all courses in Program outlines and course descriptions need to be put in alpha numeric order

Springfield
COLLEGE

2003-2004 CATALOG
Springfield 1103

1010 W. Sunshine
Springfield, Missouri 65807
(417) 864-7220
(800) 475-2669

Established 1910

edited by the Accrediting Council for Independent Colleges and Schools to award bachelor's and associate's degrees and diplomas.

FROM THE COLLEGE PRESIDENT

I am delighted with the opportunity to introduce you to Springfield College. Obtaining a college education can give you the advanced training and skills necessary to open innumerable doors in the business and professional worlds. A college degree will give you a competitive edge in your career field and will make the difference when you are considered for professional advancement.

National statistics indicate that as a college graduate you are likely to be a healthier, happier individual who is better able to enjoy family relationships and friendships. You are also likely to have a richer appreciation of the world around you and a keener ability to solve the problems life may present to you.

Springfield College wants to help you. Our experienced admissions department will help you choose the best program for your talents and goals.

Explore the opportunities afforded you through the excellent educational offerings at Springfield College. Read about the services we provide. Exercise the courage to broaden your horizons, take action now!

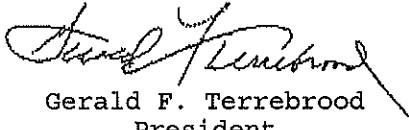Consider Springfield College ... because you deserve more.

Gerald F. Terrebrood
President

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ABOUT SPRINGFIELD COLLEGE

MISSION STATEMENT AND OBJECTIVES

The mission of Springfield College is to provide career-oriented programs of study in selected disciplines responsive both to the needs of employers and to those seeking career preparation. Therefore, Springfield College has established the following objectives:

1. The primary goal is to offer quality applications-oriented curricula. Curricula are designed to prepare graduates to fulfill current employment needs, to adapt to change in their chosen fields, and to be lifelong learners.
2. Springfield College strives to develop mature citizens who make contributions to their communities. This is accomplished by providing positive role models, emotional support, and opportunities to develop new and beneficial relationships. Students are also provided with opportunities to experience success in the classroom and to participate in extracurricular activities.
3. Springfield College assists graduates in securing career related employment.
4. Springfield College seeks to contribute to the Springfield community by exercising fiscal responsibility in institutional operations and by offering assistance to public schools and area businesses through seminars and internship programs. Faculty, staff, and students also participate in volunteer activities.
5. The final goal is to assure academic integrity by achieving and maintaining institutional and program accreditation with the appropriate accrediting agencies.

PHILOSOPHY

Springfield College is dedicated to the ideal that every student should have the encouragement and opportunity to develop to their full potential. We believe that most students will succeed in a collegiate environment when they receive the proper motivation. We are dedicated to providing that motivation and assisting students in the achievement of personal, career, and economic goals.

The College offers specific and practical educational services designed to meet the demands of business and technology in the Springfield area. Programs of study provide a quality occupational education and prepare the student for immediate job entry. In addition, the College provides general education courses in an effort to aid students in becoming socially aware members of their respective communities.

Thus, the College seeks to provide a meaningful, quality education that will prepare its graduates for a successful and rewarding career.

HISTORY

This school is a part of Rhodes Colleges, Inc. (RCi). Springfield College is a senior level college that serves the purpose of offering Bachelor of Business Administration, Associate of Applied Science Degrees and Diploma Programs. RCi was formed in 1996 to own and operate colleges across the nation that focus on high demand and specialized skills. RCi is continually seeking to provide the kind of education and training that will best serve the changing needs of students, business and industry.

Historically, the roots of Springfield College extend back to 1910. At that time, the College was named the Springfield Business School. The College was acquired by RCi on October 17, 1996 and the name of the College was changed to Springfield College. In October 2000, the name was changed to Rhodes College. In April of 2002, the name of the College was change back to Springfield College in order to return to its roots as a community based institution.

With headquarters in Santa Ana, California and colleges in various states, RCi is dedicated to continuing this college's tradition of excellence in providing education and training to its community.

LOCATION AND FACILITIES

Springfield College is located in Springfield, Missouri, at 1010 W. Sunshine. The campus is located close to the heart of the city with easy access from the north and south via Kansas Expressway. The College is located on Sunshine Street, a main east and west artery of the city. There are adequate parking facilities for staff, faculty, and students in front of the College. All physical plant facilities are easily accessible to both day and evening division students. The physical plant complies with the guidelines established by the Americans with Disabilities Act.

Educational facilities and equipment include ~~six~~ seven computer labs, a fully equipped medical laboratory, and a classroom/medical office simulation room, and ~~eleven~~ ten standard classrooms. The main level includes a student lounge and student restrooms. A bookstore with service counter is also available for students' convenience. The library is of adequate size with the collection appropriate and relevant to the educational programs offered by the College. The Library's resources include InfoTrac, a database of articles on a variety of subjects from respected serials. In addition, the law library resources include Westlaw, a computerized database for legal research, along with other recommended legal resources. FIRSTSEARCH (all caps)

In addition to the educational facilities, the physical plant includes an academic office area, student finance office area, Academic Dean's office, placement office, registrar office area, business office, admissions offices, administrative support area, President's office with an adjoining conference room, and reception area. Those areas offering direct daily contact with students have been carefully planned with customer service counters. The remaining space is allocated to a faculty and staff lounge, restrooms, elevator access, and storage.

ACCREDITATION

Accredited by the Accrediting Council for Independent Colleges and Schools to award bachelor's degrees, associate's degrees and diplomas. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Washington, D.C. 20002; (202) 336-6780.

PROFESSIONAL RECOGNITIONS

- The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education. *
- Approval to operate granted by the Missouri Coordinating Board of Higher Education.
- Approved by the Missouri Department of Elementary & Secondary Education to provide services to persons eligible for Veteran's Education, Vocational Rehabilitation, and the Workforce Investment Act (WIA).
- Springfield College is a tax-paying, non-subsidized institution of higher learning dedicated to the principle of free enterprise.
- The Paralegal program is affiliated with NALA (National Association of Legal Assistants).

*aka The Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE)

STATEMENT OF NON-DISCRIMINATION

Springfield College does not discriminate on the basis of sex, age, disability, race, creed or religion 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.

ADMINISTRATIVE POLICIES

OFFICE HOURS

The Springfield College administrative offices are open from 8:00 a.m. until 7:00 p.m. each school day and until 5:00 p.m. on Friday. Admission appointments can be made on selected Saturday morning from 9:00 a.m. to 1:00 p.m. One member of management administration will be available Monday through Thursday from 7:00 p.m. to 9:50 p.m. when evening classes end. We suggest calling for an appointment prior to visiting the College for information.

and during class hours of Friday and Saturdays

CLASS HOURS

Saturday, Monday through Thursday

Springfield College classes meet on Monday through Thursday. Day classes begin at 8:00 a.m., 10:00 a.m., 12:30 p.m. and 2:30 p.m. Night classes begin at 6:00 p.m. and are dismissed at 9:50 p.m. *Friday and Saturday classes begin at 8:00 AM, and 12:30 p.m.*

CONDUCT CODE

The 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. 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 towards 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 which 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 which 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 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 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 which 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
Students dismissed for violations of the Student Conduct Code may appeal the dismissal by submitting a letter to the Campus President stating the reason the student should be allowed to return to school. The President's decision on the appeal shall be considered final.

DRESS CODE

Students are expected to dress in an appropriate manner that would not be construed as detrimental to the student body and the educational process at Springfield College. Students are reminded that the College promotes a business atmosphere where instructors and guests are professional and potential employers. Students should always be cognizant of the first impression of proper dress and grooming.

SEXUAL HARASSMENT POLICY

The College will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued which legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The College will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body which constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the College President, or College Director. The College President or Director will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

TELEPHONES

No student will be called out of class for a telephone call, except in case of emergency. We suggest that family and friends be informed of this policy. There are two public telephones available in the student lounge.

SMOKING

Because the health of our students and employees is very important, we maintain a smoke-free environment within the building. Smoking outside the building is restricted to a designated area, *located at the rear of the building. The smoking area is covered and fenced to protect the users from the elements*

FOOD AND BEVERAGE

Students may partake of food and non-alcoholic beverage in the Student Lounge of Springfield College. No food may be taken into the classrooms, laboratories, library, academic or administrative corridors without prior approval of the Dean. All students are encouraged to help keep the campus free of litter.

CHILDREN ON CAMPUS

Children are always welcomed at special events of the College whenever accompanied by their parents. However, because an atmosphere conducive to learning must be maintained throughout, without disruption to the teaching and work environment, it is the policy of the College that children shall not be brought to classrooms or labs, or left in the library, lounges or offices.

LABORATORY USE

Springfield College students may use the laboratory facilities of the College during regular office hours.

ADMISSIONS INFORMATION

ADMISSIONS POLICY

All applicants must have a high school diploma or equivalent. However, the educational requirement may also be met if the applicant is at least 21 years of age and can demonstrate the "Ability to Benefit" from the training. 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.

Springfield College accepts students only after a personal interview. This interview is designed to help the student select the program of study best suited to his/her needs and future goals.

Applicants will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission.

The administrative unit designated as responsible for implementation of the Admissions Policy is designated as the Admissions Department. The chief administrative officer of this department is the Director of Admissions. He/She is responsible to the College President, who has the final authority to admit students to the institution based upon the admissions criteria established by this catalog.

ENTRANCE STANDARDS, PLACEMENT TESTS AND PROCEDURES

All students entering Springfield College will be required to meet the Standards of Evaluation for admission into degree and diploma programs. Successful completion of the 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. A high school or GED graduate requires a score of 120 on the CPAt examination for admission to the College. Ability Benefit students must meet the approved Department of Education minimum scores of 42 on Language Usage, 43 on Reading, and 41 on Numerical Skills of the CPAt tests. Applicants who ~~have~~ *provide an official* completed one academic year of credits at another postsecondary institution (24 *transcript* semester credit or 36 quarter credits with at least a 2.0 cumulative grade point *showing* average) will not be required to complete the test. Applicants who ~~have completed~~ *they* 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.

provide an official ACT or SAT score/result report indicating they

ADMISSIONS PROCEDURES

NEW STUDENTS

Applicants are advised that Springfield College accepts students only after a personal interview with an Admissions Officer. They are further advised to discuss any pending enrollment with their family.

After the interviews, if there is continuing mutual interest, an application for enrollment is completed pending final acceptance by the College.

If the applicant is accepted by the College, the application for enrollment will be processed. Times and places of orientation will be given to the applicant by mail or telephone. If the applicant is not accepted, he/she will be notified promptly.

Medical Assisting Students

Students enrolling in the Medical Assisting program must have a physical examination and TB test completed within the first six months of enrollment in the program. A prior physical examination which was performed within the preceding twelve month period will also be accepted. *Although it is not a requirement of the college, medical assisting students need to be aware that they must have a current hepatitis shot before the medical sites will accept them for their externship.*

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CONTINUING STUDENTS

Prior to the end of the term, students will have had the opportunity to register for the next term. **All students will be expected to register on time unless previous arrangements have been made.**

If a student pre-registers, he/she will not need to return to register between terms but will report back on the first day of classes.

RE-ENTERING STUDENTS

Readmission to Springfield College following withdrawal will be at the discretion of the Readmissions Policy Committee. Readmission following dismissal for non-attendance, lack of academic progress, or misconduct will also be at the discretion of the Committee. A student will be allowed only two re-entries into the College. Re-entry in certain programs may be prohibited. Readmission to Springfield College is granted in accordance with currently accepted admissions guidelines.

The applicant must submit a written application to the Readmission Committee. All committee recommendations will be approved or disapproved by the College President. The College President has final authority for all decisions concerning re-entry to the College.

BACHELOR'S DEGREE STUDENTS

The Springfield College Bachelor's degree is an evening program that accepts students twice a year in July and January. In order to enroll in the bachelor's degree program a student must matriculate with an associate degree from Springfield College or have equivalent courses and credit hours if transferring from another college.

TRANSFER STUDENTS

Students who have attended another accredited institution and wish to transfer to Springfield College may be admitted if the admission requirements are met.

ADMINISTRATIVE PREROGATIVES

The Academic Dean and/or College President, after a review of the academic record and test scores of an incoming student, has the prerogative to refuse entry into a program that the Academic Dean and/or College President deems to be too rigorous for the student.

ACADEMIC POLICIES AND PROCEDURES

STATEMENT OF ACADEMIC FREEDOM

Springfield College endorses and adheres to the concept of academic freedom and supports the teachers' privileges to function as a scholar in the interpretation and application of theories and ideas. While course content is mandated by catalog course synopses, course administration is not imposed. The College believes that students' interests are best served when instructors are given freedom concerning modes of teaching, specific course requirements, and course evaluation methods. Liberty, however, is to be distinguished from license, and the College recognizes that academic freedom does not defend the teaching of doctrines inconsistent with the stated purpose of the College.

