

Blair

COLLEGE

2005 – 2006 CATALOG

Blair 092205

1815 Jet Wing
Colorado Springs, CO 80916
(719) 638-6580

Established 1897

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associate of Applied Science degrees and approved and regulated by the Colorado Department of Education, Private Occupational Schools Board.

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PRESIDENT'S MESSAGE

As President of Blair College, and on behalf of the entire faculty and staff, it is my pleasure to welcome you to Blair College. Since 1897, Blair College has been committed to providing quality education to help individuals, like yourself, attain their personal and academic goals.

With the talent and care provided by our faculty and staff, you can join over 50,000 skilled and confident graduates of Blair College who have moved on to pursue their personal dreams and career aspirations. You have taken the first step toward preparing yourself for the future, and the faculty and staff at Blair College are here to help you the rest of the way.

As a student of Blair College, you can look forward to developing new and lasting friendships, and gaining the knowledge and skills that will lead to a lifetime of personal achievement and fulfillment. We look forward to helping you reach your goals.

A handwritten signature in black ink, appearing to read "Larry M. Jackson". The signature is fluid and cursive, with a large initial "L" and "M".

Larry M. Jackson
College President

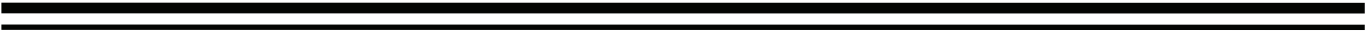


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ABOUT BLAIR COLLEGE

MISSION STATEMENT

Blair College is a private college established to meet the changing employment and corresponding educational needs of the diverse student population of Colorado Springs and its surrounding area. The College offers practical, career-related programs designed to help graduates prepare for entry-level positions and contribute to the community that it serves.

COLLEGE OBJECTIVES

- To offer two-year degree programs and diploma programs that will help students develop a solid foundation of basic technical and business skills.
- To assist students in achieving a general education background.
- To help students develop attitudes, knowledge and skills that will enhance quality of life and contribute to the community.
- To offer practical and viable curricula, taught by instructors who have education and work experience related to their areas of instruction.
- To provide career-related training based on current industry needs.
- To provide job placement assistance to graduates.

HISTORY

Blair College, Inc. was founded in Pueblo, Colorado, as Brown's School of Business in 1897. In 1918 Mr. and Mrs. George Blair purchased Brown's Business College and renamed it Blair's Business College. Mr. Floyd Doty assumed ownership of the College in 1938, and in 1953 the College achieved accreditation as a two-year school of business. It was among the first group of business colleges in the United States to be accredited by the Accrediting Commission of Independent Colleges and Schools. In 1960, Mr. and Mrs. Charles Webster purchased Blair Business College and acted as its president and secretary-treasurer, respectively, until late 1979.

In January 1981, Blair Business College changed its name to Blair Junior College. This change denoted collegiate accreditation as a Junior College of Business by the Accrediting Commission of the Association of Independent Colleges and Schools as well as approval of its Associate's degree programs by the Division of Private Occupational Schools, Department of Higher Education.

On October 17, 1996, the College was acquired by Rhodes Colleges, Inc. At the time of acquisition, the name of the institution was changed to Blair College.

ACCREDITATION

Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associate's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools
750 First Street, NE
Washington, D.C. 20002
(202) 336-6780

Blair College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
312-553-9355

Accreditation assures students that Blair College is recognized as a qualified institution of higher learning in that it offers approved programs of study meeting recognized academic standards and employs a professional faculty. Accreditation ensures adequate facilities and equipment, stable financial and organizational structure of the College, and recognition in the educational community.

PROFESSIONAL RECOGNITIONS

Blair College is approved by:

- Colorado State Approval Agency for Veterans and Eligible Dependent Students;
- Department of Vocational Rehabilitation;
- Department of Homeland Security

Blair College is authorized to grant Associate's degrees by the Division of Private Occupational Schools, Department of Higher Education, pursuant to the rule making authority as stated in the Private Occupational Education Act of 1981, Colorado Revised Statutes, Section 12-59-105 (1) (1).

Blair College is approved and regulated by the Division of Private Occupational Schools, Department of Higher Education.

Blair College Institutional Memberships:

- Better Business Bureau of Southern Colorado
- Colorado Springs Chamber of Commerce
- National Association of Student Financial Aid Administrators
- Rocky Mountain Association of Student Financial Aid Administrators

FACILITIES AND EQUIPMENT

Blair College is located on a five-acre site in eastern Colorado Springs, Colorado. The College occupies a new, modern, state-of-the-art building containing 30,400 square feet of space.

There are spacious classrooms; computer, medical and typing laboratories; student non-smoking lounge; library; and administrative and faculty offices. A large classroom located at the west end of the building serves as the auditorium. Ample parking surrounds the Blair College building.

Student Disability Services/Accommodations

The College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

BUILDING HOURS

The building is open Monday through Thursday from 7:30 a.m. to 11:00 p.m. and on Friday from 7:30 a.m. to 4:30 p.m. Academic offices are open to accommodate those hours. The Admissions and Student Finance offices are open Monday through Thursday from 8:30 a.m. to 7:30 p.m., on Friday from 9:00 a.m. to 4:30 p.m., and on Saturdays from 9:00 a.m. to 1:00 p.m. Should the need arise, the building will be open until the last period taught that day.

Career Planning and Placement Office hours vary to accommodate both night and day students. Individuals are encouraged to stop by and visit or call for an appointment at (719) 638-6580.

All office hours are scheduled to provide adequate services to day and evening students. Other office hours are also available by appointment to accommodate individual student schedules.

STATEMENT OF NON-DISCRIMINATION

Blair College does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, or citizenship status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

ADMISSIONS

Applicants interested in applying for admission may request an appointment for a personal interview with an Admissions Officer of the College by calling (719) 638-6580.

ENTRANCE REQUIREMENTS

Graduation from high school or its equivalent (such as the GED) is a prerequisite for admission to the College. Successful completion of an assessment examination is a prerequisite for admission. This standardized, nationally normed test is administered by the College and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program.

Applicants who have completed one academic year of credits at another postsecondary institution (24 semester credits or 36 quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The ability to benefit will be determined by passing the Career Programs Assessment Test (CPAT) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on language usage, 43 on reading, and 41 on numerical skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the College's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The re-test(s) will be administered within the period specified by the test developer or one week, whichever is longer. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the College and re-enter more than one year after their test date, must take the test again.

FOREIGN STUDENTS

When foreign students apply for admission in a program approved by the Immigration and Naturalization Service, official transcripts of completed secondary and applicable postsecondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program. A TOEFL Score of 450 or its equivalent is required for entry into an undergraduate degree (not required for applicants whose native country has English as a primary language). A Form I-20 (Immigration Certificate of Acceptance) will be sent to the applicant upon acceptance, receipt of a notarized Affidavit of Support, and payment of appropriate tuition deposits and/or fees.

TRANSFER OF CREDITS

Students with prior college or vocational/occupational education, including military education, may be eligible for transfer credits. Acceptance of such credit remains at the discretion of Blair College, and the College does not guarantee early graduation due to acceptance of prior credit.

Students are allowed to transfer in, or test out of, up to 50% of their program requirements at Blair College to be awarded a degree/diploma. Additional information regarding transfer of credit is found in the academic section of this catalog.

Blair College is committed to helping students acquire the career skills necessary for employment purposes and does not guarantee transfer of credit to other colleges. As with all colleges, acceptance of prior credit is at the discretion of the receiving institution.

Students wishing to transfer credit must have an official transcript of those credits mailed directly to the office of the Registrar.

ALLIED HEALTH STUDENT DISCLOSURE

Criminal Background Check

Allied health and nursing programs that use Joint Commission on Accreditation of Health Organizations (JCAHO) accredited facilities for student clinical experience/externships are required to comply with JCAHO standard *H.R. 1.2 #5* which states: "The hospital verifies information on criminal background check if required by law and regulation or hospital policy. *Rationale:* This requirement pertains to staff and students as well as volunteers who work in the same capacity as staff when providing care, treatment and services" (CAMH Update 3 August, 2004.)

Students enrolling in the Medical Assisting, Medical Administrative Assistant, and Medical Insurance Billing and Coding programs will be subjected to a criminal background check which will include:

- 3 countywide criminal court searches (counties of residence or contiguous counties)
- 2 name searches (up to two married names)
- 1 social security trace – address trace report
- 1 statewide sex offender search
- 1 OIG search (Medicare/Medicaid related fraud)

The fee for this background check will be covered by financial aid for those who qualify.

Clearance for students will not be obtained where the background check identified a conviction, pending case, or un-completed deferral/diversion for any crime related to the following offenses within the past seven years:

Abuse of any form	Drug paraphernalia
All drug and alcohol related offenses	Fraud
Any crime against person or property	Harassment
Assault	Medicare or Medical related offenses
Battery	Possession of stolen property
Burglary	Sexual crimes
Concealed weapons	Robbery
Theft/shopping/ extortion- including convictions for bad check charges	

If an applicant has an open warrant for a crime that would otherwise be given clearance, IntelliSense will contact the person authorized to make a decision.

A student's inability to obtain criminal background clearance per the requirements outlined above will prohibit clinical site placement and program completion.

ADMINISTRATIVE POLICIES

CONDUCT CODE

College maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves whether on campus or at an externship site. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student

is advised and given every opportunity to change his or her behavior to meet the expectations of the college and to prepare for what the student might later expect to find in a professional-level work environment. The College maintains the right to discipline students found in violation of college policies.

Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.

Student Conduct Code

Students must show respect toward and be cooperative with College faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct that may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of College property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College. Violations that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the College's or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated College official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the College has reason to believe that a student has violated the student conduct code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College.

Other student conduct code violations shall be governed by a progressive disciplinary procedure. For isolated, minor student conduct code violations, the College may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the College deems appropriate. The College may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the College.

First Offense

A written warning: The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense

Student dismissal: Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/safety

Immediate dismissal with dismissal letter.

APPEALS PROCEDURES

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., that affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

Students should contact the Academic Dean for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has 14 calendar days to submit a written appeal. Written appeals will be considered by the campus' Appeals Committee. The student and faculty member concerned may attend the hearing of the appeal. However, they may not participate in the Committee's deliberations. The Appeals Committee shall inform the student in writing of its decision within seven calendar days of the appeal. Decisions of the Appeals Committee are final.

DRUG FREE AWARENESS

The Drug Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Blair College prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of the students) and termination (in the case of the employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance 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.

DRESS CODE

Students are expected to dress appropriately for classes by not overly exposing their bodies or wearing clothing that is see-through or has inflammatory or vulgar statements written on it. Students who wear inappropriate articles of clothing may be subject to disciplinary action. Some departments of the College may have specific dress codes to which students are expected to adhere. All students should begin preparing a business wardrobe while they are in college.

CAMPUS SECURITY POLICY

It is the responsibility of Blair College to provide a safe environment for study and to prevent crime. The College is concerned about the safety and welfare of the students and employees. Therefore, the following policy is intended to protect students, staff and faculty.

Blair College will be open during posted hours. In the event a crime is committed during these hours, the incident should be reported to the Associate Dean, Academic Dean, College President, or other member of the College designated in charge if during the evening.

The incident will be recorded on a Campus Security Incident Form. Blair College will report crimes such as murder, rape, burglary, robbery, aggravated assault, and motor vehicle theft to local authorities.

Blair College is responsible for reporting the number of arrests for liquor law violations, drug abuse violations and weapons possession.

Any student, staff or faculty member involved in any of the above-mentioned crimes will be subject to disciplinary action. Such a violation of the College policy could result in suspension or termination, and if municipal laws have been violated, the incident will be reported to the local police.

Information programs available to students and employees on campus security, personal safety and crime prevention will be announced in classes and posted at various locations throughout the College as they are scheduled.

A list of community resources is available elsewhere in this catalog to help students receive professional assistance with a variety of issues. Faculty and staff also have access to an extensive list of community resources to recommend to students who might benefit from outside help.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Blair College has established policies regarding campus security.

The College strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The school encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The College will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

Statistical Information

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

CHILDREN/GUESTS ON CAMPUS

Students need to be aware that children are not permitted in the classrooms under any circumstances. In addition, children are not allowed in the building, unsupervised, for reasons of safety. Guests wishing to visit classes must receive permission from the instructor and Academic Dean, or arrangements can be made by contacting the Admissions Department or Academic Dean.

ACADEMIC TRANSCRIPTS AND DIPLOMAS

Students are provided an official transcript free of charge upon completing graduation requirements. There is a fee for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the College without the consent of the student unless the student specifically requests that the information not be released. The College requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Additional FERPA information is available from the institution's Business Office.

STUDENT ID

Students are provided a photo ID. Replacement IDs will be issued for a fee. Please refer to the schedule of fees in Appendix B for specific charges.

INFORMATION TECHNOLOGY PROGRAM STUDENT DISCLOSURE

Due to the rapidly changing nature of the Information Technology industry, curriculum and program changes may occur from time to time during the course of a student's enrollment in the program. These changes reflect industry trends, and curriculum revisions will be made as expeditiously as possible.

Enrollment in an Information Technology program offers the knowledge and skills to enter the workforce in technology or a related field. The program is an educational program, and upon successful completion, students will earn a diploma or degree. Program completion does not necessarily lead to or guarantee any form of vendor certification.

KNOWLEDGE OF RULES AND REGULATIONS

Students are responsible for knowing all the rules and regulations published in this catalog, posted on bulletin boards, announced by the instructors, or otherwise made known. Failure to know these rules and regulations does not excuse students from requirements and regulations.

POLICY AND PROGRAM CHANGES

The College reserves the right to change any provision or requirements in this catalog at any time without notice. The College reserves the right to substitute equivalent classes within each diploma or degree program. Students will be notified of any such changes. The College may add or delete programs of study. Further, the College reserves the right to add or delete courses from published programs of study.

The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the President.

ACADEMIC STANDARDS

GENERAL STANDARDS

Academic Session

The academic session for the degree programs at Blair College is based upon a 12-week quarter. A student may begin school in a six-week mini-quarter before proceeding into the regular 12-week quarter. Please consult the Academic Calendar, Appendix C, for specific dates.

Full-Time Students

Students should consult with the Academic Dean and the Student Finance Office to take less than a full load. The academic workload is defined as any combination of courses, externship or special studies that the institution considers sufficient to classify the student as full-time. A student must be enrolled in 12 credit hours per quarter to be considered full-time status. Students who have permission to take less than a full academic workload must understand that financial aid may be reduced and that their anticipated graduation date may be altered.

Single Class Students

Students interested in taking a single class must meet the normal admissions requirements and are not eligible to receive financial aid. For more information, please contact the Admissions Department.

Acceptance of Prior Credit

Blair College may grant academic and financial credit to those students who have successfully completed the same or equivalent courses on a postsecondary level from accredited colleges or other approved occupational/vocational programs, including military education. Transfer credits accepted are combined with credits earned in residence at Blair College toward the completion of program requirements.

When requesting credits be transferred into Blair, it is the student's responsibility to provide written verification in the form of an official transcript to be sent from the other institution directly to Blair College. This document must be in the student's academic file before the transfer of credit can be evaluated. It is the responsibility of the student to diligently follow-up on the acceptance of prior credit to avoid incurring the additional expense of taking unnecessary classes.

Acceptance of credit is at the discretion of Blair College, and there is no guarantee of early graduation due to acceptance of prior credit. Official transcripts for previous course work must be received by the registrar within 90 days of enrollment. Students are allowed to transfer in up to 50% of their program requirements to be awarded a degree/diploma from Blair College. Not all courses offer a test-out option. Check with the Academic Dean for details. Only course work with a 2.0 grade point average or higher will be considered for evaluation. In most cases, course work taken over ten years prior to admission will not be evaluated.

Experiential Learning Evaluation/Portfolio

Enrolled students may earn credit for life experience through the College Experiential Learning Program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Academic Dean's office. The procedures identify the courses for which credit may be earned, the application process, and the associated fees. Credits earned through the Experiential Learning Evaluation/Portfolio, in conjunction with Proficiency Examination and Directed Study, may be used to satisfy up to 50% of the credits required for program completion.

Proficiency Examination

Students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Students who wish to challenge a course must arrange a testing date with the Academic Dean or Department Chair. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the add/drop period. Students are afforded one Proficiency Examination attempt per course.

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean. Administrative fees for Proficiency Examinations are \$20 per credit unit. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study and Experiential Learning Evaluation/Portfolio may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of C will be posted to the academic transcript as a PE.

Multiple Degrees

Blair College offers students the opportunity to earn more than one degree. A student wishing to pursue two degrees must successfully complete all requirements for graduation from one degree prior to being enrolled for the second degree program.

Course Substitution

In unusual circumstances it may be necessary for the College to substitute a course in a student's program of study. Course substitution may be allowed by the Academic Dean to assist a student in meeting required credit hours for graduation from a degree or diploma program. Course substitutions must be recommended by the appropriate Department Chairperson and submitted to the Academic Dean for final approval. For approval to be granted, it must be determined that this action would advance the student's educational objectives without jeopardizing the academic integrity of the program.

Class Period

Normally, classes meet for one hour and fifty minutes two times each week, or for three hours and fifty minutes once a week, with appropriate breaks. Some classes may be adjusted in one-hour increments to meet lecture/lab hour requirements and holiday closures.

