

2009-2010

Vatterott College

Spring Valley Course Catalog

11818 I Street, Omaha, NE 68137

Phone: 402-891-9411 | Fax: 402-891-9413

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

Brian Carroll
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, Tennessee 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 (ACCSC). 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.

Authorized to operate by the Nebraska Department of Education as a private postsecondary career school..

Programmatic Accreditation:

The Medical Assistant Diploma program is accredited by the Accrediting Bureau of Health Education Schools.

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314
N. Falls Church, VA 22043
(703) 917-9503

The Advanced Medical Assistant Associate of Applied Science Degree program is accredited by the Accrediting Bureau of Health Education Schools.

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314
N. Falls Church, VA 22043
(703) 917-9503

The Dental Assistant Specialist Associate of Occupational Studies program is accredited by the Commission on Dental Accreditation.

Commission on Dental Accreditation
American Dental Association
211 East Chicago Ave.
Chicago, IL 60611-2678
(312) 440-2500

The Veterinary Technician Associate of Applied Science Degree program is accredited by the American Veterinary Medical Association.

American Veterinary Medical Association
1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360
(847) 925-8070

Memberships

American Business Women's Association (ABWA)
American Design and Drafting Association (ADDA)
American Society for Training and Development
Applied Information Management (AIM) Institute, Inc.
Better Business Bureau-Omaha
Career College Association
CompTIA
Greater Omaha Chamber of Commerce
Heating and Cooling Contractors Association (HAACA)
Human Resource Area Managers (HRAM)
Institute of Electrical and Electronic Engineers
Job Shadow Participant
Microsoft Authorized Academic Training Provider
Midwestern Career College Association
Midwest Information Systems Professionals (MISP)
Millard Jaycees
Millard Public Schools Project Payback Partner
Nebraska Council of Private Post-Secondary Schools
Nebraska Association of Student Financial Aid Administrators
Omaha Public Schools Adopt-A-School
Project Harmony Partner
Virtual University Enterprises (VUE)

Approvals

Veterans Education
Veterans Administration/Vocational Rehabilitation
Approved for Worker Reentry, Trade Readjustment
Act and Futures Program
Tri County Workforce Investment Board

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

Campus Location

Vatterott College Spring Valley Campus
11818 I Street
Omaha, Nebraska 68137
(402) 891-9411

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

Campus Facilities

Vatterott College Spring Valley Campus – Main Campus

The facilities located at 11818 I Street, just off 120th and L Streets, two minutes west of I-80. There is an abundance of free off street parking available.

An outstanding feature of the college is the large, modern building with 102,579 total sq footage, which it situates, along with its well-lighted, completely equipped classrooms and laboratories. The dental laboratory contains modern dental equipment and all necessary instruments and supplies, as well as X-Ray, EKG, physical therapy apparatus, examination tables, microscopes, and other equipment found in medical environments. Maximum class size is 30 students. Enrollment Capacity: 1200 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)
- Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the institution's receipt of the application and fee)
- Applicants with home school diplomas are required to present evidence to validate the credential. In the event the home school diploma cannot be verified by the state authority, the applicant is required to complete the GED and provide copy of transcript

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

Re-Entering Students

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

Non-Degree Non-Program Students

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

Admissions Information

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.

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 and for the 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 not to exceed \$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

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.

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

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

Commercial Art – 117 QCH
 Computer Technology – 117 QCH
 Dental Assistant – 130
 Heating, Air Conditioning and Refrigeration Mechanic – 117 QCH
 Medical Assistant – 114 QCH
 Personal Fitness Trainer – 97 QCH
 Pharmacy Office Assistant – 117 QCH
 Cosmetology – 3,150 Clock Hours

Associate of Applied Science

Alcohol Drug Abuse Counselor – 204 QCH
 Veterinary Technician – 265 QCH

Associate of Occupational Studies (AOS Degree)

Computer Systems and Network Technology – 175 QCH
 Graphic Art and Design – 175 QCH
 Heating, Air Conditioning and Refrigeration Technology – 175 QCH
 Pharmacy Technician – 175 QCH
 Advanced Medical Assistant – 184 QCH

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, notwithstanding these published standards.

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

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

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

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

Appeal to Grade Challenge & Course Work Appeals

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

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

Reinstatement

A student who has been academically dismissed may apply for reinstatement to the institution by submitting a written request to the Director of Education. The request should be in the form of a letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one grading period before they are

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

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. 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.

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.

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.
- No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.
- Do not tamper with other students' projects or equipment.
- No personal incoming calls. The courtesy telephone is to be used at break time only.
- Cellular phones, beepers, and pagers are a distraction during class and lab time and therefore must be kept in the off position. Calls may be made during break times only.
- Personal business must be handled after institution hours.
- Carelessness in safety will not be tolerated.
- Smoking is allowed only in designated areas.
- All students are expected to attend every class in which they are enrolled.
- Promptness and preparation are expected. Students are expected to be on time for every class. A student is considered tardy if he/she is 15 minutes late for class. A student may be suspended and, if the pattern is not corrected, expelled if continued tardiness impairs the instructor's ability to teach or any student's ability to learn.
- Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene. Torn and provocative clothes are not permissible. The following items of clothing are also unacceptable: hats

(unless approved by instructors), tank tops, tube tops, halters, and shirts with abusive or offensive language. Any students enrolled in a program that requires a uniform must wear the uniform to class every day.

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

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

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

Safety

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

Photographs

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

Institution Policies

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

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

Statement of Ownership

Vatterott College is owned by Vatterott Educational Centers, INC, principal offices located at 8580 Evans Ave., Berkeley, Missouri. The corporate officers of Vatterott Educational Centers, Inc. are Pamela Bell, President and Chief Executive Officer and Dennis Beavers, Chief Financial Officer.

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 President of Vatterott College, who will review the matter and render a decision.
4. The student may also file a complaint directly with the Department of Education at any time. The student may contact the 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. The student may contact the Program Director of Private Postsecondary Career Schools at the Nebraska Department of Education, 301 Centennial Mall South, P.O.Box 94987, Lincoln, NE 68509 (402) 471-2295
5. At any time, the student may also file a complaint with the institution's accrediting agency. Any complaint must be in written form.

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

Please direct all inquiries to:

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

A copy of the Commission's Complaint Form is available at the institution and may be obtained by contacting the 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 at Omaha Spring Valley Campus – Program Offerings

Diploma

Commercial Art
Computer Technology
Cosmetology
Dental Assistant
Heating, Air Conditioning and Refrigeration Mechanic
Medical Assistant
Personal Fitness Trainer
Pharmacy Office Assistant

Associate of Occupational Studies (AOS) Degree

Computer Systems and Network Technology
Graphic Art and Design
Heating, Air Conditioning and Refrigeration Technology
Pharmacy Technician

Associate of Applied Science (AAS) Degree

Advanced Medical Assistant
Alcohol Drug Abuse Counselor
Veterinary Technician

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

Program Offerings

Commercial Art

Diploma

The objective of the program is to provide students with the skills necessary for an entry level position as a graphic artist or creative artist. The Commercial Art Diploma program consists of 78 credit hours completed over 60 weeks.

Course #	Course Title	Quarter Credit Hours
CART 101	Illustration and Introduction to Topography	13.0
CART 102	Layout and Design Fundamentals	13.0
CART 103	Computer Illustration Design and Layout	13.0
CART 104	Digital Imaging	13.0
CART 105	Computer Page Layout and Design Production	13.0
CART 106	Introduction to Web	13.0
Total Number of Quarter Credit Hours Required for Graduation 78		

Computer Technology

Diploma

The objective of the program is to provide students with the skills necessary for an entry level position in the computer technology field upgrading, configuring or repairing PCs, or in a network installation, maintenance or support roles.

Specific courses in this program prepare the student to take exams for the following certifications: Comp TIA; Network+ Exam 2005; MS; Microsoft Exam; and CISCO. The Computer Technology Diploma program consists of 78 credit hours completed over 60 weeks.

Course #	Course Title	Quarter Credit Hours
CT 101	DOS/Windows Operating Systems	13.0
CT 102	Hardware Fundamentals	13.0
CT 103	Introduction to Application Design	13.0
CT 104	PC Repair and Peripherals	13.0
CT 105	Operating Systems Support	13.0
CT 106	Local Area Networks	13.0
Total Number of Quarter Credit Hours Required for Graduation 78		

Cosmetology

Diploma

The objective of this program is to provide the education and training to prepare students for the State Board Examination in Cosmetology. Class time will be spent learning the technical skills and theory of hairdressing, haircutting, permanent waving, hair coloring, manicuring, iron curling and the business. Students will study hair structure and hair chemistry to give students a better understanding of the chemicals with which they work. After receiving a professional cosmetology license, students will be able to perform any standard cosmetology service required in a beauty salon. Graduates will possess the skills to be employed as an entry-level cosmetologist.

The Cosmetology Diploma program consists of 2100 clock hours to be completed over a period of 70 weeks. The State of Nebraska Regulations 172 NAC 36 requires that each student completes a total of 2100 clock hours to be divided into the following areas:

Area	Clock Hours
Shampooing of all kinds	50
Hair coloring, bleaches and rinses	340
Haircutting and shaping	335
Permanent waving and relaxing	340
Hair setting, pin curls, finger waving, thermal curling	168
Comb outs and hair styling techniques	168
Scalp treatments and scalp diseases	30
Facial, eyebrow and lash dyes, and arches	68
Manicuring, hand and arm massage, treatment of nails	85
Cosmetic chemistry	25
Salesmanship and shop management	30
Sanitation and sterilization	11
Anatomy	20
State law	10
Miscellaneous lectures and test reviews	420

Course #	Course Title	Course Clock Hours
COS 101	Basic Cosmetology	300
COS 102	Intermediate Cosmetology I	300
COS 103	Intermediate Cosmetology II	300
COS 104	Intermediate Cosmetology III	300
COS 105	Advanced Cosmetology I	300
COS 106	Advanced Cosmetology II	300
COS 107	Advanced Cosmetology III	300
Total Number of Clock Hours Required for Graduation 2100		

Appendix A - Program Offerings

Dental Assistant

Diploma

The objective of this program is to provide students with the knowledge and skills necessary for an entry level position as Dental Assistants in private dental offices or dental clinics. The Dental Assistant Diploma program consists of 87 credit hours completed over a period of 60 weeks. Upon completion of the Dental Assisting Program students are eligible to sit for national boards. This is provided by Dental Assisting National Boards (DANB). After completing the boards the student will be a Certified Dental Assistant.

Course #	Course Title	Quarter Credit Hours
DNTL 101	Introduction to Dental Assisting	2.25
DNTL 102	Human Anatomy and Physiology	4.5
DNTL 103	Microbiology	2.25
DNTL 104	Dental Anatomy	4.5
DNTL 105	English	2.25
DNTL 106	Dental Terminology	2.25
DNTL 107	Introduction to Chairside	3.4
DNTL 108	Introduction to Radiology	5.64
DNTL 109	Introduction to Dental Materials	4.5
DNTL 110	Office Management	3.34
DNTL 111	Introduction to Computers	1.11
DNTL 112	Introduction to Dental Specialties	3.43
DNTL 113	Oral Pathology	2.28
DNTL 114	Speech	2.25
DNTL 115	Nutrition	2.25
DNTL 116	Pharmacology	2.25
DNTL 117	Dental Emergencies	2.25
DNTL 118	Intermediate Chairside	3.4
DNTL 119	Advanced Radiology	5.68
DNTL 120	Advanced Chairside	3.75
DNTL 121	Preventive Dentistry	2.25
DNTL 122	Human Relations	4.5
DNTL 123	Advanced Dental Materials	4.55
DNTL 126	Externship	10.67
DNTL 130	Career Search	1.5
Total Number of Credit Hours Required for Graduation 87		

Heating, Air Conditioning and Refrigeration Mechanic

Diploma

The objective of this program is to prepare students with the theory and working knowledge necessary to enter the work field as an entry-level heating, air conditioning and refrigeration service mechanic. The Heating, Air Conditioning and Refrigeration Mechanic Diploma program consists of 78 credit hours completed over 60 weeks.

Course #	Course Title	Quarter Credit Hours
HVAC 101	Refrigeration Fundamentals	13.0
HVAC 102	Electrical Fundamentals	13.0
HVAC 103	Comfort Cooling	13.0

Program Offerings - Appendix A

HVAC 104	Heating	13.0
HVAC 105	Commercial and Residential Refrigeration	13.0
HVAC 106	Advanced HVAC/R and Air Conditioning	13.0
Total Number of Quarter Credit Hours Required for Graduation 78		

Medical Assistant

Diploma

The objective of this program is to provide and enhance the student's medical knowledge and to provide the student with the skills necessary for entry level positions as Medical Assistants in private medical offices, medical clinics or hospitals. The Medical Assistant Diploma program consists of 76 credit hours completed over a period of 60 weeks.

Course #	Course Title	Quarter Credit Hours
MED 101A	Medical Terminology I-A	1.8
MED 102A	Human Anatomy and Physiology I-A	2.6
MED 103A	Medical Disorders I-A	2.0
MED 101B	Medical Terminology I-B	1.8
MED 102 B	Human Anatomy and Physiology I-B	2.6
MED 103 B	Medical Disorders I-B	2.1
MED 106	Introduction to Medical Laboratory	2.6
MED 107	Word Processing Computer Concepts I	3.6
MED 108	Medical Transcription I	2.0
MA 109	Radiology Procedures	1.2
MA 110	Pharmacology Math	1.6
MA 111	Pharmacology Medications	2.7
MA 112	Clinical Lab/Urinalysis	2.3
MA 113	Clinical Assist/Injections	1.6
MA 114	Medical Law and Ethics	1.5
MA 115	Office Management	1.6
MA 116	Clinical Assist/Electrocardiography	2.1
MA 117	Clinical Assist (PE/DE)	3.0
MA 118	Clinical Lab/Hemanalysis	1.6
MA 119	Medical Insurance	2.1
MA 120	Medical Manager	1.5
MA 121	Medical Office Emergencies	1.5
MA 123	Clinical Lab/Venipuncture	2.6
MA 124	Clinical Assist/Instruments	2.5
MA 125	Physical Therapy	1.8
MA 126	Nutrition	1.6
MA 128	Bookkeeping	2.5
MA 129	Externship	10.6
MA 130	Career Track	1.5
GE 100	Basic Math	1.5
GE 104	Oral Communication	1.2
GE 110	English	3.3
GE 122	Human Relations	1.5
Total Number of Quarter Credit Hours Required for Graduation 76		

Personal Fitness Trainer

Diploma

The objective of this program is to prepare the graduates for entry level employment in personal trainer positions in gyms, fitness centers, private studios, corporate wellness programs or to begin their own personal fitness training business. Students will be trained to perform a variety of exercise related assessments and tests, design safe and effective fitness programs, implement safe and effective weight loss/gain programs and be proficient in a variety of business related skills. The student/faculty ratio will not exceed a 30:1 ratio that will include quality and professional instruction. This program will include certification training in cardiopulmonary resuscitation (CPR), automated external defibrillators (AED) and preparation for taking the NSCA-CPT certification exam offered by the National Strength and Conditioning Association as accredited by the National Commission for Certifying Agencies (NCCA) as a Certified Personal Trainer.

The Personal Fitness Diploma program consists of 50 weeks, 65 Quarter Credit Hours of Personal Fitness Trainer theory, lab and associated externship experience.

Course #	Course Title	Quarter Credit Hours
PFT 101	Anatomy and Physiology I	5.0
PFT 102	Anatomy and Physiology II	5.0
PFT 103	Anatomy and Physiology III	5.0
PFT 104	Personal Wellness	2.0
PFT 105	Fundamental Nutrition	2.0
PFT-106	Contemporary Nutrition	2.0
PFT-107	Exercise Psychology	7.0
PFT-108	Exercise Physiology	6.0
PFT-109	Kinesiology	7.0
PFT-110	Fitness Assessment & Exercise Prescription I	6.0
PFT-111	Fitness Assessment & Exercise Prescription II	6.0
PFT 112	Business Management	7.0
PFT 113	Personal Trainer Externship	5.0
Total Number of Quarter Credit Hours Required for Graduation 65		

Pharmacy Office Assistant

Diploma

The objective of this program is to provide students with the knowledge and skills necessary for an entry level position as a pharmacy technician. Graduates of this program will be able to assist the pharmacist by performing both supportive and routine clerical functions as well as professional, technical tasks. Graduates of this program will have valuable knowledge used to gain employment in various pharmacy settings: retail, mail order, long-term care, institutional, compounding and infusion as well as with pharmacy manufacturers and medical billing offices. The Pharmacy Office Assistant Diploma program consists of 78 credit hours completed over 60 weeks.

