applications	12.0
EM 105B	Industrial AC Systems	12.0
EM 106B	Industrial DC Systems	12.0
EM 201B	Computer-Aided Drafting	7.5
EM 202B	Programmable Logic Controllers	7.5
EM 203B	Advanced Troubleshooting Techniques	7.5
GE 101	English Composition I	4.5
GE 201	English Composition II	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 108		

Building Maintenance Technology Associate of Occupational Studies

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.

Course #	Course Title	QCH
BM 101B	Electricity Principles	12.0
BM 102B	Plumbing Fundamentals	12.0
BM 103B	Carpentry	12.0
BM 104B	Air Conditioning and Refrigeration Systems	12.0
BM 105B	Electric Motors, Lighting and Control Technology	12.0
BM 106B	Heating	12.0
BM 201B	Commercial Refrigeration	7.5

BM 202B	The Business	7.5
BM 203B	Industry Credentials and Certifications	7.5
GE 101	English Composition I	4.5
GE 201	English Composition II	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 108		

Computer Aided Drafting Technology Associate of Occupational Studies

The objective of this program is to equip graduates with the skills needed to meet the employment requirements of an entry level computer aided drafter/designer. Graduates from the CAD program will have the basic knowledge and skills in CAD to perform all duties that would be required of an entry-level employee. Areas in which a student will become proficient are as follows; Basic and Advanced CAD concepts, Design concepts in Residential and Commercial Architecture, Concepts in Mechanical Design and Engineering, AutoCAD 3D and Advanced Solid Modeling Techniques.

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

Course #	Course Title	QCH
CAD 101B	Basic Technical Graphics	12.0
CAD 102B	Basic Computer Aided Drafting	12.0
CAD 103B	Mechanical Detailing	12.0
CAD 104B	Mechanical Applications	12.0
CAD 105B	Residential Architecture	12.0
CAD 106B	Commercial Architecture	12.0
CAD 201B	Introduction to Autodesk Inventor	7.5
CAD 202B	Advanced AutoCAD Concepts	7.5
CAD 203B	3D Modeling and Visualization	7.5
GE 101	English Composition I	4.5
GE 201	English Composition II	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 108		

Computer Systems and Network Technology

Associate of Occupational Studies

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

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

Course #	Course Title	QCH
CT 101B	Electronic Fundamentals	12.0
CT 102B	DOS/Hardware Fundamentals	12.0
CT 103B	Linux	12.0
CT 104B	Desktop Operating Systems	12.0
CT 105B	Peripherals and Data Communications	12.0
CT 106B	PC Troubleshooting and Configuration	12.0
CT 201B	Novell Networking	7.5
CT 202B	Windows Networking	7.5
CT 203B	TCP/IP and Routing	7.5
GE 101	English Composition I	4.5
GE 201	English Composition II	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 108		

Heating, Air Conditioning & Refrigeration Technology

Associate of Occupational Studies

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 90 weeks, 94.5 Quarter Credit Hours of Heating, Air Conditioning, and Refrigeration Technology theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours.

Course #	Course Title	QCH
HV 101B	Electricity Fundamentals	12.0
HV 102B	Refrigeration Fundamentals	12.0

HV 103B	Air Conditioning	12.0
HV 104B	Heating	12.0
HV 105B	Residential HVAC Systems	12.0
HV 106B	Boiler/Piping	12.0
HV 201B	Commercial Refrigeration	7.5
HV 202B	The Business	7.5
HV 203B	Industry Credentials and Certifications	7.5
GE 101	English Composition I	4.5
GE 201	English Composition II	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 108		

Information Systems Technology

Associate of Occupational Studies

The objective of this program is to prepare the graduate for entry-level employment as a computer programmer, computer operator, database technician, database administrator, customer service representative, network administrator, or other similar positions in a data processing/information technology environment.

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

Course #	Course Title	QCH
CP 101B	Introduction to Computer Programming	12.0
CP 102B	Microsoft Windows 2000 and Office XP	12.0
CP 103B	Visual C#.NET	12.0
CP 104B	Database Design and Management	12.0
CP 105B	Designing and Implementing Web Solutions	12.0
CP 106B	Local Area Network (LAN)	12.0
CP 201B	Systems Analysis	7.5
CP 202B	Java	7.5
CP 203B	Advanced VB	7.5
GE 101	English Composition I	4.5
GE 201	English Composition II	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 108		

Computer Science and Information Systems Technology

Bachelor of Science, B.S.

The objective of this program is to prepare the student for entry-level employment in the information systems field by using diverse educational and training approaches including lecture, hands-on lab experience, and general education. The student will learn to build applications in Oracle including creating forms, and charts; will be able to utilize the project management process to ensure timely completion of complex projects; will be able to provide security for network systems and internet sites; and will be able to develop robust applications using the Java programming language. Upon successful completion the student will be prepared for entry-level employment as a systems analyst, project manager, computer programmer, a database administrator or network administrator, or other similar positions in a data processing/information systems environment.

The program consists of 170 weeks, 154.5 Quarter Credit Hours of Computer Science and Information Systems Technology theory, associated lab work, and 58.5 Quarter Credit Hours of General Education totaling 213 Quarter Credit Hours.

Course #	Course Title	QCH
CP 101B	Introduction to Computer Programming	12.0
CP 102B	Microsoft Windows 2000 and Office XP	12.0
CP 103B	Visual C#.NET	12.0
CP 104B	Database Design and Management	12.0
CP 105B	Designing and Implementing Web Solutions	12.0
CP 106B	Local Area Network (LAN)	12.0
CP 201B	Systems Analysis	7.5
CP 202B	Java	7.5
CP 203B	Advanced VB	7.5
CP 401A	Dynamic Web Applications	12.0
CP 402	Information Security	12.0
CP 403	Oracle Programming	12.0
CP 404	Advanced Relational Database with Oracle	12.0
CP 405	Advanced System Analysis and Project Management	12.0
GE 101	English Composition I	4.5
GE 201	English Composition II	4.5
GE 205	College Algebra	4.5
GE 300	Oral Communication	15.0
GE 301	Business Organization and Dynamics	15.0
GE 400	Advanced Composition and Communications	15.0
Total Number of Quarter Credit Hours Required for Graduation 213		

Network Engineering and Computer Technology

Bachelor of Science, B.S.

The objective of this program is to prepare the student with diverse education and training in network engineering and computer technology. The student will be prepared for entry-level employment as a local area or wide area network designer or network administrator. Graduates may enter positions that entail database technologies, data communications, operating system environments, and hardware platforms.

The program consists of 170 weeks, 154.5 Quarter Credit Hours of Network Engineering and Computer Technology theory and associated lab work in the areas of: applied concepts of electronics (basic, analog and digital), computer electronics, computer mechanics, computer operations, and computer networking, and 58.5 Quarter Credit Hours of General Education totaling 213 Quarter Credit Hours.

Course #	Course Title	QCH
CT 101B	Electronic Fundamentals	12.0
CT 102B	DOS/Hardware Fundamentals	12.0
CT 103B	Linux	12.0
CT 104B	Desktop Operating Systems	12.0
CT 105B	Peripherals and Data Communications	12.0
CT 106B	PC Troubleshooting and Configuration	12.0
CT 201B	Novell Networking	7.5
CT 202B	Windows Networking	7.5
CT 203B	TCP/IP and Routing	7.5
CT 400	Advanced Linux	12.0
CT 401	Database Concepts	12.0
CT 402	Cisco Routing and Switching	12.0
CT 403	Network Security	12.0
CT 404	Microsoft Server	12.0
GE 101	English Composition I	4.5
GE 201	English Composition II	4.5
GE 205	College Algebra	4.5
GE 300	Oral Communication	15.0
GE 301	Business Organization and Dynamics	15.0
GE 400	Advanced Composition and Communications	15.0
Total Number of Quarter Credit Hours Required for Graduation 213		

Online Distance Education Programs

The online distance education programs lead to a diploma in the area of study. 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.

Information Systems Security Diploma

This program is designed to meet the ever-increasing need for trained computer professionals in the area of information systems security. The program addresses the more popular security needs today and focuses on business security issues. The completion of this program will assist the student's preparation for the Security+ and CISSP certifications.

The program consists of 60 weeks, 72 Quarter Credit Hours of Information Systems Security and associated lab work.