Class Schedules

Classes may be offered Monday through Saturday from 7:30 a.m. to 10:50 p.m. Full-time students take a course load of 12 credit hours per quarter. Department Chairpersons are available each quarter to assist students in planning their next class schedule. While the Department Chairpersons are available to guide students through their program of study, it is ultimately the students' responsibility to make certain that they meet the requirements for graduation.

Credit Hours

One quarter credit is equal to a minimum of 10 theory contact hours, 20 lab contact hours, or 30 externship hours.

Student Load

Twelve or more credit hours during a regular quarter is a full-time course load. Students who complete less than 12 credit hours a quarter may jeopardize their financial aid and graduation date and are strongly advised to consult with the Student Finance Office first.

Change in Program

After entrance into the College, a student may change his or her program of study upon approval of the Student Finance Department and Academic Dean. A change of program requires completion of appropriate forms for processing. A program change may further delay the student's expected graduation date. When a catalog or program changes, the student will have the option of completing the program he/she is currently enrolled in or transferring into the newer program. New programs may have increased hours and costs. Transfer of credit from the original program into the new program is at the discretion of the Academic Dean. Veterans receiving VA benefits may only change to programs that are approved for the training of Veterans and eligible persons.

Directed Study

A student who has achieved a cumulative GPA of 3.0 or better and can demonstrate a reasonable need may petition the Academic Dean and Department Chairperson for a Directed Study in a course listed in the catalog. The requirements for the Directed Study will be outlined and overseen by a qualified faculty member. Approval for Directed Study will be considered for unusual circumstances and generally reserved for those students nearing completion of their program.

Auditing a Course

In certain situations, students may wish to audit a course that they have previously taken and successfully completed. Those wishing to do so must receive written permission from the Academic Dean, the instructor, and the Student Finance Office. Approval will also be contingent on available classroom space. Persons approved to audit a class will not be listed on the roster, and attendance will not be taken. There will be no credit earned for an audited course and no tuition charged.

Registration for Continuing Students

Students will meet with their Program Chairperson to register for their next quarter on a designated registration date prior to the end of the quarter. It is important that all students meet with their Department Chairperson and the Student Finance Office on registration day in order to be scheduled for the next quarter. Students who do not properly register for classes on the designated day may jeopardize their desired class schedule. Schedules will be finalized and made available for students during the twelfth week of the quarter. Any changes to the student's schedule should be directed to the Academic Dean prior to the start of the new quarter.

Textbook and Course Materials

Textbook costs per quarter are dependent upon the classes for which the student is registered. Arrangements to cover the cost of books and other fees for required course materials must be completed prior to registration each quarter.

Withdrawal from College

A student who wishes to withdraw from Blair College should be advised that interruption of his or her program may cause hardship for later completion. Any student wishing to withdraw must notify the Academic Dean and the Student Finance Office. Students wishing to withdraw must complete an exit interview, beginning with the Academic Dean.

Course Withdrawal

In order to withdraw from a course or courses, the student must meet with the Academic Dean and with a Student Finance Officer. Withdrawal from one or more courses may affect the student's financial aid eligibility, satisfactory completion rate, and graduation date. In cases of mitigating circumstances, the student must schedule an appointment with the Academic Dean in order to explore other alternatives.

Drop/Add Period

The first 14 calendar days of each academic quarter are designated as the drop/add period for students in quarter-based programs. This period allows for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the drop/add period. Students who wish to make course changes must request approval from the Academic Dean and the Student Finance Office.

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the drop/add period. A student who attends a class beyond the drop/add period or who attends a class and does not drop it within the drop/add period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the drop/add period. Holidays that fall during this timeframe are not counted as part of the drop/add period.

There is no drop/add period for students in modular programs.

VETERANS INFORMATION

Students who are eligible to receive Veterans Educational Benefits should apply for these benefits at the Registrar's Office upon enrolling for school. This office is responsible for maintaining proper certification of veterans for the Veterans Administration. Veterans are responsible for informing the Registrar's Office of any change in their schedule or program of study so that the Veterans Administration can be properly notified.

Not all programs are approved for Veterans training. Students should check with the Registrar or the State Approving Agency for Veterans and Eligible Dependents for approved program information.

EXTERNSHIP TRAINING

In the last quarter of their program, upon successful completion of all prerequisites, students are expected to begin the externship portion of their program (if applicable). This is an unpaid, supervised, practical in-service in an environment providing the student with an opportunity to directly apply the knowledge and skills learned in their program of study. The required number of externship clock and credit hours must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than seven days will be dropped from the program by the College. If a student has been officially dropped by the College and permitted to re-enter the program the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the College. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating

circumstances, submitted to the education director and approved by the College President. Students may be reinstated only once due to extenuating circumstances.

ATTENDANCE POLICY - MODULAR PROGRAMS

Regular attendance and punctuality will help students develop good habits necessary for successful careers. Satisfactory attendance is established when students are present in the assigned classroom for the scheduled amount of time.

Students who miss more than 20% of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. (See "Tardiness/Early Departure" policy.) Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 14 consecutive calendar days will be dropped from the training program.

Students who miss 15% of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20% of the total classroom hours will be advised that they are terminated from the program. If terminated, students must successfully appeal their termination within three school days in order to continue their training without interruption. (See "Student Appeal Policy.") If their termination is not successfully appealed, they will remain dropped from the program.

Students who exceed 20% of the total program hours will be dropped from school but will be eligible to appeal to reenter school after they have been out of school for one grading period.

Students are not permitted to make up absences for the classroom-training portion of their program. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students are encouraged to schedule medical, dental or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the College.

Tardiness/Early Departure

Students who are more than 15 minutes late to class or who leave class more than 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day.

Reentry Policy

Students must strive for perfect attendance. We understand that there are extenuating circumstances that may cause a student to violate the attendance policy. Upon a showing of good cause through the appeals process, a student may apply for reentry to the College.

Students who have been terminated for violating the attendance policy may apply for reentry to the College through the appeals process. (See "Due Process and Student Appeal" policy.) Students reentered after violating the attendance policy may not be absent more than 20% of the total of the remaining classroom hours. Normally approval for reentry will be granted only once. However, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School President.

ATTENDANCE POLICY - QUARTER-BASED PROGRAMS

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce a sense of professionalism, and in the interest of realistic expectations in the work place, the College has developed the following attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students who will be absent from classes are expected to contact the College to report their absence. If the student expects to be absent for more than two days, (s)he must call the Department Chair to discuss the reason for the absence.

Should a student's absences reach 25% of the total scheduled hours in a term for any course, the student will be placed on attendance probation. Students placed on attendance probation will be encouraged to meet with the Academic Dean, or designee, to develop a plan to improve the student's attendance. Students placed on attendance probation will be returned to non-probation status at the start of the next term assuming they have satisfactorily completed the course requirements.

Should a student's absences for any single course reach 40% of the total scheduled hours in a term, the student may be withdrawn from the course. Should a student's absences reach 40% of the total scheduled hours for all courses, the student may be withdrawn from the institution. Students who miss 14 consecutive calendar days in all classes may be dropped from school.

Make-up Work

This campus does not permit students to make up absences that accrue on their attendance record during the classroom training; however, all absences accumulated during an externship must be made up so that the entire number of required hours are completed.

In modular programs, students are required to make up all assignments and work missed as a result of absence. The instructor may assign additional outside make-up work to be completed for each absence. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by the College administration.

Military Drill Regulations

Students in the National Guard or Reserves scheduled for military active duty must notify the Registrar, Academic Dean, and their instructors in writing. A copy of the official orders must be submitted to the Registrar's Office. The student will not be terminated from classes due to these absences but must be certain to regularly attend all other classes in order not to violate the attendance policy of the College.

Make-Up Days

If the College has to cancel classes due to weather conditions or other unforeseen circumstances, classes will be rescheduled as necessary to assure that all classes meet for the required minimum class hours.

ONLINE LEARNING

The institution may choose to offer certain courses online. Online courses are offered through the Internet, and interaction between the students and faculty occur using an online environment that encourages participation. Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

Online education allows students to further their academic and professional goals at any time and in any place.

Online learning supplements traditional classroom learning by providing a new and convenient educational experience to an ever-growing student population. With positive student response to the addition of online degrees, we have changed our academic offerings to meet the needs of distance learners.

The online educational programs are designed to prepare students for successful employment in the workplace. They emphasize real-world training that is tailored to meet the needs of potential employers. The fields of study focus on industries that offer solid, long-term career opportunities for graduates.

To make classes more readily available and convenient to students, the courses:

- Do not require that students and teachers be online at the same time;
- Include requirements for online group projects and instructor-led discussions that encourage the development of communication and teamwork skills;
- Begin and conclude in conjunction with the regularly scheduled quarters at participating campuses.

Online courses were originally offered to students who were also enrolled in the traditional classroom courses at our schools. However, as the curricula evolved to offer Associate's, Bachelor's, and Master's degrees in a variety of disciplines, we attracted a new group of students who were looking for a more flexible learning environment.

With online programs and participating campuses steadily increasing, we have employed long-term plans to expand and solidify our virtual university. The number and type of courses offered online will increase to meet the growing educational demands of students.

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment;
- Complete the application only once but must check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify their email account/address with their online coordinator at the time of registration each quarter;
- Commence online contact with the course site within the first few days of the registration;
- Understand that student participation and class activities occur weekly throughout the course;
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the schedule of fees in Appendix B for specific charges.

GRADING SYSTEM

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

Quarter-Based Programs:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete. The student has 14 days calendar days following the end of the academic term to complete the course work, at which point the final grade will be determined and will replace the incomplete grade.	0
W	Withdrawal used through week nine and not calculated in the CGPA	Not Calculated
WD	Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
WF	Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.	0
WM	Withdrawal after week nine with documented mitigating circumstances placed in the students file and not counted in the CGPA.	Not Calculated
WZ	Withdrawal for students called to immediate active duty military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.	Not Calculated
T	Transfer Credit	Not Calculated
PE	Passed by Proficiency Challenge Exam	Not Calculated
PF	Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated
PP	Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).	Not Calculated

Modular Programs:

GRADE	MEANING	PERCENTAGE
A	Excellent	100-90
B	Very Good	89-80
C	Good	79-70
F	Failing	69-0
W	Withdrawal	
CR	Credit for Advanced Placement	
TR	Credit for Previous Education	

Applies to all courses:

COURSE REPEAT CODES	
1	Student must Repeat This Class
R	Student in the Process of Repeating This Class
2	Course Repeated - Original Grade No Longer Calculated in CGPA

GPA and CGPA Calculations

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on residence courses taken at the College. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points, and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

Medical Assisting Course Grades

Students taking courses listed as "Major Core Courses" in the Medical Assisting program will not be awarded a grade of D for those courses. Students in Medical Assisting major core courses must receive a grade of C or above to be considered to have passed the course.

PROGRAM REQUIREMENTS**Requirements for Graduation**

Blair College offers two-year Associate of Applied Science Degrees and one-year diploma programs. Each program has specific requirements that must be fulfilled in order to graduate. Course completion requirements are listed in the appropriate sections of this catalog. Students who have successfully completed all program requirements for graduation are eligible to participate in the graduation ceremony. Students are required to earn a minimum of a 2.0 cumulative grade point average to be eligible to graduate from Blair College.

All eligible students must complete an application for graduation during the first two weeks of their final quarter. If all financial obligations are not met, students will be ineligible to receive a copy of their diploma and official transcript. Students are responsible for meeting the requirements for graduation.

Required Courses for Graduation

Specific courses in each program will be required for graduation and may not be waived by challenge examination procedures. These courses represent classes felt to be beneficial to each and every student in their success in college as well as in preparing them for their future career.

Electives

Courses designed as electives are provided in specific academic programs. The choice of electives is determined by demand and availability within the schedule. Department Chairs may recommend appropriate electives for students in each program.

SPECIAL RECOGNITION

President's List

Students who complete at least eight (8) credit hours during the quarter and attain a 4.0 grade point average will be named to the President's list.

Dean's List

Students who complete at least eight (8) credit hours during the quarter and attain a 3.5 grade point average or better will be named to the Dean's List.

Summa Cum Laude Graduates

During graduation ceremonies, Blair College recognizes those degree graduates who achieve Summa Cum Laude honors by earning a 4.0 cumulative grade point average.

SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS

Requirements

Students must show satisfactory academic progress. In order to maintain satisfactory academic progress, students in modular programs must:

- Achieve a cumulative grade point average (GPA) of at least 70% (on a scale of 0-100%) or be on academic probation;
- Progress at a satisfactory rate toward completion of their programs; and
- Complete the training programs within 1 1/2 times the planned program length.

Students whose cumulative GPA falls below 70% are notified that they are being placed on academic probation, which will begin at the start of the next term. Students on academic probation are considered to be making satisfactory academic progress.

Students who have reached the 25% point of their maximum program completion time and have not achieved a cumulative GPA of at least 62.5% and a rate of progress of at least 55% will be placed on probation.

Students who have reached the halfway point of their maximum program completion time and have not achieved a cumulative GPA of at least 65% or 1.5 and a rate of progress of at least 60% will be withdrawn from training by the College.

Academic Probation

The initial probationary period covers the module that starts immediately after students have been placed on academic probation. Students remain eligible for financial aid during this period. They are required to repeat the failed module during the probationary period unless the module is not offered at that time. In that case, the failed module must be repeated at the earliest possible date.

If, by the end of the probationary period, students achieve a cumulative GPA of at least 70% or 2.0 and a rate of progress of at least 60%, they are notified that the probationary status is removed. If they have not achieved a cumulative GPA of at least 70% or 2.0 and a rate of progress of at least 60% but have achieved a GPA of at least 70% or 2.0 and a rate of progress of at least 60% for the term, students may continue their training programs for a second probationary period. Students who do not achieve a GPA of 70% or 2.0 and a rate of progress of at least 60% for the term will be withdrawn from training by the College.

Students who continue their training for a second probationary period will remain eligible for financial aid. If they achieve a cumulative GPA of at least 70% or 2.0 and a rate of progress of at least 60% by the end of the second probationary period, they are informed that they have been removed from probation. Students who do not achieve a cumulative GPA of 70% or 2.0 and a rate of progress of at least 60% will be withdrawn from training by the College.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated at the start of the next grading period through the appeals process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70% or 2.0 by the

end of that term, they will be considered to be making satisfactory academic progress and will be eligible for financial aid consideration in subsequent terms.

Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of F or zero for the module. The F or zero will be averaged in with the students' other grades to determine the cumulative GPA.

Withdrawals

To withdraw from a module, students must request approval from the instructor. Requests for withdrawal must then be approved by the Department Head and Academic Dean. Extreme academic or personal hardship is considered the only justification for withdrawal.

If a request for withdrawal is approved, the status of "Withdrawal" (W) is recorded but will not have an impact on the module grade or cumulative GPA. Withdrawal status remains on record until students complete the module from which they withdrew. It will have no effect on the module grade or cumulative GPA.

Students who are contemplating withdrawing from a module should be cautioned that:

- The entire scheduled length of the module of study they are currently enrolled in is counted in their maximum program completion time;
- They may have to wait for the appropriate module to be offered;
- They must repeat the entire module from which they elected to withdraw prior to receiving a final grade; and
- Financial aid and/or tuition costs may be affected.

Exit Interviews

Students who want to discontinue their training for any reason are required to schedule an exit interview with a College official. This meeting can help the College correct any problems and may assist students with their plans. In many cases, the problem hindering successful completion of the educational objective can be resolved during an exit interview.

Repeat Policy

Students who fail a module must retake that module. The failing grade will be averaged into their GPA at the end of the module and remain in effect until the module is repeated and a new grade is earned. If repeating the training is required, the length of the program must not exceed 1 1/2 times the planned program length.

When students repeat a module, the higher of the two grades is used to calculate the cumulative GPA. The attendance for the repeated module will replace the attendance for the original module.

Students who receive a passing grade for a module but wish to repeat the module may do so (subject to seat availability).

NOTE: This campus does not permit students to make up absences that accrue on their attendance record during the classroom training modules. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Maximum Program Completion Time

Classroom Training

Students are expected to complete their program within the defined maximum program completion time, which should not exceed 1 1/2 times the normal time frame. This campus defines the normal time frame as the length of time it would take a student to complete the total program clock/credit hours according to the Enrollment Agreement.

In order to complete the training within the specified time, students must maintain a satisfactory rate of progress as defined below.

Students who have reached the 25% point of their maximum program completion time must have successfully completed 55% of the clock/credit hours attempted. Students whose rate of progress are less than 55% at the 25% point of the maximum program completion time will be placed on probation.

Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the clock/credit hours attempted or they will be withdrawn from training by the College.

Measuring the rate of progress ensures that students will complete enough of the program at the end of each measurement point to finish the entire program within the maximum allowable time. The maximum completion time and satisfactory rate of progress for each program can be obtained from the Education Department.

If students exceed the maximum allowable program length or do not progress at a sufficient rate, their training program will be interrupted.

Externship Training

Upon successful completion of all classroom requirements, students are expected to begin the externship portion of their program. The required number of externship clock/credit hours must be successfully completed within three months from the date students begin their externship. Students must complete at least 15 clock hours per week, but no more than 40 clock hours per week, at an approved externship site. This campus recommends that students complete at least 20 clock hours per week. Students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation.

Students who interrupt their externship training for more than 10 days will be dropped from the program by the College. If a student has been officially dropped by the College and permitted to reenter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.