Course #	Course Title	Quarter Credit Hours
POA 101	Medical Terminology and Human Anatomy	13.0
POA 102	Pharmacy Practice and Law	13.0
POA 103	Integrated Software Applications	13.0
POA 104	Pharmacology for Pharmacy Technicians	13.0
POA 105	Pharmacy Office Management	13.0
POA 106	Medical Dosages and Pharmaceutical Calculations	13.0
Total Number of Quarter Credit Hours Required for Graduation 78		

Graphic Art and Design

Associate of Occupational Studies A.O.S.

The objective of the Graphic Art and Design Associate of Occupational Studies program is to provide students with the skills necessary for an entry level position as a graphic artist, web developer or creative artist.

The Graphic Art and Design Associate of Occupational Studies Program consists of 117 credit hours completed over a period of 90 weeks.

Course #	Course Title	Quarter Credit Hours
CART 101	Illustration and Introduction to Topography	13.0
CART 102	Layout and Design Fundamentals	13.0
CART 103	Computer Illustration Design and Layout	13.0
CART 104	Digital Imaging	13.0
CART 105	Computer Page Layout and Design Production	13.0
CART 106	Introduction to Web	13.0
CART 201	Advanced Web	8.5
CART 202	Graphics and Animation	8.5
CART 203	Portfolio Refinement	8.5
GE 201	English Composition I	4.5
GE 203	English Composition II	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 117		

Appendix A - Program Offerings

Computer Systems and Network Technology

Associate of Occupational Studies A.O.S.

The objective of the program is to provide students with the skills necessary for an entry level position in the computer technology field upgrading, configuring or repairing PCs, or in a network installation, maintenance or support roles.

Specific courses in this Program prepare the student to take exams for the following certifications: Comp TIA; Network+ Exam 2005; MS; Microsoft Exam; and CISCO

The Computer Systems and Network Technology Associate of Occupational Studies program consist of 117 credit hours completed over a period of 90 weeks.

Course #	Course Title	Quarter Credit Hours
CT 101	DOS/Windows Operating Systems	13.0
CT 102	Hardware Fundamentals	13.0
CT 103	Introduction to Application Design	13.0
CT 104	PC Repair and Peripherals	13.0
CT 105	Operating Systems Support	13.0
CT 106	Local Area Networks	13.0
CT 201	Network Administration	8.5
CT 202	Enterprise Networking I	8.5
CT 203	Network Communications	8.5
GE 201	English Composition I	4.5
GE 203	English Composition II	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 117		

Program Offerings - Appendix A

Heating, Air Conditioning and Refrigeration Technology

Associate of Occupational Studies A.O.S.

The objective of this program is to prepare students with the theory and working knowledge necessary to enter the work field as an entry-level heating, air conditioning and refrigeration service mechanic.

The Heating, Air Conditioning and Refrigeration Technology Associate of Occupational Studies Degree consists of 117 credit hours completed over a period of 90 weeks.

Course #	Course Title	Quarter Credit Hours
HVAC 101	Refrigeration Fundamentals	13.0
HVAC 102	Electrical Fundamentals	13.0
HVAC 103	Comfort Cooling	13.0
HVAC 104	Heating	13.0
HVAC 105	Commercial and Residential Refrigeration	13.0
HVAC 106	Advanced HVAC/R and Air Conditioning	13.0
HVAC 201	Mechanical I/Computer Aided Drafting and Professional Presentations	8.5
HVAC 202	Programming Logic Controllers with Windows and DOS	8.5
HVAC 203	Commercial Building Systems	8.5
GE 201	English Composition I	4.5
GE 203	English Composition II	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 117		

Appendix A - Program Offerings

Pharmacy Technician

Associate of Occupational Studies A.O.S.

The objective of this program is to enhance the student's pharmacy knowledge as well as gain advanced pharmaceutical skills. Students will engage in a higher level of hands-on IV preparation technique. A greater understanding and appreciation for pharmacy tasks performed by pharmacy technicians will be explored. Additionally, an array of general education courses will provide knowledge and skills needed to be effective employees. Graduates of this program will have valuable knowledge to gain employment in all areas of the pharmacy industry. By completing this program, more advanced degrees in hospital and home infusion pharmacy can be obtained. This program, will prepare students for the National Pharmacy Technician Certification Exam. During this Program students will also have the opportunity to receive CPR certification through the American Heart Association.

The Advanced Pharmacy Technician Associate of Occupational Studies Program consists of 117 credit hours to be completed over 90 weeks.

Course #	Course Title	Quarter Credit Hours
POA 101	Medical Terminology and Human Anatomy	13.0
POA 102	Pharmacy Practice and Law	13.0
POA 103	Integrated Software Applications	13.0
POA 104	Pharmacology for Pharmacy Technicians	13.0
POA 105	Pharmacy Office Management	13.0
POA 106	Medical Dosages and Pharmaceutical Calculations	13.0
POA 201	Pharmaceutical Career Planning	8.5
POA 202	Advanced Pharmacy Practice for Technicians	8.5
POA 203	Pharmacy Technician Externship	8.5
GE 201	English Composition I	4.5
GE 203	English Composition II	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 117		

Program Offerings - Appendix A

Alcohol Drug Abuse Counselor

Associate of Applied Science A.A.S.

The objective of the Associate of Applied Science degree in Alcohol Drug Abuse Counselor is to provide students with the knowledge and skills necessary for entry-level positions as an Alcohol Drug Abuse Counselor in the behavioral health field. Successful completion of this program prepares students to apply for provisional licensure with the State of Nebraska. Additional client contact hours are necessary to qualify for full licensure.

The Associate of Applied Science degree in Alcohol Drug Abuse Counselor consists of 137 credit hours to be completed over 90 weeks.

Course #	Course Title	Quarter Credit Hours
BH 101	Medical Terminology	4.0
BH 104	Computer Concepts	2.0
BH 105	Psychiatric Law and Ethics	4.0
BH 106	Principles of Psychology I	4.5
BH 107	Medical Assisting	2.5
BH 109	Introduction to Behavioral Health	3.0
BH 110	Introduction to Developmental Disabilities	2.5
BH 111	Self Assessment	3.0
BH 113	Geriatric Psychology	2.5
BH 114	Biological Therapy	4.7
BH 115	Image and Eating Disorders	2.8
BH 116	Patient Management	1.6
BH 117	Developmental Psychology	2.8
BH 118	Addictions and Issues	2.8
BH 119	Abnormal Psychology	12.7
BH 120	Behavioral Assessment and Charting	2.0
BH 123	Introduction to Counseling Theories	4.5
BH 125	Family Therapy	3.5
BH 126	Multi-Cultural Counseling	3.5
BH 127	Research Writing	4.5
BH 128	Dependency Counseling	7.5
BH 129	Group Counseling	4.5
BH 130	Alcohol and Drug Assessment Techniques	4.5
BH 131	Clinical Treatment Issues of Chemical Dependency	4.5
BH 132	Case Planning	3.5
BH 133	Behavior Modification Principles	3.5
BH 134	Career Track	1.5
BH 135	Externship	10.6
BH137	Medical & Psychosocial Aspects of Alcohol and Drug Abuse, Abuse, and Addiction	4.5
GE 108	Speech	4.5
GE 113	Principles of Psychology II	4.5
GE 201	English Composition I	4.5
GE 203	English Composition II	4.5
GE 205	College Algebra	4.5
Total Number of Quarter Credit Hours Required for Graduation 136		

Appendix A - Program Offerings

Advanced Medical Assistant

Associate of Applied Science A.A.S.

The objective of this program is to provide and enhance the student's medical knowledge and to provide the student with the skills necessary for entry level management positions in the medical assistant field in such area arenas as private medical offices, medical clinics or hospitals. The general education coursework provided in this program equips graduates with more advanced math and communication skills than provided in the Medical Assistant diploma program. This program also provides students with instruction that prepares them for the limited radiography certification exam.

The Advanced Medical Assistant Associate of Applied Science Degree program consists of 123 credit hours completed over a period of 90 weeks.

Course #	Course Title	Quarter Credit Hours
MED 101A	Medical Terminology I-A	1.8
MED 101B	Medical Terminology I-B	1.8
MED 102A	Human Anatomy and Physiology I-A	2.6
MED 102B	Human Anatomy and Physiology I-B	2.6
MED 103A	Medical Disorders I-A	2.0
MED 103B	Medical Disorders I-B	2.1
MED 106	Introduction to Medical Laboratory	2.6
MED 107	Word Processing Computer Concepts I	3.6
MED 108	Medical Transcription I	2.0
MA 109	Radiology Procedures	1.2
MA 110	Pharmacology Math	1.6
MA 111	Pharmacology Medications	2.7
MA 112	Clinical Lab/Urinalysis	2.3
MA 113	Clinical Assist/Injections	1.6
MA 114	Medical Law and Ethics	1.5
MA 115	Office Management	1.6
MA 116	Clinical Assist/Electrocardiography	2.1
MA 117	Clinical Assist (PE/DE)	3.0
MA 118	Clinical Lab/Hemanalysis	1.6
MA 119	Medical Insurance	2.1
MA 120	Medical Manager	1.5
MA 121	Medical Office Emergencies	1.5
MA 123	Clinical Lab/Venipuncture	2.6
MA 124	Clinical Assist/Instruments	2.5
MA 125	Physical Therapy	1.8
MA 126	Nutrition	1.6
MA 128	Bookkeeping	2.5
AMA 201	Human Physiology	6.0
AMA 204	Telephone Triage in the Medical Office	1.5

Program Offerings - Appendix A

AMA 205	Microbiology	6.0
AMA 206	Advanced Pharmacology	4.0
AMA 208	Certified Medical Assistant Exam Review	1.5
AMA 209	Limited Radiography	8.0
AMA 211	Microcomputing for Medical Assistants	2.0
AMA 237	Externship	10.6
GE 100	Basic Math	1.5
GE 104	Oral Communication	1.2
GE 110	English	3.3
GE 122	Human Relations	1.5
GE 201	English Composition I	4.5
GE 203	English Composition II	4.5
GE 205	College Algebra	4.5
GE 210	Interpersonal Communication	4.5
GE 237	Career Track	1.5
Total Number of Quarter Credit Hours Required for Graduation 123		

Veterinary Technician

Associate of Applied Science A.A.S.

The objective of this program is to provide students with the knowledge and skills necessary for an entry level position as a Veterinary Technician in veterinary clinics, hospitals or research facilities. Graduates will possess skills in the handling and restraint of animal patients, nursing care, veterinary office procedures, sterilization, radiology, pharmacology, hematology, blood chemistry, parasitology, microbiology procedures, anesthesia and surgical assistance. Students will also have a basic understanding of anatomy, physiology, disease processes, veterinary laboratory procedures, and sterile surgical techniques.

The Veterinary Technician Associate of Applied Science Degree consists of 177 credit hours completed over a period of 90 weeks.

Course #	Course Title	Quarter Credit Hours
VT 200A	Veterinary Law & Ethics.	2.0
VT 202A	Medical Terminology	4.0
VT 204A	Animal Nursing I	3.25
VT 208A	Computer Concepts I	1.0
VT 210A	Anatomy and Physiology	11.75
VT 212A	Animal Nursing II	8.5
VT 214A	Radiology	6.75
VT 218A	Shelter Management	1.0
VT 220A	Computer Concepts II	2.0
VT 222A	Animal Nursing III	2.5
VT 224A	Nutrition	2.75
VT 225	Human Relations	4.5
VT 226A	Clinical Pathology I	5.75
VT 228A	Pharmacology I	6.0
VT 230A	Anesthesiology & Surgical Procedures I	11.75
VT 232A	Clinical Pathology II	4.0
VT 234A	Pharmacology II	4.5
VT 236A	Parasitology	6.75
VT 238A	Large Animal Nursing & Diseases	8.5
VT 240A	Lab Animal Procedures	5.25
VT 242A	Advanced Nursing	7.0
VT 244A	Animal Disease and Control	6.5
VT 246A	Avian & Exotics	7.75
VT 248A	Surgical Procedures II	5.75
VT 250A	Clinical Pathology III	4.0

VT 252A	Office Management	6.0
VT 254A	Career Skills	1.75
VT 256A	Practical Exams	.5
VT 258A	Externship	11
GE 201	English Composition I	4.5
GE 203	English Composition II	4.5
GE 205	College Algebra	4.5
GE 214	Basic Chemistry	4.5
GE 216	Microbiology	6.25
Total Number of Quarter Credit Hours Required for Graduation 177		

Course Descriptions

AMA 201: Human Physiology 6 Quarter Credit Hours

This course is designed to take the student beyond basic Anatomy & Physiology, into a more detailed aspect of the functions of the major systems of the human body. Emphasis is on understanding how cellular organ systems function and how they are integrated and regulated to maintain homeostasis. The systems covered include: cellular, muscles, neural/special senses, cardiovascular, respiratory, urinary, digestive, endocrine, and reproduction.

AMA 204: Telephone Triage in the Medical Office 1.5 Quarter Credit Hours

This course provides an introduction to the clinical use of telephone triage. Its covers the healthcare environment, including the impact of managed care on telephone triages. In addition to covering practice guidelines, students will learn how to gather critical information for a patient and problem history. This course will also serve as a basic training program for any medical call center.

AMA 205: Microbiology 6 Quarter Credit Hours

This course is an introduction to the structure, growth, behavior, ecology, infection process, destruction, and health implications of microorganisms. It will include general fundamental principles of laboratory techniques, along with emphasizing characteristics and modes of transmission of the microorganisms that cause human disease.

AMA 206: Advanced Pharmacology 4 Quarter Credit Hours

This course will introduce the student to the healthcare issues, clinical scenarios, and exercises that will further enhance the understanding of medications and their effects on the human body (physiology/disease).

AMA 208: Certified Medical Assistant Exam Review 1.5 Quarter Credit Hours

This course is designed to give a simplified understanding of micro-computing techniques, with special attention given to using the capabilities of PowerPoint, Excel and Access.

AMA 209: Limited Radiography 8 Quarter Credit Hours

This course is designed to show the student all aspects of taking and developing X-rays. Basic principles of physics and chemistry are included. Topics covering the machine, safety, protection, darkroom, film processing, and quality control will be covered. Also anatomy in relation to positioning to take an x-ray of the chest, spine, sinuses, extremities and abdomen will be discussed and demonstrated.

AMA 211: Microcomputing for Medical Assistants 2 Quarter Credit Hours

This course is designed to give a simplified understanding of micro-computing techniques, with special attention to using the capabilities of PowerPoint, Excel and Access.

AMA 237: Externship 10.6 Quarter Credit Hours

The externship is a practical career development course which provides students the opportunity to demonstrate the knowledge, aptitude and skill proficiency obtained in the classroom and laboratory. This work experience is not intended to be a job trial situation, but provides the students with additional theory and skills prior to graduation. This is the final required course for the Program. A faculty member will visit each site for evaluation of the student. The externship coordinator will provide specific requirements for the externship.

BH 101: Medical Terminology 4 Quarter Credit Hours

The purpose of this course is to enable the students to build a foundation of basic medical and psychiatric terminology. The use of prefixes, combining forms and suffixes will be emphasized.

BH 104: Computer Concepts 2 Quarter Credit Hours

This course is designed to guide the students in producing quality letters, memorandums, information sheets, reports, presentations and a variety of other forms that may be used in any professional setting. An emphasis will be placed on sentence structures, punctuation and document formatting.

BH 105: Psychiatric Law and Ethics 4 Quarter Credit Hours

This course is designed to help the student learn his/her responsibility in the Psychiatric/Alcohol Drug Abuse Counseling profession, to patients, to the profession and to the community. The course also introduces the students to the code of ethics for the psychiatric professional and encourages the students to practice the profession to the highest possible standards.