DEFINITION OF CREDIT

Academic credit is granted by Springfield College in credit hours (credit hours referred to in this catalog are quarter credit hours). A credit hour is given for a minimum of 10 lecture hours of instruction, a minimum of 20 hours of developmental studies or laboratory instruction, or a minimum of 30 hours externship practice. The listing of credit hours is not meant to imply transferability into other college programs. A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

TRANSFER OF CREDITS

From Other Colleges
Springfield College may grant full academic and financial credit to students who have successfully completed the same or substantially the same subject as required in the College curriculum from other accredited institutions of higher learning provided:

1. The credits must have been earned at an institution that is or was at the time the credits were earned accredited by an accrediting agency that held recognition from the U.S. Secretary of Education under the provisions of Public Law 82-550 and subsequent legislation.
2. A grade must be designated to each course completed. Only courses completed in which credit has been designated with grades assigned can be considered for transfer.
3. Final determination on credits accepted for transfer to Springfield College shall be made by the Registrar and/or Department Chairpersons of the College under the authority of the Academic Dean.
4. Only those credits with a minimum grade of "C" or its equivalent will be considered for transfer. The credits will be transferred as earned credits only and will have no effect on the student's grade point average.
5. Students who wish to receive credit from Springfield College for work completed at other accredited institutions of higher learning must furnish an official transcript from that institution in a timely manner to ensure evaluation prior to taking any classes for which transfer credit would apply.
6. In order to be granted an undergraduate degree from the College, the student must complete a minimum of 48 quarter credit hours in residence at the College. In order to be granted a diploma from the College, the student must complete a minimum of 24 quarter credit hours in residence at the College. In addition, a minimum of 16 credits of the associate degree major core and 24 credits of the bachelor's degree major core must be completed in residence. Experiential learning, proficiency examination, transfer credit, directed study, and other forms of advanced standing or non-traditional learning do not count toward satisfying the residency requirement. Online learning courses taken through the College are considered to be taken in residence.

Consideration for transfer of credit hours that were earned over 7 years prior to admission to Springfield College would require a review and evaluation by the

Department Chairperson and/or Academic Dean as to the acceptability of the credits to the current curricula of the College.

To Other Colleges
Since every institution has its own policy regarding transfer of credit, it is not possible to guarantee transferability of any particular course offered at Springfield College. Students who anticipate the necessity of transferring quarter credits earned at Springfield College are encouraged to contact the Admissions or Academic Department of the institution to which they desire to transfer in regard to acceptance of credits earned at this College. **Transfer of credits is an institutional matter. Therefore, Springfield College cannot and does not guarantee the transferability of credits.** Likewise, Springfield College is not obligated to accept credits from all other collegiate institutions.

Within the College
If a student desires to transfer from day to night classes, or vice versa, it can be done with no loss of credits in most situations.

A student desiring to change programs must contact their Department to re-enroll in the new program. A student must be in good academic standing to change programs, and must have the approval of the Department Chairperson of the current program, new program Chairperson, and the Academic Dean. A waiver of this requirement may be made by the College President. All course and cost adjustments will be calculated at that time. A new enrollment agreement must be completed and signed prior to starting classes in the new program.

PROFICIENCY EXAMINATION

Students may attempt to challenge 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 and the Academic Dean. Administrative fees for Proficiency Examinations are $25 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.

EXPERIENTIAL CREDIT

For associate degree and diploma programs, Springfield College will consider the acceptance of a maximum of 16 credit hours in transfer of credit for experiential learning for courses required in the published curricula of the College catalog based on the conversion suggested by the following published guides and programs or as determined by the Registrar, Academic Dean or College President:

1. Guide to the Evaluation of Education Experiences in the Armed Services by the American Council on Education.
2. National Guide to Credit Recommendation for Non-Collegiate Courses by the American Council on Education.
3. College Level Entrance Program (CLEP).
4. An "Experience Portfolio" submitted by the student and approved by the Department Chairperson.
5. The DANTES Program.

For bachelor's degree programs, the College will consider the acceptance of a maximum of 32 credit hours in transfer of credit for experiential learning.

TERMS

The College is on the term system. Classes are held twelve months out of the year, and there are four full terms in each calendar year. The four full terms shall last approximately twelve weeks and normally begin in the following months each year:

- Winter Term   January
- Spring Term   April
- Summer Term   July
- Fall Term   October

MINI-TERMS

Six weeks into each of the four full terms listed above, a six-week Mini-Term begins to give new and returning students the opportunity to get a "head start" on the next full term. During the mini-term, a student will take two courses that will meet two to four times weekly for six weeks. This helps many students phase into their return to college with a smaller load. It also enables many students to start their class earlier than if they waited until the next full term. At the end of the Mini-Term, the student would then enter the next scheduled full term.

CLASS SCHEDULES/SCHEDULE CHANGES

Springfield College adheres to the philosophy that students who are sincerely interested in obtaining an education desire to pursue their education at the fastest possible rate; therefore, classes are held year round. Four weeks per year are set aside for breaks.

All students will be issued class schedules at the beginning of the term indicating day and time of class meeting. Pre-scheduling times are available for students to meet with faculty advisors and academic officials each term. All changes in a student's schedule must be approved by the Academic Advisor or Academic Dean.

All full-time students are required to maintain a minimum load of twelve (12) credit hours (8 credit hours during a mini-term). A student must be full-time to qualify for student awards programs such as President's List and Dean's List each term.

ACADEMIC LOAD

All students at the College must be in full-time attendance unless they have approval to take less than a full load. A full-time student at Springfield College is one who is enrolled in 12 credit hours per term. Students who have permission to take less than a full load must understand that any Financial Aid previously awarded may be reduced. Should students desire to accelerate their program, they are encouraged to increase their credit hours per quarter.

ORIENTATION

Orientation is mandatory and is held for all applicants accepted for admission. Notification of time and place of orientation is delivered by mail or telephone to all applicants accepted for admission.

During orientation, students will be acquainted with the rules and regulations of the College, informed of student services available, familiarized with the College facilities, and introduced to various College personnel. Students may not continue classes without attending an orientation.

ATTENDANCE POLICY

MODULAR PROGRAM

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 percent 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 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent 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 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. OR PRACTICUM   OR practicum

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 school.

TARDINESS/EARLY DEPARTURE

Students who are 15 minutes late to class or who leave class 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 percent of the scheduled class time will be considered absent for the day.

RE-ENTRY 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 school.

Students who have been terminated for violating the attendance policy may apply for reentry to the school through the appeals process. (See Student Appeals Process policy.) Students reentered after violating the attendance policy may not be absent more than 20 percent 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.

MAKE-UP WORK

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 school administration.

QUARTER PROGRAMS

Your education here is designed to prepare you for successful employment in the workplace. Therefore, it is critical that professional behavior be practiced at all times. This includes timely and consistent attendance in all classes, meeting assignment deadlines, and meaningful participation in class-related activities.

Each course within the programs offered will have regularly scheduled academic activities that occur throughout the term. These academic activities are integral to ensure that course outcomes are met and that specific learning objectives are achieved within individual courses. Academic activities provide the faculty with specifics that aid in the assessment of student performance and the eventual awarding of a final course grade. The importance of student participation in these activities is key to the mastery of material within the course of study.

Academic activities are defined as, but not specifically limited to:

- An examination/quiz
- Computer assisted instruction
- Completion of a course assignment, including research, projects and journalizing
- Participation in a field trip
- Simulations
- Viewing of instructional media
- A survey evaluating the course material/text instructor performance
- Presentation of material (oral or written)

- A tutorial session
- Academic advising
- Attending a study group
- Instructor lecture or demonstration
- Attending a guest lecture
- Role play activities
- Library research
- Mid-term assessment performed by faculty to evaluate student progress.

Your success relies heavily on consistent and meaningful participation in the above defined class related/academic activities. Importance is placed on mirroring the model of the workplace to begin reinforcing the importance of consistent attendance/participation in the classroom and the expectation of consistent attendance/participation in the workplace. Collaborative learning within the curriculum prepares you to be comfortable with the learning team concept that is prevalent in today's workplace.

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:

Applies to all courses except Modular Program

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	0
W	Withdrawal used through week nine and not calculated in the CGPA but is counted in courses/credits attempted.	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 and courses/credits attempted.	0
WM	Withdrawal after week nine with documented mitigating circumstances placed in the student's file and not counted in the CGPA but is counted in courses/credits attempted.	Not Calculated
WZ	Withdrawal for immediate call to active duty.	Not Calculated
T	Transfer Credit	Not Calculated
EL	Experiential Learning 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	Not Calculated

calculated for purposes of determining rate of progress (SAP).

Applies to Modular Program

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 courses taken at the College and online course. 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.

Each student's report card at the end of the term should indicate that student's grade point average for the most recent term and overall. The Registrar will calculate the GPA or CGPA for any student upon written request.

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" for the course. The "F" will be averaged in with the students' other grades to determine the cumulative GPA.

GRADE APPEALS

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy.

COURSE SUBSTITUTION

Any substitution of courses not included in the published curriculum of a course of study must be approved by the Academic Advisor and Academic Dean. Because the College curriculum has been designed to specifically prepare the student for his or her chosen field of study, substitution of courses is discouraged and will be approved only in cases where such substitution can be shown to advance the student's career preparation or educational achievement. Course substitution may be allowed to assist a student in meeting required credit hours for graduation if, at the

discretion of the Academic Advisor, Academic Dean and/or College President, it would advance the student's educational objectives.

REPEATING A CLASS

A student may repeat a course taken at the College in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be recomputed to count the last attempt only. All repeats will be charged at the student's current tuition rate.

Students may repeat any given class except Medical Externship. Externships, while not normally subject to being repeated, may be repeated only with the permission of the Department Chair and/or the Academic Dean.

DIRECTED STUDY

There may be times during the student's course of study that the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Department Chair and Academic Dean to complete a course through directed study. Directed Study will not be approved during the first two quarters that a student is in residence unless approved by the College President. No more than eight (8) quarter credit hours earned through Directed Study may be applied to the major core of any associate degree. No more than sixteen (16) quarter credit hours may be applied to the major core of any bachelor's degree program. In addition, students may not take more than one Directed Study course in a single academic term.

If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with syllabus, assignments and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus.

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 a "virtual classroom." 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.

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.
- Have Internet access and an established email account.
- Have a 2.0 GPA to enroll in future online courses.
- Commence online contact with the course site within the first three days of the term.
- 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 for specific charges.

ACADEMIC HONORS

President's List Award

Springfield College recognizes those full-time students who excel in their academic performance at the end of the regularly scheduled full term. The highest honor that can be achieved each term is to be named to the President's List. The President's List includes those full-time students (full quarter must carry at least 12 credit hours during the term) who earn a 4.0 or 90 percent (A) grade point average for the term. Springfield College also recognizes those students who, during a mini-term six week session, who excel in their academic performance (mini-term must carry at least 6 credit hours during the term) who earn a 4.0 or 90 percent (A) grade point average for the term. A news release is sent to all local media and a certificate of award is prepared by the College.

Dean's List Award

Springfield College recognizes another category of students who excel in their academic performance. These students are named to the Dean's List. The Dean's List includes those full-time students (must carry at least 12 credit hours during the term) who earn a 3.5 or 85 percent or higher grade point average for the term and have earned no grade lower than a C (70 percent) in any course that term. Springfield College also recognizes those students who, during a mini-term six week session, who excel in their academic performance (mini-term must carry at least 6 credit hours during the term) who earn a 3.5 or 85 percent or higher grade point average for the term. A news release is sent to all local media and a certificate of award is prepared by the College.

Part-Time Student Awards

The College recognizes the efforts of those individuals approved to attend as part-time students through the award of President's list and Dean's List Awards for Part-Time Students. Student may earn one of these part-time awards through earning the prescribed grade point averages while carrying a course load of no less than 7 quarter hours and no more than 11 quarter hours.

Graduation Honors

Degree Programs

Students who graduate with outstanding academic achievement from the degree programs are entitled to the following honors based upon cumulative grade point average.

- Cum laude   3.50 - 3.75
- Magna cum laude   3.76 - 3.89
- Summa cum laude   3.90 - 4.00

Diploma and Certificate Programs

Students who graduate with outstanding academic achievement from the diploma and certificate programs are entitled to the following honors based upon cumulative grade point average:

	Cumulative Grade Point Average	Percent Grade
• Honors	3.76 - 4.00	95 - 100%

ACADEMIC PROBATION

Any student not maintaining the minimum required overall grade point average is placed on Academic Probation. Academic Probation is a formal and official warning to the student to reassess his or her study habits, class loads, or program selection. If a student on academic probation fails to meet the grade point average required, that student may be suspended from the College for a period of one term. A student returning to the College after suspension will be on academic probation during the first term of return.

WITHDRAWAL POLICY

Students who must withdraw from the College are requested to notify the Academic Dean's office in person or in writing to provide official notification of their intent to withdraw. Students will be asked to provide the reason for withdrawal. At the time of official notification, when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

Timely notification by the students will result in the students being charged tuition and fees only for the portion of the payment period of enrollment that they attended as ensuring a timely return of federal funds and any other refunds that may be due. Failure of students to provide official notification to the College of the intent to withdraw means that the students will continue to be obligated for the tuition and fees for the effected term and it will delay the return of federal funds to the appropriate programs and will delay returning any other refunds that may be due.

When a student withdraws from the College, the institution will calculate for Title IV recipients how much of the federal grants and loans the student has earned for the payment period or period of enrollment. The institution will also calculate the amount of tuition and fees for which the student is obligated based on its refund policy. Depending on when the student withdraws, the tuition and fee charges may either exceed the amount of Title IV grants and loans received or may be less than the amount of Title IV grants and loans received. If the amount of tuition and fee charges exceeds the amount of Title IV funds earned, the student, or parent in the case of dependent students, may owe the institution additional money for the remaining balance. The student or parent may owe back Title IV funds if the student has not earned 100 percent of the Title IV funds based on his or her attendance in the quarter. Further, depending on when a student withdraws, the student may even owe back 50 percent of his or her grant funds back to the Title IV program.

Therefore, it is extremely important that the student understand the implications of withdrawing before completing the coursework in the quarter because it may impact the student's finances. The College's Finance Department is available to provide assistance to students in order to determine the exact impact of early withdrawal on

their repayment obligations as well as schedule an exit interview and prepare financial exit paperwork for the student's signature.