Course #	Course Title	QCH
IS 101	Network Essentials	12.0
IS 103	Security Essentials	12.0
IS 105	Computer Forensics	12.0
IS 107	Cyber Security	12.0
IS 109	Recovery Planning	12.0
IS 111	Ethical Hacking	12.0
Total Number of Quarter Credit Hours Required for Graduation 72		

Medical Assistant Associate of Occupational Studies

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 necessary skills to obtain employment in the medical field working in both administrative and clinical areas within the health care field.

The program consists of 70 weeks, 72 Quarter Credit hours of medical theory (including five medical electives and two general electives), 13.5 Quarter Credit Hours of General Education, and 4.5 Quarter Credit Hours of Externship, totaling 90 Quarter Credit Hours.

Students may select either an on-ground or a 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 both options, a residential 160-hour externship is required at a medical facility.

Course #	Course Title	QCH
MA 140	Intro to Billing and Coding	4.5
MA 160	Pharmacology and Office Emergencies	4.5
MC 175	Law & Ethics	4.5
MA 178	Medical Assisting Clinical Duties I	4.5
MC 195	Medical Office Procedures	4.5
MC 215	Medical Office Management	4.5
MA 236	Terminology and Anatomy	4.5
MA 240	Laboratory Techniques	4.5
MA 250	Medical Assisting Clinical Duties II	4.5
MA 290	Medical Assisting Externship	4.5
Students Must Select 5 Of The Following 7 Medical Electives		
MA 150	Medical Assisting Financial Management	4.5
MA 180	Phlebotomy & IV Theory	4.5
MA 185	Microbiology Theory	4.5
MA 197	Patient Education and Safety in the Medical Office	4.5
MC 200	Computers and Healthcare Delivery Systems	4.5
MA 205	Electrocardiography	4.5
MC 205	Medical Transcription	4.5
Students Must Select 2 General Electives		
	General Elective	4.5
	General Elective	4.5
General Education Classes		
GE 101	English Composition 1	4.5
GE 105	Intro to Psychology	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 90		

Business Management Associate of Occupational Studies

The objective of this program is to prepare the student for entry level employment in the field of business management. Graduates of this program will have a working knowledge of fundamental business principles, financial accountability, business ethics, organizational behavior, business law, marketing, retail management, and customer service.

The program consists of 70 weeks, 76.5 Quarter Credit hours of Business Management theory (including five business electives and 13.5 Quarter Credit

Hours of General Education (including two general electives), totaling 90 Quarter Credit Hours.

Course #	Course Title	QCH
ACC 102	Intro to Accounting	4.5
BUS 110	Intro to Business	4.5
BUS 200	Business Management	4.5
BUS 210	Business Information Systems	4.5
BUS 220	Organizational Behavior	4.5
BUS 222	Business Law	4.5
BUS 230	Retail Management	4.5
BUS 240	Customer Service	4.5
BUS 290	Business Ethics	4.5
MKT 102	Intro to Marketing	4.5
Students Must Select 5 Of The Following 7 Business Electives		
BUS 107	Intro to E-Business	4.5
BUS 115	Office Systems	4.5
BUS 125	Motivating Employees	4.5
BUS 130	Multi-Media	4.5
BUS 215	Human Resource Management	4.5
BUS 228	Small Business	4.5
BUS 234	Advanced Office Systems	4.5
Students Must Select 2 General Electives		
	General Elective	4.5
	General Elective	4.5
General Education Classes		
GE 101	English Composition 1	4.5
GE 105	Intro to Psychology	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 90		

Course Descriptions

ACC-102: Intro to Accounting **4.5 Quarter Credit Hours**

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-110: Intro to Business **4.5 Quarter Credit Hours**

This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship and global business, management, marketing, production, information systems, and financial elements of business. The course provides a solid business foundation for more detailed and higher-level study in subsequent courses.

BUS-200: Business Management **4.5 Quarter Credit Hours**

This course introduces students to management philosophies in today's changing world. It includes coverage of globalization, ethics, diversity, customer service, and innovation from a managerial perspective.

BUS-210: Business Information Systems **4.5 Quarter Credit Hours**

The purpose of this course is to introduce the various information and communications technologies and to explain how information systems are used to solve problems and make better business decisions.

BUS-220: Organizational Behavior **4.5 Quarter Credit Hours**

This course examines organizational theory and application. A comprehensive review is made of individual, group, and organizational performance in relation to organizational structures in contemporary business settings.

BUS-222: Business Law **4.5 Quarter Credit Hours**

This business course introduces students to the multiple facets of business law including online commerce. The course emphasizes the basic concepts of how businesses are organized and operate within a legal environment.

BUS-230: Retail Management **4.5 Quarter Credit Hours**

This business course covers the principles and practices used in managing a retail business. Topics covered include site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the critical buying function.

BUS-240: Customer Service **4.5 Quarter Credit Hours**

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

BUS-290: Business Ethics **4.5 Quarter Credit Hours**

This course examines the dynamic role of ethics in modern society. Throughout the course, students analyze ethical standards through philosophical beliefs and values in personal and professional settings.

MKT-102: Intro to Marketing **4.5 Quarter Credit Hours**

This business course provides an introduction to marketing principles and practices. It covers the marketing process of taking a product from concept to consumer.

Business Electives

BUS 107: Intro to E-Business **4.5 Quarter Credit Hours**

This course provides an introduction to the opportunities, challenges and strategies for conducting successful E-Commerce ventures. Students will explore the impact of E-Commerce on business models, consumer behavior, and market segmentation for both Business-to-Business and Business-to- Consumer operations. The technical and infrastructure requirements for conducting business on the Internet, including security systems, payment systems and client/product support will be explored. Laws, regulations and ethical issues related to E-Commerce business practices will also be discussed.

BUS 115: Office Systems **4.5 Quarter Credit Hours**

This course provides the student with an in-depth knowledge of Microsoft Word, Powerpoint, and Excel. Emphasis is placed on applications in a business environment and on reports used to support decision-making.

BUS 125: Motivating Employees **4.5 Quarter Credit Hours**

This course focuses on motivating employees to recognize business opportunities. Topics covered include changing markets, customer service, sales, sales management and employee performance.

BUS 130: Multi-Media **4.5 Quarter Credit Hours**

This course provides the student with the fundamentals of using multimedia in a business environment. Topics covered include video, online media services, TV, audio, and software systems to support their applications.

BUS 215: Human Resource Management **4.5 Quarter Credit Hours**

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 228: Small Business **4.5 Quarter Credit Hours**

This course provides the basic principles of operating a small business. Topics include buying, pricing, promotions, location decisions, and planning.

BUS 234: Advanced Office Systems **4.5 Quarter Credit Hours**

This course provides the student with an in-depth knowledge of Microsoft Access and how Access is used in managing data and report development. Emphasis is placed on medical office systems.

General Education

GE 101: English Composition 1 **4.5 Quarter Credit Hours**

In this English Composition 1 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: Intro to Psychology **4.5 Quarter Credit Hours**

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 205: College Algebra **4.5 Quarter Credit Hours**

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

General Electives can transfer in classes from previous institutions, from classes within other Vatterott Programs, or student can submit life learning or CLEP or Challenge tests for transfer credits.

CAD-101: Basic Technical Graphics **12 Quarter Credit Hours**

A course designed to give the student a working knowledge of fundamental drawing practices and the geometric relationship of points, lines, and planes in space. Areas covered include the techniques of lettering, sketching, drawing of mechanical parts, sectional and auxiliary views, conventional drafting practices, and an introduction to computer aided drafting. Along with the knowledge of design, the student will be introduced to basic technical mathematics which is fundamental to the understanding of some of the advanced concepts presented in the course work. Students will participate in team dynamics exercises in a self-directed work environment designed to convey the importance of teamwork in highly effective organizations.

- | | |
|--|--|
| Graphic Communications and Technical Drawing | Technical Drawing with Instruments |
| Dimensioning and Notation | Lettering, Sketching and Line Techniques |
| Sectional Views | Geometric Construction |
| Auxiliary Views | Multi-view Drawings |
| Basic Technical Mathematics | |

CAD-102: Basic Computer-Aided Drafting 12 Quarter Credit Hours

A course designed to acquaint the student with the basic fundamentals of computer aided design with emphasis on AutoCAD software. Problems and solutions include construction of basic drawings, saving drawings, using a file system, modification of existing drawings, and plotting drawings using the computer plotter. Along with the knowledge of the AutoCAD software, the student will be introduced to basic technical geometry which is fundamental to the understanding of some of the advanced concepts presented in the course work. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.