BH 106: Principles of Psychology I 4.5 Quarter Credit Hours

This course is designed to serve as an introduction and help lay a foundation in the areas of awareness, learning and cognition, health and adjustment and social psychology. It will provide a basic overview of the stages of human behavior, a basic knowledge of sensation, perception and the different states of consciousness.

BH 107: Medical Assisting 2.5 Quarter Credit Hours

This course is designed to provide the student with basic knowledge of techniques and skills necessary to render first aid in a medical emergency and to provide students with the knowledge and hands-on skills necessary to successfully perform routine vital signs.

BH 109: Introduction to Behavioral Health 3 Quarter Credit Hours

Students will be able to identify the changes of attitude toward mental health issues and the progression of treatment methods throughout history. Students will learn about the different mental health pioneers and their significant contributions. Responsibilities of health care providers will be discussed to include confidentiality issues and the Client's Bill of Rights. Students will be able to define abuse and neglect. They will learn to identify signs and symptoms of physical, emotional, sexual abuse and elder abuse and the mandatory reporting laws of the State of Nebraska.

BH 110: Introduction to Developmental Disabilities 2.5 Quarter Credit Hours

The purpose of this course is to provide a comprehensive overview of developmental disabilities and disorders usually first diagnosed in infancy, childhood or adolescence. The course material covers various aspects of disabilities including the causes and symptoms of each disability. An effort will be made to enhance mastery of course material through the use of videos, student presentations and a field trip to a community agency in addition to lecture. Group discussions are integrated into this course so that students may achieve a better understanding of themselves and others. These discussions are designed to produce insight and healthy introspection.

BH 111: Self Assessment 3 Quarter Credit Hours

The purpose of this course is to provide a comprehensive overview about motives, emotions and aggression. Information will be provided on the elements that define each of us as individuals and make us different from each other. Students will be provided instruction on the concept of self-esteem and how it is developed. Students will learn the components of establishing appropriate boundaries and be able to identify healthy professional boundaries.

BH 113: Geriatric Psychology 2.5 Quarter Credit Hours

The purpose of this course is to provide a comprehensive overview of geriatric psychology. This course will cover various aspects of the aging process including developmental theory, disorders of aging and cognition, depression, substance abuse, psychotic disorders, dementia, delirium and Alzheimer's. An effort will be made to enhance mastery of course material through the use of videos, workbook, journal articles and lecture. Group discussions are integrated into this course so that students may achieve a better understanding of themselves and others. These discussions are designed to produce insight and healthy introspection.

BH 114: Biological Therapy 4.7 Quarter Credit Hours

This course emphasizes three components of psychopharmacology: DSM-IV diagnosis, effects and side effects of pharmacotherapy, and counseling techniques specific to clients taking psychotropic medications. Prior to investigating a medical treatment, we will examine all differential diagnoses related to the identified disorder. When discussing medical interventions, emphasis will be placed on identifying toxic side effects and evaluating effectiveness of the medication. The medications examined include: antidepressants (SSRIs, MOAs Dopamine Reuptake Inhibitors, Serotonin and Norepinephrine Reuptake Inhibitors and Tricyclics), mood stabilizers, anti-anxiety medications, and anti-psychotic medications. Interspersed throughout the class, we will examine how students might change their preferred method for intervention to meet the changing needs of the client. For example clients taking tranquilizers may have difficulty concentrating. A purely cognitive intervention is likely to be inappropriate. The class concludes by addressing special topics (working with children, the elderly and court-referred clients). Group discussions are integrated into this course so that students may achieve a better understanding of themselves and others. These discussions are designed to produce insight and healthy introspection.

BH 115: Image and Eating Disorders 2.8 Quarter Credit Hours

This course will help students identify and differentiate among the various eating disorders. Causes symptomology and predisposition of eating disorders will be discussed. Different modalities of treatment of eating disorders will be assessed.

BH 116: Patient Management 1.6 Quarter Credit Hours

This course is designed to aid human service professionals in the management of disruptive and assaultive patients during even the most violent moments. This course will provide basic knowledge to enable students to recognize the signs of an agitated patient. De-escalation techniques will also be reviewed. Group discussions are integrated into this course so that students may achieve a better understanding of themselves and others. These discussions are designed to produce insight and healthy introspection.

BH 117: Developmental Psychology 2.8 Quarter Credit Hours

This course is designed to introduce students in health occupation programs to the elementary principles in understanding human behavior. This course will discuss personality development across the lifespan. It is necessary to have a basic understanding of developmental theories in order to understand maladaptive behaviors. Group discussions are integrated into this course so that students may achieve a better understanding of themselves and others. These discussions are designed to produce insight and healthy introspection.

BH 118: Addictions and Issues 2.8 Quarter Credit Hours

This course includes the study of the physiological and sociological aspects of alcohol/drug use, abuse and dependence. This course also includes the etiological, behavioral, cultural and demographical aspects and belief systems about alcohol/drug use along with the processes of dependence and addiction including signs, symptoms and behavior patterns.

BH 119: Abnormal Psychology 12.7 Quarter Credit Hours

This course familiarizes the student with anxiety disorders, mood disorders, personality disorders, somatoform disorders; treatment methodologies; and the causes and effects of mental illness. This course examines historical and contemporary viewed and issues of abnormal behavior. Methods of explaining, diagnosing and treating disordered behavior are examined.

BH 120: Behavioral Assessment and Charting 2 Quarter Credit Hours

This includes the process of collecting pertinent data about client or client systems and their environment and appraising the data as a basis for making decisions regarding diagnosis, treatment and/or referral. Instruction on coordinating and prioritizing client treatment goals and working with other service agencies is included. Students will learn different methods of documenting patient progress and learn about confidentiality requirements.

BH 123: Intro to Counseling Theories 4.5 Quarter Credit Hours

This course is intended for students in the human services and counseling professions. It surveys the major concepts and practices of the contemporary therapeutic systems and addresses some ethical and professional issues in counseling practice. The course focuses on familiarizing students with major counseling modalities and encouraging students to develop a personal theory and style of counseling. Through the use of role playing and videotaping, students will practice basic counseling techniques such as active listening, reflective feedback, summarizing, confronting, self-disclosing and establishing rapport. We will emphasize practicing the core counseling conditions of genuineness, unconditional positive regard and empathetic understanding.

BH 124: English Composition 4.5 Quarter Credit Hours

This course offers instruction and practice in (a) learning the skills necessary to be able to write essays about meaningful subjects (b) organizing essays (c) developing essays. The course will place emphasis on the clear written expression of ideas and the importance of organization, word choice, logic and sentence construction. The process of planning, writing, revising and editing for a particular audience will also be emphasized to the student.

BH 125: Family Therapy 3.5 Quarter Credit Hours

In this course students will learn the history and fundamental concepts of family therapy. We will review the classic and more recent schools of theory and technique with case studies and evaluations tools for each. We will also review several resources on parenting and parent training,

BH 126: Multi-Cultural Counseling 3.5 Quarter Credit Hours

This course provides the students with a working knowledge of the ethical standards of alcohol/drug counselors and the mandate for non-discrimination in the provision of services. Students are also expected to demonstrate expertise and competence in the services they offer. This course will provide an overview of the knowledge, awareness and skills needed to serve culturally different clients. We will explore the concepts of race, ethnicity and culture as they pertain to the provision of mental health and substances abuse services with the goal of becoming more culturally competent.

BH 127: Research Writing 4.5 Quarter Credit Hours

This course offers instruction and practice in writing professional reports, letters and evaluations. This will be specific to the occupational requirements of clinical practice for Licensed Alcohol and Drug Abuse Counselors. Emphasis will be placed on the process of planning, organizing data, choosing accepted formats, writing and editing. The course will also review basic writing skills such as word choice, punctuation, logic, and sentence and paragraph construction. We will also focus on utilizing library and internet resources for the purpose of conducting professional research and writing research reports.

BH 128: Dependency Counseling 2.5 Quarter Credit Hours

This course is intended for students planning to enter the Alcohol/Drug Counseling professions. The course goal is that students learn essential and practical areas of dependency counseling. This will also be a survey course in the following topics: the Code of Ethics for Licensed Drug and Alcohol Counselors, Codependency, Adult Children of Alcoholics, the Twelve Steps of Alcoholics Anonymous, the Family and Recovery, and Prevention Issues.

BH 129: Group Counseling 4.5 Quarter Credit Hours

This course is intended for students planning to enter the Alcohol/Drug Counseling professions. The course goal is to prepare students to assist and conduct group treatment in various treatment settings. Since most Alcohol and Drug Treatment programs utilize a group treatment format, it is vital that students have exposure and treatment in this treatment modality. As our text states, "Group leaders must be aware of group process". Thus, students are expected to participate in and cooperate with guidelines established for this course. A separate addendum form may be distributed to further outline student expectations.

BH 130: Alcohol and Drug Assessment Techniques 4.5 Quarter Credit Hours

In this course students will receive instruction on testing basics such as reliability, validity and the ethical use of assessment techniques. We will discuss the use of collateral information, clinical interviews, screening tests and laboratory tests. Specific instruction will be given on the use of the Substance Abuse Subtle Screening Inventory (SASSI), the Michigan Alcoholism Screening Test (MAST), the Addiction Severity Index (ASI) and the Comprehensive Adolescent Severity Inventory (CASI).

BH 131: Clinical Treatment Issues of Chemical Dependency 4.5 Quarter Credit Hours

As a course intended for students planning to enter the Alcohol/Drug Counseling professions, we will study specific treatment issues and techniques in practical application. We will learn the Transtheoretical Model in a structured group treatment format, utilizing "change processes" and techniques. We will also study practical cognitive-behavioral techniques for use in substance abuse treatment, but also in the treatment of co-occurring disorders involving depression, anxiety, anger, shame and guilt. We will also review the topic "Working with Special Populations".

BH 132: Case Planning and Management 3.5 Quarter Credit Hours

This course will introduce the student to the process of case management, from intake to termination. Students will be prepared to enter a treatment setting and be able to function competently in basic skills, attitudes and judgments. They will learn typical data collection and documentation requirements and will have the opportunity to practice using typical agency forms: referral/contact, intake, treatment plan, case review, termination, etc. Students will also review the foundations of ethics and professional responsibilities and effective communication. In this course students will be introduced to the Twelve Core Functions of the alcohol/drug abuse counselor as well as the American Society of Addiction Medicine, Patient Placement Criteria.

BH 133: Behavior Modification Principles 3.5 Quarter Credit Hours

The key challenge for Alcohol and Drug Abuse Counselors is to facilitate behavior change. In this course students will survey the concepts of behavior therapy most applicable to substance abuse treatment and the treat of co-occurring disorders. Areas to be covered include: social learning theory, coping skills training, relaxation training, assertiveness training, systematic desensitization and urge coping training. We will also explore other techniques of behavior change in substance abuse treatment, such as motivational interviewing and harm reduction therapy. We will also closely examine harm reduction therapy as an alternative treatment method, especially for those who fail or reject other treatment models, and those who are not diagnosed as chemically dependent.

BH 134: Career Track 1.5 Quarter Credit Hours

This course provides practical career development, resume development and interviewing skills to prepare the student for a career as an Alcohol/Drug Abuse Counselor. This course also teaches the student to reinforce and set goals that are achievable and obtainable within their respective field. HIPPA training and certification are also completed in this course.

BH 135: Externship 10.6 Quarter Credit Hours

Externship is a work experience which provides the student additional theory and skills. The student is required to work 320 clock hours in 10 weeks. Specific requirements for externship will be provided by the externship coordinator.

BH137 Medical and Psychosocial Aspects of Alcohol and Drug Abuse, Abuse, and Addiction 4.5 credit hours

The course goal is to increase the student's knowledge of the medical and psychosocial aspects of alcohol/drug use, abuse, and addiction. The course content will focus on the signs, symptoms, and behavior patterns of substance use, abuse, and addiction. One emphasis will be on the differential diagnosis of substance abuse and dependence. Through suggested research activities, the student will complete a research project to gain additional knowledge of drug types, and their respective physical, psychological, and behavioral effects. The student will submit copies of research material on the classes of drugs, their use, and bio-psychosocial effects. Three sources of information must be documented.

CART 101: Illustration & Introduction to Topography 13 Quarter Credit Hours

Students will learn basics of illustration of topography using techniques and materials appropriate to the graphic and design fields. Students will complete timely projects emphasizing the development of consistency, confidence and personal style. The following topics will be covered: basics of illustration and typography; general history of graphic art and design; color theory and application; basic perspective drawing and technical illustration; illustrative tools and materials; introduction to principles and elements of design; typeface identification, techniques and development.

CART 102: Layout and Design Fundamentals 13 Quarter Credit Hours

Students will learn the fundamentals to design and layout. Necessary industry standards will be taught in this course. Course work is designed to help students become proficient and versatile, using realistic job situations as the basis for assignments. Students will produce time sensitive projects. Topics covered include: basics of visual communication, review of principles and elements of design; imperative: thumbnails, roughs and final comps; development of corporate identities; advertising and marketing projects.

CART 103: Computer Illustration Design and Layout 13 Quarter Credit Hours

Students will refine their technical abilities in design, layout, illustration and topography while completing various projects. Students will produce several design options for each project to enable the prospective client to make choices and decisions. Topics covered include: computer illustration; computer topography; comparative study, design and layout; research and development using the internet and other resources; visual thinking as a process; media related materials; traditional illustration; tradition topography; logo design, ads, package design, etc.; introduction to basic marketing concepts related to design; client relationships.

CART 104: Digital Imaging 13 Quarter Credit Hours

Students will use the computer as an important artist and design tool for solving visual problems complementing traditional and electronic skills. Students will use PC and Macintosh platforms. Students will develop an analytical and critical eye in developing their projects. Topics covered include: computer basics; computer navigation; computer skills refinement; scanning principles; marketing and advertising concepts; basics of electronic pre-press principles.

CART 105: Computer Page Layout and Design Production 13 Quarter Credit Hours

Students will use Macintosh to create electronic files for design progressing through sophisticated applications and tutorials. The purpose of this course is to allow the students to synthesize and bring together knowledge gained from previous phases. The topics covered include: layout and design; branding and corporate identity; Macintosh skills refinement; electronic pre-press principles; ads, ads, ads; marketing related to design; advanced digital imaging; comparative studies of design.

CART 106: Introduction to Web 13 Quarter Credit Hours

Students will earn the introductory elements for web site design and development using the Macintosh/PC. Included in the course is development of a complete web site for either the student, a non-profit or for-profit company. Students will learn essential skills for working in this dynamic field including portfolio development. Topics covered include: HTML basics; web site usability; web-ready basics; resume and digital portfolio development; rules and guidelines of web posting; web page construction.

CART 201: Advanced Web 8.5 Quarter Credit Hours

Students will learn advanced web design using Macromedia Flash on the Macintosh platform. Students will learn to create a personal web site, create animation and projector files and upload to a remote server in a timely manner.

CART 202: Graphics and Animation 8.5 Quarter Credit Hours

Students will learn 3D graphics using the computer, scanners, photographs and artwork to import and create 3D models. Students will put 3D models in motion.

CART 203: Portfolio Refinement

8.5 Quarter Credit Hours

Students will use Macintosh to create projects which will enhance their portfolios. Students will develop skills for creating a successful resume. Students will obtain an understanding of the importance of a good portfolio and resume for a successful job search.

COS 101: Basic Cosmetology

300 clock hours

This course will familiarize the student with the six units of the fundamentals of cosmetology, including both theory and practical applications. The students will also cover four chapters of theory and related theory information. Students will be tested using written and practical assessments. This course also includes guest speakers. Topics covered include: introduction to cosmetology; basic haircutting; basic chemical texturizing; basic design; basic color; basic men's cutting; basic facials, massage, manicuring, pedicuring, waxing and make up; desk procedures; sanitation and sterilization practices and procedures; history of cosmetology; life skills; professional image; communication for success.

COS 102: Intermediate Cosmetology I

300 clock hours

This course will consist of practicing all of the basic applications of cosmetology. It will include theory and related theory, clinical floor experience, worksheets, advancement worksheets, written and practical tests. This course will also include guest speakers and a Hair Show Competition. Topics covered include: haircutting/men's cutting; chemical texturizing/permanent waving; design; color; facials, massage, manicuring and pedicuring; waxing and makeup; desk duties; dispensary, safety, sanitation and sterilization; infection control; anatomy and physiology; chemistry; properties of the hair and scalp.