If a student would like to rescind his or her official notification of withdrawal, the student needs to provide a statement in writing that he or she is continuing to participate in academically-related activities and intends to complete the payment period or period of enrollment. The statement should be completed in the Academic Dean's office. If the student subsequently ceases to attend prior to the end of the quarter, then the rescission will be cancelled and the original date of official notification will be used unless the school can document a later date of the student's attendance at an academically-related activity.

If the student is unable to begin the institution's withdrawal process or otherwise provide official notification of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, a secondary party may provide notice to the Academic Dean's office. The date of withdrawal will be the date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

GENERAL EDUCATION REQUIREMENTS

ASSOCIATE DEGREES

To qualify for the Associate in Applied Science Degree, students are required to accomplish the following:

1. Complete a minimum of 96 quarter credit hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College. A minimum of forty-eight (48) hours must be completed through the College. These credits may include online courses taken through the College as well as on ground classes held at the College.
2. Meet the specified graduation requirements, thirty-six (36) of which must be in the 2000 or above level, with a minimum of 24 quarter credit hours in General Education, and the remainder as specified in the program descriptions.
3. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credit hours are recorded; settle all financial obligations to the College.

BACCALAUREATE DEGREES

To qualify for the Bachelor of Business Administration Degree, students are required to accomplish the following:

1. Complete a minimum of 192 quarter credit hours with an average grade of "C" (Grade Point Average of 2.0) or higher for all work taken at the College, with a minimum of sixty-four (64) hours in the 3000 or 4000 series or higher. A minimum of forty-eight (48) hours must be completed through the College. These credits may include online courses taken through the College as well as on ground classes held at the College.
2. Meet the specified graduation requirements with a minimum of 56 quarter credit hours in General Education, and a minimum of 96 Quarter Credit Hour in the major and college core, as indicated in the section on program descriptions.
3. Abide by all College rules and regulations including satisfactory progress, attendance and conduct; pass all required final examinations in all courses for which earned quarter credit hours are recorded; settle all financial obligations to the College.

GRADUATION REQUIREMENTS

Students at Springfield College must have a minimum 2.0 overall grade point average and the required hours of the program they are pursuing to be eligible to graduate. All financial obligations must be fulfilled before graduation. **Formal out-processing is also required prior to graduation.**

In order to maintain satisfactory status leading to graduation, a student must meet the following:

1. A minimum cumulative grade point average of 2.0,
2. Adherence to all college rules and regulations,
3. Adherence to the attendance policies, and standards of conduct, as well as settling all financial obligations to the College,
4. Completion of the minimum course work and hours of credit required in the program in which the student is enrolled,
5. Completion of the minimum hours of credit in General Education courses required in the program of enrollment,
6. Achievement of specified measurable objectives, as identified in the catalog.

OUT-PROCESSING UPON GRADUATION

A graduating student must contact the Placement Director's office during the last term before completion of the student's degree or diploma requirements. This office will assist the student in applying for employment assistance. Students receiving an associate of science degree may be required to take a comprehensive examination in their respective programs. The student will then see the Student Finance Office for financial aid repayment instructions (if any) and a determination of completion of the student's financial obligation to the College. Upon completion of these requirements, the student may become an official graduate of Springfield College.

GRADUATION CEREMONY

Students officially graduate from Springfield College at the end of the term in which they have earned the required number of credit hours at a minimum overall grade point average of 2.0 or better, (assuming all financial requirements have been met). The College holds two graduation ceremonies each year. They are held in the spring and the fall. All graduates from the two preceding quarters are eligible to participate in the ceremony. Graduates will be assessed a graduation fee as noted in the Tuition and Fees section of this catalog.

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 percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) 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 percent 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 twenty-five percent (25 percent) point of their maximum program completion time and have not achieved a cumulative GPA of at least 62.5 percent and a rate of progress of at least 55 percent 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 percent or 1.5 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

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 percent or 2.0 and a rate of progress of at least 60 percent, they are

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

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 percent or 2.0 and a rate of progress of at least 60 percent 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 percent or 2.0 and a rate of progress of at least 60 percent will be withdrawn from training by the school.

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 appeal process. However, students will not be eligible for financial aid during the reinstatement term. If students achieve a cumulative GPA of at least 70 percent 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 the Student Success Coordinator or Academic Dean. This meeting can help the school 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 last grade received for that module replaces the original grade on the transcript (even if the original grade was higher), and this new grade 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), but they may repeat a completed module only once.

NOTE: Springfield College 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. ⌐or practicum

⌐or practicum

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 credit units/units 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 twenty-five percent (25 percent) point of their maximum program completion time must have successfully completed 55 percent of the clock or credit units/units attempted. Students whose rate of progress is less than 55 percent at the twenty five percent (25 percent) 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 percent of the clock or credit units/units attempted or they will be withdrawn from training by the school.

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 / Practicum
Upon successful completion of all classroom requirements, students are expected to begin the externship/portion of their program. The required number of externship/practicum clock and credit units/units must be successfully completed within three months from the date students begin their externship/ Students must complete at least 15 clock hours, but no more than 40 clock hours per week at an approved externship/site. practicum Springfield College 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. (practicum
/practicum /practicum
Students who interrupt their externship/ training for more than 10 days will be dropped from the program by the school. If a student has been officially dropped by the school, and permitted to re-enter the program, the time elapsed is not included in the calculation of the student's maximum program completion time.
/practicum
Students who will not complete their externship/ training within the required three-month completion time will also be dropped from the program by the school. 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 school president. Students may only be reinstated 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.

STUDENT APPEAL PROCESS

Students whose training programs are terminated by the school will be informed of the right to appeal that decision. Students must initiate the process by submitting a written request for re-admittance to the school president.

Students will not be entitled to appeal if they are terminated for the following reasons:

- Exceeding the maximum program completion time.
- Violating the attendance policy without successfully completing at least 66 percent of the program of study.

SATISFACTORY ACADEMIC PROGRESS FOR QUARTER 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 add/drop period of an academic term. These percentage requirements are noted in the Satisfactory Academic Progress Tables, 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 percent, 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 percent 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 Satisfactory Academic Progress Tables.

GRADUATION

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 time frame specified above. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section of the College catalog.

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 is reviewed to determine whether the student is meeting the requirements stated below. Students will be placed on Academic Probation when the CGPA or the rate of progress does not meet the requirements detailed below. 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 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. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. 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 below, the student is considered not to be making satisfactory 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 readmission 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.

APPEALS PROCEDURES

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress, and believe they have resolved those circumstances, may appeal by requesting in writing a review of their academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the Campus President/Director or an appeal committee appointed by the campus President/Director. Should the appeal be denied and the

student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an Academic Dismissal, as outlined above.

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.

A grade for a repeated course replaces the original grade in the calculation of 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), 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 A NON-REGULAR 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 Non-Regular Student status for a period of time not greater than 25 percent of the normal program length (2 academic quarters for associate degree programs).
- 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 a non-regular student, the student is to be working toward coming into compliance with the standards of satisfactory 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 non-regular 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 NON-REGULAR 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 non-regular 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 non-regular status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered non-regular status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

SATISFACTORY 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 progression 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 the student's appeal results in readmittance.

SATISFACTORY PROGRESS REQUIREMENTS

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

192 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 288 (150 percent of 192).

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 - 288	N/A	2.00	N/A	66%

97 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 145 (150 percent 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 Quarter Credit Hours
The total credits that may be attempted (maximum program length) is 144 (150 percent 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%

TOTAL CREDITS ATTEMPTED				
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%

60 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 90 (150 percent 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 percent 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 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.50	66%	60%
41 - 54	2.00	1.75	66%	65%
55 - 72	N/A	2.00	N/A	66%

ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

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 including grades, attendance, prior education and training, and awards received are kept in paper form, microfiche, or microfilm indefinitely.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may only be released 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.

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

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 school without the consent of the student unless the student specifically requests that the information not be released. The school 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
Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

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

STUDENT 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.

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 school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

DUE PROCESS AND THE RIGHTS AND RESPONSIBILITIES OF JUDICIAL APPEAL

Springfield College recognizes the rights of students as they relate to due process in matters of alleged violations of policies, procedures, and guidelines of this institution that might result in suspension or termination.

Any student may be suspended by the College President from Springfield College as a result of willful and flagrant disregard of institutional policies, procedures, and guidelines.   Such disciplinary action shall be documented and placed in the student's academic file. Should the student desire to appeal his or her suspension, the student may request a hearing before an Appeals Committee. This committee shall be authorized to act as a review panel and their decision shall be final.

In all disciplinary matters determined by any official of Springfield College, due process shall be afforded the student and his rights and responsibilities explained to him.   All disciplinary actions shall be documented in the student's academic file.

POLICY AND PROGRAM CHANGES

The College reserves the right to change any provision or requirements in this catalog at any time without notice. It is the policy of the College to reserve the right to add, withdraw, or revise any program of study, provision, or requirement herein. 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. The student is entitled to due process in all instances. The College also reserves the right to cancel any scheduled class in which there are an insufficient number of students enrolled. Normally, a minimum of ten students will be required for a class to be scheduled.

Information contained herein shall not constitute a binding agreement on the part of Springfield College. Failure to read this catalog and other published or posted material does not excuse students from the requirements and regulations described herein.

FINANCIAL INFORMATION

TUITION AND FEES

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.

QUARTER PROGRAMS

Tuition will be charged on a quarterly basis. The tuition and fees listed below 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, however the average has been $200 to $250 per quarter. 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 add/drop period by the current tuition rate.

Tuition per credit hour per term

Program	Tuition per Credit Hour
All Programs	$225

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

Program	Tuition per Credit Hour
All Programs	$202

MODULAR PROGRAM

Program	Program Length (Modules)	Credit Units	Tuition	Computer Lab Fees	Textbooks
Business Accounting	5	48.0	$9,696	$225	$500
Medical Insurance Billing/Coding	6	35.0	$7,070	$150	$175

ADDITIONAL FEES

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

Registration Fee (each quarter)	$25
Proficiency Challenge Exam (per credit hour)	$ 25
Graduation Fee	$ 25
Medical Lab Fees	$300
Technology Fee (each quarter)	$75
Transcript Fee*	**$5**
Online Learning Fee (per course)	$100
Experiential Credit Folder Evaluation Fee (per course)	$25

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

Proficiency Examination Testing Fee	$25 per credit hour	Non-refundable fee assessed for each proficiency examination (cannot be paid from Title IV financial aid funds.)
Experiential Learning/Portfolio Evaluation Fee	$25 per credit hour	Assessed to process each course for which credit is sought under life experience, payable upon portfolio submission.

STATEMENT OF FINANCIAL OBLIGATIONS

A student who has applied, is accepted, and has begun classes at the College assumes a definite financial obligation. Each student is legally responsible for his or her own college expenses for the contract period in which the student is attending.

A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, having official transcripts sent, securing course credit, being graduated, and using the placement services.

Any student who is delinquent in a financial obligation to the College including damages to the College and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the College. A student will not be allowed to re-enroll in the College, nor will grades or transcripts be released as long as the student owes the College a balance for any past terms.

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

The majority of financial aid available to students is provided by the Federal Government and is called Title IV Student Assistance. This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal College Work-Study (FWS), Federal Stafford Loan (formerly called the Guaranteed Student Loan), and the Federal Parent Loans for Undergraduate Students (PLUS).

The primary responsibility for meeting the costs of education rests with the individual student and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of education for one academic year and

the amount a student's family can be reasonably expected to contribute to this cost of education for the same period.

FINANCIAL AID INFORMATION

CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments 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 financial aid, the 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. Beginning with the 1993-94 funding year, a student may receive Federal Pell Grant if he/she is enrolled on less than half-time basis;
- Have a high school diploma, or the equivalent; *or been admitted under the "Ability-To-Benefit" provision;*
- Be a United States citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Have financial need 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;
- Not owe a refund on a Pell Grant, FSEOG, or state grant previously received from any college;
- Not be in default on a Perkins Loan (formerly NDSL), PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any college;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for Selective Service, if a male born after December 31, 1959;

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 Department is available to assist students in the completion of this form and to answer questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce a Student Aid Report (SAR) with Expected Family Contribution (EFC) which will determine 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, their aid does not automatically go with them. Students should check with their new college to find out what steps to take.

Need and Cost of Education
Once the application is completed, the information will be used in formulas that calculate need and help determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of education.

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

STUDENT RIGHTS AND RESPONSIBILITIES

The borrower has a right to:

- Written information on loan obligations, including consolidation and refinancing, and information on borrower rights and responsibilities; a copy of the promissory note, and return of the note when the loan is paid in full;

- Before repayment, information on interest rates, fees, the balance owed on loans, and a loan repayment schedule;
- Notification, if the loan is sold or transferred to a loan servicer;
- Federal interest benefits, if qualified;
- A grace period, if applicable, and an explanation of what that means;
- Prepayment of deferment, if the borrower qualifies; and
- Request forbearance.

The borrower has a responsibility to:

- Repay the loan in accordance with the repayment schedule, and notify both the College and lender of anything that affects ability to repay, or eligibility for deferment or cancellation;
- Notify the lender if he or she graduates, withdraws from college, drops below half-time status, transfers to another college, changes name, address, or Social Security number or fails to enroll for the period covered by the loan
- Notify the College of a change of address; and
- Attend an exit interview before leaving college.

VERIFICATION

Verification is the process used to check the accuracy of the information that a student gives when applying for federal student aid. This college verifies all selected applicants. The selected applicant must submit, at a minimum, U.S. Tax Return(s) if filed, and a verification worksheet. The dependent student must also submit the parent's U.S. tax return(s). Married students must submit spouse's U.S. tax return, if filed.