Getting Started	Dimension Styles and System Variables
Basic Technical Mathematics: Geometry	Editing with Grips
Hatching	The User Coordination System
Draw Commands	Blocks
Editing Commands	Editing Dimensions
Technical Drawing with AutoCAD™	Drawing Aids
Basic Dimensioning & Changing Dimension Settings	
Drawing Display and Creating Text Plotting Drawings and Draw Commands II	

CAD-103: Mechanical Detailing 12 Quarter Credit Hours

This course is designed to introduce the students to the industry accepted practices of the proper use of CAD in the design and engineering of mechanical parts and components. This knowledge is related to various industries, such as automotive, aerospace, and general machinery. Students will be expected to show an understanding of more advanced AutoCAD theory and how it will relate to mechanical design and engineering fields. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context.

Geometric Dimensioning and Tolerancing	
Gears	Fasteners
Cams	Springs
Pictorial Drawings	Assembly and Detail Drawings for Design

CAD-104: Mechanical Applications 12 Quarter Credit Hours

This course is designed to introduce the student to more advanced engineering CAD practices. The knowledge the students will gain will be related to mechanical engineering design field, in the way of industrial piping, welding, jig and fixture design as well as other design fields. Student will also gain a working knowledge of different materials and processes used in manufacturing, while continuing to expound upon their knowledge of CAD design. Students will explore today's business realities relating to effective communications designed to provide quality services to business customers and clients.

Piping	Electronics and Printed Circuit Boards
Welding	Structural Drafting
Jig and Fixture	Engineering Visualization

CAD-105: Residential Architecture 12 Quarter Credit Hours

During this course students will gain an in depth working knowledge of residential construction and the role of computer-aided design plays in the Architectural field. Each student will produce a selected set of residential working drawings that adhere to national standards. Students will also develop an understanding of the construction materials and principles involved in residential construction. Students

will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills.

Working Drawings of Small Homes	Typical Architectural Detail
Principles of Light Construction	Plotting Working Drawings Sets
Basic Residential Planning	
Residential Mechanical and Electrical Symbols	

CAD-106: Commercial Architecture 12 Quarter Credit Hours

In this course students will gain a basic knowledge of commercial construction and the role of computer-aided design as it applies to commercial architecture. Student will produce a selected set of commercial drawings that adhere to national standards. Students will also develop an understanding of the construction materials and principles involved in commercial construction and design. The students will have an opportunity to demonstrate their knowledge of structural design through the completion of a special project and report their findings. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment.

Floor Plan Components, Symbols and Development	
Concrete Methods and Materials	Foundation Systems and Components
Interior Elevations	Drawing Sections, Wall Sections and Details
Land Descriptions and Drawings	Orthographic Projection and Elevations
Steel Framing Methods and Materials	Plotting Working Drawing Sets
Access Requirements for People with Disabilities	

CAD-201: Introduction to Autodesk Inventor 7.5 Quarter Credit Hours

This course is design to introduce students to the world of parametric design through the use of Autodesk Inventor. This is an advanced solid modeling platform which is used as the primary design and engineering tool in many mechanical engineering departments through out industry. Students will complete a series of selected mechanical drawing labs to become familiar with the interface and command structure of Autodesk Inventor. The advantages of modeling with Autodesk Inventor will also be covered.

Introduction to Inventor	Assembly Modeling I
Assembly Modeling II	Part Modeling I
Advanced Part Modeling Techniques	Part Modeling II
Sheet Metal Modeling	Drafting
Engineering Presentation and Engineering	
Computer Modeling and Autodesk Inventor	

CAD-202: Advanced AutoCAD™ Concepts 7.5 Quarter Credit Hours

Throughout this course the student will be introduced to the more advanced features of the AutoCAD platform. These concepts will allow the student to take full advantage of the CAD program as an engineering design tool. These new features will also allow the student to become more proficient at using AutoCAD and increase their drawing accuracy and reduce drawing time.

External References	Advanced Plotting & Draw Commands
Object Grouping and Editing	Working with Viewports
Using the Geometry Calculator	Accessing External Databases
AutoCAD™ on the Internet	Introduction to Customization
Inquiry Commands, Data Exchange	Object Linking and Embedding

CAD-203: 3D Modeling and Visualization 7.5 Quarter Credit Hours

Students will be introduced to and gain a working knowledge of AutoCAD 3D modeling and visualization capabilities. Students will complete a series of selected drawing labs designed to acquaint them with the various aspects of working in 3D space utilizing the basic AutoCAD™ platform.

- | | |
|------------------------------------|---------------------------|
| Characteristics of Modeling | Working in 3D Space |
| Building Wireframe Models | Building Surface Models |
| Building Solid Models | Paper Space and 2D Output |
| Rendering Techniques | Working with Lights |
| Working with the Materials Library | Editing 3D Models |

COS-101: Introduction to Cosmetology 300 clock hours

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

Areas of study in this course include:

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

COS-102: Intermediate Cosmetology 300 clock hours

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

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

COS-103: Advanced Cosmetology 300 clock hours

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

Areas of study in this course include:

- | | |
|-------------------------------------|---------|
| Hair Coloring, Bleaches and Rinsing | Anatomy |
|-------------------------------------|---------|

COS-104: Cosmetology Science 300 clock hours

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

- | | |
|--------------------|-------------|
| Cosmetic Chemistry | Electricity |
|--------------------|-------------|

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

This course is designed to introduce the students to state laws of Cosmetology including sanitation laws and licensing laws. Students will also be introduced to the salon business and management as well as skills needed to find employment and

practice professional ethics for the job. This combination will serve as the basis for the examination. Areas of study in this course include:

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

COS-101N: Introduction to Cosmetology 250 clock hours

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

Areas of study in this course include:

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

COS-102N: Intermediate Cosmetology 250 clock hours

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

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

COS-103N: Advanced Cosmetology 250 clock hours

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

COS-104N: Cosmetology Science 250 clock hours

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

- | | |
|--------------------------|---------|
| Cosmetic Chemistry | Anatomy |
| Electricity Fundamentals | |

COS-105N: Cosmetology Business and Employment 250 clock hours

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

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

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

- | | |
|-----------|--|
| State Law | Miscellaneous lectures and test review |
|-----------|--|

CP-101: Introduction to Computer Programming 12 Quarter Credit Hours

Students are introduced to basic concepts of computing, computer hardware and software. This course introduces the procedures and tools used by computer programmers to design, develop, test, debug and document programs using the QBasic language. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.

Introductory Microcomputer Concepts	Variables
Computer Hardware & Software Selection	Constants/Flow Charts
Iteration	Structured Programming
Arrays	Read Data Statements
Modular Programming	Subroutines

CP-102: Microsoft Windows 2000 and Office XP 12 Quarter Credit Hours

In this course, the students will learn to effectively use Windows 2000 operating systems and a command line environment to manage computer resources. Using Microsoft Office XP, the student becomes proficient in Microsoft Word, Excel, and Access. The student is introduced to web site design and HTML through the use of Microsoft Front Page. 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 Windows 2000	Windows 2000 Command Line
File Management	Beginning and Advanced Word Techniques
Beginning and Advanced Excel Techniques	Beginning and Advanced Access Techniques
Web Site design using Front Page	Introduction to HTML

CP-103: Visual C# .NET 12 Quarter Credit Hours

This course introduces students to the concepts of programming using the C# .NET language. C# provides tools that make it easy to create graphical user interfaces similar to the tools that Visual Basic programmers have employed for years. C# also provides the ability to powerfully process data much like C++. Students will explore today's business realities relating to effective communications designed to provide quality services to business customers and clients.

Computing and Programming	Data Types and Expressions
Methods and Behaviors	Arrays and Collections
Making Decisions & Repeating Instructions	
Introduction to Windows Programming	Programming Based on Events
Advanced Object-Oriented Programming	Handling Exceptions and Stored Data

CP-104: Database Design and Management 12 Quarter Credit Hours

This course introduces students to enterprise Database Management Systems, using relational database systems. Students design, develop, and implement database solutions using the application life cycle. Proper database design techniques are emphasized. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context.