Students who will not complete their externship training within the required three-month completion time will also be dropped from the program by the College. Students who have been dropped may appeal their termination if extenuating circumstances have occurred near the end of the externship that make it impractical to complete the training within the required completion time. Extenuating circumstances include prolonged illness or accident, death in the family, or other events that make it impractical to complete the externship within the required completion time. Student appeals must include written documentation of the extenuating circumstances, submitted to the education director and approved by the College President. Students may be reinstated only once due to extenuating circumstances.

Additional Information on Satisfactory Academic Progress

Additional information on satisfactory academic progress and its application to specific circumstances is available upon request from the Academic Dean.

SATISFACTORY ACADEMIC PROGRESS FOR QUARTER-BASED PROGRAMS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. 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.

Cumulative Grade Point Average (CGPA) Requirements

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with rate of progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

Rate of Progress Toward Completion Requirements

(Percentage Successfully Completed)

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those

credits for which students are enrolled at the end of the drop/add period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the following tables.

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 meeting the CGPA and rate of progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the College graduation requirements.

Academic Probation

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress are reviewed to determine whether the student is meeting the requirements stated in the Satisfactory Academic Progress Tables. Students will be placed on academic probation when the CGPA or the rate of progress does not meet the requirements detailed in the Satisfactory Academic Progress Tables. The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation, students are considered to be making satisfactory academic progress both for academic eligibility and financial aid eligibility.

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

Academic Suspension

If the student's CGPA or rate of progress ever falls into the suspension ranges specified in the Satisfactory Academic Progress Tables, the student is considered not to be making satisfactory academic progress, is placed on academic suspension, and must be withdrawn from the College.

Readmittance Following Suspension

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmittance policy. Students readmitted at this point are considered to be on probation but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if, in the judgment of the readmittance committee, it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an academic dismissal and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. If students do not complete the required work within the extension period, they will receive a failing grade of F which will be averaged in with the students' other grades to determine the cumulative GPA.

Withdrawals

Students who withdraw from a course before the end of the term will receive a grade of W or WF. Although the W grade does not affect the grade point average, the course will count toward the credits attempted in the calculation of maximum time in which to complete. A grade of WF both calculates into CGPA and counts toward the maximum time frame.

Repeats

Students must repeat any failed course that is part of their graduation requirements. The new grade will replace the F in the calculation of the cumulative GPA.

Application of Grades and Credits

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

When a student repeats a course, the higher of the two grades earned is used in the calculation of the CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

For calculating rate of progress, grades of F (failure) and W (withdrawn) are counted as hours attempted but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

Continuation as an Extended-Enrollment Student

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in a extended-enrollment status for a period of time not greater than 25% of the normal program length, 24 credits attempted for degree programs students and 15 credits attempted for diploma program students;
- The student is not eligible for student financial aid;
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled;
- During the time as an extended-enrollment student, the student is to be working toward coming into compliance with the standards of satisfactory academic progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified below). If, by the end of the maximum period allowed on extended-enrollment status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

Reinstatement as a Regular Student from Extended-Enrollment Status

Students who have attempted the maximum number of credits allowed under their program but have not earned all of the credits necessary to complete their program may be allowed to enter extended-enrollment status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed but may continue on extended-enrollment status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered extended-enrollment status are not eligible for graduation (cannot receive a degree or diploma) from their programs but can receive a certificate of completion for the credits they successfully completed.

Satisfactory Academic Progress and Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or financial aid personnel.

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the "Satisfactory Academic Progress" section of the College 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 suspended or dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event that the student's appeal results in readmittance.

Satisfactory Academic Progress Requirements

In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or will be placed on probation. Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the College.

SATISFACTORY PROGRESS TABLES

100 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 150 (150% of 100).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 150	N/A	2.00	N/A	66%

98 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 147 (150% of 98).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.25	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 147	N/A	2.00	N/A	66%

97 Credit Hours

The total credits that may be attempted (maximum program length) is 145 (150% of 97).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 145	N/A	2.00	N/A	66%

96 Credit Hours

The total credits that may be attempted (maximum program length) is 144 (150% of 96).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 144	N/A	2.00	N/A	66%

72 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 108 (150% of 72).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 27	2.00	1.00	66%	N/A
28 - 40	2.00	1.25	66%	50%
41 - 54	2.00	1.50	66%	60%
55 - 64	2.00	1.75	66%	65%
65 - 108	N/A	2.00	N/A	66%

66 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 99 (150% of 66).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 99	N/A	2.00	N/A	66%

62 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 93 (150% of 62).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 93	N/A	2.00	N/A	66%

60 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 90 (150% of 60).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 90	N/A	2.00	N/A	66%

48 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 72 (150% of 48).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 8	2.00	N/A	66%	N/A
9 - 16	2.00	1.00	66%	N/A
17 - 24	2.00	1.25	66%	50%
25 - 32	2.00	1.50	66%	60%
33 - 40	2.00	1.75	66%	65%
41 - 48	N/A	2.00	N/A	66%

RE-ADMITTANCE POLICY

Re-admittance into the College following dismissal or withdrawal for any reason will be at the discretion of the College. Any readmitted student is entitled to the same rights and privileges and is subject to the same rules and regulations as all other Blair College students. Re-entering students must meet all the current entrance requirements as part of the re-admission process.

Applicants must apply for re-admittance to the Academic Dean prior to the desired date of reentry. The applicant will be required to meet with the Department Chair to review the students academic status and account with the College and determine eligibility to reenter. A student suspended from Blair College may be readmitted upon the recommendation of the Department Chair and/or Academic Dean through the same re-admittance procedure.

If a student is readmitted to the College following suspension for lack of satisfactory progress, the student must meet the standards of satisfactory progress by the end of the first quarter following reentrance. A student placed on Academic dismissal from Blair College will be considered terminated. The decision of the Academic Dean and College President in these cases will be final. Students may be re-admitted to the College twice during their matriculation. Students who withdraw from College a third time may be ineligible to re-apply.

COLLEGE GRIEVANCE POLICY

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or at studentrelations@cci.edu.

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780

Students may also file a complaint with the Colorado Department of Education, Private Occupational Schools Board, by writing to the Board within two (2) years of attending the College. The address is as follows:

Colorado Department of Education
Division of Private Occupational Schools Board
1380 Lawrence Street, Suite 1200
Denver, CO 80204-2960
(303) 894-2960

DUE PROCESS AND STUDENT APPEAL

Blair College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of this institution. When an individual feels he/she has been unjustly treated, he/she can request his/her grievance be heard by a Grievance Committee. Students requesting a hearing before a Grievance Committee should submit their request in writing to the Academic Dean or College President.

All challenges to grades must be submitted in writing to the Academic Dean within 15 calendar days after completion of the course being challenged.

If an individual wishes to appeal a decision other than a grade, or requests a hearing for any other perceived violation of rights, a written statement of appeal must be submitted to the Academic Dean or College President within 15 days of the issue in question.

The Academic Dean/College President will consider the request for a hearing and, if approved, will schedule a grievance hearing in a timely manner.

FINANCIAL INFORMATION

TUITION AND FEES

Tuition and fees information can be found in Appendix B: Tuition and Fees in this catalog.

Quarter-Based Programs

The tuition and fees listed in Appendix B will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the drop/add period by the then current tuition rate for that number of credit hours.

Modular Programs

Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, the student is charged for tuition by academic year, instead of by quarter.

FINANCIAL ASSISTANCE INFORMATION

It is the goal of Blair College to assist every eligible student in procuring financial aid that enables the student to attend college. The College participates in various federal and student 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 majority of financial aid available to students is provided by the Federal Government and is called federal student financial aid (SFA). This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), Federal Family Educational Loan (FFEL) Program (Subsidized and Unsubsidized Stafford Loan and Federal Parent Loans for Undergraduate students). The College also utilizes alternate source funding provided by the institution or private agencies. Alternate source loans enable the student to contribute to his/her education while in college.

The primary responsibility for meeting the cost of education rests with the individual students 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.

To be eligible for most financial aid programs, 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). Students at less than a half-time status may be eligible for specific programs and should see the Student Finance Office for information;
- Have a high school diploma or the equivalent;
- 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 a male born after December 31, 1959;
- Sign the 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 Finance Office 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. Each student must reapply every year. Also, if the student changes colleges, his/her aid does not automatically go with him/her. Each student should check with his/her new college to find out the appropriate procedures for reapplying for financial aid.

Need and Cost of Education

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

Borrower Rights and Borrower Responsibilities

When a student takes on a student loan, he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:

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- the full amount of the loan;
 - the interest rate;
 - when the student must start repaying the loan;
 - the effect borrowing will have on the student's eligibility for other types of financial aid;
 - a complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
 - the yearly and total amounts the student can borrow;
 - the maximum repayment periods and the minimum repayment amount;
 - an explanation of default and its consequences;
 - an explanation of available options for consolidating or refinancing the student loan;
 - a statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:

- the amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
- a loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
- if the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
- the fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
- an explanation of available options for consolidating or refinancing the student's loan;
- a statement that the student can repay his/her loan without penalty at any time.

The borrower has a responsibility to:

- understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- make payments on the student loan even if the student does not receive a bill or repayment notice;
- even if the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
- notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number, or transfers to another institution.
- receive entrance counseling before being given the first loan disbursement, and receive counseling before leaving school.

Policies and Procedures for Verification

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within twenty (20) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
5. The Student Finance Office reserves the right to make exceptions to the above policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
8. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
9. Students will be notified if the results of verification change the student's scheduled award.

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10. The College will assist the student in correcting erroneous information.
 11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to the State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local state agencies will be reported on an annual basis to the Inspector General.
 12. No interim disbursements of the Title IV aid will be made prior to the completion of verification.

Tuition Charges

Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for each term for which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled.

Complete information on tuition and other fees may be found in the Tuition and Fees section of this catalog in Appendix B.

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 College 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 College, refunds that may be made, and to provide the student with an estimated payment schedule. If a student is unable to meet with the Student Finance Office, an exit interview will be mailed. Global Financial Services will mail all official notifications related to exit interview packets to all withdrawn and graduate students with detail information including any refunds made and an estimated payment schedule.

Financial Aid Programs

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal Work-Study) with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

The Federal Student Guide, which provides a detailed description of these programs, is distributed by the Financial Assistance Office at the school without cost or obligation. The Student Guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

In accordance with Federal Regulation 668.43(b)(3) the following procedures describe how aid recipients are selected from the pool of eligible applicants.

Federal Pell Grant

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor or professional degree. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of a college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the Student Finance Office of the College, or from a high school counselor. The application will be transmitted electronically through a federally approved need analysis system that will determine the applicant's Expected Family Contribution (EFC).

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need, with priority given to Federal Pell grant recipients. In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal Pell Grant in that award year.

The amount of the grant, and the number of students who may receive this grant, depend on the availability of funds from the U.S. Department of Education.

Federal Work-Study Program (FWS)

The Federal Work-Study program provides part-time employment to students who need the earnings to defray the cost of their education. Students may work on or off campus for a qualified public, private or community service organization.

Application for the FWS program may be made through the Student Finance Office, and eligibility is based on financial need and the availability of funds. The College will attempt to place students in jobs related to their program of study, and work schedules will be arranged according to class schedules.

The amount of the grant, and the number of students who may receive this grant, depend on availability of funds from the U.S. Department of Education.

Colorado Student Grant Program (includes Colorado Part-time State Grant)

The Colorado Student Grant Program is designed to assist Colorado resident undergraduate students with demonstrated financial need, to attend eligible post-secondary colleges and universities in Colorado.

In order to receive a Colorado Student Grant, a student must be a Colorado resident, be an undergraduate student, meet satisfactory progress requirements, and have financial need.

Veterans Benefits

The College is approved for veterans training for specific Associate of Applied Science degrees offered at Blair College. Applications for Veterans benefits may be obtained at the College or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

Federal Family Educational Loan Program (FFEL)

The FFEL program offers low-interest loans with generous repayment terms to assist students and/or parents in meeting the costs of education. In general, a student must be enrolled at least half-time as a regular student and must maintain satisfactory academic progress in order to be eligible. Specific information regarding the loan limits and interest rates may be obtained from the financial aid office.

Federal Subsidized Stafford Loans

Federal Stafford Loans are low interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The Subsidized Stafford Loan is awarded based on financial need.

For loans first disbursed on or after July 1, 1994, a Stafford loan made to any Stafford borrower, regardless of whether the borrower has FFELP loans outstanding, will have a variable interest rate not to exceed 8.25%. This interest rate will be determined on July 1 each year.

If the student is a dependent undergraduate student he/she may borrow up to:

- \$2,625 if he/she is a first-year student enrolled in a program of study that is at least a full academic year;
- \$3,500 if he/she has completed the first year of study, and the remainder of his/her program is at least a full academic year.
- \$5,000 a year if he/she has completed two years of study, and the remainder of his/her program is at least a full academic year.

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those previously listed. Ask the Student Finance Office for specific details. Total indebtedness for a dependent undergraduate student is \$23,000.

If the student is an independent undergraduate student or a dependent student whose parents are unable to get a PLUS Loan he/she may borrow up to:

- \$6,625 if he/she is a first year student enrolled in a program of study that is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans).
 - \$7,500 if he/she completed the first year of study, and the remainder of his/her program is at least a full academic year. (At least \$4,000 of this amount must be in unsubsidized loans.)
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- \$10,500 a year if he/she completed two years of study, and the remainder of his/her program is at least a full academic year. (At least \$5,000 of this amount must be in unsubsidized loans.)

For periods of undergraduate study that are less than an academic year, the amounts that can be borrowed will be less than those previously listed. Talk to the Student Finance Office for specific details. Total indebtedness for an independent undergraduate student is \$46,000. (No more than \$23,000 of this amount may be subsidized loans.)

There is a 3% origination fee and 1% insurance premium deducted from each disbursement. This must be repaid.

The Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic and the student must contact the lender concerning his/her loan. Applications can be obtained from the Student Finance Office, or from the lender.

For additional deferment information contact the Student Finance Office.

Unsubsidized Federal Stafford Loans

The Unsubsidized Federal Stafford Loan Program is a new program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part for Subsidized Federal Stafford Loans. An Unsubsidized Stafford Loan is not awarded based on need. The term "unsubsidized" means that interest is not paid for the student during the enrollment period.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the descriptions below:

The Government does not pay interest on the student's behalf of an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender; or the student and the lender may agree to capitalization of the accrued interest.

The student will be charged a origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4.0%. The fee will be deducted proportionately from each disbursement and paid to the federal government.

Federal PLUS Loans

The Federal PLUS loan is available to parents of dependent students to help pay for the educational expenses of the students. PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. There is a 3% origination fee on a PLUS loan made on or after July 1, 1994 and up to 1% insurance premium may be deducted proportionately from the loan principal after each payment. The interest rate is variable and is set on July 1st of each year but has a maximum of 9%.

Repayment begins within 60 days of disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period for these loans. Interest begins to accumulate at the time the first disbursement is made, and parents will begin repaying both the principal and interest while the student is in school. Although, the minimum payment amount is \$50 per month with at least five years but no more than 10 years of repayment, the actual payment and schedule is determined by the total amount borrowed. Applications can be obtained from the College's Student Finance Office or from the lender. For deferment information contact the Student Finance Office.

Sallie Mae Alternative Loan Program (SLM)

SLM Financial and Corinthian Colleges (CCI) have developed a customized private student loan program that will offer students educational financing for their direct academic costs. This program offers a tiered loan program that gives the applicant three opportunities to obtain CCI loan approval. Borrowers with excellent credit histories will be provided the most favorable loan terms and conditions with borrowers having good or moderate credit offered slightly higher fees and rates. Co-borrowers are encouraged and will generally improve

the loan terms and conditions for the applicant. This loan has a variable interest rate that is tied to the prime lending rate. Contact the financial aid office for application and information.

Student Tuition Assistance Resource Loan (STAR Loan)

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to 50% of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

Institutional Payment Plans

The financial amount equals course cost less any need-based aid you are receiving. Payments must be made over the length of the program and the final payment is due before your last day of attendance. No interest is charge with this payment plan. Tuition must be paid monthly, with the first payment due with your class start date. Payments are made to the student finance office.

CANCELLATION AND REFUND POLICY

The registration of a student results in the employment of faculty, arrangements for management and physical facilities and other provisions by the administration that must be contracted in advance. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred cost. For these reasons there will be no refund of tuition except as outlined in the following policy.

Cancellations

The applicant's signature on the Enrollment Agreement does not constitute admission into the institution until the student has been accepted for admission by an official of the institution. If the applicant is not accepted by the institution, all monies paid will be refunded. The applicant may also request cancellation in writing within three days after signing the agreement and receive a full refund of all monies paid. The refund will be made within 30 days of receipt of such notice. Cancellation will occur when the student gives written notice of cancellation at the College address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement.

Official Withdrawals

An official withdrawal must be documented in writing.

Quarter-based Programs: After the three-day cancellation period, students in quarter-based programs who officially withdraw from the institution prior to the end of the institution's official drop/add period will be dropped from enrollment, and all monies paid will be refunded.

Modular Programs: Although there is no drop/add period in modular programs, students who officially withdraw within the first five class days will be dropped, and all monies paid will be refunded.

All refunds will be made within 30 days of the date the institution is notified of the official withdrawal.

Refunds

When a student withdraws, the institution must complete two calculations. First, if the student is a Title IV recipient, the institution must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. Then, the institution must determine how much of the tuition and fees it is eligible to retain using the institutional refund policy.

If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional student financial aid (SFA) funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

Any unpaid balance of tuition and fees that remains after calculating the institutional refund policy and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to the institution.