Policies and Procedures for Verification
1. All selected applicants will be verified (except students that are receiving only PLUS or Unsubsidized Stafford funds).
2. Selected applicants must submit required verification documents within (14) 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 a 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 stated 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 by mail or in person if the results of verification change the student's scheduled award.
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 a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING

The Department of Education requires that any student receiving a Federal Perkins Loan and/or a Federal Stafford Loan be notified concerning their loans. The College counsels each student 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 the total loans received while in attendance at the College, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the student finance office, an exit interview will be mailed. Federal Perkins exit interviews will be sent certified mail.

ADDITIONAL INFORMATION

For more detailed information about the federal student financial aid programs, please refer to the booklet "The Student Guide". This booklet contains additional information pertaining to student rights and responsibilities, state aid in your home state, grant and loan limits, loan repayments, loan deferments and provides telephone numbers and addresses to contact if you have questions.

The booklet is available through the Student Finance Office.

FINANCIAL AID PROGRAMS

GENERAL

All Title IV financial aid funds received by the institution will be credited to the student's account (excluding Federal College 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.

FEDERAL PELL GRANT

This grant is designed to assist needy students who desire to continue their education beyond high school. 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).

The Federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of college education. Students or prospective students may secure a Free Application for Federal Student Aid (FAFSA) 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 applicants expected family contribution (EFC).

FEDERAL SUPPLEMENTAL EDUCATION 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 (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 or private organization, provided the work involves community service and is directly related to the student's course of study.

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.

SUBSIDIZED FEDERAL STAFFORD LOAN (FORMERLY GSL)

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 loan must be used to pay for direct educational expenses.

For students borrowing for the first time on or after July 1, 1988, the interest rate is 8 percent for the first four years of repayment and 10 percent thereafter. For students who borrowed Stafford at an interest rate of 7 percent or 9 percent that interest rate remains applicable as long as there is an outstanding balance on these loans. There is a 3 percent origination fee and up to 1 percent insurance premium deducted from each disbursement. This must be repaid.

For students borrowing for the first time on or after October 1, 1992, the interest rate changes to a variable rate of T-Bill + 3.1 percent with a cap of 9 percent. For students borrowing, regardless of prior loans, on or after July 1, 1994, the interest rate will be determined by June 1st of each year but not exceed 8.25 percent.

An undergraduate may borrow up to $2,625 for the first academic year of undergraduate study. Students who have completed 36 credits are eligible to borrow up to $3,500 per academic year, provided the remainder of the program is at least a full academic year. Students who have completed 72 credits are eligible to borrow up to $5,500 per academic year, provided the remainder of the program is at least a full academic year.

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 their loan.

For additional deferment information contact the Student Finance Office.

UNSUBSIDIZED FEDERAL STAFFORD LOAN

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. The term "unsubsidized" means that interest is not paid by the federal government 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 students behalf on 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 interest rate for Federal Stafford Loans disbursed after October 1, 1992, to borrowers with no outstanding balance on a loan under the Federal Family Education Loan Program will be a variable rate which may change July 1 of each year. The

Federal Stafford Loan variable interest rate will not exceed nine percent (9 percent).

The student will be charged a 4 percent origination fee/insurance premium on each disbursement of their Unsubsidized Stafford Loan. The fee will be deducted from each disbursement and paid to the federal government.

Loan eligibility may be up to $4,000 per academic year. After completing 72 credit hours, students may be eligible for up to $5,000 per academic year.

FEDERAL PLUS LOANS

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

PLUS loans disbursed after July 1, 1993, are not to exceed cost of attendance less any estimated financial assistance. PLUS loans interest rates are variable and the variable interest rate for PLUS loans disbursed on or after July 1, 1994, will not exceed 9 percent.

Repayment begins within 60 days of disbursement unless the parent qualifies for and is granted a deferment by the lender. 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.

ALTERNATIVE FINANCING PROGRAM

The College offers an alternative financing program as a supplement to Title IV Federal Family Education Loans. These loans are funded by the College and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for the alternative financing program on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The alternative financing program payments range from $50 to $200 per month. Monthly payments normally begin the first night of class and may continue beyond graduation until the loan is fully repaid. Students interested in the alternative financing program should see the Student Finance Office for a complete information package (including current interest rates and loan servicer).

VETERANS BENEFITS

The College is approved for Veterans training. Applications for Veterans benefits may be picked up at the College or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

SCHOLARSHIPS

Imagine America Scholarships
This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program, two $1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31ˢᵗ of the year in which they are awarded.

Springfield College Scholarships
This institution has established a competitive scholarship program for recent high school graduates.

The scholarship is open to any graduating high school senior who wishes to participate. The Career Placement Assessment Test is administered and the top thirteen scorers are awarded an interview with a panel of judges from the community. The judges will then score the finalists based on their responses to questions and the top eight scorers will be awarded the following scholarships:

- Two Full Tuition Scholarships
- Two Half Tuition Scholarships
- Four One-Fourth Tuition Scholarships

These scholarships do not include books, application fee or registration fee.

CANCELLATION & 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.

The College employs a fair and equitable refund policy that complies with federal, state, and accrediting guidelines for the return of unearned tuition and fees in the event of cancellation, termination or withdrawal.

Detailed below are the specific federal, state and institutional refund policies and procedures that will be used to ensure that the College retains only funds that have been earned according to the applicable refund policy. In the event that a refund is required, these policies will ensure that any and all refunds are paid to the appropriate entity in a timely fashion.

CANCELLATIONS

The Enrollment Agreement does not constitute a contract until it has been approved by an official of the College. If the agreement is not accepted by the College, all monies paid will be refunded. The applicant may also request cancellation in writing within three days (excluding weekends and holidays) after signing this agreement and receive a full refund of all moneys paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes or education have commenced will be considered cancellations and all monies paid will be refunded within 30 days of the date the College becomes aware of the withdrawal.

REFUNDS

This is certified by the U. S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act (HEA) of 1965, as amended.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

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 Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

REFUND POLICIES

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 school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

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 schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

If a recipient of the SFA Program withdraws from the College during a payment period or a period of enrollment in which the recipient began attendance, the College 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 at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

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

The percentage of the payment period or period of enrollment completed is the total number of calendar days* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days* completed in that period as of the last date of attendance.

*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (numerator) and the number of calendar days completed in that period (denominator).

RETURN OF UNEARNED SFA PROGRAM FUNDS

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.

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the College to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

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.

INSTITUTIONAL REFUND POLICY

Under the institutional refund policy, the period of enrollment completed by the student is calculated by dividing the total number of weeks, not calendar days, in the payment period or period of enrollment into the number of weeks completed in that period as of the last date of attendance. Attendance in any one class during the week constitutes attendance for the entire week.

The percentage of weeks attended is rounded up to the nearest 10 percent, and the resulting percentage is then applied to the table below to determine what percentage of tuition and other institutional charges have been earned by the institution.

The "Percentage of Funds Earned" is then multiplied by the institutional charges for that payment period or period of enrollment to determine the amount of funds the institution retains. The reciprocal amount, if any, will be refunded to the appropriate entity.

Students who withdraw or are terminated from the institution will have their refunds calculated as follows:

A Student Who Withdraws or Is Terminated…	Is Entitled to a Refund of…	The Institution Is Eligible to Retain…
First 7 calendar days of the Period	100%	0
First 10% of the Period	90%	10%
Between 10% and 20% of the Period	50%	50%
Between 20% and 50% of the Period	25%	75%
Beyond the Midpoint of the Period	0	100%

STUDENT SERVICES

ADVISING

Advising encompasses several important areas of student life. The primary responsibility for academic advising rests with the Department Chairs and includes attendance, satisfactory academic progress, course selection, dropping or adding courses, changing majors, registration and the meeting of graduation requirements. The Student Success Coordinator provides non-academic advising and assists in academic advising, especially in the areas of attendance and satisfactory academic progress.

CAREER SERVICES ASSISTANCE

Springfield College is dedicated to assisting graduates in securing employment in their chosen fields. Students must understand that securing of employment is a cooperative effort.

The College Career Placement Director promotes, through personal contact, media advertising, announcement letters, and employment surveys, the availability of Springfield College graduates for employment. Assistance is given in the completion of employment applications, successful resume writing, and proper interviewing techniques.

Students must aid the employment effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary expectations. Should a student fail to meet a scheduled employment interview without properly notifying the prospective employer and the College, the student will not be considered for subsequent employment interviews.

Springfield College will prepare the students educationally for employment and will assist the student in all employment matters but does not, in any way, guarantee employment.

TUTORIAL ASSISTANCE

Springfield College offers tutorial assistance at no charge to its students provided any student requesting such tutorial assistance meets the following criteria:

1. Is a student in regular attendance at the College,
2. Arranges for tutorial assistance through the office of the Student Success Coordinator or Department Chairperson, and
3. Schedules tutoring sessions on campus.

LIBRARY

Springfield College maintains an up-to-date library for use by our students and faculty. Any registered student in regular attendance may make use of the library facilities in accordance with established library policy.

The library collection consists of reference works, periodicals, manuals, handbooks, business and technical texts, biographies, novels, fiction and non-fiction works. Audio-visual equipment is available for in-library use. In addition the library has computers dedicated to Internet research available for student, faculty and staff use. InfoTrac provides access to more than 4000 journals. The library also utilizes the Athena Library Management System. The library resources include Westlaw a computerized database for legal research along with other recommended legal resources.

LOST AND FOUND

A Lost and Found is maintained in the library. The College cannot assume responsibility for any student's property. Any property turned into the library will be kept for a period of 30 days.

HEALTH SERVICES

Springfield College serves commuter students and is centrally located within a city which has numerous hospitals. For this reason, extensive health care services are not available on campus. A first aid kit is maintained for minor injuries, and emergency care will be summoned when necessary. Springfield College accepts no responsibility for the provision of health care, or for charges incurred for emergency care requested. The College does provide access for the handicapped.

HOUSING

Springfield College does not provide housing of any kind but may be able to assist students in locating appropriate facilities.

STUDENT ACTIVITIES

Students are the reason for Springfield College. Their needs for development in academics, social and psychological enhancement, self-esteem, and interpersonal relationships, as related to future career opportunities must be developed positively during their time at Springfield College. This is the basis for successful business and technical career training.

CLUBS AND ORGANIZATIONS

Springfield College encourages the establishment of clubs and organizations on campus to strengthen students socially, physically, spiritually, politically, and psychologically as they prepare to face career decisions after graduation. Students desiring to participate in existing campus organizations, or those students who desire to establish new organizations, should contact the Academic Dean for further information.

Student organizations include:

1. American Association of Medical Assistants - Springfield Chapter
2. Collegiate Secretaries International
3. A.I.T.P. - Association of Information Technology Professionals
4. Legal Assistant Club
5. Medical Club
6. Phi Beta Lambda
7. Psi Sigma Chi
8. School Newspaper

PEER LEADERS

The Peer Leaders are students with a positive attitude and willing to help fellow students. They assist the College in orientation activities, with special events, talk to students who have questions, and serve as a liaison between students and faculty. The faculty selects Peer Leaders.

STUDENT PUBLICATIONS

Periodically, Springfield College publishes a newspaper. This newspaper includes important information from the administration, but primarily serves as an instrument of student news and interest. A Student Newspaper Staff works to prepare the Student Section of the paper. All students are encouraged to submit items of interest to the Newspaper Staff. The Student Services Office coordinates the activities of the Student Newspaper Staff through the Student Services Offic accordance with the following approved policy:

"Springfield College recognizes the need for student pul
assist students in their awareness of college and comm
Committee, with student, faculty, and administrative s
standing committee with the responsibility of encour
student publications, including, but not necessarily li
student handbooks, etc. This Committee shall also ha
such publications to insure that they accurately ref.
procedures of Springfield College."

deleted #8 In clubs & orgin.
removed peer readers
What is "the Raven"

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.

DEGREE PROGRAMS

BACHELOR'S DEGREE PROGRAM

192 Credit Hours Required for Graduation

56 Hours must be in General Education

- **Business Administration**

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

96 to 97 Credit Hours Required for Graduation

24 Hours must be in General Education

- **Business Administration with an Emphasis in Accounting**

- **Business Administration with an Emphasis in Management**

- **Computer Information Systems**

- **Medical Assistant**

- **Paralegal/Legal Assistant**

BACHELOR'S DEGREE IN BUSINESS ADMINISTRATION

The Bachelor of Business Administration is designed to prepare graduates for employment in middle management positions in business, industry, or government. The program is designed primarily for graduates planning to enter a small business environment or a business environment where specialization is not as appropriate an educational background as is extensive upper division coursework in several functional areas.