Database models	Relational Database Model
Structured Query Language (SQL)	Database maintenance
Fundamentals of SQL Server	Database design
Table Creation	Sorting and Filtering
Normalization	Conceptual, Logic, and Physical Models

CP-105: Designing and Implementing Web Solutions 12 Quarter Credit Hours

The focus of this class is to give the students a foundation of knowledge of web site development and implementation. The course will teach students how to assess the needs of a business web site, develop conceptual and logical models, design and create the user interface, test, and publish the site. The class will teach HTML, JavaScript, and FLASH. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment.

Analyzing Business Requirements	Macromedia Flash MX
Designing the User Interface	JavaScript
Conceptual and Logic Design	Typography, Graphics, and Multimedia
Testing the Solution	The Design Process
Managing a Web Site	

CP-106: Local Area Network (LAN) 12 Quarter Credit Hours

Students learn the fundamentals of network technology, focusing on networking hardware, topology, and schema. Students will learn to setup Microsoft Windows 2000 networks, manage the users, and install and maintain the system. Students will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills.

Basics of Local Area Networks	Types of Network Cabling
Different Topologies	File Server Installation
Workstation Installation	Windows Setup on the Network
Data Recovery	Network Printing
User Setup/Windows 2000	

CP-201: Systems Analysis 7.5 Quarter Credit Hours

This class will teach the students how to analyze business requirements and define technical solution architectures that optimize business results. The students will learn how to define the project scope, security requirements, performance and maintainability requirements, define the technical architecture for a solution, develop conceptual and logical models, and develop the solution.

System Analysis and Design	Project Management
Client-Server Technology	Application Development
Microsoft Solutions Framework	Analyzing Business Needs

CP-202: Java 7.5 Quarter Credit Hours

This course is designed to enable the student to develop applications and applets using the Java programming language. The course introduces students to object-oriented programming concepts along with the Java syntax. Fundamentals of structured logic are reinforced along with object-oriented programming techniques.

Using Methods in Java	Animation and Multi-threading
Using Classes in Java	Input, Selection and Repetition
Using Objects in Java	JavaScript Objects and Events
Inheritance	Creating JavaScript Programs
Applet Creation	Exception Handling

CP-203: Advanced VB (VB.NET)

7.5 Quarter Credit Hours

VB.NET is centered on creating desktop applications in the .NET development environment. Students gain an understanding of the .NET framework, and how VB.NET integrates with the framework. The course focuses on developing desktop solutions utilizing new .NET technologies and functionality.

.NET Framework	Windows Common Controls
CLR	Class Modules
JIT Compiler	SQL
ADO.NET	MDI

CP-401: Dynamic Web Applications

12 Quarter Credit Hours

This course will familiarize students with ways to create dynamic (Active Server Pages, or ASP) Web applications using server side technologies. This course will focus upon the techniques of using ASP.net to process form data from the client, the techniques of sending out emails from a web page and using ASP.net to read and write information to server files. Also, this course will demonstrate how ASP.net can be used to interact with other computer applications on the server, build web applications that interact with a database, and the techniques and theory in developing Web services and mobile applications.

Server-side Processing	Bind Data to ASP.Net Controls
HTML Processing	DataGrid Control
ASP.Net Rich Controls	ASP.Net Errors
Manipulate Web Page Code	Create Files from ASP.Net

CP-402: Information Security

12 Quarter Credit Hours

Students will become knowledgeable regarding various security technologies. Through extensive hands on projects and case studies, graduates of this class will be proficient in industry standard security technologies. This course prepares the student to take the CompTIA Security+ exam.

Networking Security Fundamentals	Network Defense and Countermeasures
Firewalls and Intrusion Detection	Web Security
Operating Systems Security	

CP-403: Oracle Programming

12 Quarter Credit Hours

Students will learn the fundamentals of Oracle and understand PL/SQL. This course prepares students to take the Oracle Certified Application Developer Exam (1Z0-001 and 1Z0-101).

Introduction to Oracle	Client Server Databases with Oracle
Creating and Modifying Database Objects	Introduction to PL/SQL
Advanced PL/SQL Programming	

CP-404: Advanced Relational Database with Oracle

12 Quarter Credit Hours

Students will learn to use the Oracle Application Developing Tools to generate forms, reports, and charts in a unified application. This course prepares the students to take the Oracle Certified Application Developer Exams (1Z0-121, 1Z0-122, and 1Z0-123).

Creating Oracle Data Block Forms	Creating Custom Forms
Advanced Form Builder Topics	Using Report Builder
Using Graphics Builder	
Creating an Integrated Database Application	

CP-405: Advanced System Analysis and Project Management

12 Quarter Credit Hours

This course will provide students with a foundation in Object-Oriented design and development, as well as providing necessary project management skills for the IT professional. This course will prepare the student to take the IT Project+ Certification exam from CompTIA.

Models and UML Notation	Object Oriented Requirement Models
Risk Management	Project Integration
Object Oriented Design and Development	
Scope, Time, Cost, and Quality Management	
Planning, Executing, Controlling, and Closing a Project	
Project Management Processes	

CT-101: Electronic Fundamentals

12 Quarter Credit Hours

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	Digital Theory
Ohm's Law	Number Systems
Series Circuits/Parallel Circuits	Digital Logic
Series-Parallel Circuits	Gates
Electrical Quantities and Components	IC Specifications
Flip Flops	AC Theory:
Memory Circuits	Magnetism and Electromagnetism
Counters	AC Quantities
Registers	The Oscilloscope
Reactive Components	Semiconductor Theory
Semiconductor Materials	P-N Junctions

CT-102: DOS/Hardware Fundamentals

12 Quarter Credit Hours

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	Troubleshooting
Directory Structure	Hardware Fundamentals
Syntax	Computer Terminology
File Management	Disk Drive Types
Batch Files	Diskette Capacities
Installation and Configuration	

CT-103: Linux

12 Quarter Credit Hours

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-104: Desktop Operating Systems 12 Quarter Credit Hours

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-105: Peripherals and Data Communications 12 Quarter Credit Hours

Students will learn to install and troubleshoot computer peripherals, utilize the internet, and be introduced to data communications technology. 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-106: PC Troubleshooting and Configuration 12 Quarter Credit Hours

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-201: Novell Networking 7.5 Quarter Credit Hours

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

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

CT-202: Windows Networking 7.5 Quarter Credit Hours

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

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

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

CT-400: Advanced Linux 12 Quarter Credit Hours

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	Installation and configuration
Display Managers (e.g., KDE, GNOME)	Basic shell scripts
Daemon and process management	Printing Services (lpr, CUPS, etc.)
Network Services (SSH, Samba, NFS, etc.)	Logging and Monitoring
Internet Services (Apache, DNS, FTP, etc.)	Software Management (RPM, deb, compile)

CT-401: Database Concepts 12 Quarter Credit Hours

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

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

CT-402: Cisco Routing and Switching 12 Quarter Credit Hours

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

CT-403: Network Security 12 Quarter Credit Hours

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

CT-404: Microsoft Server 12 Quarter Credit Hours

This course will teach students a variety of advanced server topics. The curriculum maps to the MCP exam objectives for the current Microsoft server product.

Server Installation	NT4 to Windows 2000 upgrade
Migration techniques	Active Directory
Configure and manage distributed file system	
Monitor and optimize system performance	Configure and troubleshoot storage use
Implement and monitor security	Troubleshoot network connections
Configure driver signing	

EM-101: Electrical Principles 12 Quarter Credit Hours

Students will study electrical safety techniques, basic electrical principles, electrical hardware, 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 & Fire Extinguishers	Equipment Lockouts
Electron Flow	Electrical Instrumentation and Measurements
Electrical Materials and Devices	Transformers and Electromagnetism
Ohm's Law and Usage	Series and Parallel Circuits
Different Types of Electrical Circuits	Introduction to Electrical Motors
Circuit Requirements and Overcurrent Protection	
Circuit Characteristics	Electrical Conductors
Introduction to Residential Electrical Circuits	

EM-102: Residential Wiring 12 Quarter Credit Hours

This course is unique in that it includes a full set of actual house plans. The format is for the student to simultaneously use the National Electrical Code (NEC), the textbook, and the plans. The student will use typical house plans to calculate the service, size the overcurrent protection, and draw and wire the branch circuits. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.