Any monies due an applicant or student will be refunded within 30 days of the date of cancellation, withdrawal or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the College catalog. The refund computations will be based on the date of determination (DOD).

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school will make a settlement that is reasonable and fair to both parties.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a statutory pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal. A student who has been qualified for SFA funds earns funds upon attendance within a payment period or period of enrollment. If a student who has qualified for SFA program assistance withdraws from the institution during a payment period or a period of enrollment, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA program funds the student has earned up to the date of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds. The institution calculates the federal return on the basis of the payment period.

The percentage of the payment period completed is determined by dividing the number of calendar days completed in that period (numerator), by the total number of calendar days in the period (denominator). Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the period.

The College must return the lesser of:

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

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

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

Institutional Refund Calculation for First-Time Students in Quarter-Based Programs and All Students in Modular Programs

For first-time students in quarter-based programs and all students in modular programs who terminate their training before completing more than 60% of their first period of enrollment (their first term for quarter-based students or the academic year for modular students), the institution will perform a pro-rata refund calculation unless the student has cancelled his/her enrollment or withdrawn and received a full refund under the provisions above. Under a pro-rata refund calculation, the institution is entitled to retain only the percentage of institutional charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10% and multiplied by the institutional charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund. The institution may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60% of the period of enrollment.

Students in Modular Programs Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed. To avoid any charges, modular students must officially withdraw from the program within the first five class days.

Colorado Refund Policy (For All Students)

The college will make refund determinations for all tuition and fees paid for the charging period in accordance with the following schedule:

A Student Who Withdraws Or Is Terminated...	Is Entitled to a Refund of...	The Institution Is Eligible to Retain...
Within the first 10% of the charging period	90% Tuition	10% Tuition
After completion of 10% of the charging period, but prior to the completion of 25%	75% Tuition	25% Tuition
After completion of 25% of the charging period, but prior to the completion of 50%	50% Tuition	50% Tuition
After completion of 50% the charging period, but prior to completion of 75%	25% Tuition	75% Tuition
After completion of 75% of the charging period	0	100% Tuition

If the educational program for which the student has enrolled is discontinued prior to the student's expected graduation date, the student is entitled to a full refund.

Refunds Under Exceptional Circumstances

Tuition and fees will be refunded in full for the payment period under the following circumstances:

1. Courses cancelled by the College;
2. Involuntary call to active military duty;
3. Documented death of student or member of his or her immediate family (parent, spouse, child or sibling);
4. Exceptional circumstances, with approval of the President of the College (or designee).

Remittance to the Federal Government

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (SEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

STUDENT SERVICES

ADVISING SERVICES

Advising services are available at Blair College in many forms. These services are considered a vital part of the total college program and are designed to help students plan life goals, develop effective study habits, reconcile the demands of college, work and family, and make sensible choices and adjustments as called for in school, in the workplace, and in the home. Advising sessions may be confidential at the student's request.

Academic Dean/ Associate Academic Dean

If students have questions regarding changing programs or class scheduling conflicts, they should consult with the appropriate Academic Dean or Associate Academic Dean. If students need further advising of an academic nature, they should consult with the Academic Dean. The Academic Dean can also assist in referring students to

community resources to help with problems of a personal nature.

College President

Students are encouraged to schedule a meeting with the College President when other services do not appear to resolve their questions or concerns in any area. Students may consult with the College President in a confidential session.

Department Advising

Questions and concerns regarding the student's program or course of study or scheduling conflicts should be directed to the Department Chairperson or Academic Dean.

Drug Counseling

Blair College does not have on-site drug counseling personnel. However, the College does offer counseling referral services through the Academic Dean.

Student Finance

The Student Finance Office provides financial advice to incoming and continuing students to help them find the best program for financing their education. Blair College administers a variety of federal and state assistance programs designed to make an education affordable for students.

Student Success Coordinator

The Student Success Coordinator provides assistance to Blair College students who need help staying focused on their academic performance. This assistance could include, but is not limited to, short-term one-on-one advising, information, referral, and general support.

Tutoring

The College will assist students in securing tutors. Students in need of additional tutorial assistance should notify their instructor for suggested tutors or see the Academic Dean or the Associate Academic Dean.

CAREER PLANNING AND PLACEMENT OFFICE

One of the many benefits derived from being a graduate from Blair College is the graduate placement service. The Career Planning and Placement Office is a graduate services center, offering placement assistance to graduates throughout their careers. Students must aid the placement effort with quality academic work, excellent class attendance, a positive attitude, a desire to succeed, reasonable salary expectations, and cooperation with the Career Placement and Planning Office.

Students will receive ongoing career development throughout their program, which will help prepare and assist students in their job search. Blair College prepares the graduate educationally for employment and assists in their job search, but like all institutions, cannot guarantee employment.

HEALTH AND SAFETY

The College maintains first aid supplies for minor injuries incurred while students are in attendance. Any student seriously injured on the premises will be transported to the nearest hospital with all charges billed to the student. In most instances, the College is not liable for students injured on campus.

HOUSING

Blair College does not provide housing, although several apartment complexes are within walking distance of the campus. Assistance with housing information may be obtained through the Admissions Department.

LIBRARY

The Blair College Library has books and periodicals of interest to students, faculty and staff. An on-line resource system is also available that provides access to thousands of additional sources.

Textbooks are available on reserve for use in the Library. A variety of media, including VCR, television, and overhead projectors, are available for in-school use. In addition, Library patrons have access to the collections of the Pikes Peak Library District. Students may also borrow materials from the Pikes Peak Community College Educational Resources Center. Several other libraries within the Pikes Peak region are also available for use.

STUDENT PARKING

Blair College provides off-street, lighted, free parking. In addition, there are handicapped spaces available. All persons using the parking lot are requested to be courteous in their parking and to keep posted handicapped spaces and fire lane areas open.

STUDENT LOUNGE

A non-smoking lounge is available for student relaxation and socialization. Snack and drink machines are also available. While eating is prohibited in classrooms, drinks in closed containers are allowed.

COMMUNITY RESOURCES

EMERGENCY PHONE NUMBERS	
Police Emergency	911
Alcohol Emergency Services	573-5020
24 Hour Crises Line	633-3819
Crisis Center (24 hour)	635-7000
MENTAL HEALTH	
Pikes Peak Mental Health Crisis Center	635-7000
Mental Health Association	633-4601
SPECIALIZED SERVICES	
Alcoholics Anonymous	573-5020
Drug/ Alcohol Treatment	578-3150
Bus Service	475-9733
Ride Finders	471-7665
Domestic Violence Prevention Center	633-3819
Day Care Information and Referral	444-5930
American Red Cross	632-3563
Care and Share, Inc.	528-6767
Food Stamps	475-8014
Goodwill	633-8794
Physical Security-Crime Prevention, Ft. Carson	526-2158
Pikes Peak Legal Services	471-0380
Other referral numbers available through the Academic Department, or call 638-6580	

PROGRAMS OFFERED

ACCOUNTING	Associate of Applied Science Degree
BUSINESS ACCOUNTING	Quarter-based Diploma
ADMINISTRATIVE ASSISTANT	Associate of Applied Science Degree
BUSINESS ADMINISTRATION	Associate of Applied Science Degree
COMPUTER INFORMATION SYSTEMS	Associate of Applied Science Degree
CRIMINAL JUSTICE	Associate of Applied Science Degree
HOMELAND SECURITY	Associate of Applied Science Degree
LEGAL ASSISTANT/PARALEGAL	Associate of Applied Science Degree
MEDICAL ADMINISTRATIVE ASSISTANT	Modular Diploma
MEDICAL ASSISTING	Associate of Applied Science Degree
MEDICAL INSURANCE BILLING AND CODING	Modular Diploma
OFFICE ADMINISTRATION	Quarter-based Diploma

MODULAR DIPLOMA PROGRAMS

A modular program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to five weeks in length.

MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program

Credit Hours Required 47

The Medical Administrative Assistant Program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills, which enable them to become familiar with the computerized technology that is becoming more visible in the 21st century medical office environment.

Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module H	Externship	160	5.0
	Program Total	720	47.0

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory/externship work, and provides a total of 6.0 credit units.

Module A - Office Finance

40/40/6.0

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part of the module. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module B - Patient Processing and Assisting

40/40/6.0

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems including appointment scheduling, time management, and developing skills required of alphabetic filing and indexing. Students will also be trained in cardiopulmonary resuscitation (CPR) and learn how to take and record vital signs. Students will develop speed and accuracy on the computer keyboard as well as the 10-key pad. They will also become familiar with essential medical terminology.

Module C - Medical Insurance

40/40/6.0

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs. Including HMOs, PPOs and workers' compensation plans. National coding systems used for claims processing are also studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes and procedures to process insurance claims for optimal reimbursement. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module D - Insurance Plans and Collections

40/40/6.0

In Module D, students develop proficiency in preparing and processing insurance claims. The Medicaid, Medicare and ChampVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collections letters, telephone calls and collection servicing agencies. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module E - Office Procedures

40/40/6.0

Students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management, and the medical facility environment. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module F - Patient Care and Computerized Practice

40/40/6.0

During Module F, computerized practice management is emphasized, including file maintenance, patient records, bookkeeping and insurance. In addition students learn basic techniques for taking patients' vital signs. Students will also learn about Occupational Safety and Health Administration (OSHA) Standards and the use of universal precautions in the medical office. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They will also become familiar with essential medical terminology.

Module G - Dental Administrative Procedures

40/40/6.0

Students learn basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures, including appointment scheduling, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students will also develop speed and accuracy on the computer keyboard as well as the 10-key pad. Students will also become familiar with essential medical terminology.

Module H - Externship

0/160/5.0

Upon successful completion of Modules A through G, Medical Administrative Assistant students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level Medical Administrative Assistant skills in working with patients. MAA externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the College staff. Externs are evaluated by supervisory personnel at the site at 80 and 160 hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

MEDICAL INSURANCE BILLING AND CODING

Diploma Program

Credit Hours Required 35

The objective of the Medical Billing and Coding Diploma Program (modular) is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of insurance billing and coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students will also actually prepare insurance claim forms, both manually and by computer. Additional skills covered in this program will be the practice of interviewing and the documentation methods required to obtain and using patient information necessary for successful claims management.

Also covered in this program will be the ethical and legal responsibilities of the health care worker as they relate to the medical office and common office billing practices. Professionalism and general communication skills, both of which are considered essential to any health care professional are taught and addressed throughout the entire program.

The Medical Billing and Coding Program is a 560 Clock Hour/35.0 Credit Unit course of study, consisting of six individual learning units, called modules. Students are required to complete modules A through E, starting with any module and continuing in any sequence until all five modules have been completed. These five modules stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through E students participate in a sixth module choosing either module F Practicum or Module X Externship. Both Practicum and Externship consists of 160 clock hours of hands on experience working either in a tutorial classroom setting or in an outside facility in the field of medical insurance billing and coding.

Program Outline

Module Number	Module Title	Clock Hrs	Credit Units
Module A	Introduction to Medical Insurance And Managed Care	80	6
Module B	Government Programs	80	6
Module C	Electronic Data Interchange and Modifiers	80	6
Module D	Medical Documentation, Evaluation, And Management	80	6
Module E	Health Insurance Claim Forms	80	6
Module F (or)	Practicum	160	5
Module X	Externship	160	5
	Program Totals	560	35

Major Equipment

Calculators

Personal Computers

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship/practicum hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6.0 credit units.

Module A - Introduction to Medical Insurance and Managed Care

40/40/6.0

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing

strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. Student will have the opportunity to practice obtaining information from patient charts, including interpretation of physician notations regarding procedures and diagnoses relevant to claims completion. Also covered in the module is basic anatomy and physiology of the human body, including the muscular and skeletal systems and medical terminology associated with these systems. Student will develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by preparing a resume and completing a job application.

Module B – Government Programs

40/40/6

Module B develops students' proficiency in preparing and processing insurance claims as it relates to government programs. As part of this module, students will process medical claims for Medicare, Medicaid, and TRICARE. Students will gain an understanding of the responsibilities of a medical insurance specialist and other employment opportunities. Also covered in this module, is basic anatomy and physiology of the nervous system and special senses, and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by learning how to conduct a successful job search and prepare a career portfolio.

Module C – Electronic Data Interchange and Modifiers

40/40/6

Module C introduces students to the process of electronic data exchange and interchange (ED), utilizing various modifiers and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearing house. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearing house. Also covered in this module is basic anatomy and physiology of the integumentary, endocrine system, lymphatic and immune systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by developing proper interviewing techniques and demonstrate how to accurately answer common interview questions.

Module D – Medical Documentation, Evaluation and Management

40/40/6.0

Module D introduces students to the next step in procedural coding by learning about the importance of documentation, evaluation, and management services, collection strategies and the role it plays in the overall process of billing and coding. In addition to learning about general principles of medical documentation, students will also work with unlisted procedures and basic life evaluation services. Students will gain knowledge about workers' compensation laws and the necessary requirements for filing a claim. Also covered in this module is basic anatomy and physiology of the respiratory and cardiovascular system and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students will build upon their professional development skills by creating a professional introduction or cover letter and a thank you letter.

Module E – Health Insurance Claim Forms

40/40/6.0

Module E introduces students to the Health Insurance Claim Form (HCFA – 1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps for filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success.

Module F – Practicum

0/160/5.0

This 160 hour course involves the student completing a series of 50 case studies, all of which will necessitate the student using his or her skills and knowledge of coding, billing, and insurance processing. Each case study must be completed in order to receive full credit for the total number of hours of this phase of training. Students are expected to utilize the appropriate coding materials, including software and ICD-9 and CPT coding books. Prerequisite: Satisfactory completion of Modules A – E.

Module X – Externship

0/160/5.0

This course is 160 hours of unpaid, supervised, practical in-service in a medical office, hospital or clinic in which the student practices direct application of all medical insurance billing and coding skills and any other administrative functions of the medical insurance biller/coder.

QUARTER-BASED PROGRAMS

A quarter-based program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately 12 weeks in length.

ACCOUNTING

Associate of Applied Science Degree

Credit Hours Required: 96

Accounting is the language of business, and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry, and governmental accounting fields available to graduates of this program.

COURSE NUMBER	COURSE TITLE	Associate Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
SLS 1130	Strategies for Success	4.0
CGS 2167C	Computer Applications	4.0
SLS 1320	Career Skills	2.0
Choose 8 credits from the following:		
LIS 2004	Introduction to Internet Research	2.0
OST 2335	Business Communications	4.0
OST 1141L	Keyboarding	2.0
CGS 2080	Applied Spreadsheets	4.0
TOTAL QUARTER CREDIT HOURS		18.0
MAJOR CORE REQUIREMENTS		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
APA 2161	Introductory Cost/Managerial Accounting	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
APA 2141	Computerized Accounting	4.0
ACO 1806	Payroll Accounting	4.0
ACG 2551	Non-Profit Accounting	4.0
TAX 2000	Tax Accounting	4.0
MAN 1030	Introduction to Business Enterprise	4.0
BUL 2131	Applied Business Law	4.0
Choose two courses from the following:		
FIN 1103	Introduction to Finance	4.0
ACG 2178	Financial Statement Analysis	4.0
MAN 2021	Principles of Management	4.0
TOTAL QUARTER CREDIT HOURS		48.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications*	4.0
AML 2000	Introduction to American Literature	4.0
SCI 1001	Environmental Science	4.0
PHI 1001	Basic Critical Thinking	2.0
TOTAL QUARTER CREDIT HOURS		30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

*Online students will take POS 2041- American National Government

ADMINISTRATIVE ASSISTANT

Associate of Applied Science Degree

Credit Hours Required: 96

The Administrative Assistant Degree program prepares the graduate to be an integral part of the business management team. The program provides the student with a broad base of management and secretarial skills including information systems, office planning and services, transcription, word processing and desktop publishing.

Students are required to complete the following courses:

COURSE NUMBER	COURSE TITLE	Associate Degree Quarter Credit Hours
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
MAN 1030	Introduction to Business Enterprise	4
CGS 2167C	Computer Applications	4
CSD 160	Desktop Publishing	4
CSD 242	Network Administration	4
CSD 280	Applications for the Internet	4
MAN 2021	Principles of Management	4
SEC 103	Introduction to Office Technology	4
SEC 203	Office Management	4
ELE XXX	Elective - Choose 1 of the following	4
	CSD 246 Database Management	4
	SEC 285 Administrative Assistant Externship	4
TYP 101	Keyboarding for Computers I	4
TYP 201	Keyboarding for Computers II	4
TYP 202	Keyboarding for Computers III	4
WDP 105	Word Processing I	4
WDP 107	Word Processing II	4
General Education Requirements:		
ECO 102	Economics	4
ENC 1101	Composition I	4
ENG 201	English Literature	4
SPC 2016	Oral Communications	4
HUM 100	Humanities	4
MAT 1033	College Algebra	4
SLS 1130	Strategies for Success	4
PSY 2012	General Psychology	4
	Program Total	96

BUSINESS ADMINISTRATION

Associate of Applied Science Degree

Credit Hours Required: 96

The **Associate of Applied Science** programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes the offered area of concentration at this school.