COS 103: Intermediate Cosmetology II

300 clock hours

This course will consist of practicing all of the basic applications of cosmetology. This course will include theory and related theory, clinical floor experience, worksheets, advancement worksheets, written and practical tests as well as guest speakers. Topics covered include: haircutting/men's cutting; chemical texturizing/permanent waving; design; color; facials, massage, manicuring and pedicuring; waxing and makeup; desk duties; dispensary, safety, sanitation and sterilization; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling.

COS 104: Intermediate Cosmetology III

300 clock hours

This course will consist of practicing all of the basic applications of cosmetology. It will include theory and related theory, clinical floor experience, worksheets, advancement sheets, written and practical tests. This course will include guest speakers, field trips and a hair show competition. Topics covered include: haircutting/men's cutting; chemical texturizing/permanent waving; design; color; facials, massage, manicuring and pedicuring; waxing and makeup; desk duties; dispensary, safety, sanitation and sterilization; braiding and extensions; wigs and enhancements; chemical texture services; history of the skin.

COS 105: Advanced Cosmetology I

300 clock hours

This course will incorporate all the basic units of cosmetology. Theory and related theory are also included in this course. Students will have clinical floor experience; work on worksheets, advancement worksheets, written and practical tests. Students will have the opportunity to hear guest speakers and experience a field trip to a supply company. Topics covered include: haircutting/men's cutting; chemical texturizing/permanent waving; design; color; facials, massage, manicuring and pedicuring; waxing and makeup; desk duties; dispensary, safety, sanitation and sterilization; haircutting; hair removal; facials; facial make up.

COS 106: Advanced Cosmetology II

300 clock hours

In this course the students will practice all the basic units of cosmetology. Theory and related theory are included in this course. Students will have clinical floor experience; will work on worksheets, advancement sheets, written and practical tests. Students will also have the opportunity to visit different salons and have guest speakers. Topics covered include: haircutting/men's cutting; chemical texturizing/permanent waving; design; color; facials, massage, manicuring and pedicuring; waxing and makeup; desk duties; dispensary, safety, sanitation and sterilization; nail structure and growth; nail class; salon business; seeking employment; on the job.

COS 107: Advanced Cosmetology III

300 clock hours

This course consists of Senior Board Prep Classes. This will include written and practical tests. All senior students will have all their work completed, graded and noted on their files. This course will complete their class work and prepare them for the State of Nebraska Cosmetology Exam. All students must pass this final to graduate. Students will successfully complete the 2100 hours that is required by Nebraska State Law to graduate and become an entry-level cosmetologist.

CT 101: DOS/Windows Operating Systems

13 Quarter Credit Hours

In this course students will study the uses and functions of operating systems in command line and graphic environments. Through practical applications and discussion, students will learn operating systems (OS) installation, configuration and basic troubleshooting.

CT 102: Hardware Fundamentals

13 Quarter Credit Hours

In this course the students will learn the basics of PC hardware fundamentals and the components involved. Specific attention is given to motherboard architecture, bus structures and interface options. This course prepares the student to take the following exam: Comp TIA exam # 220-301.

CT 103: Introduction to Application Design

13 Quarter Credit Hours

This course introduces the student to basic concepts of computing and computer hardware and software. This course introduces the procedures and tools used in computer programming to develop documentation to design, test and debug programs.

CT 104: PC Repair and Peripherals

13 Quarter Credit Hours

In this course, students will learn to configure, troubleshoot and repair IBM compatible computers. Students will also learn peripheral installation, upgrading and IRQ conflict resolution. This course prepares the student to take the following exam: Comp TIA exam # 220-302.

CT 105: Operating Systems Support

13 Quarter Credit Hours

In this course students will learn more advanced and complex configuration and implementation and installation of leading client operating systems such as XP Professional. Students will become familiar with deployment and upgrade considerations, troubleshooting OS problems, and client/server connectivity. Microsoft's Active Director services and Novell Directory Services using Netware are used as the server platforms. This course prepares the student to take the following exam: MS # 70-270.

CT 106: Local Area Networks

13 Quarter Credit Hours

In this course, students will become proficient with TCP/IP and Network Infrastructure Concepts. Both Microsoft and Linux LAN are thoroughly investigated. This course provides a solid understanding of physical design and layout, management of users and network resources, and troubleshooting different network configurations. This course prepares the student to take the following exam: Network+ Exam 2005: N10-003.

CT 201: Network Administration 8.5 Quarter Credit Hours

This course exposes the student to all aspects of Network Administration. Through hands on training and lecture, students discuss and plan architecture designs, integration of the Internet, configuring client/server applications and network security. Microsoft's Windows server is the primary focus with Novell and Linux also implemented. This course prepares the student to take the following exams: Microsoft exam #70-290 and #70-291.

CT 202: Enterprise Networking I 8.5 Quarter Credit Hours

In this course, students examine enterprise networks involving Internet, database considerations, security and client/server installation from a system management perspective. Students learn how to evaluate and support a company's organizational structure by gaining detailed knowledge of database administration and in-depth understanding of networks. All aspects of relational database administration will be covered using one of the market's leading relational database software. Routing and switching are also covered including extensive hands-on setups, configuration and troubleshooting routers and switches. This course prepares the student to take the following exams: CISCO exam #640-801 and Microsoft exam #70-431

CT 203: Network Communications 8.5 Quarter Credit Hours

This course is designed to address communication channels in the Enterprise Network. Remote access for administrative purposes and security are emphasized while setting up and maintaining e-mail servers and system monitors. The primary focus is Microsoft ISA Server and Exchange Server. Migration of these products from legacy servers will also be covered. This course prepares the student to take the following exams: Microsoft exam #70-350 and #70-284.

DNTL 101: Introduction to Dental Assisting 2.25 Quarter Credit Hours

This course is designed to teach students the basics of dental assisting. It discusses the importance of professionalism as it relates to behavior, dress and language. It also outlines the basic education needed by every different dental professional such as: lab technicians, dentists, assistants, dental hygienists, etc. This course briefly informs students of numerous agencies concerned with the profession and gives them contact information for future reference.

DNTL 102: Human Anatomy and Physiology 4.5 Quarter Credit Hours

This course is designed to introduce the students to the structures and functions of the many different body systems and discuss how these systems work to maintain homeostasis. It covers basic anatomy terms and discusses how each system directly relates to the digestive system and a patient's overall dental health.

DNTL 103: Microbiology 2.25 Quarter Credit Hours

This course is designed to educate students on the various microorganisms and diseases that may be present in a dental health care environment. It covers the proper way to sterilize and disinfect dental instruments and equipment as well as the importance of immunization against easily preventable diseases that are spread via saliva or the oral cavity.

DNTL 104: Dental Anatomy 4.5 Quarter Credit Hours

This course is designed to give the student a more in-depth knowledge of the head and neck, particularly the oral cavity. It covers the bones, muscles and specific landmarks necessary to treat a patient, properly align radiographs, administer local anesthetic and assist the doctor in a variety of dental surgeries.

DNTL 105: English 2.25 Quarter Credit Hours

This course includes instruction of the basic parts of speech, sentence structure, spelling, grammar and punctuation. This course will enable the student to construct paragraphs and complete various writing assignments.

DNTL 106: Dental Terminology 2.25 Quarter Credit Hours

This course is designed to teach the meanings of Latin and Greek prefixes, roots, and suffixes that are common in medical and dental terminology. After knowing these word-parts, students are able to understand thousands of complex medical terms. In addition to dental terminology, the students will learn the basic anatomy of the mouth and throat, the names and locations of the teeth, their parts, and supporting structures.

DNTL 107: Introduction to Chairside 3.4 Quarter Credit Hours

This course presents fundamental principles of Chairside basics including the proper names of instruments, handpieces, and dental office set-up. This course introduces the student to basic chairside techniques, such as greeting and seating the dental office patient, identifying tooth numbers, surfaces, and anatomy, instrument transfer, and charting. The student will create a chart on themselves to demonstrate maintaining a patient treatment record, including medical and dental history and intraoral and extraoral examinations. This file will be integrated throughout all phases, including Intermediate Chairside, Advanced Chairside, Introduction to Radiology, Advanced Radiology, Introduction to Dental Materials and Advanced Dental Materials.

DNTL 108: Introduction to Radiology 5.64 Quarter Credit Hours

This course is designed to give students a basic knowledge of the x-ray and its risks and benefits to patients in the dental field. It covers the many components of an x-ray machine and the many advantages and disadvantages of using x-radiation. Proper placement of dental film, exposing, processing and mounting techniques are also taught.

DNTL 109: Introduction to Dental Materials 4.5 Quarter Credit Hours

This course is designed to educate students on the broad range of dental materials used to perform restorations, surgeries, or cosmetic procedures in the oral cavity. This course focuses on the proper techniques, ratios, times and temperatures of each material and how it is accurately mixed, manipulated and passed to the doctor during specific procedures. The chemical components of each material are briefly covered as well as any hazards it may pose by inhalation, ingestion, or absorption.

DNTL 110: Office Management 3.34 Quarter Credit Hours

This course will prepare the student for administrative tasks in a dental office. This includes using the manual pegboard accounting system, scheduling appointments, billing and insurance. The student will also be provided a basic understanding of dental office computer software.

DNTL 111: Introduction to Computers 1.11 Quarter Credit Hours

This course will provide students with a basic knowledge and understanding of Microsoft Office Word 2003. Upon completion the student will be able to execute basic commands within the Word Processing Software. This course also includes training in creating and sending email messages in Outlook and performing basic internet searches.

DNTL 112: Introduction to Dental Specialties 3.43 Quarter Credit Hours

This course is designed to introduce students to the specialized areas of dentistry. It will go in to depth over several areas in dentistry where the assistant may require additional training and skills. Some include orthodontics, endodontics and oral surgery.

DNTL 113: Oral Pathology 2.28 Quarter Credit Hours

This course will provide the student with the basic knowledge and understanding of the disease process. The student will also be able to recognize diseases and pathology of the oral cavity.

DNTL 114: Speech 2.25 Quarter Credit Hours

This is a basic speech course providing a college level understanding of speech principles and allowing the student to gain greater confidence in public speaking situations.

DNTL 115: Nutrition 2.25 Quarter Credit Hours

This course will provide a basic understanding of nutrition and its relationship to the oral cavity. The course provides activities and suggestions on critical oral hygiene components that are helpful for counseling patients who seek dental care.

DNTL 116: Pharmacology 2.25 Quarter Credit Hours

This course provides the student with a basic understanding of the classifications of drugs and the potential effects during dental procedures. The student will also learn pain control and anesthesia techniques used in dentistry.

DNTL 117: Dental Emergencies 2.25 Quarter Credit Hours

This course is designed to instruct students on how to recognize potential emergencies within the dental office. Students will learn to take vital signs and along with their expected roles and responsibilities in an emergency situation. This course will also instruct the student on how to avoid occupational hazards in the dental office.

DNTL 118: Intermediate Chairside 3.4 Quarter Credit Hours

This course is designed to teach the student basic chairside assisting techniques including passing instruments, tray set-ups, oral evacuating and seating and dismissing the patient. The student will also learn to deliver post operative instructions to the patients.

DNTL 119: Advanced Radiology 5.68 Quarter Credit Hours

This course gives students a more in-depth knowledge of x-radiation and the proper techniques used in the placement, the exposure and the mounting of dental films. Each student will be taught methods using several different intra-oral film-holding devices to properly capture specific landmarks on dental film to be used for adequate diagnosis and treatment. Upon completion of this course each student will be certified in Dental Radiology.

DNTL 120: Advanced Chairside 3.75 Quarter Credit Hours

This course is designed to develop proficiency in chairside assisting techniques. In this course the students will pull together all skills and knowledge learned in Introduction to Chairside and Intermediate Chairside courses to deliver care to the patient.

DNTL 121: Preventive Dentistry 2.25 Quarter Credit Hours

This course provides hands-on training in oral hygiene instruction, including: daily brushing and flossing techniques, proper plaque control and maintaining overall oral health. Students will be provided with supervised practice in the proper techniques of coronal polishing on Dexter, peers and members of the outside public. Upon successful completion of this course the student will become Coronal Polish certified.

DNTL 122: Human Relations 4.5 Quarter Credit Hours

This course is designed to introduce students in the health occupation programs to the elementary principles in understanding human behavior. This course is particularly relevant to those fields in which there is a close relationship between the health worker and the patient.

DNTL 123: Advanced Dental Materials 4.55 Quarter Credit Hours

This course provides the student with the knowledge of various dental materials used in dentistry. It covers the proper mixing techniques, composition, ratios, preparation and manipulation of the materials. The student will also learn which material pertains to each specific dental procedure.

DNTL 126: Externship 10.67 credits

The externship is a practical career development course which provides students the opportunity to demonstrate the knowledge, aptitude and skill proficiency obtained in the classroom and laboratory. This work experience is not intended to be a job trial situation, but

provides the students with additional theory and skills prior to graduation. This is the final required course for the Program. A faculty member will visit each site for evaluation of the student. The externship coordinator will provide specific requirements for the externship.

DNTL 130: Career Search 1.5 credits

The student will be required to take a practical exam, prepare a resume and learn to reinforce and set goals that are achievable and obtainable within their respective field. This course is designed as a practical career development work course which provides students with an opportunity to demonstrate the knowledge, aptitude and skills proficiency obtained in the classroom and laboratory.

HVAC 101: Refrigeration Fundamentals 13 Quarter Credit Hours

Students will understand the refrigeration cycle and its basic components in addition to basic principles of installing and troubleshooting basic problems. Topics covered include: energy; types of heat; temperature scales; heat transfer; BTUs; enthalpy; pressure; refrigeration components; manifold test set usage; refrigeration; cycle controls; compressor types; dehydration; evacuation; charging; micron gauges; superheat; sub-cooling; refrigerant: recover, reclaim and recycle; closed and open refrigeration cycles; compressors, condensers and evaporators; tube flaring, swaging and bending; compression ratios; and soldering and brazing.

HVAC 102: Electrical Fundamentals 13 Quarter Credit Hours

Students will learn electrical theory and techniques as they apply to heating and air conditioning. Topics covered include: molecular theory; potential, current and resistance; AC and DC current; series and parallel circuits, Ohm's Law; transformers; thermostats; relays; controls and loads; electric devices and circuits; electric motor fundamentals; electric motors; electric motor types; motor protection; motor capacitors; low voltage circuits; contactors and mag starters; three phase power; furnace wiring; heat pump wiring; troubleshooting electric circuits; and safety.

HVAC 103: Comfort Cooling 13 Quarter Credit Hours

Students will learn about air properties, how to size equipment, and how to check and troubleshoot refrigeration and electrical problems on comfort cooling systems. Topics covered include: psychometrics; split systems; equipment installation; service valves; air flow; heat pump cycle theory; reversing valves; heat pump theory; heat pump ground loops; heat pump efficiency; heat pump frost controls; balance point charts; heat pump troubleshooting; and heat gain/loss calculations.

HVAC 104: Heating 13 Quarter Credit Hours

Students will learn how to troubleshoot combustion and electrical problems in fossil fuel equipment. Students will also understand theory and principles of condensing furnaces. Topics covered include: principles of combustion; types of combustion gases; primary and secondary air; carbon monoxide; furnace efficiency; furnace components and piping; heat exchangers; types of draft; venting; gas valves; pressure regulators; ignition systems; heat anticipators; gas pipe sizing; furnace installation; condensing furnaces; gas furnace troubleshooting; oil furnaces; hydronic heat; radiant heating and electric furnaces.

HVAC 105: Commercial and Residential Refrigeration 13 Quarter Credit Hours

Students will learn about compressor components, capacity control, methods of unloading, operational components of domestic and commercial refrigeration, freezers, ice-making equipment and through the wall and window air conditioning. Topics covered include: commercial compressors; refrigeration piping; head pressure controls; water-cooled condensers; cooling towers; ice machines; residential systems; compressor capacity controls; multiple installations; commercial A/C compressors; three phase motor controls; oil pressure switches; and defrost systems.