Safety	Plans and Specifications
National Electrical Code (Introduction)	Symbols and Notations
Conductors (Sizing, Temperature Limits, and Color Code)	
Outlets, Devices and Fixtures	Remodeling
Calculations (Service, Overcurrent Protection and Branch Circuits)	
Box and Conduit Fill	Transformer Connections
TV, Telephone and Door Chimes	Grounded, Grounding, & Bonding
Smoke and Carbon Monoxide Detectors	Circuit Requirements – 120 /240 volts

EM-103: Commercial Systems 12 Quarter Credit Hours

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. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context.

Math	Wiring Methods
Cutting and Bending Conduit	Equipment Control Circuits
NEC Rules and Regulations	Circuit Overcurrent Protection
Industrial Power Panels	Conductor Selection

EM-104: Commercial Applications 12 Quarter Credit Hours

The student will study commercial electrical hardware items and how to install them. Electrical drawings and the symbols that are used on the drawings, commercial electrical systems, motor and transformer installation and control, lighting and circuit overcurrent protection will be studied. Students will explore today's business realities relating to effective communications designed to provide quality services to business customers and clients.

Conduit Bending	Wiring Raceways
Short Circuit Calculations	Transformer Operation
Power Distribution Systems	Wire Sizing
Overcurrent Devices	Power Factor
Commercial Blueprint Reading	Wiring Methods
NEC Requirements	Math
Electrical Schematics	

EM-105: Industrial AC Systems 12 Quarter Credit Hours

Students will study various three-phase motor installations, electro-mechanical motor controls, and control systems wiring that are used in modern industrial plants and machinery. Mechanical input control devices and industrial voltage transformer connections and systems are also studied. Students will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills.

Power Usage in Industry	Across-the-line AC Starters
Three-Phase Induction AC Motors	Pilot Control Devices
Three Wire Motor Control	Two Wire Motor Control
Electrical Braking of Motors	Special Types of AC Motors
Complex Machine Control Circuits	Math

EM-106: Industrial DC Systems 12 Quarter Credit Hours

Students will study troubleshooting techniques for electrical controls. Multiple topics related to industrial DC systems will also be covered. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment.

DC Motors	PLC Installations
PLC Maintenance	PLC Control Diagrams
DC Motor Control Methods	Solid State Variable Frequency Control
Digital Logic	Semi-Conductor Concepts
Solid State Sensors and Transducers	Ladder Control Logic Techniques
Oscilloscope Techniques	Fiber Optic Techniques
Math	

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

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

Computer Hardware	Computer Software
File Management	CAD Fundamentals
Entity Creations Commands	Entity Modification Commands

Dimensioning Commands	Block Fundamentals
Electrical/HVAC Drawings	Print Documentation
Creation of Drawings	

EM-202: Programmable Logic Controllers (PLC's) 7.5 Quarter Credit Hours

Students will study PLC's. Operation, configuration, and programming will be examined. Hands-on training will include system set-up, programming, and trouble-shooting.

Introduction to PLC's	Numbering Systems
Programming Devices	Processor Units
Memory Organization	Basic Ladder Diagrams
Inputs/Outputs (I/O)	Relay Type Instructions
Programming Considerations	Latching/Unlatching Instructions
MCR Instructions	Timer Instructions
Counter Instructions	Comparative Instructions
Shift Registers and Sequencers	Program Flow Instructions
Math Functions	PLC Networking
Jump Instructions	

EM-203: Advanced Troubleshooting Techniques 7.5 Quarter Credit Hours

Students will utilize troubleshooting flow charts identifying problems causes-remedies in the systematic elimination of malfunctions of systems or processes. System designs, components, equipment and controls will be examined to study proper sequence of events and desired results.

Emphasis on Workplace Safety	Electrical Drawings and Symbols
Troubleshooting Methods and Procedures	
Motor Control Circuits	Meter Symbols and Terminology
Mechanical and Solid-State Switches	Special Meters
Programmable Controller Input/Output (I/O) Sections	
Human-Machine Interface (HMI) Development	
Motor Starters and Relays	AC Motor Electrical Problems
HMI as a Troubleshooting tool	AC Motor Mechanical Considerations
Programmable Controller Networking	Information Gathering for Repairs
Visual Basic Programming	

GE- 101 English Composition I 4.5 Quarter Credit Hours

In this English Composition I course, students develop written communication skills. The course materials place an emphasis on the principles of 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-105 Introduction to Psychology 4.5 Quarter Credit Hours

This psychology course 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 4.5 Quarter Credit Hours

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 4.5 Quarter Credit Hours

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. Students give special attention to the development of a mature style of writing and to the research, mechanics.

GE-205 College Algebra 4.5 Quarter Credit Hours

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

GE-300: Oral Communication 15 Quarter Credit Hours

This course will focus on the communication skills essential when talking with one person, in a group, or in front of an audience. Students will learn and understand the different channels and manners in which we communicate verbally and non-verbally. The communication process, perception, language, active listening, and non-verbal messages will be presented. The student will learn to plan, research, organize and deliver effective presentations.

Written Business Correspondence	Impromptu Speech
Developing Business Plans	Presentations Using Visual Aids
Budget Development and Analysis	Informative Speech
Business Proposals	Persuasive Speech

GE-301: Business Organization & Dynamics 15 Quarter Credit Hours

This course prepares the student for the business world by providing a foundation in general business concepts and philosophies. Students will learn to identify and solve common business dilemmas, formulate business plans, manage employees, evaluate ethical decisions, and assess economic, industry, and global conditions. Fundamental principles of management, marketing, and financial analysis are also included.

Group & Organizational Dynamics	
Philosophy and Application of Organized Labor	
Multicultural Organizations	Software Copyright Laws
Cultural Sensitivity	Email/Internet Ethical Practices
Quality Management Principles	Email Authentication

GE-303 American History I 4.5 Quarter Credit Hours

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 4.5 Quarter Credit Hours

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 4.5 Quarter Credit Hours

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 4.5 Quarter Credit Hours

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 Communications 4.5 Quarter Credit Hours

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.

GE-400: Advanced Composition & Communications 15 Quarter Credit Hours

This course enables the student to build upon the basic writing principles presented in the previous communication courses. This course expands upon the essentials of communication utilizing a unique and dynamic model that integrates context, audience, message, purpose and product. This model provides a consistent tool and strategy that can be used in every communication situation, enabling the student to convey complex concepts and ideas in a clear and concise manner.

- | | |
|------------------------------|--------------------------|
| Ethics in Communications | Media Releases |
| Editing and Practice Writing | Technical Publications |
| Video Techniques | Specialized Publications |
| Public Relations | |

HV-101: Electricity Fundamentals 12 Quarter Credit Hours

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 | Controls and Loads |
| Motors and Motor Protection | Series and Parallel Circuits |
| Troubleshooting and Capacitors | Electric Meters and Uses |
| Electrical Components and Symbols | Troubleshooting Electric Circuits |
| Ohm's Law | Electronic Devices and Circuits |

HV-102: Refrigeration Fundamentals 12 Quarter Credit Hours

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 | |
| Recovering, Recycling, and Reclaiming | Refrigeration Components |
| Saturation Temperature versus Pressure | Metering Components |

- | | |
|---------------------------|---------------------------------|
| Refrigeration Accessories | Soldering and Brazing |
| Flaring and Swagging | Dehydration-Evacuation-Charging |
| Cycle Controls | |

HV-103: Air Conditioning 12 Quarter Credit Hours

Students will understand air properties, load calculations, and how to check and troubleshoot refrigeration and electrical problems on air conditioning equipment. 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 | Psychometrics |
| Split System Troubleshooting | Heat Pump Theory and Components |
| Residential Load Calculations | Charging Procedures |
| Duct Sizing and Design | Wiring Diagrams |

HV-104: Heating 12 Quarter Credit Hours

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

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

HV-105: Residential HVAC Systems 12 Quarter Credit Hours

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
- Refrigerant Leak Testing Procedures, Techniques and Modern
- Air Distribution Basics and Air Flow Dynamics
- Test Equipment
- 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-106: Boiler/Piping 12 Quarter Credit Hours

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

HV-201: Commercial Refrigeration 7.5 Quarter Credit Hours

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

HV-202: The Business / Challenges of the Skilled Trade Industry 7.5 Quarter Credit Hours

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
- Building Design and Code Considerations
- Developing a Business Plan
- Financing Options
- Budgets and Profit / Loss Statements
- Estimating, Bidding, Scheduling
- Project Management
- Drawings, Plans, Permits, Licenses
- Lien Waivers
- Proprietorships, Partnerships, Corporations

HV-203: Industry Credentials and Certifications 7.5 Quarter Credit Hours

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

IS-101 Network Essentials 12 Quarter Credit Hours

This course covers networking basics including network topology, network hardware, Ethernet, network design and troubleshooting, TCP/IP, switching and routing, e-mail, multimedia networking, the Internet, Windows, UNIX and Linux, and other network operating systems and protocols. This course helps students prepare for the CompTIA Network+ Certification Exam.