Business Administration:

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

COURSE NUMBER	COURSE NAME	Associates Degree Quarter Credit Hrs
College Core Requirements		
SLS 1130	Strategies for Success	4.0
SLS 1320	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
Associate's students choose 8 units from below:		
OST 1141L	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
OST 2335	Business Communications	4.0
LIS 2004	Introduction to Internet Research	2.0
OST 2725	Applied Word Processing	4.0
CGS 2080	Applied Spreadsheets	4.0
BUS 1000	Business Mathematics	4.0
Total Quarter Credit Hours:		18.0
Major Core Requirements - All Concentrations		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
MAN 2300	Introduction to Human Resources	4.0
MAR 1011	Introduction to Marketing	4.0
Additional Major Core Requirements: Business Administration Concentration		
FIN 1103	Introduction to Finance	4.0
MAN 2727	Strategic Planning for Business	4.0
MAR 2305	Customer Relations and Servicing	4.0
Choose 2 of the following courses:		
ACG 2178	Financial Statement Analysis	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
SBM 2000	Small Business Management	4.0
APA 2161	Introductory Cost/Managerial Accounting	4.0
Total Quarter Credit Hours:		48.0
General Education Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications*	4.0
AML 2000	Introduction to American Literature	4.0
SCI 1001	Environmental Science	4.0
PHI 1001	Basic Critical Thinking	2.0

*Online students take POS 2041 American National Government

Total Quarter Credit Hours:

30.0

Total Quarter Credit Hours Required for Graduation:

96.0

COMPUTER INFORMATION SYSTEMS

Associate of Applied Science Degree

Credit Hours Required: 96

The **Associate in Applied Science Degree** in Computer Information Science is designed to provide the student with hands-on training in the latest data communications and computer operations technologies. Students must complete 52 credits in the Programming major core in order to complete the concentration.

Programming:

This concentration provides coursework in computer programming and systems development, computer hardware and operating systems, as well as accounting and business courses that complement the business-oriented applications graduates will encounter in the work place. The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language. This concentration prepares an individual to enter the information technology industry in a variety of job roles, including entry-level programmer.

Network Administration:

The Network Administration concentration enables students to build a solid foundation in the key technologies that drive many of today's corporate networks. Students in this concentration will gain hands-on experience with the hardware and software used in personal computers, learn to manage and direct network traffic, and will develop system support skills that focus on installing, administering, and troubleshooting commonly used network hardware and software. This concentration helps prepare graduates for careers as Network Administrators, Network Technicians, Help Desk Technicians, PC Support Specialists, Technical Support Representatives, and more.

Web Design:

The Web Design concentration covers the essential topics necessary to gain a complete understanding of the latest Internet and web site development technologies. Students learn all aspects of implementing an Internet and/or Intranet web site, including site planning and design, and will practice programming interactive web sites using the latest scripting languages and editing software. Graduates will develop a portfolio of their work and will have the opportunity to enter the job market as entry level web designers in a variety of related positions and job titles.

COURSE NUMBER	COURSE NAME	Associates Degree Quarter Credit Hrs
College Core Requirements		
BUL 2131	Applied Business Law	4.0
SLS 1130	Strategies for Success	4.0
SLS 1320	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
Choose one of the following courses (Students taking Web Design concentration <i>must</i> take Project Development <i>and</i> one of the other two choices):		
CEN 1056	Project Development	2.0
OST 1141L	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
Total Quarter Credit Hours:		16.0 (18.0 for Web Design students)
Major Core Requirements - Programming Concentration		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
CEN 1509C	Computer Networking Fundamentals	4.0
CGS 1763C	Computer Operating Systems	4.0
CGS 1280C	Computer Hardware Concepts	4.0
COP 2010C	Programming Concepts	4.0
CGS 2461C	Fundamental Programming Techniques	4.0

CIS 2325	Introduction to the Systems Development Life Cycle	4.0	
	Approved IT Electives*	8.0	
	Choose one of the following two-course language sequences in Visual Basic or C++ (4 credits each):	8.0	
COP 2170C	Computer Programming – Visual Basic I		
COP 2171C	Computer Programming – Visual Basic II		
COP 2224C	Computer Programming – C++ I		
COP 2228C	Computer Programming – C++ II		
	Programming Major Core:	52.0	
	Major Core Requirements – Network Administration Concentration		
CGS 1763C	Computer Operating Systems	4.0	
CGS 1280C	Computer Hardware Concepts	4.0	
CEN 1509C	Computer Networking Fundamentals	4.0	
CEN 1561C	Network Operating Systems-Client	4.0	
CEN 1562C	Network Operating Systems-Server	4.0	
CET 1605C	Network Routing I	4.0	
CET 2607C	Network Routing II	4.0	
CTS 2320C	Network Management	4.0	
CEN 2327C	Network Infrastructure	4.0	
CEN 2303C	Network Directory Services	4.0	
CEN 2761C	Implementing and Supporting E-mail Services	4.0	
	Approved IT Electives*	8.0	
	Network Administration Major Core:	52.0	
	Major Core Requirements – Web Design Concentration		
CEN 1509C	Computer Networking Fundamentals	4.0	
COP 2010C	Programming Concepts	4.0	
CGS 2461C	Fundamental Programming Techniques	4.0	
CGS 1800C	Web Site Design Methodology	4.0	
CGS 1821C	Web Content Development	4.0	
COP 2840C	Content Generation – Scripting Languages	4.0	
CGS 2820C	Web Authoring	4.0	
CGS 2877C	Web Animation	4.0	
GRA 2225C	Graphic Design Using Adobe Photoshop	4.0	
CGS 2177C	E-Commerce Systems Administration	4.0	
CGS 2910C	Web Design Portfolio Project	2.0	
	Approved IT Electives*	8.0	
	Web Design Major Core:	50.0	
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS or COP prefixes).			
	Approved Electives	8.0	
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.			
	General Education Requirements		
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications	4.0	
MAT 1033	College Algebra	4.0	
PSY 2012	General Psychology	4.0	
SCI 1001	Environmental Sciences	4.0	
	Total Quarter Credit Hours	24.0	
	Total Quarter Credit Hours Required for Graduation	96.0	

CRIMINAL JUSTICE

Associate of Applied Science Degree

Credit Hours Required: 96

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

COURSE NUMBER	COURSE TITLE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
SLS 1130	Strategies for Success	4.0
SLS 1320	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
TOTAL QUARTER CREDIT HOURS		10.0
MAJOR CORE REQUIREMENTS		
BUL 2131	Applied Business Law	4.0
CCJ 1017	Criminology	4.0
CCJ 1024	Introduction to Criminal Justice	4.0
CJL 2130	Criminal Evidence	4.0
CCJ 2160	Criminal Procedure and the Constitution	4.0
CCJ 1800	Criminal Investigations	4.0
CCJ 2358	Criminal Justice Communications	4.0
CCJ 2306	Introduction to Corrections	4.0
CCJ 2560	Introduction to Interviews and Interrogations	4.0
CCJ 2260	Introduction to Terrorism	4.0
TOTAL QUARTER CREDIT HOURS		40.0
The students will take 12.0 credits from following courses:		
CJE 2100	Policing in America	4.0
CCJ 2288	Spanish for the Criminal Justice Professional	4.0
CCJ 2268	Introduction to Victims Advocacy	4.0
CCJ 2943	Current Issues in Criminal Justice	4.0
CCJ 2020	Introduction to Forensics	4.0
CCJ 1910	Career Choices in Criminal Justice	4.0
TOTAL QUARTER CREDIT HOURS		12.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications	4.0
SYG 2000	Principles of Sociology	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
PHI 1001	Basic Critical Thinking	2.0
AML 2000	Introduction to American Literature	4.0
SCI 1001	Environmental Science	4.0
TOTAL QUARTER CREDIT HOURS		34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

HOMELAND SECURITY PROGRAM

Associate of Applied Science Degree

Credit Hours Required: 96

The Homeland Security program focuses on the issues of security, intelligence operations, emergency services and crisis management. The Homeland Security program is designed to serve three types of students:

- Students wishing to continue their education and pursue an upper level degree in an area of homeland security studies;
- Students wishing to secure employment in the field of corporate or government security;
- Professionals who need to increase their skills for their present duties.

The Homeland Security program provides a broad understanding of the intelligence cycle, business continuity cycle and security. The degree programs prepare graduates for entry-level career opportunities in corporate or government security operations.

The Associate in Applied Science degree offers a broad range of skills training. The student is offered an interdisciplinary approach to the understanding of the mechanisms of intelligence, business continuity, crisis management, threat assessments and emergency services.

COURSE NUMBER	COURSE TITLE	Associate's Degree Quarter Credit Hrs
College Core Requirements		
SLS 1130	Strategies for Success	4.0
SLS 1320	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
Total Quarter Credit Hours		10.0
Major Core Requirements		
CJL 1110	Civil & Criminal Justice	4.0
DSC 2210	Emergency Planning & Security Measures I	4.0
HSS 2310	Security: Principles, Planning & Procedures I	4.0
HSS 2320	Security: Principles, Planning & Procedures II	4.0
DSC 1030	Tactical Communications	4.0
DSC 1011	Domestic & International Terrorism I	4.0
DCS 1005	Domestic & International Terrorism II	4.0
HSS 1610	Emergency Medical Services & Fire Operations I	4.0
SCC 1102	Business & Ethics for Security Specialists	4.0
DSC 2812	Information Technology Security I	4.0
Total Quarter Credit Hours		40.0
The students will select 12 additional credits from the following courses:		
HSS 2220	Emergency Planning & Security Measures II	4.0
HSS 1620	Emergency Medical Services & Fire Operations II	4.0
CCJ 1800	Criminal Investigations	4.0
CCJ 2288	Spanish for the Criminal Justice Professional	4.0
CCJ 2268	Introduction to Victims Advocacy	4.0
HSS 2820	Information Technology Security II	4.0
Total Quarter Credit Hours		12.0
General Education Core Requirements		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications	4.0
SYG 2000	Principles of Sociology	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
PHI 1001	Basic Critical Thinking	2.0
AML 2000	Introduction to American Literature	4.0
SCI 1001	Environmental Science	4.0
Total Quarter Credit Hours		34.0
Total Quarter Credit Hours Required for Graduation		96.0

LEGAL ASSISTANT/PARALEGAL

Associate of Applied Science Degree

Credit Hours Required: 96

This program is designed to provide the student with fundamental knowledge and skills in the areas of legal terminology, substantive and procedural law, and drafting and research. The program prepares the student for employment by sole practitioners as well as other related occupations in government, corporate, insurance, or real estate.

Students are required to complete the following courses:

COURSE NUMBER	COURSE TITLE	Credit Hours
College Core Requirements:		
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
CGS 2167C	Computer Applications	4
OST 1141L	Keyboarding	2
APA 1114	Office Accounting	4
CSD 160	Desktop Publishing	4
WDP 105	Word Processing I	4
Major Core Requirements:		
PLA 2203	Civil Procedure	4
PLA 2800	Family Law	4
PLA 2423	Contract Law	4
PLA 2273	Torts	4
PLA 1105	Legal Research and Writing I	4
PLA 2106	Legal Research and Writing II	4
PLA 2600	Wills, Trusts and Probate	4
PLA 2940	Paralegal Externship	4
PLA 2308	Criminal Procedure	4
PAR 204	Trial Preparation and Procedure	4
PLA 1700	Legal Ethics and Social Responsibility	4
PLA 1003	Introduction to Legal Assisting	4
General Education Requirements:		
ENC 1101	Composition I	4
ENC 1102	Composition II	4
ENG 201	English Literature	4
SPC 2016	Oral Communications	4
MAT 1033	College Algebra	4
PSY 2012	General Psychology	4
Program Total		96

MEDICAL ASSISTING

Associate of Applied Science Degree

Credit Hours Required: 97

The Associate Degree Medical Assisting Program is designed to prepare students for entry- to mid-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This degree program prepares graduates to fill entry-level to mid-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program consists of 97 quarter credit hours, including college core requirements, major core requirements, and general education requirements. In addition to completion of all didactic and hands-on courses, students are also required to participate in a 160-hour externship prior to graduation from the program.

Completion of the Medical Assisting Program is acknowledged by the awarding of an A.S. Degree.

COURSE NUMBER	COURSE CODE	Quarter Credit Hours
College Core Requirements		
CGS 2167C	Computer Applications	4.0
OST 1141L	Keyboarding	2.0
SLS 1130	Strategies for Success	4.0
SLS 1320	Career Skills	2.0
Total Quarter Credit Hours:		12.0
Major Core Requirements		
MEA 1239	Medical Terminology	4.0
MEA 1263	Anatomy and Physiology I	4.0
MEA 1233	Anatomy and Physiology II	4.0
MEA 1250	Diseases of the Human Body	4.0
MEA 1385	Medical Law and Ethics	2.0
MEA 1207	Basic Clinical Procedures	4.0
MEA 1207L	Basic Clinical Procedures (Lab)	2.0
MEA 1226C	Exams and Specialty Procedures	4.0
MLS 2329	Exams and Specialty Procedures (Lab)	2.0
MEA 2260	Diagnostic Procedures	4.0
MLS 2750	Diagnostic Procedures (Lab)	2.0
MEA 2244	Pharmacology	4.0
MEA 1243L	Pharmacology (Lab)	2.0
MEA 1304C	Medical Office Procedures	4.0
MEA 2332C	Medical Finance and Insurance	4.0
MEA 2561	Professional Procedures	2.0
MEA 2802	Externship	5.0
Student will select 4.0 credits from the following course:		
MEA 2257L	Introduction to X-ray	4.0
MEA 2346C	Medical Computer Applications	2.0
HUN 1001	Basic Nutrition	2.0
MEA 1006C	Therapeutic Communication	2.0
MEA 2285L	EKG Interpretation	2.0
MEA 2245L	Phlebotomy	2.0
MEA 1105	Domestic Violence	2.0
SYP 2200	Death & Dying	4.0
Total Quarter Credit Hours:		61.0

General Education Requirements

ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
SCI 1001	Environmental Science	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications	4.0
	Total Quarter Credit Hours:	24.0
Program Total:		97.0

BUSINESS ACCOUNTING

Diploma Program

Credit Hours Required 48

The accounting field offers a variety of interesting and challenging career opportunities. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications, and Corporate Accounting.

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

Upon successful completion of the 48 credit-hour program, students are awarded a diploma.

Course Number	Course Title	Credit Hours
COLLEGE CORE REQUIREMENTS		
SLS 1130	Strategies for Success	4.0
CGS 2167C	Computer Applications	4.0
CGS 2071	Spreadsheets	4.0
BUS 1000	Business Math	4.0
MAN 1030	Introduction to Business Enterprise	4.0
SLS 1320	Career Skills	2.0
Student will select one of the following:		
MAN 2031	Let's Talk Business	2.0
OST 1141L	Keyboarding	2.0
MAJOR CORE REQUIREMENTS		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
APA 2141	Computerized Accounting	4.0
ACO 1806	Payroll Accounting	4.0
TAX 2000	Tax Accounting	4.0
PROGRAM TOTAL		48.0

OFFICE ADMINISTRATION

Diploma Program

9 to 12 months

Credit Hours Required: 62

This program prepares students for administrative positions in the business environment. Emphasis is placed on communications skills, word processing, keyboarding, and computer concepts used in the modern business office. Upon successful completion of all program courses, students will be awarded a diploma.

Program Outline

Course Number	Course Title	Clock Hours (Lec/Lab/Ext/Total)	Credit Hours
SLS 1130	Strategies for Success	40/0/0/40	4.0
LIS 2004	Introduction to Internet Research	10/20/0/30	2.0
CGS 2167C	Computer Applications	30/20/0/50	4.0
OST 2725	Applied Word Processing	30/20/0/50	4.0
CGS 2080	Applied Spreadsheets	30/20/0/50	4.0
SLS 1320	Career Skills	20/0/0/20	2.0
ENG 1000	Business English	40/0/0/40	4.0
BUS 1000	Business Math	40/0/0/40	4.0
OST 1141L	Keyboarding	0/40/0/40	2.0
MAR 2305	Customer Relations and Servicing	40/0/0/40	4.0
CGS 1546C	Introduction to Database Management	10/20/0/30	2.0
CGS 2176	Intermediate Database Management	30/20/0/50	4.0
MAN 1030	Introduction to Business Enterprise	40/0/0/40	4.0
OST 1401C	Office Operations	10/20/0/30	2.0
APA 1114	Office Accounting	30/20/0/50	4.0
OST 2355	Records Management	40/0/0/40	4.0
TAT 250	Corporate Travel Mgt & Meeting Planning	40/0/0/40	4.0
ENG 1101	English Composition I	40/0/0/40	4.0
Totals:		520/200/0/720	62.0

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- 000-099 Preparatory courses
- 100-2999 Lower division (first and second year) courses

Students enrolled in Diploma and Associate Degree programs take courses in the lower division.

COURSE DESCRIPTIONS

ACG 2021 Introduction to Corporate Accounting **4 Credit Hours**

This course defines financial accounting objectives and their relationship to business. Students are introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ACG 2072 Cost Accounting **4 Credit Hours**

This course studies the various aspects of manufacturing accounting by analyzing job order costing, process costing, standard costs, direct costs, and other related topics in this field of accounting. The use of these items in the management of manufacturing businesses is studied. Students learn to relate budgets to actual expenditures. Prerequisite: APA 2121.

ACG 2141 Computerized Accounting **4 Credit Hours**

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121.

ACG 2178 Financial Statement Analysis **4 Credit Hours**

The basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lecture Hrs: 040 Lab Hrs 000 Other Hrs 000

ACG 2501 Non Profit Accounting **4 Credit Hours**

In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG 2021.