BUSINESS ADMINISTRATION - BBA (192 CREDITS)

REQUIRED COURSES

COURSE NUMBER	COURSE TITLE	LECTURE	HOURS LAB	CREDIT
REQUIRED CONCENTRATION COURSES				
APA 2111	Principles of Accounting I	40	0	4
APA 2121	Principle of Accounting II	40	0	4
APA 2161	Introductory ⌐‿‿⌐ Cost/Managerial Accounting	40	0	4
ACG 2021	Corporate Accounting	40	0	4
BUL 2100	Applied Business Law	40	0	4
CGS 2110	Computer Applications	30	20	4
FIN 1103	Introduction to Finance	40	0	4
FIN 3006	Principles of Financing	40	0	4
MAN 1030	Introduction to Business Enterprise	40	0	4
MAN 2021	Principles of Management	40	0	4
MAN 2300	Introduction to Human Resources	40	0	4
GEB 4361	Management of International Business	40	0	4
MAN 4764	Business Policy and Strategy	40	0	4
MAR 1011	Introduction to Marketing	40	0	4
MAR 2305	Customer Relations and Servicing	40	0	4
MAR 3310	Public Relations	40	0	4
	Total Required Concentration Courses	**630**	**20**	**64**
COLLEGE REQUIRED COURSES				
SLS 1130	Strategies for Success	40	0	4
SLS 1320	Career Skills	20	0	2
	Total College Required Courses	**60**	**0**	**6**
GENERAL EDUCATION REQUIRED COURSES				
ECO 3013	Macroeconomics	40	0	4
ECO 3028	Microeconomics	40	0	4
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
MAC 2104	College Algebra	40	0	4
PSY 2015	General Psychology	40	0	4
SOC 1121	Marriages and Families	40	0	4
SPC 2602	Oral Communications	40	0	4
STA 3014	Statistics	40	0	4
	Total General Education Required Courses	**360**	**0**	**36**

COURSE NUMBER	COURSE	LECTURE HOURS	HOURS LAB	CREDIT HOURS
REQUIRED CONCENTRATION ELECTIVES				
STUDENTS WILL SELECT 6 CREDITS FROM THE FOLLOWING 8 COURSES:				
ACG 2141	Computerized Accounting	30	20	4
CGS 2071	Spreadsheets	30	20	4
MAN 2031	Let's Talk Business	20	0	2
LIS 2004	Internet	10	20	2
MAR 2721	Marketing on the Internet	30	20	4
OFT 1141	Keyboarding	0	40	2
OST 2335	Business Communications	40	0	4
OST 2712	Word Processing	10	20	2
STUDENTS WILL SELECT 20 CREDITS FROM THE FOLLOWING 15 COURSES:				
FIN 3501	Investments	40	0	4
MAN 2604	Introduction to International Management	40	0	4
MAN 2800	Small Business Management	40	0	4
MAN 3100	Human Relations in Management	40	0	4
MAN 3233	Principles of Supervision	40	0	4
MAN 2940	Externship in Management I	0	120	4
MAN 4302	Management of Human Resources	40	0	4
MAN 4102	Women Managers	40	0	4
MAN 4060	Business Ethics	40	0	4
MAN 4734	Contemporary Management	40	0	4
MAR 2141	Introduction to International Marketing	40	0	4
MAR 2323	Advertising	40	0	4
MAR 3400	Salesmanship	40	0	4
MAR 4630	Marketing Research	40	0	4
MAN 4940	Externship in Management II	0	120	4
GENERAL EDUCATION ELECTIVES				
STUDENTS WILL SELECT 20 CREDITS FROM THE FOLLOWING COURSES:				
CPO 4820	Global Politics	40	0	4
ENC 2010	English Literature	40	0	4
ENC 3211	Report Writing	40	0	4
POS 2041	American National Government	40	0	4
QMB 3314	Quantitative Methods	40	0	4
SOP 4005	Social Psychology	40	0	4
SPC 4400	Conference Techniques	40	0	4
SYG 2000	Principles of Sociology	40	0	4
STUDENTS WILL SELECT AN ADDITIONAL 40 CREDITS OF ELECTIVES FROM ANY OF THE COLLEGE'S COURSE OFFERINGS.				
TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION				192

Students entering the bachelor's program must have an associate degree in Business Administration - Management Emphasis from Springfield College or have equivalent courses and credit hours if transferring from another college. Students who have an associate degree from another program within Springfield College must take all lower division concentration courses required for the bachelor's degree in Business Administration before attempting the upper division concentration courses.

BUSINESS ADMINISTRATION - ACCOUNTING EMPHASIS

Graduates of this program will find many careers open to them. The core of business courses provides a thorough study of the structure, function, and procedures of standard business operations. Freedom to select an area of emphasis allows the students to tailor the program more precisely to their career goals. The Business Administration Accounting emphasis prepares the graduate for opportunities ranging from accounting clerk to payroll supervisor to accounting technician.

BUSINESS ADMINISTRATION - AAS (96 CREDITS)

COURSE NUMBER	COURSE	LECTURE HOURS	LAB HOURS	CREDIT HOURS
REQUIRED CONCENTRATION COURSES				
BUL 2100	Applied Business Law	40	0	4
FIN 1103	Introduction to Finance	40	0	4
CGS 2110	Computer Applications	30	20	4
CGS 2071	Spreadsheets	30	20	4
MAN 1030	Introduction to Business Enterprise	40	0	4
OFT 1141	Keyboarding	0	40	2
WPR 1301	Word Processing	30	20	4
APA 2111	Principles of Accounting I	40	0	4
APA 2121	Principles of Accounting II	40	0	4
APA 2161	Introductory Cost/Managerial Accounting	40	0	4
ACG 2021	Corporate Accounting	40	0	4
ACG 2072	Cost Accounting	30	20	4
ACG 2141	Computerized Accounting	30	20	4
ACG 2542	Financial Statement Analysis	40	0	4
ACO 1806	Payroll Accounting	30	20	4
MAN 2021	Principles of Management	40	0	4
TAX 2000	Tax Accounting	30	20	4
	Total Required Concentration Courses	**570**	**180**	**66**
COLLEGE REQUIRED COURSES				
SLS 1130	Strategies for Success	40	0	4
SLS 1320	Career Skills	20	0	2
	Total College Required Courses	**60**	**0**	**6**
GENERAL EDUCATION REQUIRED COURSES				
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
SPC 2602	Oral Communication	40	0	4
MAC 2104	College Algebra	40	0	4
PSY 2015	General Psychology	40	0	4
SOC 1121	Marriages and Families	40	0	4
	Total General Education Required Courses	**240**	**0**	**24**
Total Hours Required For Degree		**870**	**180**	**96**

BUSINESS ADMINISTRATION - MANAGEMENT EMPHASIS

Graduates of this program will find many careers open to them. The core of business courses provides a thorough study of the structure, function, and procedures of standard business operations. Freedom to select an area of emphasis allows the students to tailor the program more precisely to their career goals. The Business Administration Management emphasis prepares the student for a supervisory position, which may lead to office or departmental management.

BUSINESS ADMINISTRATION - AAS (96 CREDITS)

COURSE NUMBER	COURSE	LECTURE HOURS	LAB HOURS	CREDIT HOURS
REQUIRED CONCENTRATION COURSES				
APA 2111	Principles of Accounting I	40	0	4
APA 2121	Principle of Accounting II	40	0	4
APA 2161	Introduction to Cost/Managerial Accounting	40	0	4
ACG 2021	Corporate Accounting	40	0	4
BUL 2100	Applied Business Law	40	0	4
OFT 1141	Keyboarding	0	40	2
CGS 2110	Computer Applications	30	20	4
WPR 1301	Word Processing	30	20	4
ACG 2141	Computerized Accounting	30	20	4
FIN 1103	Introduction to Finance	40	0	4
FIN 3006	Principles of Financing	40	0	4
MAN 1030	Introduction to Business Enterprise	40	0	4
MAN 2021	Principles of Management	40	0	4
MAN 2300	Introduction to Human Resources	40	0	4
MAR 1011	Introduction to Marketing	40	0	4
MAR 2305	Customer Relations and Servicing	40	0	4
CGS 2071	Spreadsheets – OR-	30	20	4
BA 250/251	Professional Business Practicum			
	Total Required Concentration Courses	600	120	66
COLLEGE REQUIRED COURSES				
SLS 1130	Strategies for Success	40	0	4
SLS 1320	Career Skills	20	0	2
	Total College Required Courses	60	0	6
GENERAL EDUCATION REQUIRED COURSES				
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
SPC 2602	Oral Communications	40	0	4
MAC 2104	College Algebra	40	0	4
PSY 2015	General Psychology	40	0	4
SOC 1121	Marriages and Families	40	0	4
	Total General Education Required Courses	240	0	24
TOTAL HOURS REQUIRED FOR DEGREE		900	120	96

COMPUTER INFORMATION SYSTEMS

Today, computers surround the business professional. This program offers hands-on training in operating and programming business computers. This program prepares the student to function as an end user, application developer for microcomputer systems, or as a junior programmer able to write code from design documents prepared by senior programmers or analysts. Accounting and business classes complement the business-oriented applications graduates will encounter in the work place.

COMPUTER INFORMATION SYSTEMS - AAS (96 CREDITS)

COURSE NUMBER	COURSE	LECTURE HOURS	LAB HOURS	CREDIT HOURS
REQUIRED CONCENTRATION COURSES				
APA 2111	Principles of Accounting I	40	0	4
APA 2121	Principles of Accounting II	40	0	4
CGS 2110	Computer Applications	30	20	4
CGS 2161	Database Concepts & Applications	30	20	4
CGS 2071	Spreadsheets	30	20	4
MAN 1030	Introduction to Business Enterprise	40	0	4
OFT 1141	Keyboarding	0	40	2
CIS 2001	Introduction to Computer Programming	40	0	4
CIS 2010	Microcomputer Operating Systems	30	20	4
CIS 2300	Systems Administration	30	20	4
CIS 2400	Systems Methodology	40	0	4
WPR 1301	Word Processing	30	20	4
WPR 1601	Desktop Publishing	30	20	4
Students will select 12 credit hours of computer programming classes from the computer programming courses listed below. Level I classes must be taken before Level II classes.				
CIS 2110	Computer Programming - COBOL I	30	20	4
CIS 2210	Computer Programming - COBOL II	30	20	4
CIS 2130	Computer Programming - RPG	30	20	4
CIS 2150	Computer Programming - Visual BASIC I	30	20	4
CIS 2250	Computer Programming - Visual BASIC II	30	20	4
CIS 2170	Computer Programming - Visual "C" I	30	20	4
CIS 2270	Computer Programming - Visual "C" II	30	20	4
CIS 2190	Computer Programming & Web-Based Programming	30	20	4
	Total Required Concentration Courses	490	260	62
COLLEGE REQUIRED COURSES				
SLS 1130	Strategies for Success	40	0	4
SLS 1320	Career Skills	20	0	2
	Total College Required Courses	60	0	6
GENERAL EDUCATION REQUIRED COURSES				
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
SPC 2602	Oral Communications Skills	40	0	4
MAC 2104	College Algebra	40	0	4
PSY 2015	General Psychology	40	0	4
SOC 1121	Marriages & Families	40	0	4
	Total General Education Required Courses	240	0	24
Total Requirements		790	260	92
Electives (Lecture & Lab hours vary)		40	0	4
TOTAL HOURS REQUIRED FOR DEGREE		830	260	96

MEDICAL ASSISTANT

The changing nature of medical practice has created a growing demand for para-professionals to fill administrative and clinical positions. This program provides the medical and administrative training to enable medical assistants to perform such functions as receiving patients, processing insurance claims, billing and collecting fees, arranging for laboratory or X-ray procedures. The medical assistant also prepares patients for examinations and treatments, including taking vital signs, giving medications, sterilizing instruments, performing ECG's, CBC's, urinalysis, pregnancy tests and various other clinical and laboratory tests and procedures.

MEDICAL ASSISTANT - AAS (97 CREDITS)

COURSE NUMBER	COURSE	LECTURE HOURS	LAB/ EXTERNSHIP HOURS	CREDIT HOURS
REQUIRED CONCENTRATION COURSES				
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding	0	40	2
APB 1120	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	40	0	4
APB 1130	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems	40	0	4
APB 1150	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems	40	0	4
MEA 1239	Medical Terminology	40	0	4
MEA 1385	Medical Law & Ethics	20	0	2
MEA 1210	Basic Clinical Procedures	40	0	4
MLS 2328	Basic Clinical Procedures (lab)	0	40	2
MEA 1500	Exams and Specialty Procedures	40	0	4
MLS 2329	Exams and Specialty Procedures (lab)	0	40	2
MEA 2712	Diagnostic Procedures	40	0	4
MLS 2750	Diagnostic Procedures (lab)	0	40	2
MEA 2244	Pharmacology	40	0	4
MLS 2700	Pharmacology (lab)	0	40	2
MEA 2350	Medical Office Procedures	30	20	4
MEA 2602	Medical Finance and Insurance	30	20	4
MEA 2801	Professional Procedures	20	0	2
MEA 2802	Externship	0	160	5
MEA 1105	Domestic Violence	20	0	2
MEA 1695	Therapeutic Communication	20	0	2
	Total Required Concentration Courses	**490**	**420**	**67**
COLLEGE REQUIRED COURSES				
SLS 1130	Strategies for Success	40	0	4
SLS 1320	Career Skills	20	0	2
	Total College Required Courses	**60**	**0**	**6**
GENERAL EDUCATION REQUIRED COURSES				
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
MAC 2104	College Algebra	40	0	4
SOC 1121	Marriages & Families	40	0	4
PSY 2015	General Psychology	40	0	4
SPC 2602	Oral Communications	40	0	4
	Total General Education Required Courses	**240**	**0**	**24**
TOTAL HOURS REQUIRED FOR DEGREE		**790**	**420**	**97**

PARALEGAL/LEGAL ASSISTANT

A career as a paralegal/legal assistant has been identified as one of the fastest growing career opportunities in the United States today. It has been estimated that the number of paralegals may eventually exceed the number of lawyers in the law office. The Paralegal/Legal Assistant program is designed to provide the student with fundamental knowledge of legal terminology, substantive and procedural law, drafting and research. Graduates of this program are qualified to assist an attorney in private or corporate practice.