IS-103 Security Essentials 12 Quarter Credit Hours

This course covers the fundamentals of information security. The course examines topics including network and systems security, risk mitigation and management, IS threats and vulnerabilities, cryptography, and IS security countermeasures. Additional major instructional areas include principals of information security, information system security threats and vulnerabilities, network and systems security, and security maintenance and management. This course covers concepts in the CISSP Body of Knowledge.

IS-105 Computer Forensics 12 Quarter Credit Hours

This course covers the tools and techniques of computer forensics and investigations and prepares students to acquire, preserve, and analyze digital evidence. Additional areas of emphasis include forensics tools, policies and procedures, and operating system considerations.

IS-107 Cyber Security 12 Quarter Credit Hours

This course covers the basics elements of cyber security threats, vulnerabilities, and controls from a homeland security perspective for protecting yourself and your business from cyberthreats. Key course elements include cybercrime threats, the need for information assurance, controversial cybercrime issues, cyber laws and regulations, and methods of preventing cybercrime.

IS-109 Recovery Planning 12 Quarter Credit Hours

This course provides students with the knowledge and ability to develop business continuity plans and disaster recovery plans based on organizational requirements. Additionally, this course covers the roles and responsibilities of key personnel, risk assessment and risk management, and data backup and recovery processes, and key corporate policies and procedures as they pertain to contingency planning and disaster recovery planning.

IS-111 Ethical Hacking 12 Quarter Credit Hours

This course covers the tools and techniques of discovering network and computer vulnerabilities through the use of ethical hacking techniques and system security testing procedures. Areas of focus include various computer and network attacks, penetration testing, social engineering, hacking web servers, hacking wireless networks, operating system and application vulnerabilities, and firewalls and intrusion detection systems.

MA 140: Intro to Billing and Coding 4.5 Quarter Credit Hours

This course provides the student with a basic understanding of the field of medical insurance billing and coding and its impact on the U.S. health care system and economics of health care delivery.

MA 160: Pharmacology and Office Emergencies 4.5 Quarter Credit Hours

This course covers concepts and information required for the medical assistant to demonstrate an understanding of pharmacology, perform drug administration, recognize office emergencies, and perform basic first aid procedures.

MC-175: Law & Ethics **4.5 Quarter Credit Hours**

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 documentation of allied health professional. Ethical components of the course include those that a professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

MA-178: Medical Assisting Clinical Duties I **4.5 Quarter Credit Hours**

This course will train the student in basic clinical duties. Topics will include phlebotomy, pre-physical exam preparation, instruments, minor surgery preparation, radiology preparation, vital signs, and measurements. Lab exercises are accompanied by explanations and procedures for performing lab exercises.

MC 195: Medical Office Procedures **4.5 Quarter Credit Hours**

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

MC-215: Medical Office Management **4.5 Quarter Credit Hours**

This course is an overview of both effective patient care and sound business practices in the medical facility. 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 & compliance, responsibilities of the manager, and medical marketing.

MA 236: Terminology and Anatomy **4.5 Quarter Credit Hours**

This course covers medical terms and symbols commonly used in health care. In addition, the course covers the terminology, structure, function, and common disorders associated with all the body systems of the human body.

MA-240: Laboratory Techniques **4.5 Quarter Credit Hours**

This course is designed to provide students with a complete understanding of the most common procedures and techniques of tests as they apply to the ambulatory care setting. Objectives include a theory overview of urinalysis, blood collection, hematology, chemistry, and immunology. This course will utilize medical simulation programs to expand on basic techniques of lab. This is not a clinical class.

MA 250: Medical Assisting Clinical Duties II **4.5 Quarter Credit Hours**

This course covers skills and knowledge required for the medical assistant to identify and practice clinical medical assistant duties in the medical office. Topics include, but are not limited to; phlebotomy, assisting with minor surgery, physical and medical specialty exams; clinical laboratory testing procedures; radiology; electrocardiology and pulmonary function testing, and physical therapy and rehabilitation. Lab exercises are accompanied by explanations and procedures for performing lab exercises.

MA 290: Medical Assisting Externship **4.5 Quarter Credit 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.

Medical Electives

MA 150: Medical Assisting Financial Management **4.5 Quarter Credit Hours**

This course covers the skills and knowledge required for the medical assistant to perform financial management duties in the medical office. Topics include, but are not limited to, banking and accounting procedures, claims processing, and medical coding and billing.

MA-180: Phlebotomy & IV Theory **4.5 Quarter Credit Hours**

This course will cover equipment, safety procedures, theory in regard to arterial blood gases, and further detail of phlebotomy theory. The theory behind intravenous methods is also explored. This is not a clinical class.

MA-185: Microbiology Theory **4.5 Quarter Credit Hours**

This course is devoted to microbiology as it relates to health related professions. Students will get an introduction to microbiology, discussion on the major groups of microorganisms and multicellular parasites, as well as infectious diseases of humans and how to control microorganisms. This is not a clinical class.

MA 197: Patient Education and Safety in the Medical Office **4.5 Quarter Credit Hours**

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.

MC-200: Computers and Healthcare Delivery Systems **4.5 Quarter Credit Hours**

This course provides the student with a historical development of healthcare delivery systems, including concepts and theory related to financing, regulatory agencies and organizations related to the providing of healthcare. Students are also introduced to software such as Medisoft for patient file creation, file maintenance, and insurance billing.

MA-205: Electrocardiography **4.5 Quarter Credit Hours**

This course is designed to help students understand and interpret basic dysrhythmias. Topics include: basic electrocardiography, sinus mechanisms, atrial, junctional, and ventricular rhythms, and an introduction to the 12-lead ECG.

MC-205: Medical Transcription **4.5 Quarter Credit Hours**

This course is designed to help understand medical transcription and prepare for workplace success. Students will learn the fundamentals of medical transcription, understanding medical documents, proofreading, and the transcription process. The course will also build the skills needed in transcription through use of simulations.

Appendix A - Course Descriptions

General Education

GE 101: English Composition 1

4.5 Quarter Credit Hours

In this English Composition 1 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: Intro to Psychology

4.5 Quarter Credit Hours

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 205: College Algebra

4.5 Quarter Credit Hours

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

General Electives can transfer in classes from previous institutions, from classes within other Vatterott Programs, or student can submit life learning or CLEP or Challenge tests for transfer credits.

Appendix B

Academic Calendar

Start Date	End Date – 50 Weeks	End Date – 60 Weeks	End Date – 70 Weeks	End Date – 90 Weeks	End Date – 170 Weeks
01/12/09	12/24/2009	03/04/10	5/13/2010	07/22/10	09/30/10
03/23/09	3/4/2010	05/13/10	7/22/2010	09/30/10	12/09/10
06/01/09	5/13/2010	09/30/10	9/30/2010	02/17/11	02/17/11
08/10/09	7/22/2010	02/17/11	12/9/2010	07/07/11	04/28/11
10/19/09	9/30/2010	12/09/10	2/17/2011	04/28/11	07/07/11
12/28/09	12/9/2010	02/17/11	4/28/2011	07/07/11	09/15/11
03/08/10	2/17/2011	04/28/11	7/7/2011	09/15/11	11/24/11
05/17/10	4/28/2011	07/07/11	9/15/2011	11/24/11	02/02/12
07/26/10	7/7/2011	09/15/11	11/24/2011	02/02/12	04/21/12
10/04/10	9/15/2011	11/24/11	2/2/2012	04/19/12	06/21/12
12/13/10	11/24/2011	02/09/12	4/12/2012	06/28/12	08/30/12

Day and Evening Class Schedule

Morning Classes

Monday through Thursday
8:00 a.m. to 12:30 p.m.

Afternoon Classes

Monday through Thursday
1:30 p.m. to 6:00 p.m.

Evening Classes

Monday through Thursday
6:00 p.m. to 10:30 p.m.