ACG 2551 Non-Profit Accounting **4 Credit Hours**

In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021. Lecture Hrs 040 Lab Hrs 000 Other Hrs 000

ACO 1806 Payroll Accounting **4 Credit Hours**

This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. The student gains hands-on experience performing the payroll function. Prerequisite: APA 2111.

AML 2000 Introduction to American Literature **4 Credit Hours**

This course concentrates on the major writers of Modern American literature. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.

APA 1114 Office Accounting **4 Credit Hours**

This course is designed to introduce students to basic accounting procedures. An emphasis is placed on the payroll phase of accounting. Prerequisite: None. Lecture Hrs 030. Lab Hrs. 020. Other Hrs. 000.

APA 2111 Principles of Accounting I **4 Credit Hours**

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2121 Principles of Accounting II **4 Credit Hours**

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111.

APA 2141 Computerized Accounting **4 Credit Hours**

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

APA 2161 Introductory Cost/Managerial Accounting **4 Credit Hours**

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.

APA 2959 Externship in Accounting **4 Credit Hours**

This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last quarter of their program and/or have approval of the Department Chair.

BUL 2131 Applied Business Law **4 Credit Hours**

This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None.

BUS 1000 Business Math **4 Credit Hours**

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000

CCJ 1017 Criminology **4 Credit Hours**

A study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisite: CCJ 1024.

CCJ 1024 Introduction to Criminal Justice **4 Credit Hours**

This is an introductory course dealing with the Criminal Justice System in the United States, and includes discussion of the elements and processes of court systems, correctional organizations, and law enforcement agencies. Prerequisite: None.

CCJ 1800 Criminal Investigations **4 Credit Hours**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1910 Career Choices in Criminal Justice **4 Credit Hours**

This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2020 Introduction to Forensics **4 Credit Hours**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2160 Criminal Procedure and the Constitution **4 Credit Hours**

There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2250 Constitutional Law for the Criminal Justice Professional **4 Credit Hours**

This course examines the United States Constitution and its implications for criminal justice system policies and practices. Prerequisite: CCJ 1024

CCJ 2260 Introduction to Terrorism **4 Credit Hours**

Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0

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- CCJ 2268 Introduction to Victims Advocacy** **4 Credit Hours**
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2288 Spanish for the Criminal Justice Professional** **4 Credit Hours**
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2306 Introduction to Corrections** **4 Credit Hours**
This course focuses on historical and contemporary views of offender management and treatment. Correctional system operation, the effects of institutional and non-institutional alternatives to incarceration will be explored. Prerequisite: CCJ 1024.
- CCJ 2358 Criminal Justice Communications** **4 Credit Hours**
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2501 Juvenile Delinquency** **4 Credit Hours**
This is an examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024.
- CCJ 2560 Introduction to Interviews and Interrogations** **4 Credit Hours**
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2943 Current Issues in Criminal Justice** **4 Credit Hours**
This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1024.
- CEN 1056 Project Development** **2 Credit Hours**
This course prepares students to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and within budget. Lecture hours: 10. Lab hours: 20.
- CEN 1335 UNIX Operating System** **4 Credit Hours**
This course is designed give the student a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computing environment, UNIX is highly utilized in Internet and networking applications. The student will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO. Prerequisite: None.
- CEN 1505 Novell Administration I** **4 Credit Hours**
This course introduces students to the competencies required to administer a computer network based upon technology from Novell. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with the NetWare 5 Network Operating System. Topics include an overview of NetWare 5, NDS, file management, and connectivity. Prerequisite: CGS 1300
- CEN 1509C Computer Networking Fundamentals** **4 Credit Hours**
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.
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CEN 1561C Network Operating Systems - Client**4 Credit Hours**

This course covers the essential topics necessary to enable students to set up and support the client side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a network operating system desktop environment. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.

CEN 1562C Network Operating Systems - Server**4 Credit Hours**

This course covers the essential topics necessary to enable students to set up and support the server side of a network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering and troubleshooting a network server. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.

CEN 1800 Diagnostics and Troubleshooting**2 Credit Hours**

This course builds on the material covered in the two prerequisites to give the student experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functioning personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS 1763C and CGS 1280C.

CEN 2100 Linux Operating System**4 Credit Hours**

This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs. Prerequisite: None.

CEN 2130 Linux Administration**4 Credit Hours**

This course enables students to gain an understanding of the Linux operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for variety of networking applications. Students learn about desktop environments that make it easy for them to configure Linux features and programs. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.

CEN 2303C Network Directory Services**4 Credit Hours**

This course provides the students with the steps necessary to plan, configure, and administer an Active Directory infrastructure. Topics include management methods for a large-scale network directory, group policies, active directory replication, and database maintenance. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.

CEN 2306 Windows 2000 Server**4 Credit Hours**

This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Server network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Server. Prerequisite: CGS 1300.

CEN 2320 Windows 2000 Network Infrastructure**4 Credit Hours**

This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft Windows 2000. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the Windows 2000 operating system. Prerequisites: CEN 2306 and CGS 2210.

CEN 2327C Network Infrastructure**4 Credit Hours**

This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft network operating systems. Working via lessons and hands on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the network operating system. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.

CEN 2360 Network Security Fundamentals**4 Credit Hours**

This course is an introduction to the components of network security. It takes a comprehensive look at network security and provides an organized view of the field, including the tools and techniques necessary to safeguard network data. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.

CEN 2505 Novell Administration II**4 Credit Hours**

Combined with Novell Administration I, this course focuses on providing an understanding of the fundamental properties of the NetWare 5 Network Operating System. Topics covered in this course include NetWare 5 security, Z.E.N. works, NDPS, and installing NetWare 5. Prerequisite: CEN 1505

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- CEN 2600 Windows 2000 Directory Services Infrastructure I** **2 Credit Hours**
Microsoft's next-generation directory service – Active Directory, is introduced in this course. Students will gain a basic understanding of the steps necessary to plan, configure and administer an Active Directory infrastructure. Other topics to be discussed include configuring DNS, Group administration and User accounts. Prerequisite: CEN 2320.
- CEN 2650 Windows 2000 Directory Services Infrastructure II** **4 Credit Hours**
This second course in Microsoft Active Directory technology provides an in-depth look into methods to effectively manage a large-scale network directory. Topics in this course include implementing Group policy, Active Directory Replication and Database maintenance, and delegating administrative control. Prerequisite: CEN 2600
- CEN 2660 Network Directory Design** **4 Credit Hours**
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.
- CEN 2700 Windows 2000 Directory Services Design** **4 Credit Hours**
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows 2000 Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 2650.
- CEN 2711 Implementing and Supporting Microsoft Proxy Server** **4 Credit Hours**
This course provides students with an in-depth look at Microsoft Proxy Server 2.0. Working via lessons and hands on labs, students gain practical experience installing, administering, and troubleshooting Proxy server 2.0. Some of the topics discussed include configuring clients, planning security, RAS, and configuring Proxy for Intranet access. Prerequisites: CEN 2306 and CEN 2320.
- CEN 2715 Internet Security and Acceleration (ISA) Server** **4 Credit Hours**
This course teaches students the basic concepts of proxy servers and firewalls. Students will learn how to install the Microsoft Internet Security and Acceleration (ISA) Server, setup access rules, IP packet filters, create client VPN access points and configure intrusion detection. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.
- CEN 2720 Implementing and Supporting Microsoft Exchange Server** **4 Credit Hours**
This course provides students the ability to set up and support Microsoft Exchange Server 5.5. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Exchange Server 5.5. Prerequisites: CEN 2306 and CEN 2320.
- CEN 2761C Implementing and Supporting E-Mail Services** **4 Credit Hours**
This course provides students the ability to set up and support network e-mail services. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting widely-used e-mail server software. Prerequisite: CEN 1562C. Lecture hours: 30. Lab hours: 20.
- CEN 2765 PKI Concepts and Planning** **4 Credit Hours**
This course covers one of the most complex and required technologies in creating a trusted network infrastructure, Public Key Infrastructure (PKI) technology. Starting with an introduction to PKI, the course includes a detailed look into Cryptography, both Private and Public Key Exchange systems and into Digital Signatures and Digital Certificates. Prerequisite: CIS 2354C. Lecture hours: 30. Lab hours: 20.
- CEN 2770 PKI Implementation** **4 Credit Hours**
This course continues the discussion and implementation of Public Key Infrastructure (PKI) technologies to create a trusted network environment. Students will study the creation of a PKI policy and implement a PKI pilot. Prerequisite: CEN 2765. Lecture hours: 30. Lab hours: 20.
- CET 1600C Cisco Routers I** **4 Credit Hours**
This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to networked computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include current switching technologies and the IP Routing process. Prerequisite: CGS 1300.

CET 1605C Network Routing I**4 Credit Hours**

This course introduces students to internetworking using software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to network computing. Network architecture, network protocols, IP addressing, subnetting, the Cisco Router User Interface, switching technologies and the IP routing process are covered. Prerequisite: CEN 1509C. Lecture hours: 30. Lab hours: 20.

CET 2607C Network Routing II**4 Credit Hours**

This course expands upon the topics covered in Network Routing I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CET 1605C. Lecture hours: 30. Lab hours: 20.

CGS 1270 Introduction to Desktop Computing**4 Credit Hours**

This course introduces the student to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills. Prerequisite: None

CGS 1275 Computer Operating Systems**4 Credit Hours**

This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.

CGS 1280C Computer Hardware Concepts**4 Credit Hours**

Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.

CGS 1300 Computer Networking Fundamentals**2 Credit Hours**

This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network. Prerequisite: None.

CGS 1546C Introduction to Database Management**2 Credit Hours**

This course provides an introduction to database operations. Emphasis will be placed on terminology, and the creation and editing of simple database forms and reports. Students will create, edit, and print basic database documents. In addition, students will learn to view and locate information from simple queries. Prerequisite: None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

CGS 1763C Computer Operating Systems**4 Credit Hours**

This course focuses on the software operating systems that run today's personal computers. Through a combination of lectures and hands-on labs, students will demonstrate basic knowledge and abilities to operate the MS-DOS, Windows 9x and Windows 2000 operating systems. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of MS-DOS and Windows. Students will also be introduced to the basics of troubleshooting and repair. Co-requisite: CGS 1270.

CGS 1800C Web Site Design Methodology**4 Credit Hours**

This course provides the foundation for Web site design and Web page creation required by today's Web developers to design, implement and manage a Web site. The course includes Web design concepts, site development and management techniques, and basic Web technology concepts. Students will develop basic Web pages containing text, graphics, hyperlinks, tables, and frames using popular software production tools. Prerequisite: CGS 2167C. Lecture hours: 30. Lab hours: 20.

CGS 1821C Web Content Development**4 Credit Hours**

This course covers the essential topics and tools web designers use to develop Web pages. Using a text editor and a graphical user interface (GUI) editor, students will learn to create web pages containing text, hyperlinks, graphics, tables, forms and frames. Cascading Style Sheets (CSS) and the basics of Extensible Hypertext Markup Language (XHTML) will also be covered. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20

CGS 2071 Spreadsheets**4 Credit Hours**

This course expands on the student's basic knowledge of Excel and applies the knowledge to solving common financial problems. Prerequisites: CGS 2167C and APA 2111.

CGS 2080 Applied Spreadsheets**4 Credit Hours**

This course covers the various topics in relation to spreadsheet applications. Course topics include creating workbooks, editing and formatting tools, using formulas and functions, employing creative formatting, building charts, working with multiple worksheets and lists, building templates, working with macros, using analysis and auditing tools, using lists, database features and pivot tables. Prerequisite: CGS 2167C. Lecture Hrs: 030. Lab Hrs: 020. Other Hrs: 000.

CGS 2110 Computer Applications**4 Credit Hours**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lecture hours: 30. Lab hours: 20.

CGS 2167C Computer Applications**4 Credit Hours**

This course introduces the essential concepts necessary to make effective use of computer. Students will achieve an understanding of what computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use. Prerequisite: None. Lecture hours: 030. Lab hours: 020.

CGS 2176 Intermediate Database Management**4 Credit Hours**

This course concentrates on the enhancement of database documents. Instruction is focused on the use of wizards, and the refining and management of tables, forms, and reports. Emphasis is placed on working with the designing queries. Prerequisite: CGS 1546C. Lecture Hours 030. Lab Hours 020. Other Hours 000.

CGS 2177C E-Commerce Systems Administration**4 Credit Hours**

This course provides an overview of how to conduct business online, as well as understand the technical issues associated with constructing an e-commerce Web site. Student will explore the similarities and differences between traditional commerce and e-commerce, and will identify e-commerce technologies at varying levels of sophistication. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.

CGS 2210 Windows 2000 Professional**4 Credit Hours**

This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Professional desktop environment. Prerequisite: CGS 1300.

CGS 2461C Fundamental Programming Techniques**4 Credit Hours**

This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudocode, diagramming algorithms, and introduces students to the object-oriented programming methodology. Prerequisite: COP 2010C. Lecture hours: 30. Lab hours: 20.

CGS 2820C Web Authoring**4 Credit Hours**

Students explore the use of graphics and multimedia to develop Web-based applications. This course covers techniques for developing rich media using fundamental graphic design concepts and tools, and web page content management techniques utilizing tables, links, and dynamic content. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.

CGS 2877C Web Animation**4 Credit Hours**

This course provides an in-depth survey of the concepts and techniques used to create Web-based multimedia. Students will plan and design sophisticated web sites, adding motion to logos, photographs, and graphics. This course also includes designing, animating and broadcasting on the Web through a variety of animation projects. Prerequisite: CGS 2820C. Lecture hours: 30. Lab hours: 20.

CGS 2910C Web Design Portfolio Project **2 Credit Hours**

This course is a capstone course for Web design students to combine their skills into a final portfolio project. Students will create a Web site using their Web authoring, design, content generation, animation, graphics, scripting, and e-commerce skills into a functional Web site. Prerequisite: GRA 2225C and CGS 2877C. Lecture hours: 10. Lab hours: 20.

CIS 1875 Novell Administration **4 Credit Hours**

This course provides the information for students to develop the necessary knowledge and skills to perform competently as a network administrator on a Novell network. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with various components of a network. Prerequisite: CEN 1509C Lecture Hrs. 30 Lab Hrs. 20.

CIS 2325 Introduction to the Systems Development Life Cycle **4 Credit Hours**

This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. Prerequisite: CGS 2167C. Lecture hours: 40. Lab hours: 0.

CIS 2365 Biometrics **4 Credit Hours**

This course introduces biometrics, the emerging human recognition technology. Three primary characteristics of biometrics will be explored: security, convenience, and cost. These characteristics will be applied in perspective to human beings and the efficiency of using such systems as authentication mechanisms. Prerequisite: CGS 2167C. Lecture Hours: 40. Lab hours: 0.

CIS 2370 Software Configuration Management **4 Credit Hours**

This course provides an overview and understanding of the Software Configuration Management process (SCM) and how it impacts quality software. The students will learn how to create an SCM implementation plan, decide what additional SCM tools are needed, and understand how to evaluate SCM tools currently on the market. Prerequisite: CIS 2325. Lecture hours: 30. Lab hours: 20.

CIS 2375 Software Quality Assurance **4 Credit Hours**

This course provides an overview of the role of SWQA in a software development organization. Basic principles of software quality, standards, and issues related to implementing/maintaining a Software Quality Assurance program are reviewed. An overview of typical tasks performed by SWQA is also presented. Upon completion, the student should have an understanding of the functions typically performed by a Software Quality Assurance program within a software development organization. Prerequisite: CIS 2325. Lecture hours: 40. Lab hours: 0.

CIS 2420 Ethics in Computing **4 Credit Hours**

This course investigates the moral, ethical, and legal issues surrounding computer technology. Students will explore privacy, freedom of speech, computer failures, intellectual property, hacking; and current criticisms of technology. Prerequisite: CGS 2167C. Lecture hours: 40 hours. Lab hours: 0.

CIS 2760 Web Development Using XML **4 Credit Hours**

Student will study the functions and relationships between XML and other members of the XML family of technologies, including XHTML, XSL, Xpath, Xlink, namespaces, schemas, and Xslt. Students will create and apply styling to XML documents in a series of hands-on labs. Prerequisite: CGS 1821C. Lecture hours: 30. Lab hours: 20.

CJE 2100 Policing in America **4 Credit Hours**

This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society. Prerequisite: CCJ 1024.

CJE 2600 Criminal Investigation and Police Procedures **4 Credit Hours**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1024.

CJL 1110 Civil & Criminal Justice **4 Credit Hours**

This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CJL 2130 Criminal Evidence **4 Credit Hours**

This course considers the rules of evidence and rules of exclusion. In addition, suspects' rights and procedures for gathering evidence are also covered. Prerequisite: CCJ 1024.

CJL 2132 Criminal Procedures**4 Credit Hours**

This course focuses on the constitutional provisions affecting the criminal process and the Colorado Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1024.

COP 2010C Programming Concepts**4 Credit Hours**

This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Prerequisite: CGS 2167C. Lecture hours: 40. Lab hours: 0.

COP 2123 Computer Programming – COBOL I**4 Credit Hours**

This course provides an introduction to the COBOL programming language, concepts and syntax. COBOL is used to develop program logic for business applications. Instructor lecture and demonstration provides in-depth coverage of the COBOL language. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.

COP 2127 Computer Programming – COBOL II**4 Credit Hours**

This course is a continuation of COP 2123. It provides advanced COBOL programming concepts to write, compile, correct and test business applications. It also discusses how to create and update indexed files, maintain existing files and use tables. Prerequisite: COP 2123. Lecture hours: 30. Lab hours: 20.