PARALEGAL/LEGAL ASSISTANT - AAS (96 CREDITS)

COURSE NUMBER	COURSE	LECTURE HOURS	LAB/EXTERNSHIP HOURS	CREDIT HOURS
Required Concentration Courses				
CGS 2110	Computer Applications	30	20	4
OFT 1141	Keyboarding	0	40	2
APA 1114	Office Accounting	40	0	4
PLA 1003	Introduction to Legal Assisting	40	0	4
PLA 1700	Legal Ethics and Social Responsibility	40	0	4
WPR 1301	Word Processing	30	20	4
POS 2041	American National Government	40	0	4
PLA 2203	Civil Procedures	40	0	4
PLA 2800	Family Law	40	0	4
PLA 2423	Contract Law	40	0	4
PLA 2273	Torts	40	0	4
PLA 1105	Legal Research and Writing I	40	0	4
PLA 2106	Legal Research and Writing II	40	0	4
PLA 2600	Wills, Trusts and Probate	40	0	4
PLA 2460	Bankruptcy	40	0	4
PLA 2308	Criminal Procedures	40	0	4
PLA 2940	Paralegal Externship	0	120	4
	Total Required Concentration Courses	**580**	**200**	**66**
COLLEGE REQUIRED COURSES				
SLS 1130	Strategies for Success	40	0	4
SLS 1320	Career Skills	20	0	2
	Total College Required Courses	**60**	**0**	**6**
GENERAL EDUCATION REQUIRED COURSES				
PSY 2015	General Psychology	40	0	4
MAC 2104	College Algebra	40	0	4
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
SPC 2602	Oral Communications	40	0	4
SOC 1121	Marriages & Families	40	0	4
		240	**0**	**24**
TOTAL HOURS REQUIRED FOR DEGREE		**880**	**200**	**96**

DIPLOMA PROGRAMS

Modular Program

- Business Accounting
- Medical Insurance Billing and Coding

Quarter Programs

- Medical Office Assistant
- Medical Transcription

BUSINESS ACCOUNTING

Diploma Program
9 Months
Total Credit Units Required: 48
Total Hours: 600

The accounting field offers a variety of interesting and challenging career opportunities to graduates of the Business Accounting Program. 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.

This training program is divided into 5 learning units called modules. Each module stands along as a unit of study. If students do not complete any portion of one of these modules, the entire module must be completed. Upon successful completion of the 5-module program, students are awarded a diploma. The student will enter either module A or B and both modules A and B must be completed before beginning modules C, D or E, which can be taken in any order.

Program Outline

MODULE	MODULE NAME	LECTURE HOURS	LAB HOURS	CREDIT HOURS
Module A	Principles of Accounting and Keyboarding	60	60	9
Module B	Computerized Office Applications	60	60	9
Module C	Computerized Accounting and Business English	80	40	10
Module D	Payroll Accounting, 10-Key, and Business Math	80	40	10
Module E	Corporate Accounting, the Business Enterprise, and Career Skills	80	40	10
	PROGRAM TOTAL	**360**	**240**	**48**

Module Descriptions

Module A: Principles of Accounting and Keyboarding
Lecture Hours: 60, Lab Hours: 60   9 Credit Hours

Module A introduces students to the principles of accounting as well as provides training and practice with computer keyboarding. Students will learn about the accrual method of accounting based upon generally accepted accounting principles and will cover such topics as bank statement reconciliation, accounts payable and receivable, bad debt, various methods of inventory pricing, and the accounting cycle. In addition, students will become familiar with basic keyboarding and will develop minimum typing skills. Prerequisite: None

Module B: Computerized Office Applications
Lecture Hours: 60, Lab Hours: 60   9 Credit Hours

Module B introduces students to the essential concepts necessary to make effective use of the computer. Students will learn about a variety of computer concepts including basic hardware architecture, software types, and operating systems features. Students will practice creating and managing documents using word processing and spreadsheet applications. Particular attention and practice is given to exploring the use of spreadsheets in business applications. Prerequisite: None

Module C - Computerized Accounting and Business English
Lecture Hours: 80, Lab Hours 40   10 Credit Hours

Module C 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, and more. In addition, this module will provide a thorough review of Business English as it relates to grammar, sentence structure, and editing practices.
Prerequisite: Module A

Module D - Payroll Accounting, 10-Key, and Business Math
Lecture Hours: 80, Lab Hours: 40   10 Credit Hours

Module Description: Module D emphasizes the practical understanding of payroll accounting principles, and also provides a comprehensive review of mathematical skills as they apply in the business world. Topics include various payroll methods and systems, personnel/payroll records, and time-keeping methods. Students acquire hands-on experience performing the payroll function, including the practical skill of 10-key by touch. The Business Math portion of this module includes such topics as decimals, percents, discounting, markups, and simple and compound interest.
Prerequisite: Module A

Module E - Corporate Accounting, the Business Enterprise, and Career Skills
Lecture Hours: 80, Lab Hours: 40   10 Credit Hours

Module E provides a comprehensive introduction to the business and corporate enterprise, with a focus on the accounting function. Topics to be covered include corporate accounting principles, financial statements, cash flow statements, stocks, bonds, and other investments, as well as the terminology, functions, and procedures related to the organization and management of businesses. In addition, the personal and professional skills necessary for launching into a business career are discussed. Students will study the concepts and techniques necessary for successful career-oriented employment.
Prerequisite: Module A

CLASS SCHEDULE
Each module of the Business Accounting program is six weeks in length. Therefore, the start dates and daily class schedule for the program will follow the calendar for the quarter-based programs starting in April 2003.

MEDICAL INSURANCE BILLING/CODING PROGRAM CERTIFICATE

Certificate Program
6 Months
Total Credit Units Required: 35
Total Hours: 560
Dot: Health Claims Examiner/Medical Billing   214.362-022

The Medical Insurance Billing/Coding Program is designed to prepare students for entry-level positions as medical insurance billers/coders in today's health care offices, clinics and facilities. Students 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 be introduced and studied.

The combination of these skills will prepare students for the ever-changing field of insurance billing/coding. Students study coding procedures as well as the proper management and execution of various medical insurance plans and programs. In simulated practice, students prepare insurance claim forms both manually and by computer. Students learn about hospital billing and how to complete various claim forms. They also practice interviewing and documentation skills demonstrating the proper methods of obtaining and using patient information necessary for successful claims management.

The legal and ethical responsibilities of the health care worker are introduced as they relate to the medical office and common office billing practices. Professionalism and general communications skills, which are considered essential to any health care professional, are taught throughout this program.

This training program is divided into five learning units called modules. Students must complete modules A through E starting with any module and continuing in any sequence until all five modules are completed. Modules A through E 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 160 clock hour on-campus practicum.

Completion of the Medical Insurance Billing/Coding Program is acknowledged by the awarding of a certificate.

Program Outline

MEDICAL INSURANCE BILLING AND CODING CERTIFICATE   (35 CREDITS)

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and Collection Strategies	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module X	Practicum	160	5.0
	Program Total	**560**	**35**

Major Equipment: Calculators, Personal Computers

Module Descriptions

Module A - Introduction to Medical Insurance and Managed Care   6 Credit Hours
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. Students 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 this module, is basic anatomy and physiology of the human body, including the muscular and skeletal systems, and medical terminology associated with these systems. Students 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   6 Credit Hours
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 Collection Strategies   6 Credit Hours
Module C introduces students to the process of electronic data exchange and interchange (ED), and will provide an opportunity to work with different types of computer claims systems, such as carrier-direct and clearinghouse. As part of their study, students will have the opportunity to perform electronic data interchange working with an outside claims clearinghouse. Students will also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. 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 - Health Documentation, Evaluation, and Management   6 Credit Hours
Module D introduces students to the next step in procedural coding by learning the importance of documentation, evaluation, and management services, 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 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 creating a professional introduction or cover letter and a thank you letter.

Module E - Health Insurance Claims Forms   6 Credit Hours
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 to 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 X - Practicum   **5 Credit Hours**
Upon successful completion of Modules A through E, Medical Insurance billing / coding students participate in a 160 hour practicum on-campus. The practicum provides the student an opportunity to apply principles and practices learned in the program and utilize entry level skills in working with insurance companies and processing claims. Medical insurance / billing students work under the direct supervision of the school staff. Students are evaluated by and instructor or program chair personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their practicum experience in order to fulfill requirements for graduation.

MEDICAL OFFICE ASSISTANT

The work of a medical office assistant requires both administrative and clerical skills. This program will prepare graduates to function as a bookkeeper, secretary-receptionist, and insurance clerk. Scheduling of appointments with the doctor and for outside examinations and tests are also possible tasks. The responsibilities will vary with the size of the physician's office or laboratory.

MEDICAL OFFICE ASSISTANT DIPLOMA (60 CREDITS)

COURSE NUMBER	COURSE	LECTURE HOURS	LAB HOURS	CREDIT HOURS
REQUIRED CONCENTRATION COURSES				
APA 2111	Principles of Accounting I	40	0	4
CGS 2110	Computer Applications	30	20	4
MEA 1239	Medical Terminology	40	0	4
MEA 1385	Medical Law & Ethics	20	0	2
MEA 1695	Therapeutic Communication	20	0	2
MEA 2602	Medical Finance and Insurance	40	0	4
~~MAC~~ 1000	~~College~~ Business Mathematics	40	0	4
OFT 1141	Keyboarding	0	40	2
OST 2614	Medical Transcription	10	30	2
OST 2301	Medical Office ~~Procedures~~ PRACTICE	40	0	4
WPR 1301	Word Processing	30	20	4
	Total Required Concentration Courses	310	110	36
COLLEGE REQUIRED COURSES				
SLS 1130	Strategies for Success	40	0	4
SLS 1320	Career Skills	20	0	2
	Total College Required Courses	60	0	6
GENERAL EDUCATION REQUIRED COURSES				
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
SPC 2602	Oral Communications	40	0	4
	Total General Education Required Courses	120	0	12
Total Requirements		490	110	54
Electives (Lecture and Lab hours vary)		60	0	6
TOTAL HOURS REQUIRED FOR DIPLOMA		550	110	60

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MEDICAL TRANSCRIPTION

This program prepares the student to function as a medical transcriptionist in a physician's office, hospital, or other medical facility.

MEDICAL TRANSCRIPTION DIPLOMA (48 CREDITS)

COURSE NUMBER	COURSE	LECTURE HOURS	LAB HOURS	CREDIT HOURS
REQUIRED CONCENTRATION COURSES				
CGS 2110	Computer Applications	30	20	4
MEA 1239	Medical Terminology	40	0	4
KB 1301	Intermediate Keyboarding	20	20	3
MAC 1000	~~College~~ Business Mathematics	40	0	4
MEA 2602	Medical Finance and Insurance	40	0	4
OST 2614	Medical Transcription	10	30	2
MA 136	Medical Transcription II	20	20	3
OFT 1141	Keyboarding	0	40	2
WPR 1301	Word Processing	30	20	4
	Total Required Concentration Courses	230	150	30
COLLEGE REQUIRED COURSES				
SLS 1130	Strategies for Success	40	0	4
SLS 1320	Career Skills	20	0	2
	Total College Required Courses	60	0	6
GENERAL EDUCATION REQUIRED COURSES				
ENC 1108	Composition I	40	0	4
ENC 1109	Composition II	40	0	4
	Total General Education Required Courses	80	0	8
Total Requirements		370	150	44
Electives (Lecture and Lab hours vary)		40	0	4
TOTAL HOURS REQUIRED FOR DIPLOMA		410	150	48

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COURSE OFFERINGS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- 000 - 099   Preparatory courses
- 100 - 2999   Lower division (first and second year) courses
- 3000 - 4999 Upper division (third and fourth year) courses

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

COURSE DESCRIPTIONS

ACG 2021 Corporate Accounting   **4 Credit Hours**
This course emphasizes a practical understanding of corporate accounting principals, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: APA 2121

ACG 2072 Cost Accounting for Business   **4 Credit Hours**
This course introduces students to the accounting techniques for business entities. Topics include cost terminology, job cost procedures, budgeting, departmentalization, and relevant managerial decision making. 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 2111

ACG 2542 Financial Statement Analysis   **4 Credit Hours**
The basics of financial statement analysis in directing a firm's operations are covered in the course. The student 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

ACO 1806 Payroll Accounting   **4 Credit Hours**
This course provides the student 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

APA 1114 Office Accounting   **4 Credit Hours**
This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting. Prerequisite: None

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. Prerequisite: None

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 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

APB 1120 Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition   **4 Credit Hours**
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, digestive and urinary systems and nutrition and metabolism. Prerequisite: None

APB 1130 Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems   **4 Credit Hours**

This course is a scientific study of the structure of the human body and its parts, including relationships, functions, and disease processes of the cardiovascular, lymphatic, respiratory, and reproductive systems. Prerequisite: None

APB 1150 Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems
4 Credit Hours
This course is a scientific study of the structure of the human body and its parts, including relationships, functions, and disease processes of the nervous, endocrine, muscular, and skeletal systems. Prerequisite: None

BA 250 Professional Business Practicum I   **2 Credit Hours**
The student completes a minimum of 60 hours working in a supervised business environment utilizing the skills gained through the academic program. Weekly evaluation by the on-site supervisor, combined with periodic evaluation and reinforcement by college faculty maximize this professional experience. The 60 hours are served without remuneration. This course is normally completed during student's final quarter of enrollment.