HVAC 106: Advanced HVAC/R and Air Conditioning 13 Quarter Credit Hours

Students will understand operational components and controls centrifugal and absorption chillers; roof top systems; blueprint reading for HVAC/R; sheet metal fabrication and layout; commercial systems; multiple compressors; capacity control; economizers; preventative maintenance, troubleshooting HVAC/R equipment and customer relations.

HVAC 201: Mechanical I/Computer Aided Drafting and Professional Presentations 8.5 Quarter Credit Hours

Students will gain a working knowledge of DOS, Windows and AutoCAD and will apply this knowledge to basic mechanical drawings of various HVAC applications. Topics covered include: DOS and Windows; AutoCAD commands; auxiliary views; descriptive geometry; welding schematics; file management; and threads and fasteners.

HVAC 202: Programming Logic Controllers with Windows and DOS 8.5 Quarter Credit Hours

Students will learn the basics of Windows applications. Students will also become knowledgeable in the uses of PLCs (programmable logic controllers) in HVAC applications. Topics covered include: programmable logic controllers; communications; troubleshooting; computer applications; relay instructions; counters; compare instructions; data handling instructions; analog/PID application; hardware; number and ladder diagrams; traffic simulations; advanced data manipulations; sequencing; introduction to computers; and timers.

HVAC 203: Commercial Building Systems 8.5 Quarter Credit Hours

Students will understand sheet metal design, fabrication and installation as it pertains to commercial building. Emphasis will be placed on troubleshooting, commercial building systems and understanding their related building codes and safety regulations. Topics covered include: sheet metal design and layout; sheet metal fabrication; duct sizing; duct system installation; building codes; safety regulations; advanced HVAC troubleshooting – electrical; and advanced troubleshooting – mechanical.

MA 109: Radiology Procedures 1.2 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course is designed to introduce the student to the basic radiologic procedures for patient teaching. Students will gain an understanding of the patient preparations required to perform the various specialized procedures. Emphasis will be placed on radiation safety and monitoring in regards to radiographic procedures.

MA 110: Pharmacology Math 1.6 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course will involve the explanation and demonstration of conversion between metric, and household systems of measure; medication orders; medication labels, and calculations; of insulin and pediatric dosages. Lecture will use slide shows, handouts, working problems in class, and homework.

MA 111: Pharmacology Medications 2.7 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course will introduce the student medical assistant to the clinical aspect of the administration, writing prescriptions and dispensing of drugs, as prescribed by the doctor, and the legal and ethical standards of these drugs.

MA 112: Clinical Lab/Urinalysis 2.3 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course prepares the student for the skills necessary for specimen collection, preparation of specimens, microscopic exam and the chemical and physical testing of urine.

MA 113: Clinical Assist/Injections 1.6 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course provides students with skills necessary to administer parental medications for intramuscular, intradermal and subcutaneous injections. Safety, techniques and withdrawal of medications from a vial are covered as well.

MA 114: Medical Law and Ethics 1.5 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course will introduce students to their responsibility as a medical assistant, to the patient, the profession and the community. Instruction will include the code of ethics, consent, medical liability, negligence, arbitration, medical practice acts medical contract, the Good Samaritan Act, and the Anatomical Gift Act, as well as other medical issues related to the medical office.

MA 115: Office Management 1.6 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course is designed to provide the student with an understanding of management and providing the student with basic entry-level skills needed to manage a medical facility. The student will also be provided with basic skills needed to maintain office and clinical supplies, arrange staff meetings, and prepare agendas. This course will encourage the student to understand basic human relations, and communicate thoughts and ideas in verbal or written form. The student will also gain an understanding of the personality types of managers and co-workers. Role plays are used in this course.

MA 116: Clinical Assist/Electrocardiography 2.1 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course provides practical knowledge in the preparation, administration, mounting and safety process for properly performing and electrocardiogram.

MA 117: Clinical Assist (PE/DE) 3 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course provides the student with the knowledge necessary to prepare a patient for various physical and diagnostic examinations and provides experience in obtaining information for charting.

MA 118: Clinical Lab/Hemalysis 1.6 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course prepares the student for skills in specimen collection, specimen preparation, and how to perform various hematological tests on blood samples.

MA 119: Medical Insurance 2.1 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course introduced the student to Current Procedural Terminology and to International Classification of Diseases, as well as claim forms, and other insurance forms for filling insurance claims.

MA 119: Medical Manager 1.5 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course provides the student with experience operating one of the many leading medical management software packages for patient data-base and other information.

MA 121: Medical Office Emergencies 1.5 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course is designed to provide the student with the knowledge and skills to render first aid in a medical office emergency. Students should be able to administer first aid for shock, fractures, burns, poisoning, control bleeding of wounds, and give first aid for other minor emergencies.

MA 123: Clinical Lab/Venipuncture 2.6 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course involves the introductory and practical study in the performance of phlebotomy techniques. Students will also learn preparation, storage, and handling of blood specimens. Procedures on how to perform various chemistry tests will be demonstrated.

MA 124: Clinical Assist/Instruments 2.5 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course will provide practical knowledge in the performance of instrument sterilization techniques, tray setups for examinations; dressings, bandages, and minor surgery are also covered. Instruction will also be provided on aseptic techniques and surgical hand washing.

MA 125: Physical Therapy 1.8 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course acquaints the student with the modalities of physical therapy to aid a patient with canes, crutches, walkers, wheelchairs, and hot/cold applications.

MA 126: Nutrition 1.6 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course introduces the student to the principles of nutrition, to include nutrients, food groups, metabolism & energy, meal plans, and diet modification & therapy.

MA 128: Bookkeeping 2.5 Quarter Credit Hours

Prerequisite(s): MED 101A, MED 102A, MED 103A, MED 107, MED 101B, MED 102B, MED 103B, MED 106, MED 108. This course instructs the student in basics of pegboard bookkeeping and banking procedures, including deposits, statements, petty cash, and record keeping.

MED 101A: Medical Terminology I-A 1.8 Quarter Credit Hours

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

MED 101B: Medical Terminology I-B 1.8 Quarter Credit Hours

This course provides the student with an understanding of medical terminology, beginning with roots, prefixes, and suffixes of medical words. The student will associate sound medical terminology as it relates to body systems, organs and disorders.

MED 102A: Human Anatomy and Physiology I-A 2.6 Quarter Credit Hours

This course is designed to introduce the student to the structures and functions of the various systems of the body and how these systems maintain homeostasis. It will cover introductory terms, chemistry (brief), cells and tissues; and explain the systems from the skin to the reproductive.

MED 102B: Human Anatomy and Physiology I-B 2.6 Quarter Credit Hours

This course will introduce the student to the human body structures related to the cardiovascular and lymphatic system, digestive system, the eyes and ears, the musculoskeletal system, the nervous system and common behavioral terms and the endocrine system.

MED 103A: Medical Disorders I-A 2.0 Quarter Credit Hours

This course shows how a disease state can alter the normal anatomy and physiology of the body using descriptions of diseases and going over the etiology, symptoms, diagnosis, and treatment. The role of prevention in the healthcare field is also covered.

MED 103B: Medical Disorders I-B 2.1 Quarter Credit Hours

This course will provide the student an understanding of the common diseases and disorders as they are related to the anatomy and physiology covered. The student will also be provided the basic understanding of the symptoms, diagnosis and treatment of those disorders.

MED 106: Introduction to Medical Laboratory 2.6 Quarter Credit Hours

This course will provide knowledge of universal precautions, hand washing, lab safety, basic microbiology and use of the microscope. Additionally, it covers techniques and hands-on skills required to successfully perform routine vital signs, height, weight, temperature, pulse, apical pulse, respirations, blood pressure and charting for the medical office.

MED 107: Word Processing Computer Concepts I 3.6 Quarter Credit Hours

This course is designed to introduce the student to a personal computer and how to use the computer. The student will learn Microsoft Word to guide the student in proper development of writing skills to produce quality letters, memos, reports and other forms for a professional setting.

MED 108: Medical Transcription I 2 Quarter Credit Hours

This course provides the fundamentals of transcription for the medical office, transcribing reports from dictated audiotapes. The student will prepare reports on history and physical exams.

POA 101: Medical Terminology and Human Anatomy 13 Quarter Credit Hours

This course provides students with a basic knowledge of word building, use, pronunciations, and spelling of medical terms as well as application of the terms to the function and structure of body systems and specific disease conditions. Emphasis is placed on medical terms in periodicals, textbooks and medical care areas. This is a health career foundational course.

POA 102: Pharmacy Practice and Law 13 Quarter Credit Hours

This course provides students with a comprehensive study of pharmacy technician responsibilities in clinic, hospital and retail pharmacy settings. Students will learn how to handle, compound, dispense and package drugs properly, as well as learn the drugs, dosage forms and delivery systems. Role playing exercises will allow students to practice communication skills. An overview of law and ethics covering federal, state, court and voluntary standards is also included in this course.

POA 103: Integrated Software Applications 13 Quarter Credit Hours

This course provides students with the working knowledge and skills in Windows and Office Applications using Microsoft Word, Excel, Access, Outlook and PowerPoint. The students will apply these applications to the pharmacy technician career field.

POA 104: Pharmacology for Pharmacy Technicians 13 Quarter Credit Hours

This course provides students with detail drug classification, nomenclature and the mechanism of action of drugs. Information about look-alike and sound-alike drug names and preventing medication errors will also be covered. Other topics in the class include pharmacokinetics and the drug approval process.

POA 105: Pharmacy Office Management 13 Quarter Credit Hours

This course provides students with a solid foundation of how Medicare, Medicaid, Worker' Compensation, personal and commercial insurances work. The student will be introduced to diagnostic and procedure coding using ICD-9, CPT and HCPCS coding systems, as well as provide a thorough knowledge of reimbursement issues. Students will earn health insurance claims processing by completing multiple computerized claim forms as well as case studies.

POA 106: Medical Dosages and Pharmaceutical Calculations 13 Quarter Credit Hours

This course provides students with the application of basic math skills to the calculations required for the usual dosage determinations, as well as solution preparations using weight and apothecary systems. Additional topics covered in this course include: the application of business calculations in pharmacy operations, an orientation to the working dynamics of the pharmacy and skills necessary to prepare and distribute medications. Students will also develop skills in physician order interpretation and the correct communication of technical information.

POA 201: Pharmacology Career Planning 8.5 Quarter Credit Hours

This course provides students with a complete overview of all aspects of the pharmacy technician profession that have been presented through the Program. The review will further prepare the student for their career field as well as prepare them for the National Pharmacy Technician Certification Exam. Students will be assessed to determine areas in need of further study and those areas will be addressed.

POA 202: Advanced Pharmacy Practice for Technicians 8.5 Quarter Credit Hours

This course provides students with a working knowledge of intravenous admixture through hands-on training. Students are also provided with the basis for pharmacy technicians who will be preparing I.V. medications in the future workplace setting. Students will prepare practice I.V. medications. Chemotherapy and TPN admixture will be taught as well.

POA 203: Pharmacy Technician Externship 8.5 Quarter Credit Hours

The externship is a practical career development course which provides students the opportunity to demonstrate the knowledge, aptitude and skill proficiency obtained in the classroom and laboratory. This work experience is not intended to be a job trial situation, but provides the students with additional theory and skills prior to graduation. This is the final required course for the Program. A faculty member will visit each site for evaluation of the student. The externship coordinator will provide specific requirements for the externship.

VT 200A: Veterinary Law & Ethics 2 Quarter Credit Hours

In this course the student will be introduced to the definition of a veterinary technician as defined by state statutes and the laws a veterinary technician must practice under. They will learn about the state agencies that govern a licensed veterinary technician as well as the professional organizations that support the profession. The course will also involve two sided discussions on various ethical issues such as biomedical research, puppy mills, zoos/circus/ rodeos, horse and dog racing, and hunting.

VT 202A: Medical Terminology 4 Quarter Credit Hours

This course will provide the student with an understanding of the root words used to make up medical words used in veterinary medicine. The student will use these roots to then breakdown medical words for an understanding of the meanings of these medical terms. The student will gain understanding of directional terminology and anatomical terminology.

VT 204A: Animal Nursing I 3.25 Quarter Credit Hours

This course is designed to introduce the student to nursing techniques involved in the field of veterinary medicine. The student will be exposed to clinical and nursing tasks including but not limited to: proper restraint, physical examinations, safety (both patient and technician), grooming procedures, dispensing medications, first aid care, disinfectant techniques, and introduction to terms and abbreviations used in charting and an introduction to animal behavior. The course is structured with both lecture and labs. Skills learned in this course will be built upon in future classes.

VT 208A: Computer Concepts I 1 Quarter Credit Hour

This course is a beginner course for general Microsoft applications. The class will consist of an overview of four Microsoft programs including Word, Excel, Powerpoint and Outlook. The course will enable a student to perform common computer oriented tasks associated with general business practices.

VT 210A: Anatomy and Physiology 11.75 Quarter Credit Hours

This course will cover basic anatomy and physiology starting at the cellular level and progressing through the musculoskeletal system, the neurological system, the respiratory and cardiovascular system, the digestive system, the reproductive system, sense organs and the endocrine system. During laboratory hours the student will learn the entire skeletal system of the dog and cat along with some comparative anatomy of the horse and ruminant and will further their study of anatomy through dissection of a canine cadaver.

VT 212A: Animal Nursing II 8.5 Quarter Credit Hours

This course will build upon and continue using nursing skills that were introduced in Animal Nursing I. Nursing tasks and topics presented will included but are not limited to: bandaging and wound management, preventive health and vaccination protocols, toxicology, geriatrics, human/animal bond and euthanasia. The course is structured into both lecture and labs. Skills learned in this course will be built upon in future classes.

VT 214A: Radiology 6.75 Quarter Credit Hours

This course will provide the student with an introduction to radiography, concerning production, machine, safety, quality, processing, and positioning. The student will be instructed in how to figure corrections for artifacts and errors, understanding and working with dental radiography, and the making of a technique charts. The student will also be introduced to overviews of ultrasound, fluoroscopy, CT, MRI, and nuclear diagnostic imaging.

VT 218A: Shelter Management 1 Quarter Credit Hour

This course will give the student an overview of shelter management and medicine. The role of the veterinary technician in shelter management will be emphasized. Animal control, animal behavior and the ethical issues facing shelters will be discussed.

VT 220A: Computer Concepts II 2 Quarter Credit Hours

Students will gain familiarity with AVImark veterinary computer software and its usage in standard practice. The student will use AVImark to prepare medical records including client and patient information, and will gain hospital management skills through scheduling and preparing treatment and inventory lists.

VT 222A: Animal Nursing III 2.5 Quarter Credit Hours

This course will build on techniques presented in Animal Nursing I and II. In this course, students will be exposed to clinical tasks including, but not limited to: blood draws, injections, vaginal and ear cytology, skin scraping, nail trimming, ECGs, urinary catheterization and cystocentesis. The students perform clinical procedures during lab time. Lectures focus on topics such as veterinary dentistry, oncology, pain management, electrocardiography, fluid therapy, and dermatology.

VT 224A: Nutrition 2.75 Quarter Credit Hours

This course will introduce the student to dietary management and considerations for the veterinary patient. It will include, but is not limited to, discussions in nutrients and their energy values, animal needs assessments, food and label assessments, home food preparations, health maintenance in a normally healthy and in special needs patients, prescription diets, enteral and parenteral nutrition, orphan care and dietary effects on drug metabolism. Labs will focus on the dietary care and management of the Vatterott ward-care animals.

VT225 Human Relations 4.5 Credits

This course is designed to provide the students with both theoretical and practical instruction to work effectively with others in a working environment.

VT 226A: Clinical Pathology I 5.75 Quarter Credit Hours

Clinical pathology I will give the student an introduction to hematology and the laboratory, which will be built upon in future classes. The student will learn how to use and maintain laboratory equipment, report laboratory results, basic hematology testing, use proper terminology, and how to use blood as a diagnostic tool in veterinary medicine. The student will advance in this course with an introduction to advanced hematology, blood chemistries and immunoassays in preparation of pre-surgical labs.