Class hours are subject to change or vary based on student needs

Appendix C

Advisory Committees

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

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

- A. Reviewing, at least annually, the established curricula of the program and comment as to its objectives, content, and length, and the adequacy of the facility and equipment.
- B. Reviewing and commenting on each new program including the appropriateness of curriculum, objectives, content and length, prior to Accreditation recognition.
- C. Reviewing and commenting at least annually on student completion, placement, and where required, state licensing and examination outcomes of each program.

Campus Advisory Committees

Building Maintenance

Martin Tribl – Comfort Engineering Co. – President
 Alan Arky – CB Richard Ellis – Chief Engineer
 Jim Hilf – Duke Realty Corp. – Sr. Operations Manager
 Don Arendt – Bethesda Health Group – Facility Manager
 Mike Baker – Duke Realty Corp. – Operations Manager
 Jim Doolan – Perfection – Owner / Operator
 Jeff Tribl – Comfort Engineering Co. – Engineer
 John Endebrook – Metro – Senior Project Manager
 Anthony J. Gennaro – Blue Ribbon Inspection Service LLC – Inspector/President

Business Management

Robert Pauley – Career Strategies, LLC
 Roseann Mabry – Office Team
 Gene Kivett – McGraw Hill
 Julie Krapf – MidWest Bank
 Jeannie Braun – Fenton Chamber of Commerce
 Suzanne Bennett – Liberty Mutual
 Kevin Scott – Visionary IT Services
 Stan Fine – TQM Labs
 Lois Weir-Jungers – CHE Consulting
 Tammy Durbin – Kelly Services

Computer Aided Drafting

Mark Roberts – MDA Mechanical Dynamics & Analysis – CAD Designer
 Kevin Wallis – Code Consultants, Inc. – Production Manager
 David T. Duncan – Professional Employment Group – Sr. Technical Recruiter
 Brett Rossomanno – Ross & Baruzzini – Mechanical Designer
 Rachel Dazey – Professional Employment Group – Technical Recruiter
 Melanie Perry – BJC Healthcare – CADD Coordinator
 Joe Dale – Dale Architectural Services – Architect
 Mark James – AALCO Manufacturing – Draftsman
 Peter Spack – Studio Spack – Scenic Designer
 Margery Brugdorf – Studio Spack – Senior Designer

Computer Technology

John Schmerold – Katy Computer Systems
 Jason Balicki – Frontier Financial
 Jan Bryzeal – REJIS
 Don Schlag – Lindenberg Technologies
 Dennis Pyatt – Industrial IT Recruiter
 Mike Lecours – The Gund Company
 Justin Curless – Anheuser-Busch
 Jonathan Koebe – CHE Consulting

Cosmetology

Denise Schellman – Hair & Body Works Salon
 Donna Wolken – Creative Image Salon
 Donna Schillinger – Salon Moxi
 Monica Park – Salon Moxi
 Teresa Edgerton – Tresses Salon

Electrical

Jerry Reinhold – Reinhold Electric – Owner
 Lee Holms – Sunnen Products Company – Manager Human Resources
 Earl Leach – Cambridge Engineering – Production Manager
 Darla Gibson – Cambridge Engineering – Manager of Business Operations
 Joe Morgan – Integrity Electric – Owner
 John Stacey – City of St. Louis – Chief Electrical Inspector / Acting Chief Trades Manager
 Jerry Feagans – City of St. Louis – Lead Electrical Inspector
 Amanda Brittingham – Ameren – Talent Sourcing Specialist

Appendix C - Advisory Committees

Heating, Air Conditioning & Refrigeration

Mark Bemberg – Dawson Dodd – Sales/HVAC Journeyman
Greg Bonebrake – Bonebrake Heating & Cooling – Owner/Service Manager
Paul Brockfield – Mechanical Supply Co. – Hydronics Engineer
Christopher Kunst – Westport Heating & Cooling – Owner/Service Manager
Charles Lizenby – Lizenby Mechanical – Owner
Don Arendt – Bethesda Health Group – Senior Facility Manager
Dan Andrews – St. Louis Sheet Metal Workers – Coordinator
Thomas Hoffmann – Hoffmann Brothers – President
Dan Simorka – Marriott Hotels – Director of Engineering
John Lueken – SMACNA/St. Louis – Exec. V.P.
Terry McDermott – United Refrigeration – Outside Sales
Scott Massa – Colliers Turley Martin Tucker – Maintenance Supervisor

Information Systems

Steve Herzog – American Optometric Association
Keith Hock – AmerenUE Transmission Services Business Center
Matt Phillips – ISA-St. Louis
Mark Risley – Boeing Corporation
Joe Fitzsimmons – Scottrade
Duane Risley – Major Brands
Lisa Martin – Supplies Network

Medical

Rachel Greenway – Clinic of Internal Medicine
Noel Casino – Staff Medical Practice Management
Angela DeGroot – Arthritis Consultants
Sue Mathis – Human Resources, Inc.
Jo Ann Merz – Med/Suburban Surgical Association
Mary Bournstein – Sunrise Assisted Living
Kaci Dixon – Radiant Research

Appendix D

School Administration and Faculty

Administrative Staff

Jamie Orf, Campus Director
Deborah Heider, Director of Education (Effective April 3)
Tadra Gillespie, Director of Admissions
Rick Worden, Admissions Coordinator
Dannie Hughes, Admissions Coordinator
Marina Palmieri, Admissions Coordinator
Renee Rodriguez, Admissions Coordinator
Dia Day, Admissions Coordinator
Sarah Squires, Retention Coordinator
Lee Ann Edwards, Retention Coordinator
Amber Tucker, Registrar
Norma Kern, Assistant Registrar
Linda Johnson, Director of Financial Aid
Anna Conner, Financial Aid Administrator
Deborah Collier, Financial Aid Administrator
Sarah Wymore, Campus Accountant
Renee Brakemeyer, Campus Accountant
Mike Greathouse, Director of Career Services
Marie Vogelsang, Career Services Coordinator
Mike Anderson, Helpdesk Administrator
John Beltram, Librarian
Amie Deddens, Receptionist
Bonnie Oxenfeld, Receptionist
Online Administrative Staff:
Dr. Larry Monteilh, Director of Education
Peggy Milster, Registrar
Sue Robinson, Admissions Coordinator
Ryan Ahillen, Retention/Career Services
Seana Beard, Financial Aid Administrator

Faculty

Rich Bartman (Building Maintenance Program Director, Instructor)

Rich holds an Associate degree in Industrial Management from Southern Illinois University-Edwardsville's adult continuing education program. Rich 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.

Bill Bradford (HVAC Instructor)

Bill is a graduate of Lorain County Community College, Elyria, Ohio, and has a Bachelor's degree from the University of Missouri, Columbia. Bill has over 25 years of experience in private industry in the HVAC field having performed duties in technical troubleshooting, systems design and sales, installation and project management. Bill is a certified HVAC Master and has served as an HVAC Technical Training Specialist as well as an HVAC Project Manager.

Lynn Brower (General Education Instructor)

Lynn holds an Associate's degree in General Studies from Southwest Illinois College and her Bachelor degree in Education from Southern Illinois University-Edwardsville. She has also accumulated an additional 16 graduate hours in Education. She is a certified instructor in the States of Missouri and Illinois. Prior to coming to Vatterott College, Lynn had 10 years of classroom instruction experience plus 2 years with the Teachers Academy of Illinois in working with training programs for elementary and secondary teachers. She has had over 10 years of private industry experience in the fields of customer service, personnel and business management.

Harry Eaton (Computer Technology Instructor)

Harry has a Bachelor's degree in Computer Information Science from Florida Metropolitan University, Clearwater, Florida. Prior to coming to Vatterott College, Harry taught computer programming and computer languages for three years at an area community college. Harry has over 15 years of experience in private industry working as a contract programmer, computer technician and network support specialist.

William (W.C.) Fields (HVAC Instructor)

W.C. holds his HVAC certification from Belleville Area College as well as the Department of Defense EPA CFC/HCFC certification. W.C. served with the United States Air Force for over 20 years where his experience included all aspects of installation, upgrades and service of diversified HVAC systems. Additionally, W.C. has experience in private industry that includes service and repair of mechanical equipment, code compliance, project management and staff management.