BA 251 Professional Business Practicum II   **2 Credit Hours**
This course provides an additional 60 hours of on-the-job experience and training with the benefit of close supervision and faculty counsel. The 60 hours are served without remuneration. Prerequisite: BA 250

BUL 2100 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 Mathematics

CGS 2071 Spreadsheets   **4 Credit Hours**
This course offers in-depth coverage of commercially available spreadsheet software through instructor lecture and demonstration. Students learn how to develop personalized reports involving the use of extensive mathematical, financial, statistical and logical processing. Prerequisite: CGS 2110

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 business and personal use. Prerequisite: None

CGS 2161 Database Concepts and Applications   **4 Credit Hours**
This course offers lectures and demonstration as an in-depth study of database concepts with business applications using commercially available database management software (DBMS). Students learn how to compile lists of data and manipulate, store, and retrieve it to produce management reports. Prerequisite: CGS 2110

CIS 2001 Introduction to Computer Programming   **4 Credit Hours**
This course offers lectures designed to develop skills needed to analyze problems and prepare the logic needed to solve problems (using such tools as pseudocode and flow charts). Emphasis is placed on structured programming, top-down program design, and the control structures of sequence, repetition, and selection, for solving business-related computer problems. Prerequisite: CGS 2110

CIS 2010 Microcomputer Operating Systems   **4 Credit Hours**
This course offers an in-depth analysis of microcomputer operating systems. The student learns the major components of an operating system including system control programs, language processors, utilities, and interfacing with user application programs. Primary emphasis is on single-user operating system (Windows 95/98, Windows NT, DOS, Mac, Linux, etc.). Prerequisite: CGS 2110

CIS 2110 Computer Programming - COBOL I   **4 Credit Hours**
This course is an introduction to programming in the COBOL language, concepts and syntax. The COBOL language is used to develop the program logic to solve representative business problems. Instructor lecture and demonstration provides in-depth coverage of the COBOL language. Prerequisite: CIS 2001

CIS 2130 Computer Programming – RPG   **4 Credit Hours**
This course offers instructor lecture and demonstration utilizing Report Program Generator. Topics discussed are designing, debugging, and testing programs to include RPG fixed logic cycle, level breaks, overflow, multiple record and file output, exceptions output, tables, arrays, disk I/O, interactive applications, and RPG features. Instructor lecture and demonstration provides in-depth coverage of the RPG language. Prerequisite: CIS 2001

CIS 2150 Computer Programming - Visual BASIC I 4 Credit Hours
This course offers lecture and demonstration utilizing commercially available Visual BASIC programming languages, to develop Window interfaces using Object Oriented Programming techniques and program development tools. Instructor lecture and demonstration provides in-depth coverage of the Visual BASIC language. Prerequisite: CIS 2001

CIS 2170 Computer Programming - Visual "C" I 4 Credit Hours
This course is an introduction to programming in the "C" Language. This course presents the concepts, style, conventions and syntax of "C" programming through a problem solving approach. Instructor lecture and demonstration provides in-depth coverage of "C" language. The practical applications aspect of programming is stressed. Prerequisite: CIS 2001

CIS 2190 Web-Based Programming 4 Credit Hours
This course is presented through lecture and demonstration in designing web pages. Students are introduced to web-based programming using commercially available HTML and JAVA programming tools. Topics discussed are designing, coding, producing and documenting conventional and special purpose interactive web pages for business applications. Prerequisite: CIS 2001

CIS 2210 Computer Programming - COBOL II 4 Credit Hours
This course is a continuation of CIS 2110. After a quick review of the material covered in CIS 2110, the student is introduced to advanced programming concepts including the use of COBOL to write, compile, correct, and test solutions to business problems. Also discussed are creating and updating indexed files, maintaining existing files, using tables, and producing management reports. Instructor lecture and demonstration provides in-depth coverage of COBOL language. Prerequisite: CIS 2110

CIS 2250 Computer Programming - Visual BASIC II 4 Credit Hours
This course is a continuation of CIS 2150. Instructor lecture and demonstration provides in-depth coverage of Visual BASIC language. This course offers lecture and demonstration on creating advanced Window interfaces and complete Windows applications using Object Oriented Instructor lecture and demonstration provides in-depth coverage of Visual Basic language. Programming techniques and program development tools. Also emphasized is the creation and updating of files, maintaining existing files, using tables, and producing management reports. Prerequisite: CIS 2150

CIS 2270 Computer Programming - Visual "C" II 4 Credit Hours
This course is a continuation of CIS 2170. After a quick review of the material covered in CIS 2170, the student is introduced to advanced programming concepts. Instructor lecture and demonstration provides in-depth coverage of Visual "C" language. "C" is used to write, compile, correct, and test solutions to business problems of greater complexity. Students use the capabilities of "C" in creating indexed files and updating, maintaining, and producing reports with emphasis on business applications. Prerequisite: CIS 2170

CIS 2300 Systems Administration 4 Credit Hours
This course is a lecture course emphasizing the identification and solution of business problems through various computer system applications. Various networking systems are studied including system administrator functions and responsibilities. Prerequisite: CIS 2001

CIS 2350 Advanced Computer Applications 4 Credit Hours
This course offers lecture and demonstration in advanced studies with macros and programming with commercially available software, including integrated packages. Software will vary based on applications within local industry. Prerequisites: WPR 1301, CGS 2071 and CGS 2161

CIS 2400 Systems Methodology 4 Credit Hours
This course is a lecture course emphasizing the identification and solution of business problems through various computer system design applications. Universal tools such as structure charts, documentation, and data dictionaries are discussed. The focus of this course is to broaden the student's perspective by exposing him or her to the larger, complete system versus the individual program. Prerequisites: CIS 2010 and at least one programming language

CIS 2940 Professional Data Processing Practicum 4 Credit Hours
In this course, the student completes a minimum of 120 hours working in a supervised business environment utilizing the skills gained through the academic program. Weekly evaluation by the on-site supervisor, combined with periodic evaluation and reinforcement by college faculty, maximize this professional experience. The 120 hours are served without remuneration. This course is normally completed during student's final quarter of enrollment. Prerequisites: 3.00 GPA and approval of the Academic Advisor or Academic Dean

CPO 4820 Global Politics 4 Credit Hours
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international

relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisite: None

ECO 3013 Macroeconomics   **4 Credit Hours**
This course is a basic study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisite: None

ECO 3028 Microeconomics   **4 Credit Hours**
This course is the study of economics analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisite: None

ENC 1108 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: ENG 0011 or equivalent

ENC 1109 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 1108

ENC 2010 English Literature   **4 Credit Hours**
An extension of skills obtained in ENC 1109, 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 1109

ENC 3211 Report Writing   **4 Credit Hours**
Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation of written reports. Prerequisite: ENC 1109

ENG 0011 Basic English   **0 Credit Hours**
A comprehensive review of grammar, spelling, and vocabulary intended to strengthen students' English background and to prepare students for more advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4.0 quarter credit hour class. Prerequisite: None

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

FIN 3006 Principles of Finance   **4 Credit Hours**
This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisite: MAN 2021

FIN 3501 Investments   **4 Credit Hours**
This course is a study of securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes that affect investment policy timing, selection and investment values. Prerequisite: APA 2121.

HSC 1561 Medical Law & 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

KB 1301 Intermediate Keyboarding   **3 Credit Hours**
Students will learn to format and key-in reports, tables, forms, manuscripts, and bibliographies. The student is given various special problems to meet business office production standards. A concerted effort is made to increase accuracy and speed. Prerequisite: OFT 1141

KB 2001 Keyboarding Skill Development I   **1 Credit Hour**
This course emphasizes intense drill and practice to increase keyboarding speed and reduce errors. Prerequisite: OFT 1141

KB 2011 Keyboarding Skill Development II   **1 Credit Hour**
This course provides additional drill and practice to increase keyboarding speed and reduce

errors. A concerted effort is made to increase accuracy and speed. Prerequisite: KB 2001

LIS 2004 Internet   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 Internet. Prerequisite: None

MA 136 Medical Transcription II   3 Credit Hours
This course is designed to increase the student's proficiency in medical transcription as used in the medical office. Prerequisite: OST 2614

MAC 1000 College Business Mathematics   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 transactions, equations, percents, discounting process, trade and cash, markups and markdowns, simple and compound interest and payroll functions. Prerequisite: MAT 0024 or test equivalent

MAC 2104 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: MAT 0024 or equivalent

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. Prerequisite: None

MAN 1733 Management Today   4 Credit Hours
Examines and reviews classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. Prerequisite: None

MAN 2021 Principles of Management   4 Credit Hours
This course covers an analysis of fundamental management principles integrated with concepts of behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None

MAN 2031 Let's Talk Business   2 Credit Hours
This course is designed to provide opportunities through reading, discussion, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None

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: MAN 2021

MAN 2604 Introduction to International Management   4 Credit Hours
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Prerequisite: None

MAN 2800 Small Business Management   4 Credit Hours
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: APA 2111

MAN 2940 Externship in Management I   4 Credit Hours
As a part of the preparation for a career in management, the sophomore student is permitted to serve an externship of 120 hours in management functions of financial, business and industrial organizations or government agencies acceptable to the College. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, Academic Advisor, and the employer. Prerequisite: None

MAN 3100 Human Relations in Management   4 Credit Hours
A study of individual interpersonal, group, and intragroup problems in business organizations. Prerequisite: None

MAN 3233 Principles of Supervision   4 Credit Hours
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision-making, and effective communication. Prerequisite: None

MAN 4060 Business Ethics   4 Credit Hours
This course applies an ethical dimension to business decisions in today's complex, political, social, economic, and technological environment. Prerequisite: None

MAN 4102 Women Managers   **4 Credit Hours**
This course is designed to acquaint both male and female students with the problems women must overcome to succeed in today's business world, and includes an in-depth study of the present and future roles of women in management. The focus is on the fundamental skills and insights necessary for success and recognizes that women must simultaneously deal with problems such as role conflict, dual careers, and lack of acceptance that make the acquisition and application of these skills difficult. Prerequisite: None

MAN 4302 Management of Human Resources   **4 Credit Hours**
An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary consideration. Credit is not allowed for both MAN 4302 and MAN 6305. Prerequisite: MAN 2021.

GEB 4361 Management of International Business   **4 Credit Hours**
This course is a study of the characteristics, operation, and function of business in the global market of the 2000's. The following topics are included in the course: political culture, international trade and investments, the global monetary system, and management and business structures for the international business environment. Prerequisite: MAN 1030 or MAN 2021.

MAN 4734 Contemporary Management   **4 Credit Hours**
This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making.

MAN 4764 Business Policy and Strategy   **4 Credit Hours**
This course is a study of long-term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization. Prerequisite: MAN 2021

MAN 4940 Externship in Management II   **4 Credit Hours**
As a part of the preparation for a career in management, the Senior student is permitted to serve an externship of 120 hours in management functions of financial, business and industrial organizations, or government agencies acceptable to the College. Arrangements for the externship training provide for assignment of duties, hours of employment, and working conditions satisfactory to the student, Academic Advisor, and the employer.

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 2141 Introduction to International Marketing   **4 Credit Hours**
This course examines the basic principles of marketing in an international environment. Major areas of the cultural political and economic environment affecting multinational marketing management are reviewed for analysis of international marketing problems. 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 people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None

MAR 2323 Advertising   **4 Credit Hours**
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally. Prerequisite: None

MAR 2721 Marketing on the Internet   **4 Credit Hours**
This course is a study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet is discussed. Prerequisite: None

MAR 3310 Public Relations   **4 Credit Hours**
This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed. Prerequisite: MAR 1011

MAR 3400 Salesmanship   **4 Credit Hours**
A study of the basic principles and techniques of selling. Development of effective presentations and communications in selling is emphasized. Selling is studied as a marketing process in retail and industrial markets. Prerequisite: None

MAR 4630 Marketing Research   **4 Credit Hours**
In this course, research methods are applied to the functions of marketing, including sampling, collection, analysis and reporting of data, sales forecasting, and market analysis. Prerequisite: MAR 1011 or approval of the Academic Advisor or Academic Dean

MAT 0024 Basic Studies in Mathematics   **0 Credit Hours**
This course is a comprehensive review of the mathematical skills and concepts required to prepare the student for Algebra and other advanced studies. This course does not apply toward credits needed to graduate in any program. For the purposes of determining student status and tuition charges, this course is considered a 4 credit hour class. 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. Prerequisite: None

MEA 1210 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. Corequisite: MLS 2328

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 1385 Medical Law & Ethics   **2 Credit Hours**
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Prerequisite: None

MEA 1500 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. Corequisite: MLS 2329

MEA 1695 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 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. Corequisite: MLS 2700. Prerequisites: APB 1120, APB 1130, and APB 1150.

MEA 2350 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, telephone techniques, etiquette and management/human resource skills will be covered. Prerequisite: None

MEA 2602 Medical Finance and Insurance   **4 Credit Hours**
This course will train students in the major medical insurances 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 including patient fee determining, credit arrangements, bookkeeping and bank-keeping 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 2712 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. Corequisite: MLS 2750

MEA 2801 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: None

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 prior to enrollment.

MLS 2328 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.   Corequisite: MEA 1210

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.   Corequisite: MEA 1500

MLS 2700 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.   Corequisite: MEA 2244

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.   Corequisite: MEA 2712

OFT 1141 Keyboarding   **2 Credit Hours**
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills.   Prerequisite: None

OST 2301 Medical Office Practice   **4 Credit Hours**
This course introduces the student to the administrative functions of the medical office or clinic.   Emphasis is placed on communications, scheduling, medical records, documentation, and filing.   In addition, telephone techniques and etiquette will be covered.   Manual and computerized bookkeeping is also covered.   Prerequisite: None

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 1109

OST 2614 Medical Transcription   **2 Credit Hours**
This course is designed to provide the student with a working knowledge of medical transcription.   Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem.   The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries.   Prerequisites: MEA 1239, OFT 1141 and CGS 2110 or the approval of the Program Director or Academic Dean

OST 2712 Word Processing   **2 Credit Hours**
A study of the concept and applied use of word processing procedures and equipment in a simulated word processing office environment.   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 statues.   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.   Prerequisite: None

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. Prerequisite: PLA 1105

PLA 2460 Bankruptcy   **4 Credit Hours**
This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLA 1003

PLA 2203 Civil Procedures   **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 pleading, 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: PLA 1003

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: PLA 1003

PLA 2483 Administrative Law   **4 Credit Hours**
This course provides an introduction to administrative law, including an examination of legislative, executive and judicial control over administrative agency action. Moreover, this course provides an overview of both informal investigation and formal adjudicative functions of administrative agencies. The Federal Administrative Procedure Act, Workers' Compensation law, and Social Security practice will also be explored. Prerequisite: PLA 1003

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: PLA 1003

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. Prerequisites: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree; students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the Department Chairperson. Students below a 3.0 GPA must secure the approval of both the Department Chairperson and the Dean to enroll in the Externship course.