VT 228A: Pharmacology I 6 Quarter Credit Hours

This course will provide the student with a good understanding of the fundamentals of pharmacology. It will provide a solid foundation in pharmacology upon which the student will be able to build the professional habit of staying current with emerging trends in pharmacology. This course will familiarize the student with: drugs and their absorption, effects on the body, routes of administration, drugs groups and their actions, generic and trade names, labeling and dispensing, reading and filling prescriptions, using weights and measurements, dosage calculations, preparing medications, storage and handling of drugs, controlled substances, laws and regulations. This course will enable the student to use and explain the routes of medications in everyday clinic life as well as give them ample opportunity to develop their confidence in applying pharmacological agents to specific medical uses.

VT 230A: Anesthesiology and Surgical Procedures I 11.75 Quarter Credit Hours

This course will serve to instruct the student in the stages and planes of anesthesia and the types of and actions of anesthetic drugs. The student will become familiar with different types of anesthetic protocols with emphasis placed on performing a safe anesthetic procedure. They will learn patient evaluation, patient monitoring and the safe use of an anesthetic machine. This course will also introduce the student to surgical nursing/assisting, surgical instruments, surgical monitoring equipment, the anesthesia machine, common surgical procedures, and sterile technique/ aseptic technique.

VT 232A: Clinical Pathology II 4 Quarter Credit Hours

This class will describe in detail the aspects of a full urinalysis which includes sediment It will also include a review of previous clinical pathology course material. The course will cover the anatomy and physiology of the urinary system, diseases that affect kidney function, diagnostic procedures used to determine kidney function and identification of structures found in urine during routine analyses. Students will perform all pre-surgical labs on pending surgeries for the current week.

VT 234A: Pharmacology II 4.5 Quarter Credit Hours

This course will continue from Pharmacology I and provide the student with a good understanding of the fundamentals of pharmacology. It will provide a solid foundation in pharmacology upon which the student will be able to build the professional habit of staying current with emerging trends in pharmacology. This course will familiarize the student with: drugs and their absorption, effects on the body, routes of administration, drugs groups and their actions, generic and trade names, labeling and dispensing, reading and filling prescriptions, using weights and measurements, dosage calculations, preparing medications, storage and handling of drugs, controlled substances, laws and regulations. This course will enable the student to use and explain the routes of medications in everyday clinic life as well as give them ample opportunity to develop their confidence in applying pharmacological agents to specific medical uses.

VT 236A: Parasitology 6.75 Quarter Credit Hours

This course introduces the student to basic terminology used in parasitology, the basic life cycles of common internal and external parasites, and the fundamentals of parasite control and treatment. The student will learn to utilize diagnostic and laboratory procedures for identifying internal and external parasites.

VT 238A: Large Animal Nursing and Diseases 8.5 Quarter Credit Hours

This course will expose the students to industry standards and common husbandry practices for the following species: equine, bovine, caprine, ovine, porcine, and poultry. The course consists of reproductive management and technique as well as proper nutrition. The course covers physiological data, restraint, terminology, surgical procedures, injections, catheterization, identification, dentistry, hoof care, breeds, and common management of all species listed. Viral and bacterial diseases of all the species will also be discussed. The course also provides hands on experience with large animal species and off site evaluation of the industry.

VT 240A: Lab Animal Procedures 5.25 Quarter Credit Hours

In this course the student will learn about animals not only used in research but owned as pets. They will learn how research facilities operate as well as how to educate a client owning a "pocket pet". Upon completion of this course the student will demonstrate and understanding of the groups and laws regulating research, the difference between animal rights and animal welfare, how to identify and care for laboratory animals, and how to perform various laboratory procedures.

VT 242A: Advanced Nursing 7 Quarter Credit Hours

The advanced nursing class will provide the student with beyond the basics education. Previous knowledge of ear cleaning, bandaging and eye examinations and catheter placement are utilized to complete advanced techniques in these areas. This class will also introduce new nursing concepts to include holistic medicine, physical therapy, and nerve block anesthetic procedures. Upon completion of the course the student will demonstrate a complete understanding of examination and treatment protocols using knowledge of nursing skills attained throughout the program.

VT 244A: Animal Disease and Control 6.5 Quarter Credit Hours

The purpose of this course is to familiarize the student with common animal diseases, focusing on the small companion animals. The student will come to understand the pathological mechanisms of these diseases and gain an understanding of the general treatments, prevention and control. An understanding of these disease processes will provide the student a foundation of information that they will ultimately use in clinics for client education.

VT 246A: Avian & Exotics**7.75 Quarter Credit Hours**

This course will introduce the student to avian and commonly seen exotic species. Each section presents information on health care, husbandry, restraint, nutrition and specific disease conditions. The student will be provided with a sound understanding of exotic birds, amphibians, reptiles, and small mammals. The course will include labs one of which will require the student to maintain appropriate husbandry for species housed within the college.

VT 248A: Surgical Procedures II**5.75 Quarter Credit Hours**

This course allows the student to apply the techniques learned in Anesthesiology and Surgical Procedures I. The student will use their knowledge by assisting in surgery and providing the anesthesia and monitoring for the patient.

VT 250A: Clinical Pathology III**4 Quarter Credit Hours**

This class will provide the student with an introduction into body fluid analysis, blood cross matching, semen evaluation, vaginal cytology and malignant pathology of cells. The student will become familiar with sample collection and preparation of fluids and tissues for accurate pathology results as a diagnostic tool in veterinary medicine. Students will perform all pre-surgical labs on pending surgeries for the current week.

VT 252A: Office Management**6 Quarter Credit Hours**

The purpose of this course is to provide basic veterinary management skills in the areas of office procedures, client relations and education, financial management, conflict management, communication skills, medical records, and inventory control. The student will also become familiar with Veterinary law and ethics. The student will practice real life clinic practices such as scheduling, billing, telephone skills, and client communication.

VT 254A: Career Skills**1.75 Quarter Credit Hours**

This course will provide the student with the skills need to prepare a professional cover letter and resume. Additionally, topics in preparing for a job interview will be covered and practical experience in sitting through a job interview will be gained through role playing in lab. The student will also receive feedback on the career field through panel discussions with local professionals.

VT 256A: Practical Exams**0.5 Quarter Credit Hours**

The student's grade in this class will be based upon final proficiency exams. A minimum percentage of 70% must be received on each individual test to pass this course. Proficiency exams include: Math, CBC and Multiple choice written final Practical exam. If all tests are passed with a minimum of 70%, the four tests average will be the final grade. If a test(s) is not passed the student's lowest score will become the class grade. Successful completion of these 4 exams is required to move on to externship.

VT 258A: Externship**11 Quarter Credit Hours**

The externship is a practical career development course which provides students the opportunity to demonstrate the knowledge, aptitude and skill proficiency obtained in the classroom and laboratory. This work experience is not intended to be a job trial situation, but provides the students with additional theory and skills prior to graduation. This is the final required course for the Program. A faculty member will be in contact with each site for evaluation of the student. The externship coordinator will provide specific requirements for the externship.

General Education Courses

GE 100: Basic Math**1.5 Quarter Credit Hours**

This course will provide the student knowledge in the medical use of Roman numerals; addition; subtraction; multiplication; division; fractions; decimals; percentages; ratios; proportions; the metric system. The student will gain an understanding of conversion in the metric, household and apothecary systems.

GE102: English**4.5 Quarter Credit Hours**

This is a English course designed to provide students with the background to effectively communicate in written form. Emphasis will be placed on: parts of speech, spelling, sentence and paragraph structure, punctuation, capitalization and numbers to include editing and proofreading skills.

GE 104: Oral Communication**1.2 Quarter Credit Hours**

This course provides the students with a general working knowledge of telephone protocol, emergency situations, reception desk tasks, scheduling and public speaking.

GE 105: Advanced Human Relations Concepts**2.5 Quarter Credit Hours**

This course is designed to introduce students in health occupation programs to the elementary principles in understanding human behavior. This course is particularly relevant to those fields in which there is a close relationship between the health worker and the patient.

GE108: Speech**4.5 Quarter Credit Hours**

This course is designed to provide the students with both theoretical basis and practical instruction to speak effectively in public. Areas covered include: topic selection, audience analysis, speech preparation and organization, support of speeches with credible research, strategic and creative language use, effective listening and delivery skills and common speech types of public speeches.

GE 110: English**3.3 Quarter Credit Hours**

This course includes instruction of the basic parts of speech, sentence structure, spelling, grammar and punctuation. This course will enable the student to construct paragraphs and various writing assignments.

GE 111: Principles of Psychology**4.5 Quarter Credit Hours**

This course is intended to introduce the student to the origin, history and practical applications of psychology and its relevance to human life. The student will be introduced to major themes, research, applications, human growth and development and psychological issues and problems that affect everyday life.

GE 112: English Composition**4.5 Quarter Credit Hours**

In this course students will write short papers, reports and essays based on experiences and assigned readings. Emphasis is placed on clear written expression of ideas and the importance of organization, word choice, logic and sentence construction. The process of planning, writing, revising and editing material for a particular audience is also covered.

GE113: Principles of Psychology II**4.5 Quarter Credit Hours**

The purpose of this course is to provide instruction in the field of health psychology. Methods for identifying stress, factors that influence our reactions to stress and coping mechanisms will be provided. Students will also be introduced to the concepts of social psychology and identify how an individual's ability to interact with others is influenced by the environment, attitudes and emotions of the individual.

Appendix A - Course Descriptions

GE 122: Human Relations

1.5 Quarter Credit Hours

This course is designed to introduce students in the health occupation programs to the elementary principles in understanding human behavior. This course is particularly relevant to those fields in which there is a close relationship between the health worker and the patient.

GE 201: English Composition I

4.5 Quarter Credit Hours

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

GE 203: 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.

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.

GE 210: Interpersonal Communication

4.5 Quarter Credit Hours

This course is a study of and participation in the communication process. Topics covered include: the self as a communicator; verbal and nonverbal communication; cultural expectations; cooperation; conflict resolution. Experimental exercises encourage understanding and interpretation of the student's own as well as other people's attempts at communication.

GE214 Basic Chemistry

4.5 Credits

Introduction to a basic understanding of chemistry is certainly a prerequisite for the successful study and practice of any health science. Once done with this course the student will exhibit a basic understanding of the chemical world, as well as perform the calculations needed to utilize a variety of chemical equations and formulas. As we progress, the student will see that chemistry is systematic, and the principles and theories will begin to fit together in a logical fashion. The student will find these basics will be built upon in further course studies.

GE216 Microbiology

6.25 credits

Students will have the opportunity to observe and study the microscopic and cultural characteristics of various micro-organisms. They will learn practical laboratory techniques necessary to identify micro-organisms important in veterinary medicine. Following completion of this course, students should have the basic understanding of transmission of disease, pathogenic properties of micro-organisms, the immune response, and antibiotic susceptibility testing.

GE 237: Career Track

1.5 Quarter Credit Hours

In this course the student will be required to take a practical exam, prepare a resume and learn to reinforce and set goals that are achievable and obtainable within their respective field.

Appendix B

Academic Calendar

Start Date	Diploma Graduation Personal Fitness Trainer 50 weeks	Diploma Programs Graduation 60 weeks	Diploma Graduation Cosmetology 70 weeks	AAS/AOS Graduation 90 weeks
1/12/2009	12/27/2009	3/7/2010	5/16/2010	10/3/2010
2/16/2009	1/31/2010	N/A	N/A	N/A
3/23/2009	3/7/2010	5/16/2010	7/25/2010	12/12/2010
4/27/2009	4/11/2010	N/A	N/A	N/A
6/1/2009	5/16/2010	7/25/2010	10/3/2010	2/20/2011
7/6/2009	6/20/2010	N/A	N/A	N/A
8/10/2009	7/25/2010	10/3/2010	12/12/2010	5/1/2011
9/14/2009	8/29/2010	N/A	N/A	N/A
10/19/2009	10/3/2010	12/12/2010	2/20/2011	7/10/2011
11/6/2009	11/7/2010	N/A	N/A	N/A
12/28/9009	12/12/2010	2/20/2011	5/1/2011	9/18/2011

School Calendar

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

Holidays/No Classes

New Year's Day	2009 January 1, 2009
MLK	January 19, 2009
Good Friday	April 10, 2009
Memorial Day	May 25, 2009
Independence Day	July 3, 2009
Labor Day	September 7, 2009
Veterans' Day	November 11, 2009
Thanksgiving	November 26, 2009
Day After Thanksgiving	November 27, 2009

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

Alcohol/Drug Abuse Counselor

Aryn Bowlby, Program Director, Addictions & Behavioral Health
 Matt Broberg, Heartland Family Services
 Paul Bryant, UMCC Wesley House
 John Davis, Director Residential Services, Child Saving Institute
 Eleanor Devlin, Executive Director, N.O.V.A
 Kathy Dinges, Executive Account Manager, Magellan Health Services
 Nancy Enquist, Quality Improvement Manager, Community Alliance
 James Holt, White's Counseling and Consulting Agency
 Cindy Housley, Director of Shelter Services, Youth Emergency Services House
 Angi Hurley, ICCU Supervisor, Region 6
 Bill Keck, Sienna Francis House
 Candy Laney, White's Counseling and Consulting Agency
 Sarah Ruma, Therapist, Omni Behavioral Health
 Dan Whitehead, Therapist, White's Counseling
 Lynette Battreal, Stephen Center, Inc.
 Debra Jones, The Spring Center, Region VI

Computer Technology

Scott Andersen, Lease Team Inc.	Michael Brady, CSG Systems
Joe Bullington, National Network of Estate Planning	
Pat Cleary, Tiger Paw Software	Neil Dacey, Hewlett Packard
Denise Dantzer, Werner Enterprises	Craig Dassner, Cox Communications
Erin Determan, TEKsystems	Roger Elliot, BancTec
Susan Farmer, Hewlett Packard	Brian Fate, Lease Team, Inc.
Valerie Ford, Lease Team Inc.	Lindsey Gehrki, TEKsystems
Kris Hallman, Waitt Media	Terry Hansen, Personalized Computer Service
Pat Heller, WRK Systems	Thomas Hughes, System Works
Greg Jacobs, Computer Systems Inc.	Lee Kilgas, AAA Life Insurance
Ross Koster, West Corporation	David McBride, West Corporation
Dan McFadden, Omnium Worldwide	Brian Messier, WRK Systems
Mick Morgan, West Corporation	Don Morton, DataServ
Brad Nichols, Omnium Worldwide	Joe Oltman, Omnium Worldwide

Al Palimenio, Mutual of Omaha
 Josh Storz, Prairie Interactive of CSG
 Nate Tippetts, Omnium Worldwide

Daryl Rue, Alegent Health
 Ron Strawn, Vanguard Research
 Ann Towey, Gallup Organization

Cosmetology

Theresa Bradley, A Wild Hair
 Danette Cook, Great Clips
 Martie Reyes, Great Clips
 Arin Tomanek, Omaha's Hair Choice
 Lori Fuchs, Independent Consultant for Estee Lauder

Donna Carlson, Self-employed
 Sandy Kurtenbach, Great Clips
 Lida Rose, Mary Kay Consultant

Dental Assistant

Greg Garro, DDS, Gregg Garro Dental Office
 Dr. Allan Hancock, DDS, Veterans Administration Medical Center
 Sherry Hassler, CDA, Bakers Square Dental
 Nicole Hawley, DA, West Pacific Dental Group
 Dr. Kenneth Hermsen, DDS, MS, Heartland Endodontic Specialists
 Sherry Hovinga, Goetz Dental Co
 Tracey Lech, DA, Classic Dentistry
 Suzanne Mc Ginnes, Dr Sharlene and Dr. Robert Wilson
 William Naughton, DDS, BA, Creighton University School of Dentistry
 Mark Polito, Patterson Dental
 Mary Ritter, Veterans Administration Medical Center
 Nikki Saffron, Patterson Dental
 Lisa Shiell, Specialty Dental Care PC
 Michael Starkey, DDS, Michael Starkey Dental Office
 Meghan Thomas, Dr. Sharlene and Dr. Robert Wilson
 Erich Trumm, DDS, Classic Dentistry
 Timothy Walker, DDS, PC, Walker Family Dental