COP 2164 Computer Programming - RPG**4 Credit Hours**

This course provides the fundamentals of Report Program Generator (RPG). Topics include designing, debugging, and testing programs to include the RPG fixed logic cycle, level breaks, overflow, multiple record processing and file output. Prerequisite: CGS 2461C. Lecture Hours: 30. Lab Hours: 20.

COP 2168 Computer Programming - Advanced RPG**4 Credit Hours**

This course is a continuation of the *Computer Programming - RPG* course. It provides advanced topics utilizing the Report Program Generator (RPG) programming language. Topics discussed are tables, arrays, file processing and maintenance, and interactive file processing. Prerequisite: COP 2164. Lecture Hours: 30. Lab Hours: 20.

COP 2170C Computer Programming- Visual Basic I**4 Credit Hours**

This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.

COP 2171C Computer Programming- Visual Basic II**4 Credit Hours**

This course is a continuation of COP 2241. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Prerequisite: COP 2170C. Lecture hours: 30. Lab hours: 20.

COP 2224C Computer Programming - C++ I**4 Credit Hours**

This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Prerequisite: CGS 2461C. Lecture hours: 30. Lab hours: 20.

COP 2228C Computer Programming - C++ II**4 Credit Hours**

This course is a continuation of COP 2251, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Prerequisite: COP 2224C. Lecture hours: 30. Lab hours: 20.

COP 2273 Computer Programming - Introduction to Visual C++**4 Credit Hours**

This course introduces the students to programming in Microsoft Visual C++ using the Microsoft Foundation Classes (MFC). Application development using Device Context, Event Handling, Message Processing, Menus, Toolbars, Dialogs, Collections, and Serialization using MFC with Microsoft Visual C++ is covered. Prerequisite: COP 2228C. Lecture hours: 30. Lab hours: 20.

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- COP 2840C Content Generation - Scripting Languages** 4 Credit Hours
This course covers the skills needed to design client-side, platform-independent solutions that greatly increase the value of a Web site. Students will learn how to use the most popular applications of JavaScript, including communicating with users, scripting for the JavaScript object model, controlling program flow, validating forms, animating images, targeting frames, and creating cookies. Prerequisite: CGS 1821C. Lecture hours: 30. Lab hours: 20
- CSD 160 Desktop Publishing** 4 Credit Hours
This is an introductory course to desktop publishing software. A study of one of the most widely used desktop publishing comprehensives is presented. Students learn how to use a desktop computer to get started, create a layout, construct borders, prepare for printing, and create tables, graphs and narrative. Prerequisite: CGS 2167C.
- CSD 220 Programming I** 4 Credit Hours
This course is designed to be an introduction to programming concepts and, for example, the Pascal programming language. Students will gain familiarity with sequence selection, iteration structures, and modular programming procedures. Prerequisite: CGS 2167C.
- CSD 230 Programming II** 4 Credit Hours
This course teaches the additional concepts and techniques for writing programs. Prerequisites: CGS 2167C and CSD 220.
- CSD 235 Programming III** 4 Credit Hours
This is an advanced course. Students will develop further skills and techniques to employ more complex practical applications of a programming language. Prerequisite: CGS 2167C.
- CSD 240 Systems Analysis and Design** 4 Credit Hours
The course includes the concepts and techniques used in system analysis and design. Special emphasis will be placed on the phases of data gathering, data analysis, design and implementation. Students will get practical experience through use of the case method of analysis. Prerequisite: CGS 2167C.
- CSD 242 Network Administration** 4 Credit Hours
This course introduces the concepts of network administration, setup, maintenance, and trouble shooting. Students shall understand network operations, be able to identify component parts to build a network system, network software configuration, file server operations, printer operations and network security. Prerequisite: CGS 2167C.
- CSD 246 Database Management** 4 Credit Hours
This course provides an understanding and application of database concepts for practical use in information systems with an emphasis on Microsoft Access. Prerequisite: CGS 2167C.
- CSD 247 Operating Systems** 4 Credit Hours
This course provides students with the concepts and principles behind the design and functioning of the modern operating systems. Prerequisite: CGS 2167C.
- CSD 248 Voice/Data Communications** 4 Credit Hours
This course introduces the basic concepts of voice and data telecommunications. The scope includes public and private telephone and data networks, data transmission methods, and Digital Data Services for voice and data communication. Future technologies impacting business communications are covered. Prerequisite: CGS 2167C.
- CSD 280 Applications For the Internet** 4 Credit Hours
This course introduces the students to functions essential to Internet activity, including word processing, desktop publishing and Internet language applications. Prerequisite: CGS 2167C.
- CSD 285 Computer Information System Externship (Elective)** 4 Credit Hours
Students will work in a computer environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Student must be in good standing as stated in the Standards of Satisfactory Academic Progress and in the last quarter of their program and/or have approval of the Department Chair.
- CTS 2320C Network Management** 4 Credit Hours
Students will gain a basic understanding of the steps necessary to implement, manage and troubleshoot existing network and server environments. Students will focus on performing desktop and server installation and configuration tasks, as well as network and operating system management tasks in a Microsoft Windows environment. Prerequisite: CEN 1561C and CEN 1562C. Lecture hours: 30. Lab hours: 20.
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CTS 2123X Linux Administration**4 Credit Hours**

This course enables students to gain an understanding of the Linux operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as a stable and flexible platform for a variety of networking applications. Students learn about desktop environments that make it easy for them to configure Linux features and programs. Prerequisite: CGS 2167C. Lecture hrs: 30. Lab hrs: 20. Other hrs: 0.

DCS 1005 Domestic & International Terrorism II**4 Credit Hours**

This course, part II, introduces participants to more advanced aspects of domestic and international terrorist organizations. The student will be introduced to federal terrorism laws, prosecution of international terrorists, handling the media, and about groups such as militias, religious extremists, outlaw biker gangs, drug cartels, and extremist groups. The student will learn about the commander's role in a terrorist incident, and about the roles of the command post. Prerequisite: DSC 1011. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 1011 Domestic & International Terrorism I**4 Credit Hours**

This course introduces participants to various aspects of domestic and international terrorist organizations in part I. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 1030 Tactical Communications**4 Credit Hours**

This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 2210 Emergency Planning & Security Measures I**4 Credit Hours**

This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

DSC 2812 Information Technology Security I**4 Credit Hours**

This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ECO 102 Economics**4 Credit Hours**

This is a survey course including an introduction to principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system. Prerequisite: None.

ENC 1101 Composition I**4 Credit Hours**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000

ENC 1102 Composition II**4 Credit Hours**

This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101

ENG 1000 Business English**4 Credit Hours**

This course offers a thorough review of grammar and sentence structure and an overview of the sentence with focus on nouns, pronouns, verbs, adverbs, prepositions, conjunctions, and interjections. Prerequisite: None. Lecture Hours 040 Lab Hours 000 Other Hours 000.

ENG 201 English Literature**4 Credit Hours**

An extension of skills obtained in ENC 1101, this course is designed to develop reading and writing skills through review, discussion, and interpretation of literary materials including, but not limited to, contemporary and classical literature, drama, and poetry. The student will develop additional skills including research methods, formal report writing, editing, and oral presentation. Prerequisite: ENC 1101.

FIN 1103 Introduction to Finance**4 Credit Hours**

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None.

GRA 2225C Graphic Design Using Adobe Photoshop**4 Credit Hours**

This course covers the essentials of creating Web graphics using Adobe Photoshop. Technical fundamentals, tips and techniques for a wide range of graphics encountered in a typical Web design project are explored. Photos, line art, logos, banners, text-as-graphic, imported images, stock photos, and more are utilized. Prerequisite: CGS 1800C. Lecture hours: 30. Lab hours: 20.

HSS 1610 Emergency Medical Services & Fire Operations I**4 Credit Hours**

This course introduces students to the knowledge and skills necessary to function as a trained First Responder to respond to patients in the pre-hospital setting. Students are trained in patient assessment and taking vital signs, handling patients' airways, and are trained in Adult and Pediatric CPR. (More advanced skills are taught in Emergency Medical Services & Fire Operations II.) Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSS 1620 Emergency Medical Services & Fire Operations II**4 Credit Hours**

This course continues to introduce students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course builds on the knowledge learned in Emergency Medical Services & Fire Operations I. This course also introduces students to the concepts surrounding an organized response to fire, hazmat and evacuation operations as well as an overview of the incident command system. Prerequisite: HSS 1610. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSS 2220 Emergency Planning & Security Measures II**4 Credit Hours**

This course builds on the emergency planning and security measures learned for corporate security in Emergency Planning & Security Measures I. Students will cover emergency planning models, contingency planning exercises, damage assessment and disaster recovery planning, and employee evacuation planning. Students will chose a scenario and location for a disaster drill, create a disaster plan for the site, and will participate in the disaster drill, then review the strengths and weaknesses of the disaster plan, and the incident response during the drill. Prerequisite: DSC 2210. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSS 2310 Security: Principles, Planning & Procedures I**4 Credit Hours**

This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSS 2320 Security: Principles, Planning & Procedures II**4 Credit Hours**

This course continues to introduce participants to a broad, in-depth look at security planning and procedures, building upon the topics learned in Security: Principles, Planning & Procedures I. Students will learn to develop skills in substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, and security force management. Prerequisite: HSS 2310. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HSS 2820 Information Technology Security II**4 Credit Hours**

This course builds on the knowledge learned in Information Technology Security I, and introduces the student to more technical information about information technology security. Topics covered include internet architecture, virtual private networks, e-commerce security, encryption, hacker techniques, and intrusion detection. It also covers the security issues of common operating systems, and compares the security of the 3 most common operating systems in the business and government world: UNIX, Windows NT, and Windows 2000. Prerequisite: DSC 2812. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

HUM 100 Humanities	4 Credit Hours
This course offers the student an opportunity to experience the areas of art, music, poetry and drama through a variety of approaches, in and out of the classroom, leading to an appreciation and understanding of aesthetic values in society. Prerequisite: None.	
HUN 1001 Basic Nutrition	2.0 Credit Hours
This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0	
LIS 2004 Introduction to Internet Research	2 Credit Hours
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisite: None. Lecture Hrs: 010 Lab Hrs: 020 Other Hrs: 000	
MAN 1030 Introduction to Business Enterprise	4 Credit Hours
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Prerequisite: None.	
MAN 2021 Principles of Management	4 Credit Hours
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None.	
MAN 2031 Let's Talk Business	2 Credit Hours
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Lecture hours. 20.0.	
MAN 2300 Introduction to Human Resources	4 Credit Hours
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None.	
MAN 2727 Strategic Planning for Business	4 Credit Hours
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies that integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and APA 2121. Lecture Hrs 040 Lab Hrs 000 Other Hrs 000	
MAR 1011 Introduction to Marketing	4 Credit Hours
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None.	
MAR 2305 Customer Relations and Servicing	4 Credit Hours
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	
MAT 1033 College Algebra	4 Credit Hours
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills. Prerequisite: None.	
MEA 1006C Therapeutic Communications	2 Credit Hours
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Prerequisite: None.	
MEA 1105 Domestic Violence	2 Credit Hours
This course covers the various aspects of family violence, including its legal, social, economic, medical, and psychological impact on the family, individual, and community. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0	

MEA 1207 Basic Clinical Procedures	4 Credit Hours
This course focuses on universal precautions in the medical environment, including understanding bloodborne pathogens, HIV/AIDS and Hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. Prerequisite: MEA 1239.	
MEA 1207L Basic Clinical Procedures Lab	2 Credit Hours
This course is designed for the student to practice and acquire the skills learned in the Basic Clinical Procedures Lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: MEA 1239	
MEA 1226C Exams and Specialty Procedures	4 Credit Hours
This course will present theories and principles of patient care, including taking medical histories and documentation, the physical examination, rehabilitation medicine, minor surgery, and specialty procedures. Prerequisite: MEA 1239.	
MEA 1233 Anatomy and Physiology II	4 Credit Hours
This course is a study of the structure of the human body and its parts including relationships and functions of the cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Prerequisite: MEA 1239 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEA 1239 Medical Terminology	4 Credit Hours
Basic medical terminology is studied by learning the meanings of a variety of word elements (roots, prefixes, and suffixes), and then combining word elements to create numerous terms common to the study of the medical professions. Medical specialties and short forms are also discussed. Prerequisite: None.	
MEA 1243L Pharmacology Lab	2 Credit Hours
Various aspects of clinical pharmacology will be discussed and practiced, including common abbreviations used in prescription writing, interpretation of prescriptions, and legal aspects of writing prescriptions. In addition, dosage calculations and administration of medication will be taught and practiced. Prerequisite: None	
MEA 1250 Diseases of the Human Body	4 Credit Hours
This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnosis, and treatment. Prerequisite: MEA 1263, MEA 1233. Lecture Hrs 040 Lab Hrs 000 Other Hrs 000	
MEA 1263 Anatomy and Physiology I	4 Credit Hours
This course is a scientific study of the structure of the human body and its parts including relationships and functions of the integumentary, skeletal, muscular, nervous system, special senses and the endocrine systems. Prerequisite: MEA 1239 Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
MEA 1304C Medical Office Procedures	4 Credit Hours
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on written and oral communication, scheduling, medical records, documentation and filing. In addition, transcription, telephone techniques, etiquette and management/human resource skills will be covered. Prerequisite: MEA 1239 Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0	
MEA 1385 Medical Law and Ethics	2 Credit Hours
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment. Prerequisite: None.	
MEA 1695 Therapeutic Communication	2 Credit Hours
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Lecture hours: 20.0.	
MEA 2244 Pharmacology	4 Credit Hours
Various aspects of clinical pharmacology will be discussed including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method. Prerequisites: MEA 1239 and MAT 1033.	
MEA 2245L Phlebotomy	2 Credit Hours
This course is a review. It includes the discussion of possible complications of phlebotomy. The student will perform venipuncture and capillary sticks while using proper safety procedures. Prerequisite: MEA 2260, MLS 2750. Lecture Hours: 10.0 Lab Hours: 20.0 Other Hours: 0.0	