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. Prerequisite: None

PSY 2015 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

QMB 3314 Quantitative Methods   4 Credit Hours
Quantitative techniques and analysis are examined. Topics include matrix algebra, systems of equations, linear programming, inventory models, waiting and queuing lines and simulation. Prerequisite: STA 3014 or MAC 2104 or approval of Academic Advisor or Academic Dean.

SLS 1130 Strategies for Success   4 Credit 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. This course is normally completed during the student's final quarter of enrollment.

SOC 1121 Marriages and Families   4 Credit Hours
This course is a study of the history, development, and interrelational dynamics of contemporary marriage and family relationships. Special emphasis is placed on the identification and development of traditional values as they relate to the changing marital and family roles in modern society. Prerequisite: None

SOP 4005 Social Psychology   4 Credit Hours
Many aspects of human interaction are investigated in this course, including such topics as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY 2015

SPC 2602 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

SPC 4400 Conference Techniques   4 Credit Hours
Designed to teach the student how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership and group dynamic skills are analyzed and applied in simulated classroom experience. Prerequisite: None

STA 3014 Statistics   4 Credit Hours
This course introduces the student to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAC 2104

SYG 2000 Principles of Sociology   4 Credit Hours
A study of cultural heritage, of the cultural influences of human nature and personality, and social interaction. Prerequisite: None

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. Prerequisite: None

WPR 1301 Word Processing   4 Credit Hours
This course introduces the basic concepts and functions of word processing then gives the student the opportunity to become proficient in the use of word processing software. The course structure is designed to guide the student from the basics of creating, editing and formatting documents to the intermediate level of desktop publishing, creating styles, outlines, tables, tables of contents, form letters and merge operations. Instructor lecture and demonstration provides in-depth coverage of word processing concepts and applications. Also covered are techniques for automating the word processing process through the use of templates and macros. Prerequisites: OFT 1141 and CGS 2110

WPR 1401 Advanced Word Processing   4 Credit Hours
This course is a continuation of WPR 1301 Word Processing. Advanced word processing concepts and functions are discussed through instructor lecture and demonstration. The student then has an opportunity to become more proficient in the use of more complex word processing software commands and techniques including advanced formatting of documents, creating styles, using tables, columns, borders, sorting data records to merge and print, inserting graphics, adding text to graphics, creating newsletters, and running macros to automate tasks. Prerequisite: WPR 1301

WPR 1601 Desktop Publishing   **4 Credit Hours**
Instructor lecture and demonstration provides in-depth coverage of desktop publishing capabilities. Topics covered are: integration of text and graphics to create newsletters, adding special effects, adding text to graphics, and creating presentations from word processing outlines and enhancements using embedded visuals. Prerequisite: WPR 1301

WPR 1701 Advanced Desktop Publishing   **4 Credit Hours**
This is a continuation of WPR 1601. Instructor lecture and demonstration provides an advanced, in-depth coverage of desktop publishing capabilities. Topics covered are the advanced integration of text and graphics to create newsletters, adding special effects, creating presentations from word processing outlines and enhancing them with embedded visuals, using object linking and embedding to create presentations containing interactive documents and web page design. Prerequisite: WPR 1601

ADMINISTRATION

Gerald Terrebrood	College President
John Hamilton ~ASSOCIATE ACADEMIC DEAN~	Academic Dean
~Scott Lester~ CRYSTAL Carter	Director of Admissions
~Crystal Carter~ Rose Harrow	Director of Planning and Placement
Michael Shelton	Director of Student Financial Aid
Beth Hawley	Business Manager

STAFF

Steve Marshall	Registrar
Annette Thomas	Assistant to the Registrar
Nicole Adams	Admissions Representative
~Jessica Buffington~ CRYSTAL Hudson	Admissions Representative
~Debra Coley~ Angela Gowen	Admissions Representative
Melanie Perry	Admissions Representative
~Shelia Schembri~ Thomas	Admissions Representative
Wendy Whisner Holman	Admissions Representative
~Tim Wooten~ Audrey Mackenzie	~Admissions Representative~ High School Presenter
Sally Conlan Kris Jones	Financial Aid Officer High School Presenter
Jennifer Goodnight	Financial Aid Officer
~Lisa Sharkey~ Brenda Smith	Financial Aid Officer
~Lori Castle~ Rebecca Spradling	Receptionist
Doug Simmons	Receptionist – Evening
~Linda Creibaum~ Eugene Bayne	Librarian
John Weaver	Student Success Coordinator

LORI CASTLE — ADMINISTRATIVE ASSISTANT
Debra Coley — TRAINING SERVICES REPRESENTATIVE

FACULTY

Matt Awad ✱	~Psychology~ General Education, Medical Office Programs	M.S., Southwest Missouri State University B.S., Southwest Missouri State University
Michelle Buchman*	Medical	B.S., Southwest Missouri State University BW Burge school of nursing
~Janet Fox~ Jey Hubbs	Medical Insurance	~B.S., Columbia College~ LPN, Tulsa Technology Center
Dr. Phillis Fox	Mathematics	Ph.D., Northwestern University B.A., University of Chicago California State University – Hayward
Marie Gould	~Medical Insurance~ Accounting, Business	M.B.A., University of Phoenix B.S., University of Phoenix
Patricia Inkelaar*	Business	M.P.A., Southwest Missouri State University B.S., University of Maryland
Jacob Inkelaar*	Computer Science	B.S., University of Maryland
Terry Ozley	Medical	R.N., St. John's School of Nursing
Lory Lee Serrato	Medical Insurance	Golden West College Larson Training Center
Carol Smith	English	M.A., Webster University B.S., Southwest Missouri State University
Tommy Soutee	Paralegal, Accounting	J.D., University of Arkansas B.S., Southwest Missouri State University
Stephanie Taylor	English	M.A., Oklahoma State University B.S., Southwest Missouri State University
Ann Minnicks ~Greg Williams~	Business ~Computers~	BA Springfield College ~B.S., DeVry Institute~

Misty Hess — Medical INS — BS. Southwest Missouri State University
Joan LeJeune — Medical — BS Drury University
Patricia Click — General Education — B.S. Southwest Missouri State University, MEd, Teachers College Columbia University

Brian Wilson*	Paralegal	B.A., Southwest Missouri State University

*Department Chair

ACADEMIC CALENDARS

MODULAR PROGRAM

Day Medical Insurance Billing/Coding Program

2003				2004			
Start Dates		End Dates		Start Dates		End Dates	
Jan 13	Mon	Feb 10	Mon	Jan 15	Thu	Feb 12	Thu
Feb 11	Tue	Mar 11	Tue	Feb 13	Fri	Mar 12	Fri
Mar 12	Wed	Apr 8	Tue	Mar 15	Mon	Apr 12	Mon
Apr 14	Mon	May 12	Mon	Apr 13	Tue	May 10	Mon
May 13	Tue	Jun 10	Tue	May 11	Tue	Jun 8	Tue
Jun 11	Wed	Jul 9	Wed	Jun 9	Wed	Jul 7	Wed
Jul 14	Mon	Aug 8	Fri	Jul 8	Thu	Aug 4	Wed
Aug 11	Mon	Sep 8	Mon	Aug 5	Thu	Sep 1	Wed
Sep 9	Tue	Oct 6	Mon	Sep 2	Thu	Sep 30	Thu
Oct 7	Tue	Nov 3	Mon	Oct 1	Fri	Oct 28	Thu
Nov 4	Tue	Dec 3	Wed	Oct 29	Fri	Nov 29	Mon
Dec 4	Thu	Jan 14, 04	Wed	Nov 30	Tue	Jan 6, 05	Wed

Night Medical Insurance Billing and Coding Program

2003				2004			
Start Dates		End Dates		Start Dates		End Dates	
Jan 13	Mon	Feb 10	Mon	Jan 15	Thu	Feb 12	Thu
Feb 11	Tue	Mar 11	Tue	Feb 16	Mon	Mar 15	Mon
Mar 12	Wed	Apr 8	Tue	Mar 16	Tue	Apr 12	Mon
Apr 14	Mon	May 8	Mon	Apr 13	Tue	May 10	Mon
May 13	Tue	Jun 10	Tue	May 11	Tue	Jun 8	Tue
Jun 11	Wed	Jul 8	Thu	Jun 9	Wed	Jul 7	Wed
Jul 14	Mon	Aug 7	Thu	Jul 8	Thu	Aug 4	Wed
Aug 11	Mon	Sep 8	Mon	Aug 5	Thu	Sep 1	Wed
Sep 9	Tue	Oct 6	Mon	Sep 2	Thu	Sep 30	Thu
Oct 7	Tue	Nov 3	Mon	Oct 4	Mon	Oct 28	Thu
Nov 4	Tue	Dec 2	Tue	Nov 1	Mon	Nov 29	Mon
Dec 4	Thu	Jan 14'04	Wed	Nov 30	Tue	Dec 29	Wed

Student Holidays

	2003	2004
New Year's Day	Jan 1	Jan 1,
Martin Luther King, Jr. Day	Jan 20	Jan 19
President's Day	Feb 17	Feb 16
Good Friday	Apr 18	
Memorial Day	May 26	May 31
Independence Day	Jul 4	July 4
Labor Day	Sep 1	Sep 6
Thanksgiving	Nov 27 – 28	Nov 25-27
Christmas Break	Dec 22 – Jan 1 '04	Dec 20 – Jan 1,05

2003 CALENDAR				
EVENT				
Christmas Holidays	From:	12	23	2002
	To:	1	1	2003
Classes Resume		1	2	2003
Fall Term Ends		1	11	2003
Winter Term Starts		1	13	2003
M.L. King Jr. Birthday Holiday		1	20	2003
Presidents' Day		2	17	2003
Mini-Term Starts		2	24	2003
Winter Term Ends		4	5	2003
Spring Vacation	From:	4	7	2003
	To:	4	12	2003
Spring Term Starts		4	14	2003
Good Friday Holiday		4	18	2003
Memorial Day Holiday		5	26	2003
Mini-Term Starts		6	2	2003
Independence Day Holiday		7	4	2003
Spring Term Ends		7	5	2003
Spring Mini-Term Ends		7	12	2003
Summer Vacation	From:	7	7	2003
	To:	7	12	2003
Summer Term Starts		7	14	2003
Mini-Term Starts		8	25	2003
Labor Day Holiday		9	1	2003
Summer Term Ends		10	4	2003
Fall Break	From:	10	6	2003
	To:	10	11	2003
Fall Term Start		10	13	2003
Mini-Term Starts		11	17	2003
Thanksgiving Day Holiday	From:	11	27	2003
	To:	11	29	2003
Christmas Holiday	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	10	2004

2004 CALENDAR				
EVENT				
Christmas Holidays	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	11	2004
Winter Term Starts		1	12	2004
M.L. King Jr. Birthday Holiday		1	19	2004
Presidents' Day		2	16	2004
Mini-Term Starts		2	23	2004
Winter Term Ends		4	3	2004
Spring Vacation	From:	4	5	2004
	To:	4	10	2004
Spring Term Starts		4	12	2004
Memorial Day Holiday		5	31	2004
Mini-Term Starts		6	1	2004
Spring Term Ends		7	3	2004
Independence Day Holiday		7	4	2004
Summer Vacation	From:	7	5	2004
	To:	7	10	2004
Summer Term Starts		7	12	2004
Mini-Term Starts		8	23	2004
Labor Day Holiday		9	6	2004
Summer Term Ends		10	2	2004
Fall Break	From:	10	4	2004
	To:	10	9	2004
Fall Term Start		10	11	2004
Mini-Term Starts		11	15	2004
Thanksgiving Day Holiday	From:	11	25	2004
	To:	11	27	2004
Christmas Holiday	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	8	2005

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE	LOCATION
Blair College	Colorado Springs, CO
Duff's Business Institute	Pittsburgh, PA
Everest College	Dallas, TX
Everest College	Phoenix, AZ
Everest College	Rancho Cucamonga, CA
Las Vegas College	Las Vegas, NV
Mountain West College	Salt Lake City, UT
Parks College	Arlington, VA
Parks College	Aurora, CO
Parks College	Thornton, CO
Rochester Business Institute	Rochester, NY
Springfield College	Springfield, MO
Western Business College	Portland, OR
Western Business College	Vancouver, WA
Florida Metropolitan University - Brandon	Tampa, FL
Florida Metropolitan University - Fort Lauderdale	Fort Lauderdale, FL
Florida Metropolitan University - Jacksonville	Jacksonville, FL
Florida Metropolitan University - Lakeland	Lakeland, FL
Florida Metropolitan University - Melbourne	Melbourne, FL
Florida Metropolitan University - North Orlando	Orlando, FL
Florida Metropolitan University - Pinellas	Clearwater, FL
Florida Metropolitan University - South Orlando	Orlando, FL
Florida Metropolitan University - Tampa	Tampa, FL

STATEMENT OF OWNERSHIP

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David G. Moore
Dennis L. Devereux

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Dennis L. Devereux	Executive Vice President, Administrative Services and Assistant Secretary
Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary

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