William Harvey (Information Systems Instructor)

Bill holds a Master's degree in Computer Resources and Information Management from Webster University and a Bachelor's in Business Administration with Computer Information Systems from St. Leo University in Atlanta, GA. For the past 11 years, Bill has taught a variety of courses at a local college and had served for 20 years in the United States Army specializing in Finance and Information Systems. Bill retired from active military duty with the rank of Major.

Doug Holst (Computer Aided Drafting Instructor)

Doug holds his Associate's degree in Computer-Aided Drafting from Southwestern Illinois College. He holds a certificate authorized by the American Institute for Design Drafters. Doug has over 15 years of private industry field experience in computer-aided drafting having served in architectural design, residential and commercial design, drafter-estimator, project engineer, project manager and field supervisor roles.

Richard Hudanick (Director of Education)

Rich has his Bachelor's degree in Business Administration from Southeast Missouri State University and his Master's in Business Administration from Fontbonne University. He has served as the Director of Education and as the Program Director of the Business Program with area colleges. Rich also taught business related courses in higher education for more than 5 years. He has experience in private industry having over 13 years in that environment in accounting, finance, retail management and personnel.

Jesse LaPlant (Building Maintenance Instructor)

Jesse is a graduate of the Vatterott College HVAC diploma program. Jesse has over 15 years of private industry field experience as a maintenance technician, maintenance supervisor, carpenter, installer, plumber and HVAC troubleshooter. In addition to his experience in private industry, Jesse served as a maintenance field technician during his six year tour of duty with the United States Marine Corps.

Christine Gruver (Cosmetology Director)

Christine Gruver started her profession in the Cosmetology field at North County Technical School. With over 16 years of experience in the field, Christine has been responsible for growth, retention and overall sales for 16/2600 nationwide salons. Christine joined Vatterott College in 2006 as a Cosmetology Instructor and is now Program Director. Christine was named Faculty of the Year in 2007

Cyrethia McMullen (Cosmetology Instructor)

Cyrethia attended Beauty Academy in 1976. Cyrethia has worked for Glemby International as well as being Owner of two salons. She has continued her education through Pivot Point International and is currently pursuing her Massage Therapist license. Cyrethia joined Vatterott College in 2007 as a Cosmetology Instructor.

Brian Myers (Computer Technology Instructor)

Brian holds an Associate's degree in Computer Systems and Network Technology and a Bachelor's degree in Network Engineering and Computer Technology from Vatterott College. Brian holds certifications in A+, CCNA, Linux+, and MCP. Brian has 9 years of experience in private industry as a POS Tech, network engineer as well as a network designer and installer.

Bruce Oram (Electrical Instructor)

Bruce studied Electrical Engineering at Ohio University, Parma, Ohio. For the past 24 years, Bruce has served as a field service supervisor and instructor for Allen-Bradley specializing in industrial controls, PLC, SLC and control logic. He also has previous experience as an instructor in basic electronics, industrial electricity, troubleshooting, electrical maintenance and RSLogix software. He has received several awards of recognition for his work in program and curriculum development in his field. Bruce served the United States Navy as Bench Technician, Instructor and Electronics Technician.

Terry Prater (HVAC Instructor)

Terry is a graduate of the Vatterott College HVAC/R diploma program. Prior to coming to Vatterott, he served 2 tours of duty with the United States Navy where his duties included repair and maintenance of heating systems as well as general aviation maintenance. He has experience in private industry that included installation of systems within the construction of electrical power stations. Terry holds an Excellence in Teaching Certification for classroom management, lesson plan development and curriculum consistency.

William “Jim” Ramming (Electrical Program Director, Instructor)

Jim holds a dual Bachelor’s degree in Business and in Engineering Management offered by the University of Missouri, Rolla, and Washington University, St. Louis. He also holds an Electrical Engineering degree from Missouri Technical College. Jim is a registered P.E. (Professional Engineer) as recognized by the State of Missouri. Jim has over 30 years of experience in private industry and in higher education in the field of electrical systems, automated controls, manufacturing technology and electrical course design and development. He has served as the International President of the Industrial Computing Society and the Manufacturing Director of the Society of Manufacturing Engineers.

Darrell Risley (Information Systems Instructor)

Darrell holds an Associate’s degree in Business from Wabash Valley Community College, Mt. Carmel, Illinois, and a Bachelor’s degree in Marketing from Eastern Illinois University, Charleston. Darrell holds certifications of training in QS9000/QSA Management, ISO9000/QS9000 Lead Assessor Training, Dunn and Bradstreet Educational Training, Excel, Access 2002 and the Maynard Research Council’s Certification of Proficiency in Time Study. Darrell has over 25 years of experience in private industry working as a systems analyst, special projects manager, custom software design and support and data base administrator. He also taught computer programming courses for an area community college for 3 years.

Ben Schaper (Electrical Instructor)

Ben is a graduate of the United States Air Force Technical Air Command Electrical School. He has over 40 years of service with the USAF in active and reserve duty spending the majority of that time training airmen in the electrical field. As an IMA, Ben was responsible for supervising the electrical and general maintenance of Vandenburg Air Force Base. Ben has over 25 years of experience in private industry as an electrician and had previously taught electrical and building trades courses for a local community college.

Tim Scott (Program Director of Business Program, Instructor)

Tim has a Bachelor’s degree in Business Administration from Central Missouri State University and a Master’s degree in Business Administration from American Intercontinental University. Tim has over 11 years of field experience in private industry having served as a controller, chief accountant, business manager, budgeting supervisor and property/inventory risk management. He has taught Business and Computer courses at a college level for the past seven years and was recognized as the “Instructor of the Year” while serving at a local college.

Wendy Sebastian-Peck (Cosmetology Instructor)

Wendy Sebastian Peck attended the Stage One-The Hair School, in Cape Girardeau, MO. Since 1999, Wendy has worked in the industry at salons such as The Green Door Day Spa, Tyemm’s Salon and Studio Y Salon. Not only has she worked as a stylist and color specialist, but also in marketing and promotions. Wendy started with Vatterott college in 2007 as a Cosmetology Instructor.

David Seward (Electrical Instructor)

David has attended Lewis and Clark Community College and Belleville Area Community College specializing in electronics and microcomputer programming. He has over 25 years of field experience in private industry in residential, commercial and industrial electricity. Previous to coming to Vatterott College, Dave taught electrical apprentice classes for the Independent Electrical Contractors Association at an area community college as well as electrical theory and NEC courses for the IBEW local #1.

Don Shrum (Program Director Computer Technology, Instructor)

Don is a graduate of Computer Data Institute, St. Louis, and holds an Associate’s degree in Computer Systems and Network Technology from Vatterott College. Don holds certifications in A+, Linux+, MCSE, CNE, CCNA and is a MCCT (Master Certified Computer Technician). Prior to coming to Vatterott, Don was employed in private industry for over 10 years where he provided network support for over 400 users and as a field service technician providing network installation, training and support. His exposure to the technical field resulted from his duty assignments during his tour of duty with the United States Marine Corps.

Vikki VanGaasbeek (Salon Manager)

Vikki Vangaabeek has been in the beauty industry over 30 years. Owner of 3 salons. Employed by one of the leading hair care manufacturers, traveling extensively educating salons, and instituting programs to train trainers. Vikki has remained dedicated to the power that education can bring on an ongoing bases. Vikki started at Vatterott College as a Cosmetology Instructor in 2007 and is currently Salon Manager.

Margaret “Peg” Weston (Computer Aided Drafting Instructor)

Peg is a graduate of St. Louis Community College with an Associate’s degree in Architectural Technology and has a Bachelor’s degree in business from National Lewis University. Peg has certifications in Unigraphics and Boeing Modeling and Drafting. Prior to coming to Vatterott College, Peg worked in private industry for over 15 years in CAD technical support, 3-D CAD mechanical applications and design projects for retail operations.

Addendum 05-23-2009

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.

The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the institution's Director in writing within 10 days of receiving the decision of the Director of Education.

The institution's Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution's Director will formulate a resolution.

Students who wish to contest the 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 Educational Centers, Inc. Student Affairs division for additional support via email at studentaffairs-sh@vatterott-college.edu.

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints.

If a student does not feel that the 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 of Technology
2101 Wilson Blvd. / Suite 302
Arlington, VA 22201
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the school 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 the Missouri Department of Higher Education, 3515 Amazonas Dr., Jefferson City, MO 65109-5717, phone: 573-751-2361, fax: 573-7516635.