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- MEA 2257L Introduction to X-ray** **4 Credit Hours**
This course assists the student in preparing to apply to take state licensure examinations at the “basic x-ray machine operator” level. Topics will include the basic concepts of radiation, radiation protection, radiological procedures and patient positioning. Prerequisite: Anatomy and Physiology: MEA 1263, MEA 1233. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0
- MEA 2260 Diagnostic Procedures** **4 Credit Hours**
This course will present to the student the theories and practices related to the common diagnostic procedures and tests performed in the doctor's office or medical clinic. Venipuncture, hematology, specialty lab tests, electrocardiograms and urinalysis will be covered. Prerequisite: MEA 1239.
- MEA 2285L EKG Interpretation** **2 Credit Hours**
This course enables the student to recognize and interpret basic cardiac rhythms along with atrial, junctional, and ventricular arrhythmias. Recognition and identification of the location of various myocardial infarctions is included in the course. Utilizing the skills learned, the student will be able to identify and respond appropriately to life-threatening cardiac arrhythmia's and EKG changes. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0
- MEA 2332C Medical Finance and Insurance** **4 Credit Hours**
This course will train the student in major medical insurance and claims forms processing, including information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices to include patient fee determining, credit arrangements, bookkeeping and banking procedures will also be discussed. Additionally, the process of purchasing equipment and supplies will be covered. Computer use in the ambulatory environment will also be taught. Prerequisite: MEA 1239.
- MEA 2346C Medical Computer Applications** **2 Credit Hours**
This course is designed to give the student exposure to computer software applications as used in the medical office environment. This will include the use of medical office management software for organizing front office procedures and word processing software for typing medical reports and transcription. Other medical software may also be introduced. Prerequisite: None.
- MEA 2561 Professional Procedures** **2 Credit Hours**
This course is designed to assist students as they transition from the classroom into professional medical assisting practice. A comprehensive review of the clinical, administrative and general areas of competence required for entry-level practice will be covered as well as the methods of obtaining professional credentials. Prerequisite: All classes in the Medical Core must be completed prior to enrollment.
- MEA 2802 Medical Assistant Externship** **5 Credit Hours**
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. Prerequisite: All classes in the Medical Core must be completed with the exception of MEA 2561, Professional Procedures, which will be taken concurrently with the externship..
- MGT 220 Business Ethics** **4 Credit Hours**
Designed to address ethical management issues, this course will provide case study analysis of prior ethical issues raised on both a national and global scale. Individual ethics will be introduced to show how they ultimately impact management decisions. Prerequisite: MAN 1011.
- MGT 285 Business Administration Externship (Elective)** **4 Credit Hours**
The students will work in a business environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Student must be in good standing as stated in the Standards of Satisfactory Academic Progress and in the last quarter of their program and/or have approval of the Department Chair.
- MLS 2329 Exams and Specialty Procedures Lab** **2 Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the exams and specialty procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on new skills as they are mastered. Prerequisite: MEA 1239.
- MLS 2750 Diagnostic Procedures Lab** **2 Credit Hours**
This course is designed for the student to practice and acquire the skills learned in the Diagnostic Procedures lecture, under direct supervision of the clinical instructor. Students will be checked off on skills as they are mastered. Prerequisite: MEA 1239
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- OST 1141L Keyboarding** **2 Credit Hours**
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None.
- OST 1401C Office Operations** **2 Credit Hours**
This course provides students with the essential knowledge and skills to be successful in today's office workplace. Students will learn to be productive team members, process information using different technologies including the Internet, and communicate effectively to both customers and other members of the organization. Topics also covered included proper telephone use, preparing travel arrangements, and assisting in meeting preparation. Prerequisite: None. Lecture Hours: 010 Lab Hours 020 Other Hours 000.
- OST 2335 Business Communications** **4 Credit Hours**
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1102 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OST 2355 Records Management** **4 Credit Hours**
A study of the efficient control of business records. This course will cover the basic rules of filing and records management, and the technology used in records management. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- OST 2725 Applied Word Processing** **4 Credit Hours**
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lec. Hrs 030 Lab Hrs 020 Other Hrs. 000.
- PAR 204 Trial Preparation and Procedure** **4 Credit Hours**
This course is a culmination of knowledge and skills obtained throughout the legal program. Emphasis is placed on interviewing, investigation, discovery, research and trial procedures needed to prepare a case for trial. Moot trials may be part of this class. Prerequisites: PLA 1003, PLA 1105, PLA 2106 and PLA 2203.
- PHI 1001 Basic Critical Thinking** **2 Credit Hours**
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lecture Hours: 20.0 Lab Hours: 0.0 Other Hours: 0.0.
- PHI 2100 Critical Thinking** **4 Credit Hours**
This course addresses theoretical and practical approaches to understanding human communications and the solving of problems with emphasis on the enhancement of reasoning and argumentation skills. Students will be introduced to the concepts of truth; verification, and knowledge; inductive/deductive reasoning; and common errors in informal reasoning. Prerequisite: None.
- PLA 1003 Introduction to Legal Assisting** **4 Credit Hours**
Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course. Prerequisite: None.
- PLA 1105 Legal Research and Writing I** **4 Credit Hours**
The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs. Prerequisite: PLA 1003.
- PLA 1700 Legal Ethics and Social Responsibility** **4 Credit Hours**
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism.
- PLA 2106 Legal Research and Writing II** **4 Credit Hours**
This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisites: PLA 1003 and PLA 1105.
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- PLA 2203 Civil Procedure** **4 Credit Hours**
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleadings, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003.
- PLA 2273 Torts** **4 Credit Hours**
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003.
- PLA 2308 Criminal Procedures** **4 Credit Hours**
This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: None.
- PLA 2423 Contract Law** **4 Credit Hours**
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: None.
- PLA 2600 Wills, Trusts and Probate** **4 Credit Hours**
This course examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003.
- PLA 2800 Family Law** **4 Credit Hours**
In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None.
- PLA 2940 Paralegal Externship** **4 Credit Hours**
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Student must be in good standing as stated in the Standards of Satisfactory Academic Progress and in the last quarter of their program and/or have approval of the Department Chair.
- POS 2041 American National Government** **4 Credit Hours**
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PSY 2012 General Psychology** **4 Credit Hours**
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None.
- SBM 2000 Small Business Management** **4 Credit Hours**
This course gives a comprehensive overview of the theory behind the management of a small business, and the practical concerns of the manager of a small business. Prerequisite: MAN 1011
- SCC 1102 Business & Ethics for Security Specialists** **4 Credit Hours**
This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SCI 101 Environmental Issues	4 Credit Hours
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on the Earth, its elements and problems. Realistic solutions to environmental concerns are explored through group projects, field trips, readings and discussions. Prerequisite: None.	
SCI 1001 Environmental Science	4 Credit Hours
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0.	
SEC 103 Introduction to Office Technology	4 Credit Hours
This course will present an overview of office technology with an emphasis on records management and electronic calculators and 10-key skills. Prerequisite: None.	
SEC 203 Office Management	4 Credit Hours
This course analyzes the nature of office work and the functions of office management. Special attention is given to records management, systems analysis, work simplification, motion economy, forms control, office layout and work measurement. The course stresses the managerial functions for the office and office personnel. Prerequisite: None.	
SEC 285 Administrative Assistant Externship (Elective)	4 Credit Hours
The student will work in an administrative assisting environment in order to apply principles learned in the classroom. The program is designed to prepare students for gainful employment upon graduation. Prerequisite: Completion of all other coursework and approval of the Department Chair; recommended for the last quarter of associate program.	
SLS 1130 Strategies for Success	4 Credits Hours
This course is designed to prepare students for a successful transition to college. Strategies and resources for addressing anticipated personal and practical impediments to completion will be identified. Students will be introduced to skills that will be required for a successful career. Connections between students' goals and campus/program offerings will be reinforced. Prerequisite: None.	
SLS 1320 Career Skills	2 Credit Hours
This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None.	
SLS 1341 Professional Development	2 Credit Hours
This course is designed to assist the student with personal and professional development for successful employment both in attaining and maintaining employment. Students will practice using written skills and developing a current resume. Course content helps students focus on developing a positive self-image, assessing strengths, learning job search techniques, and the building of appropriate interpersonal business relationships with co-workers, supervisors, and customers. Prerequisite: None.	
SPC 2016 Oral Communications	4 Credit Hours
This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Prerequisite: None.	
SYG 2000 Principles of Sociology	4 Credit Hours
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SYP 2200: Death and Dying	4 Credit Hours
This course examines the issues related to death and dying. Beliefs, rituals, and behaviors of a variety of cultures (past and present) will be examined. Special emphasis will be placed on current topics such as euthanasia, cryogenics, and other individual options. Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	
TAT 250 Corporate Travel Management and Meeting Planning	4 Credit Hours
This course relates corporate travel to the business community. Emphasis includes the interpretation of business policies, procedures of a corporate travel agent, supervisor, and manager in a travel or business environment, interrelationships among corporate travel departments and others in the industry, financial management, automation, and corporate travel operations. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

TAX 2000 Tax Accounting**4 Credit Hours**

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000.

TYP 101 Keyboarding for Computers I**4 Credit Hours**

This is a beginning typewriting course designed to develop touch typing skills on a computer keyboard. Basic features of personal and business letters, reports, and tables are introduced. The course is designed to develop correct techniques and promote a minimum passing accuracy of 25 words per minute. Prerequisite: CGS 2167C.

TYP 201 Keyboarding for Computers II**4 Credit Hours**

This course is designed to develop high-level document production skill with an emphasis on proofreading and mailability in the areas of varied business styles, technical papers, reports, and forms. The course is designed to develop correct techniques and promote minimum passing accuracy of 45 words per minute. Prerequisites: CGS 2167C and TYP 101.

TYP 202 Keyboarding for Computers III**4 Credit Hours**

This course is designed to develop advanced typewriting skills with timed production typewriting, emphasis on proofreading and mailability of business projects without direct supervision, with components for the executive, legal, medical, accounting and government secretaries. Students should achieve a minimum passing rate of 55 words per minute. Prerequisites: CGS 2167C, TYP 101 and TYP 201.

WDP 105 Word Processing I**4 Credit Hours**

This course will study the use of current word processing programs. The student will be introduced to the general features of different word processing programs and the ability to judge which program can satisfy the student's needs, with an emphasis on Microsoft Word. Prerequisite: CGS 2167C.

WDP 107 Word Processing II**4 Credit Hours**

This course will provide more advanced skill and speed in order to obtain an entry-level position as a word processing operator. It will include more advanced Microsoft Word features. Prerequisites: CGS 2167C, TYP 101 and WDP 105.

APPENDIX A: FACULTY AND ADMINISTRATION

Larry M. Jackson	College President	MA University Northern Colorado, Greeley BA Colorado State University, Ft Collins
Suzanne Alstrin	Librarian	MA University Missouri, Columbia BS University New Mexico, Albuquerque
George Evans	Director of Career Services & Placement	BA Michigan State University, East Lansing
Alexandra Fi	Director of Admissions	MBA Keller Graduate School of Management, Illinois
Megan Miller	Business Manager	
Mary Trudo	Registrar	
Student Finance Services		
Theresa Archuleta	Financial Aid Representative	MA University of Colorado, Colorado Springs
Betty Jackson	Financial Aid Representative	MA University of Colorado, Colorado Springs
Steve Perea	Financial Aid Representative	AAS Pikes Peak Community College
Traci Thompson	Financial Aid Representative	AAS Wharton , Texas
Academic Administration		
Tom Hart	Academic Dean	MA Institute of Transpersonal Psychology, Palo Alto CA BA Ottawa University, Ottawa Kansas
Stephen Davies	Associate Dean	M Sc Salford University, B Sc University of London, AAS, PGCSE, MCSE
Career Planning and Placement		
George Evans	Director of Career Planning and Placement	B.A.

Faculty		
Peggy Bonanno-Knight	General Education	MA, University of Northern Colorado BA, Syracuse University
Stephen R. Davies	Computers; General Education	M Sc, University of Salford B Sc, University of London PGCSE, Swansea University AAS, Denver Technical College
David DiBari	Criminal Justice	MA University of Colorado BA University of Colorado
Kelley Fazzino	Medical Insurance Billing/Coding	BA, Denver Technical College AAS, Denver Technical College
Tim Forquer	Computer Science	BSEE Cannon University
Heidii Godbold*	Computers; General Education	MEd, National Louis University BS, Baylor University
Beverly Goede	Medical Assisting	LPN, Shepard/Gill School of Nursing
Lynn Gregory	Criminal Justice	MA, University of Colorado, Pueblo BS Oklahoma State University
Rick Jenkins	Criminal Justice, General Education	PhD, University of Toledo BA, Miami University
Sue Jenkins	General Education	MEd, Lesley College BA, Alamosa State College
Marilyn Keck	Business, Computers	BA, Drake University
Paula Kenner	Medical Assisting	AAS, Blair College
Barbara Kennedy*	Medical Assisting	AAS, Pikes Peak Community College
Roxanne Phillips	Accounting	MBA, University of Colorado BS, University of Colorado
Lynelle Seime	Legal Assistant, Paralegal, Business, Criminal Justice	BS, University of Phoenix AAS, Blair College
Jan Spencer	Medical Assisting	LPN New Hampshire Votec

Maureen Stepp	Computers, Business, General Education	BS, Pennsylvania State University
Julia Woodhouse*	Paralegal Assisting, Criminal Justice, Homeland Security	MHR University of Oklahoma, Lawton BA, Coker College, Columbia SC

*Department Chairs

APPENDIX B: TUITION AND FEES

Quarter Programs

Tuition per credit hour per term

Program	Credits Registered For:	Tuition per Credit Hour
All Programs	Per credit	\$273

For the programs requiring a background check a \$52 fee will be charged.

Mini-term start tuition per credit hour (Mini-term start quarter only)

All Programs	Per credit	\$273
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Tuition will be charged on a quarterly basis.

Modular Programs

Program	Program Length	Credit Units	Tuition	Text/Materials
Homeland Security Specialist	7 Modules	48	\$8,451	\$1,500 (& uniform)
Medical Administrative Assistant	8 Modules	47	\$9,765	\$900
Medical Insurance Billing/Coding	6 Modules	35	\$8,657	\$900

Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found below.

Additional fees

Registration Fee	\$25.00 each quarter
Technology Fee ¹	\$25.00 per quarter
Online Learning Fee	\$100.00 per course
Transcript Fee ²	\$5.00
Proficiency Examination Testing Fee ³	\$20.00 per credit hour
Experiential Learning/Portfolio Evaluation Fee ⁴	\$20
Replacement for Diploma/Degree	\$20.00
Medical Assistant Uniform (required of Medical Students only)	\$175.00
Replacement ID	\$1.00

¹The Technology Fee does not apply to students enrolled in Modular Programs.

²Exception: Students are provided one official transcript free of charge upon completing graduation requirements.

³Non-refundable fee assessed for each proficiency examination (cannot be paid from Title IV financial aid funds.)

⁴Assessed to process each course for which credit is sought under life experience, payable upon portfolio submission.

APPENDIX C: ACADEMIC CALENDARS

MODULAR PROGRAMS

Holiday Schedule	2005	2006
Martin Luther King, Jr.	January 17	January 16
President's Day	February 21	February 20
Memorial Day	May 30	May 29
Independence Day	July 4	July 4
Labor Day	September 5	September 4
Thanksgiving Holiday	November 24 & 25	November 23 & 24
Christmas Holiday	TBA	TBA

Medical Administrative Assistant; Medical Insurance Billing and Coding			
Day Schedule - Five Day Week (Monday through Friday)			
2005			
Start Dates		End Dates	
August 29	Monday	September 23	Friday
September 26	Monday	October 28	Friday
October 31	Monday	November 23	Friday
November 28	Monday	December 23	Friday
2006			
Start Dates		End Dates	
January 3	Tuesday	January 27	Friday
January 30	Monday	February 24	Friday
February 27	Monday	March 24	Friday
March 27	Monday	April 28	Friday
May 1	Monday	May 26	Friday
May 30	Tuesday	June 23	Friday
June 26	Monday	July 28	Friday
July 31	Monday	August 25	Friday
August 28	Monday	September 22	Friday
September 25	Monday	October 27	Friday
October 30	Monday	November 24	Friday
November 27	Monday	December 22	Friday

QUARTER-BASED PROGRAMS

FY 2006 Academic Calendar				
Summer Term Starts		July	18	2005
Summer Term Drop/ Add Deadline		July	30	2005
Mini-Term Starts		August	29	2005
Mini-Term Drop/ Add Deadline		September	3	2005
Labor Day Holiday		September	5	2005
Summer Term Ends		October	8	2005
Fall Break	From:	October	10	2005
	To:	October	15	2005
Fall Term Start		October	17	2005
Fall Term Drop/ Add Deadline		October	29	2005
Mini-Term Starts		November	28	2005
Mini-Term Drop/ Add Deadline		December	3	2005
Thanksgiving Day Holiday	From:	November	24	2005
	To:	November	25	2005
Christmas Holiday	From:	December	23	2005
	To:	January	2	2006
Classes Resume		January	3	2006
Fall Term Ends		January	14	2006
M.L. King Jr. Birthday Holiday		January	16	2006
Winter Term Starts		January	17	2006
Winter Term Drop/ Add Deadline		January	28	2006
Presidents' Day		February	20	2006
Mini-Term Starts		February	27	2006
Mini Term Drop/ Add Deadline		March	4	2006
Winter Term Ends		April	8	2006
Spring Vacation	From:	April	10	2006
	To:	April	15	2006
Spring Term Starts		April	17	2006
Spring Term Drop/ Add Deadline		April	29	2006
Memorial Day Holiday		May	29	2006
Mini-Term Starts		May	30	2006
Mini Term Drop/ Add Deadline		June	3	2006
Spring Term Ends		July	8	2006
Independence Day Holiday		July	4	2006
Summer Vacation	From:	July	10	2006
	To:	July	15	2006

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE	LOCATION
Blair College	Colorado Springs, CO
Duff's Business Institute	Pittsburgh, PA
Everest College	Phoenix, AZ
Everest College	Rancho Cucamonga, CA
Everest College	Dallas, TX
Everest College	Arlington, TX
Florida Metropolitan University	Clearwater, FL
Florida Metropolitan University	Fort Lauderdale, FL
Florida Metropolitan University	Jacksonville, FL
Florida Metropolitan University	Lakeland, FL
Florida Metropolitan University	Melbourne, FL
Florida Metropolitan University	Orlando (North), FL
Florida Metropolitan University	Orlando (South), FL
Florida Metropolitan University	Tampa (Brandon), FL
Florida Metropolitan University	Tampa, FL
Las Vegas College	Henderson, NV
Mountain West College	Salt Lake City, UT
National School of Technology	Hialeah, FL
National School of Technology	Kendall, FL
National School of Technology	Fort Lauderdale, FL
National School of Technology	N. Miami Beach, FL
Parks College	Arlington, VA
Parks College	Aurora, CO
Parks College	McLean, VA
Parks College	Thornton, CO
Rochester Business Institute	Rochester, NY
Springfield College	Springfield, MO
Western Business College	Portland, OR
Western Business College	Vancouver, WA

STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, or one of its subsidiaries, which include Florida Metropolitan University, Inc. and Rhodes Business Group, Inc. The parent level corporation is Corinthian Colleges, Inc., a Delaware corporation.

Rhodes Colleges, Inc. - Corinthian Colleges, Inc.

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(800) 611-2101

DIRECTORS

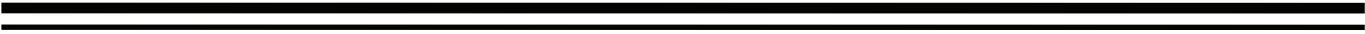
David G. Moore
Jack D. Massimino
Beth A. Wilson

OFFICERS

David G. Moore
Jack D. Massimino
Beth A. Wilson
Stan A. Mortensen
Robert C. Owen

TITLE

Chairman of the Board
Chief Executive Officer
Executive Vice President, Operations
Senior Vice President, General Counsel and Corporate Secretary
Treasurer and Assistant Secretary



Acknowledgment and Receipt Form

Blair College Catalog Student Copy

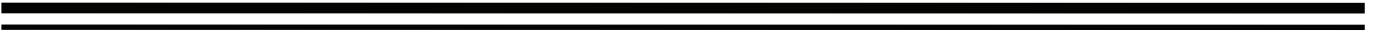
I acknowledge receipt of the Blair College catalog. I have read and understand it and agree to abide by its terms and provisions.

Signed this _____ day of _____, 20_____

Name (printed) _____

Signature _____

Program _____



Acknowledgment and Receipt Form

Blair College Catalog College Copy

I acknowledge receipt of the Blair College catalog. I have read and understand it and agree to abide by its terms and provisions.

Signed this _____ day of _____, 20_____

Name (printed) _____

Signature _____

Program _____