Graphic Art and Design

Dan Wondra, KPTM Fox 42	Dawn Bashara, Family Service Metro Omaha
Andrea Blankenship, Info USA	Courtney Bauer, Ervin & Smith Advertising
Beth Cavanaugh, Thomas D. Mangelsen Inc	Billy Cobourn, Cobourn Design
Stacy Cottrell, Jalapanio Graphics	Jeff Dahir, Regal Awards
Lea DeLoughery, Hirsch Advertising	Tom Ervin, Ervin and Smith Advertising
Chad Gilliland, Lincoln Journal Star	Gary Grubbs, Freestyle Graphics
Bruce Hartford, Swanson Russell Associates	Joni Hoaglund, Specialty Finishing
Tom Lombardo, West Corporation	Scott McCormick, GREIF Brother Corp
Terry McFarland, KETV	Stacey Schmidt, Jalapeno Designs
Pauline Pedroza, Orient Graphics/Meridian Advertising	
Jane Shinn, The Maids International	

Heating, Air Conditioning & Refrigeration

John Anton, A-1 United Heating and Air Conditioning	
Bob Boyer, Alegent Health	Kim Cafferty, Johnstone Supply
Christopher Crane, Horseshoe/Harrah's	Bill Hiltgen, Snelling Personnel Services
Terry Meester, Greater Omaha Refrigeration	Ryan Mundil, Horseshoe/Harrah's
Kylon Rolles, Greater Omaha Refrigeration	John Sigerson, The O'Connor Company Inc.
Frank Smith, HACC	Jon Stuehm, SOS Heating and Cooling
Leroy Stuehm, SOS Heating and Cooling	
John McCarthy Sr., McCarthy's One Hour Heating and Air Conditioning	

Medical Assistant

DeAnne Barry, Oncology Hematology West
 MSGT Gregory Beavers, Offut AFB, Ehrling Berquist FMR Clinic

Appendix C - Advisory Committees

Jeannette Blackstone, Bickford Cottage
Camille Brewer, Charles Drew Health Center
Jerry Cooper, UNMC
Dr. Jean DeMartinis, MidAmerica Cardiovascular Institute
Kim Eidem, Bluffs Family Healthcare
Judy Elder, Midwest Regional
Stevie Gass, Methodist Hospital
Rick Gray, Bluffs Family Healthcare
Dr. Herman Greenwald, Midwest Urology
Ruth Hagemann, Jefferson Pilot
Jeannie Ketelson, Creighton Psychiatric
Mary Knott, Urology Specialists
Danette Lodes, Workfit Occupational
Dr. Victoria Maclin, UNUM; Heartland Center for Reproductive Endocrinology
Holly Newman, Alegent Health
Lisa Peterson, Alegent Health-Applewood Clinic
Sandy Prosowski, Alegent Health
John Jacob Salinas, Qualia Clinical Services
Dr. Sandhya Saxena, Healthcare for the Family
Theresa Solonyha, Bakers Place
Robert Tully, Jefferson Pilot
Linda Rocz, Concentra

Pharmacy Technician

Annie Bitsos, Pharmacy Manager, Walgreen's
Doug Grabill, Heartland Mailorder Pharmacy
Dana Hill, Omnicare
Ilene Hawkins, Pharmacist, Alegent Home Care & Hospice
Brenda Kegley, Senior Pharmacy Technician, Option Care
Allen Kurland, Kohl's Pharmacy
Kathy Malesker, Clinical Staff Pharmacist, First Choice Healthcare
Kristen McCarville, Alegent Homecare
Cory Moore, Kohl's Pharmacy
Joe Nocita, No Frills Retail Pharmacy
Victor Padron, Associate Professor, Creighton University
Lori Peters, Nebraska Medical Center Hospital
Dennis Swift, ShopKo Pharmacy
Scott Tran, Pharmacist, Option Care

Veterinary Technician

Galen Barrett, Chief Animal Control Officer, Council Bluffs Animal Shelter
Jon Brewer, Merial
Bob Krapfl, DVM, Gentle Doctor Animal Hospital
Theresa Larson, LVT, UNMC – Comparative Medicine
L.D. Leishman, DVM, Animal Care of Blair
Rhea Lukeheart, LVT, Gentle Doctor Animal Hospital
Jennifer Misfeldt, Mid American Boston Terrier
Karen Niemants, Custom Engineering Co
Kandi Rasmussen, LVT, Nebraska Equine Veterinary Clinic
Lisa Reddington, LVT, Mobile Animal Clinic
Dr. Deborah Rubaloff, DVM, Banfield Pet Hospital
L.R. Smalley, DVM, Equine Veterinary Clinic
Coby TenBensel, Supervisor of Operations, PVP
Linda Wilkie, BS, LVT, University of Nebraska Medical Center
Kim Wilkinsin, VT, VCA Rohrig Animal Hospital
Julie Sandal, Director of Human Resources, Nebraska Humane Society

Appendix D

School Administration and Faculty

Administrative Staff

Brian J. Carroll, Campus Director
Charles Lambert, Director of Education
Harold "Chuck" Stull, Director of Admissions
Justin Mackling, Director of Career Services
Sunni Sorenson, Admissions Representative
Brett Vicker, Admissions Representative
Ryan Milage, Admissions Representative
Katie Shetlar, Admissions Representative
Erin McCarty, Administrative Assistant
Janet Erskins, Receptionist
Erik Olsen, Receptionist
Paul Berg, Retention Officer
Candace Gold, Retention Officer
Pat Cotton Administrative Assistant
Kim Seidler, Registrar
Kelly Stuckey, Assistant Registrar
Doug McElwain, Librarian
Kim Bandy, Campus Accountant
Corey Rybin, Campus Accountant
Marcy Kastrick, Director of Financial Aid
Kim Troester, Financial Aid Administrator
Wilfred Cobb, Director of Building Maintenance
James Stennis, Building Maintenance
Brad Mears, Building Maintenance
David Cash, Computer Network Coordinator

Faculty

Tamera Adam – Limited Radiography Instructor – Medical Assistant Department

Tamera Adam began employment at Vatterott College in July, 2006, and she is the Limited Radiography Instructor in the Medical Assistant Department. Tamera is a graduate of Clarkson College with degrees in Radiologic Technology and Medical Imaging. In addition to teaching at Vatterott, Tamera is also a Radiologic Technologist at a family medical practice.

Tom Baker – General Education – Math Instructor

Tom is a Math Instructor in the General Education Department at Vatterott. In addition, Tom also is a Math, Physics and Electronics instructor at ITT Technical Institute, a position he has held since 1991. He is a member of the American Mathematical Society, Mathematical Association of America, New York Academy of Science, American Physical Society and American Association for the Advancement of Science.

Kristin Bohling, LVT, AAS, BS —Veterinary Technician Instructor

Kristin is a graduate of Northeast Community College with an Associates of Applied Science degree in Veterinary Technology. She is also a graduate of Kansas State University with a Bachelors degree in Animal Science. Kristin is a licensed veterinary technician in the State of Nebraska. Kristin has worked in mixed animal practice, swine, feedlot, horse, and cattle production, beef and wheat research. Kristin worked for the University of Nebraska Medical Center within the Comparative Medicine and Cellular and Integrative Physiology Departments for 4 years. She is a member of the Association of Veterinary Technician Educators (AVTE), American Quarter Horse Association, Nebraska Veterinary Technicians Association (NVT), and National Association of Veterinary Technicians in America (NAVTA), 4-H Leader, Sunday School Teacher and American Association of Equine Veterinary Technicians. Kristin has been teaching at Vatterott for 3 years.

Bipin Bora – Program Director/Instructor – Computer Technology Department

Bipin Bora serves Vatterott College as an Instructor as well as the Program Director in the Computer Technology Department. Bipin began employment with Vatterott College in 1999 as a Computer Technology instructor and accepted the position of Program Director in 2001. Bipin has an extensive experience in all aspects of the computer technology industry through his employment with Valparaiso University, the University of Minnesota and Control Data Corporation. He received a Bachelor's Degree in 1983 from the Indian Institute of Technology, Kanpur, India in Mechanical Engineering, followed by a Master's Degree in 1985 in Mechanical Engineering from Case University, Cleveland Ohio. He has obtained the following IT Certifications: A+, Network+, CCNA, MCDBA, Linux+, MCSA and MCA.

Robert Boyer – HVAC Instructor

Bob Boyer joined the faculty of Vatterott College in 2006 as an instructor in the HVAC Department. Bob started his engineering/HVAC career as a Machinist Mate in the US Navy. Bob has an Associate Degree in Air conditioning Refrigeration and Heating Technology from Metropolitan Community College / Omaha. For the last 20 years Bob worked in the Energy Plant / HVAC department at Immanuel Medical Center in Omaha. Bob has taught part time in the Industrial Maintenance field since 1990. Bob has a City of Omaha First Grade Stationary Engineers License. Prior to teaching for Vatterott College, Bob served for many years on the advisory board for the HVAC program.

Joni L. Brunssen, DVM, BS – Program Director, Veterinary Technician Program

Dr. Brunssen graduated from Kansas State University with a Bachelor's Degree in Animal Science and Industry and went on to work for the United States Department of Agriculture (USDA) for a number of years before returning to school. She received her DVM from Iowa State University in 1991. Upon graduation Dr. Brunssen worked in a mixed animal practice in Omaha, NE for 6 years treating companion animals as well as horses and cattle. Following that, Dr. Brunssen went on to start her own veterinary practice, a mobile small animal practice, and continued that for 6 years before taking the position of program director at Vatterott College.

Dr. Brunssen is licensed to practice veterinary medicine in both Nebraska and Iowa. She is a member of the American Veterinary Medical Association (AVMA) and the Association of Veterinary Technician Educators (AVTE). She has served as program director at Vatterott College since December 2002.

Stephen Campbell - HVAC Instructor

Stephen is a retired 37 year member of the Steamfitters Union Local Union 464 in Omaha and Local 537 Pipefitters, Boston, MA., where he served a 5 year apprenticeship.

Mr. Campbell held certification and license as a Journeyman and Master HVAC technician and Contractor in MA. He has spent many years of his career installing and servicing many varied HVAC systems and controls. In the Omaha area he has worked for local contractors including Nelson Refrigeration, Natkin Service, Prawl Engineering, and US Mechanical. He currently holds NATE certifications in 8 disciplines of the HVAC industry. And is a member of RSES.

Randal Climer – Program Director/Instructor, Alcohol and Drug Abuse Counseling Department

Randal Climer received a Master's Degree in Guidance and Counseling in 1977 from the University of Nebraska—Omaha. He is a Licensed Mental Health Practitioner and a Licensed Alcohol and Drug Counselor in the State of Nebraska. He has 32 years of experience in both mental health and substance abuse counseling. He began his teaching career at Vatterott College in August of 2004.

Judy Coppock – Cosmetology Instructor

Judy Coppock began her career with Vatterott in October of 2006 as a Cosmetology Instructor. Her experience in the Cosmetology field stretches over 22 years. She has instructed at four other metro area Cosmetology Schools along with working behind the chair at a major West Omaha salon.

Michael Cottrell - AOS Graphic Art and Design Instructor

Michael started at a young age learning art while his mother was attending art classes at a local college. He was drawing portraits at age 8 and hasn't stopped since then. It wasn't until after being laid off from Boeing Aircraft that he realized that he could make a career out of his art skills. In 1993 he started a design shop that was developing into a viable business but was cut short after being recruited to work for Universal Products Inc., an Avery subsidiary, as a graphic designer. At UPI he had opportunities to design for companies such as Nissan, Winnebago, Toyota, Bombardier, Sea Ray and many others. In 1996 he met his bride to be and moved to Omaha. Here he as an Art Director for SignPro, a division of Mitchell Communications, where he was in charge of design needs for ten, soon to be thirteen Mitchell's radio stations and bank and clients such as US West, ConAgra and McDonalds. Within a year he was promoted to Manager of that division. In 1998 he was recruited to manage the art department at Design4. In 2000, Michael was missing his entrepreneurial side, he reopened Jalapeno Designs with many of the clients that been followed him through out the years. At the same time he wanted to share his knowledge and was given the opportunity to teach at Vatterott College. It felt like a natural thing being that like art, teaching ran in the family blood. To this day, both the business and teaching career are greatly enjoyable to him knowing that new opportunities, challenges and experiences are available daily.

Jill M. Day – Dental Assisting Instructor

Jill is a graduate of the Red Cross Dental Assisting Program aboard Camp Pendleton. Jill served at a Dental Tech, Petty Officer Third Class, in the United States Naval Reserves from December 1993 to December 2004. She has worked for UNMC College of Dentistry in Lincoln as a Chairside assistant assisting the department chairs of Oral Surgery, Orthodontics and Prosthodontics. Jill has worked in dental and surgical offices in Seattle, Memphis, San Diego, and Omaha. Jill holds memberships Omaha Dental Assistants Society, Nebraska Dental Assistants Association and the American Dental Assistants Association. She is a Certified Dental Assistant through the Dental Assisting National Board and is an American Heart Association BLS Instructor.

Michael L. Decker - Medical Assistant Program Instructor

Michael Decker began his employment with Vatterott college in September of 2001, when Vatterott college purchased Omaha College of Health Careers. He has been teaching since 1982, beginning with Bellevue College, now Bellevue University (1982-1984). He also worked full-time from July of 1985 to August 2001 with OCHC, teaching in the medical assisting program; and was program director for four years and director of education for two years, in addition to working part-time with Metropolitan Community College from 1988 to 1998 teaching mainly Biology and Anatomy courses. His expertise is mainly in the subjects of Anatomy & Physiology, Microbiology, Nutrition, and most of the general and clinical courses in medical assisting program. He has also taught a variety of general education courses (English, Speech, Psychology). Michael earned two degrees from the University of Nebraska at Omaha: Bachelor of Science in 1978 and Master of Arts in 1981.

Jaunita Dixon, Cosmetology Instructor

Jaunita Dixon has been an instructor in the Cosmetology Department at Vatterott since April, 2008. She is a graduate of Althouse Beauty School, Academy of Cosmetology and Dudley Cosmetology University. Jaunita is a licensed cosmetologist, licensed instructor and has a certificate in Biblical Studies from Liberty University. Her experience in the cosmetology field include salon owner, platform artist, State Cosmetology Inspector, and she has administered State board exams to students and student instructors.

Amber Dunn – Medical Administrative Assistant Instructor (MAS)

Amber is a graduate of Omaha College of Health Careers with a diploma in Medical Assisting and also a graduate of American Intercontinental University Online (AIU) with a Bachelor Degree in Business Administration – Organizational Psychology and Development. Amber worked for Methodist Physician's Clinic in Papillion as a Medical Assistant for two years, working both front and back office. She also worked at Alegent Family Care Clinic for four years performing mainly back office clinical duties. Amber is a Certified Medical Assistant and a member of the American Association of Medical Assistants (AAMA). Amber has been teaching at Vatterott College since 2005.

Michael Eaton – Program Director/Instructor, HVAC/R

Mike started as a Sheet Metal worker in Corona, California in 1981 and worked as a sheet metal worker until 1991. Then went to Practical Schools in Anaheim, California to receive a degree in Refrigeration Air Conditioning Heating and Ventilation. Mike has worked as service man and service manger until he went to work full time in 2003, for Vatterott College as an instructor and became the Program Director 2005.

Roger Elliot – Computer Technology Instructor

Roger Elliot is a 2003 graduate of Vatterott College's Computer Technology Department and became an instructor in that department in June, 2008. He has over five years experience as a computer technician and holds over 200 IT certifications from Lexmark, Dell and Microsoft.

Gina Green – Cosmetology Instructor

Gina Green started teaching in 1987 at Stewart's School of Hair design where she was basic instructor full time for several years, then clinic floor supervisor, and help develop visual aids. After this she has owned and managed a full service salon for 15+ years. Expanded her education in massage and complimentary treatments for the public in 2000. She now is the founder and president of NiMA(Non-invasive Modalities Approach to wellness). She still works with surrounding colleges and businesses organizing and supervising educational events for the public.

Jesse Henson – HVAC Instructor

Jesse Henson is a 2004 graduate of Vatterott College with a diploma in HVAC/R. He became an instructor in the HVAC department in May, 2008, while continuing outside employment as an HVAC service technician with The Frazier Company. Jesse is NATE certified, Trappipe certified, Gastite certified and Rinnai trained.

Kristina Johnson - Cosmetology Instructor

Kristina Johnson is a graduate of Joseph's College of Beauty in Lincoln, Ne with a license of Cosmetology, and is also a licensed barber from Joseph's College of Barbering, Omaha, Ne, as well as a Licensed Cosmetology Instructor from Joseph's College of Beauty in Lincoln, Ne. She has worked in the Salon industry for 4 years where she has cultivated her skills and crafts specializing in hairsculpting and short cuts, and is going into her 3rd year of being an educator. She is quite well-rounded especially when it comes to being able to deal with ALL textures of hair with ease. She has been teaching at Vatterott College for one year.

Andrea Joyce – General Education Instructor

Andrea Joyce is a Licensed Mental Health Professional and teaches psychology, speech and computer concepts in the General Education Department at Vatterott. Andrea holds a Master's Degree in Community Counseling from the University of Nebraska at Omaha and is currently enrolled at the University of Nebraska at Omaha College of Arts and Sciences/ Department of Foreign Languages pursuing a second Bachelor's degree in Spanish. Andrea's experience includes being an adjunct on-line ad classroom instructor at ITT Technical Institute as well as providing individual and family therapy services to clients with the Department of Health and Human Services Child Protection Division.

Connie Kain – General Education – English Instructor

Connie Kain is an instructor in the General Education Department and teaches English Composition, Human Relations and Speech. Connie holds a PhD in English from the University of Nebraska, Lincoln. She is a professional writer, and her teaching experience includes the University of Nebraska at Omaha, Duquesne University, Boys Town High School and Columbus Senior High School.

Kevin Keil - Graphic Art and Design Instructor

Kevin Keil has been working in the graphics art field since graduating with an associate's degree in 1990. Kevin has a foundation in fine arts, computer graphics and Macintosh technical support. He has worked in several facets of the graphic industry, including Corporate, production, management and freelance. He currently works as a freelance graphic designer working on projects ranging from print to web to video.

Laura Kesterson – Cosmetology Instructor

Laura Kesterson began her career as Cosmetologist in 1996. In 1997 she continued on to receive her License as a NE Barber and her Cosmetology Instructors License. She immediately began to work with Family Cutters fulltime and Bahner's College of Hair Design. On July 12, 2006 Laura accepted a career instructing position with Vatterott Cosmetology Department.

Kirk Loberg – Heating, Ventilation, Air Conditioning and Refrigeration/ Instructor

Kirk is a 2006 graduate of Southeast Community College with a Degree in Architectural Engineering. He has worked 4 years in the Civil Engineering Squadron at Ellsworth Air Force Base, SD including several months working along side Boeing Engineering. He has 32 years experience in the plumbing, heating, and refrigeration field as an installer, trainer, technician, sheet metal fabricator, and manager. Kirk has 6 years experience as an instructor with Northeast Community College and Vatterott College.

Myron Magee – Computer Technology Instructor

Myron began employment at Vatterott College in 2006 as a Computer Technology instructor, having obtained both a Diploma in Computer Technology and an Associate's degree in Computer Systems and Networking Technology from Vatterott in 2004. He also holds a Bachelor's degree from Northern Illinois University in Manufacturing Engineering Technology. Myron has an extensive background as a computer technician, and is A+PC Technician Certified and Network+ Certified.

Tiffany Meads – BHT Instructor

Tiffany Meads earned her Master's degree in Counseling from Grace University in Omaha, Nebraska in 2005. She earned her Bachelor's degree in Psychology from the University of Arkansas. Tiffany has ten years experience in the social services field and is presently in private practice as a Mental Health Practitioner. She has been an instructor at Vatterott College for the past three years and also spends time advising students.

Patsy Metschke – Cosmetology Instructor

Patsy Metschke began employment at Vatterott College in April, 2008 as an instructor in the Cosmetology Department. She is a graduate of Bahner's Beauty College of Cosmetology and is a licensed Cosmetology and licensed Cosmetology Instructor. In addition to her employment at Vatterott, she owns and operates a beauty salon in Fremont, Nebraska.

Sue Miles, L.V.T., A.A.S., B.S. – Veterinary Technician Instructor

Sue graduated from Omaha College of Health Careers with an Associates degree of Applied Science in Veterinary Technology in 1997 and received her Bachelor degree in Marketing Management in 2004 from Bellevue University. She is licensed as a Veterinary Technician in Nebraska and has worked in small animal practices in the Omaha area for 12 years. She is currently still employed full time at an Omaha veterinary clinic while teaching part time at Vatterott College.

Tim McDonald - Graphic Art and Design Instructor

Tim started his career in the graphic arts working part time in his father's print shop where he learned about printing and typography. He graduated from the University of Nebraska at Omaha with a degree in art. Tim was the Art Director at KMTV for 21 years. His responsibilities included print and on-air design, set and vehicle design, animation, writing and producing commercials and station promotions. He won numerous awards for his work from the Omaha Federation of Advertising, The American Institute of Graphic Arts and International Gold and Silver awards from the Broadcast Designers Association. He is currently a member of the Omaha Federation of Advertising and the AIGA. Tim started teaching part time more than 20 years ago at Metropolitan Community College. Since 2002 he has taught full time, first at The Creative Center and now at Vatterott College.

Lori Mc Millian- Medical Assistant Instructor

Lori is a graduate of Omaha College of Health Careers with a Certificate for Medical Assistant and also a graduate of Bellevue University with a Bachelor of Science Degree in Healthcare Management. She has worked as a Medical Assistant through out the Omaha metro area clinics for 20 years. For 15 years she worked in the speciality clinics of OB/GYN and Reproductive Endocrine. Lori is currently a member of American Association of Medical Assistants. Lori has been teaching at Vatterott College for 22 months.

Judy Neville – Program Director/Instructor, Pharmacy Technician Program

Judy earned her Bachelor Degree from Buena Vista University. She is the author of 2 college-level text books published by Elsevier; *Pharmacy Technician Lab Manual* and *Pharmacy Management Software for Pharmacy Technicians*. Judy is also a contributing column writer for the *Journal of Pharmacy Technology* and a textbook reviewer for McGraw-Hill. Judy is an active member to the Nebraska Pharmacist Association (NPA), Pharmacy Technician Educator's Council (PTEC), and the American Association of Pharmacy Technicians (AAPT). She is a Certified Pharmacy Technician (CPHT). Judy is the Program Director and the Externship Coordinator for the Pharmacy Department at Vatterott College -Omaha Campus.

Lauren Norris-Rodgers - Program Director/Instructor, Graphic Art and Design

Lauren came to Vatterott College almost nine years ago with an education in Fine Art and Graphic Design from NYC. She has worked as an artist in an instructional media production dept. at a college, a national art director for a magazine franchise, as an in-house art director for two not for profit agencies and maintained a freelance relationship with both for many years while operating her freelance business. Lauren was an artist in the Omaha World Herald's creative department for several years also. Lauren received a grant she created, art directed and taught from Nebraska Arts Council entitled the Art of Living Together, targeting underserved children and youth living in public housing partnering with a Montessori private preschool through sixth grade. This partnership resulted in an art show and installation at the Bemis Art Gallery. She also worked at Power Landing (alternative school and community center) as the art director/instructor. Lauren has taught children through adults fine art, drawing, painting, sculpture, mixed media, jewelry and traditional graphic design for over thirty years and computer generated both PC and Macintosh platforms for over twenty years. Lauren has received many awards for fine art, graphic design and professional acknowledgments. She maintains memberships in Nebraska Women's Art Caucus, AIGA American Institute of Graphic Arts, and Omaha Federation of Advertising. Her work has been shown and purchased locally at Heller Art Images, 76th Street Gallery, Eyesound Art Gallery, Anderson O'Brien Art Gallery, and the Sheldon Art Gallery on the campus of The University of Nebraska Lincoln.

Julie Opryszko – Medical Assistant Instructor

Julie Opryszko received her Medical Assisting Diploma in 1991 from Omaha College of Health Careers and teaches in the Medical Assistant Department at Vatterott College. Her experience in the medical assistant field includes the Cancer Therapy Research Center and Planned Parenthood-Omaha and current care of a terminally ill gentleman and a blind lady.

Tammy L. Petersen, L.V.T., A.A.S. – Veterinary Technician Instructor

Tammy is a graduate of Omaha College of Health Careers with an Associates Degree of Applied Science in Veterinary Technology. She worked as a Veterinary Technician at a private small animal clinic/hospital in Omaha, NE for 10 years, and concurrently at a small animal clinic/hospital in Gretna, NE for 1 year. She is currently teaching Veterinary Law and Ethics and Anatomy and Physiology. She is a licensed Veterinary Technician in the State of Nebraska. She holds membership in the following associations: NAVTA (National Association of Veterinary Technicians of America), NVTAA (Nebraska Veterinary Technician Association), and AVTE (Association of Veterinary Technician Educators). Tammy has had personal experience in handling large and small animals, exotics, avian, poultry, as well as some aquatic.

Tammy previously graduated from the Omaha Police Department Training Academy and worked as an Omaha Police Officer for 13 years. During that time, she worked in the cruiser/patrol area, court security, as well as the Research and Planning Department. She is still currently certified and Omaha Police Officer-Retired, as well as with the Federal Homeland Security Police Officer Act. She was also previously certified as and Emergency Medical Technician.

Colleen Powers – Pharmacy Tech Instructor

Colleen is a Certified Pharmacy Technician (CPhT). She has over 23 years of experience working in the inpatient pharmacy environment. Colleen works full-time as a chemotherapy technician at U.S. Oncology in Omaha, Nebraska. Colleen is a part-time instructor at Vatterott College-Omaha Campus.

Michelle Rabideaux – Medical Assistant Instructor

Michelle is a graduate from Vatterott College with a diploma in Medical Assisting. She completed her externship requirement at Westroads Medical Group. She was hired at the end of her externship and remained with Westroads for 6 years. She has been teaching at Vatterott College for approximately one year. She is an active member of the American Association of Medical Assistants.

Lisa Reid, LVT, AAS – Veterinary Technician Instructor

Lisa is a graduate of the Omaha College of Health Careers with an Associate Degree of Applied Science in Veterinary Technology. Since has worked as a Veterinary Technician in private small animal practice in Omaha for over 13 years. She has been at Vatterott College since April 2006 teaching courses such as Animal Nursing I and II, and Avian and Exotics for the Veterinary Technician Department. Lisa is a Licensed Veterinary Technician in the State of Nebraska. She holds memberships in the following association: NAVTA (National Association of Veterinary Technicians in America), NVTA (Nebraska Veterinary Technicians Association), and AVTE (Association of Veterinary Technician Educators). Other related positions held are a Professional Groomer and Groom for Aksarben race track.

Jenn Riege - Dental Assisting Instructor

Jenn is a graduate of Southeast Community College with a diploma in Dental Assisting. She worked for a general dentist in Lincoln, Nebraska for a year and two orthodontists (one in Lincoln, one in Omaha, NE) for three years as a clinical assistant. Jenn is a Certified Dental Assistant through the Dental Assisting National Board. Jenn holds memberships in the Omaha Dental Assistants Society, Nebraska Dental Assistants Association and the American Dental Assistants Association. She was the President of the Lincoln Dental Assistants Society from 2005-2007. Jenn is currently the Vice President of the Nebraska Dental Assistants Association. Jenn has been teaching at Vatterott College for five months.

Bonnie Rockwell, LVT, AAS – Veterinary Technician Instructor

Bonnie is a graduate of Omaha College with an Associates Degree of Applied Science in Veterinary Technology. Bonnie is also a licensed Veterinary Technician in Iowa and Nebraska. Work experience includes clinical supervision and management, small animal practical nursing in private practice for fifteen years. She is a current member of National Association of Veterinary Technicians of America (NAVTA), Iowa Veterinary Technician Association, Nebraska Veterinary Technician Association and the Association of Veterinary Technician Educators (AVTE). Bonnie has been teaching at Vatterott College since July 2004.

Heidi Rooker, LVT, AAS – Veterinary Technician Instructor

Heidi is a graduate of Omaha College with an Associates Degree of Applied Science in Veterinary Technology. She is a licensed Veterinary Technician in both Nebraska and Iowa. Work experience includes small animal nursing and emergency care in private practice for 16 years. She is a current member of the National Association of Veterinary Technician of America (NAVTA) and the Association of Veterinary Technician Educators (AVTE). Heidi has been teaching at Vatterott College since March 2008.

Riley Ross - Program Director, Personal Fitness Training

Riley received his bachelor's degree from the University of Nebraska at Kearney with an emphasis in Sports Administration and Public Relations and is also certified by the National Strength & Conditioning Association as a Certified Personal Trainer. Since 2003, Riley has been training and coaching elite athletes at the high school, NCAA, and professional level in wrestling, nutrition performance, and sports specific conditioning. Starting in 2006, Riley was an instructor and then director of a personal fitness training program at Pinnacle Career Institute in Lawrence, KS. In 2007, he was hired by Vatterott College to develop and implement the newly-approved Personal Fitness Training program. Riley is a member of the National Strength and Conditioning Association.

Valerie Ruckman – Program Director, Medical Assistant/Advanced Medical Assistant

Valerie is a graduate of Omaha College of Health Careers where she received a diploma in Medical Assistant program and later she received her Associate of Applied Science Degree in Medical Assisting. She worked for Dr. Daniel Miller for just over one year right after graduation. She started teaching Medical Assisting at Omaha College of Health Careers in 1984. She has worked for several physicians in the Omaha area, and has continued to instruct medical assisting students. Valerie is a certified BLS instructor with the American Heart Association. Valerie is a certified technical and trade school instructor through the Career College Association. She is also a member of the American Association of Medical Assistants. Valerie has been teaching at Vatterott College for 3 years.

Joseph Schaaf - Pharmacy Tech Instructor

Joseph earned his Bachelor of Arts Degree from the University of Kansas in Lawrence, Kansas. After obtaining his BA, Joseph attended the College of Pharmacy at the University of Nebraska Medical Center in Omaha, Nebraska. Joseph is a Certified Pharmacy Technician (CPhT). He works full time as a Client Advocate at Prime Therapeutics in Omaha, Nebraska. Joseph is a part-time instructor in the Pharmacy Department at Vatterott-Omaha Campus.

Tanya Smith – Pharmacy Tech Instructor

Tanya holds a Bachelor Degree of Science in Biology and Chemistry. After earning her Bachelor Degree at College of St. Mary in Omaha, Nebraska, Tanya continued her education at Nebraska Wesleyan University. Tanya also holds a Master's Degree in Forensic Science. Tanya is a Certified Pharmacy Technician (CPhT). She has over 7 years of experience working in the pharmacy field as a lead technician at Walgreen's Pharmacy. Tanya is a full-time instructor in the Pharmacy Department at Vatterott College-Omaha Campus.

James Steele, CPA – Accounting Instructor

Jim is a graduate of University of Nebraska-Lincoln and is a Certified Public Accountant. He has eight years experience in public accounting with Gardiner, Nail, Davis & Co. and Darst Hamilton & Associates, P.C. He worked eleven years as a Controller/CFO for CMET, Inc. /J & J Contracting, Inc., responsible for all accounting functions and reporting, including administration of foreign contracts. In his own consulting firm, he has worked nationwide in conducting disbursement audits, recovering corporate clients millions of dollars. He is a member of the Nebraska Society of CPA's. Jim has been teaching at Vatterott for three years.

Bruce Thiebauth – Computer Technology Instructor

Bruce, a 1995 graduate of the University of Nebraska – Lincoln in Computer Science and Technology, has been an instructor in the Computer Technology Department at Vatterott College since 2006. Bruce is a Novell Netware 5 Certified Engineer, a Microsoft Certified Professional-Windows NT, an IBM LAN Server Certified Engineer and an IBM OS/2v2.11 Certified Engineer. Bruce's employment experience as an on-site support contractor, network manager and consultant serves to enhance his duties as a Computer Technology instructor.

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-om@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 Office of the Commissioner of Education; Nebraska State Department of Education; 301 Centennial Mall South, 6th Floor; P. O. Box 94933; Lincoln, Nebraska 68509, phone 402-471-2295, fax 402-471-8127.