

Kee

BUSINESS COLLEGE

2004-2005 CATALOG

Kee 0205

Main Campus

803 Diligence Drive
Newport News, VA 23606
(757) 873-1111

Branch Campus

Greenbrier Circle Corporate Center
825 Greenbrier Circle
Chesapeake, VA 23320
(757) 361-3900

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About Corinthian Schools, Inc.

This school is a part of Corinthian Schools, Inc. (CSi). CSi was formed in 1995 to own and operate schools across the nation that focus on high demand and specialized skills. CSi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California and schools in various states, CSi provides job-oriented training in high-growth, high-technology areas of business and industry. The focus of the curriculum is on allied health, business and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CSi provides people entering or re-entering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Schools, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under CSi ownership, the school will maintain its long-standing reputation for innovation and high-quality private career training.

School History and Description

Newport News (Main) Campus

The school, formerly known as College of Hampton Roads, was founded in 1941. In 1982, the name was changed to Kee Business College. In 1986, National Education Centers, Inc. acquired the school and the name was changed to National Education Center - Kee Business College Campus. The school was acquired by Corinthian Schools, Inc. in September, 1995. The school name was changed to Kee Business College on June 30, 1996.

The modern facility is designed for training students for the working world. The air-conditioned building has 16,000 square feet containing 15 classrooms, administrative offices, a student lounge and restrooms. Some classrooms are designed and equipped for laboratory instruction. The student lounge serves as a gathering place for lunch and breaks. It is equipped with a variety of vending machines and provides a relaxing atmosphere for visiting or studying before and after class.

Chesapeake Campus

The Chesapeake branch campus was established in February 1999. The modern facility is designed for training students for the working world. The air conditioned building has approximately 26,900 square feet including six lecture rooms, five computer laboratories, two medical laboratories, two massage therapy laboratory, one dental laboratory with three operatories, library/resource center, administrative offices, a student lounge, a book room and restrooms.

Both Kee Business College campuses, the facilities they occupy and the equipment they use comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health. Both campuses are conveniently located near major highways and have ample parking for students.

Educational Philosophy

The Corinthian Schools, Inc. philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs and focus on areas that offer strong long-term employment opportunities. To offer students the training and skills that will lead to successful employment, the schools will:

- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;

-
- Select teachers with professional experience in the vocations they teach and the desire to motivate and develop students to their greatest potential; and
 - Promote self-discipline and motivation to help students succeed on the job and in society.

Statement of Non-Discrimination

Corinthian Schools, Inc. 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 School 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 School President. The School 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.

Accreditations, Approvals and Memberships

This school voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in occupational education and private school administration.

- Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas.
- Certificate to operate by the Virginia Board of Education.
- Eligible institution under the Federal Stafford Loan Program (FSL) and Federal Parent Loan for Undergraduate Students (FPLUS).
- Eligible institution for Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant and Federal Work-Study (FWS) programs.
- Approved for the training of Veterans and eligible persons under the provisions of Title 38, USC.
- Authorized under federal law to enroll nonimmigrant alien students (Newport News Campus Only).
- Approved by American Registry of Medical Assistants.
- Provides training services for the State Department of Vocational Rehabilitation.
- Associate Member of the National Association for Health Professionals (Newport News Campus Only).
- Member, Virginia Career College Association.
- National Certified Proctor Site, National Center for Competency Testing.
- Member, Career College Association.
- ATB Program.

School accreditations, approvals and memberships are displayed in the lobby. The School President can provide additional information.

Newport News Campus Information

Administration

Margaret Ortiz	School President
Sandra Bell	Education Director
Larry Veeneman	Admissions Director
Sharon Goodwin	Placement Director
Toni Wormley	Finance Director
Joan Duke	Externship Coordinator
Amalie Eleonora	Student Success Coordinator

Faculty

Business

Ann Marie Harris	MA, George Washington University, Washington DC BS, Radford University, Radford, VA
Linda Hester	BS, St. Leo College
Linda Moss	BS, Pittsburgh State University
Shirley Rucker	BS, University of Texas, Austin

Medical Assisting

P.J. Austin	The Medix School, Diploma Medical Assisting
Karen Cross	Kee Business College, Diploma Medical Assisting
Heather Phipps, EMT	AAS, Sinclair College
Jennifer Shiamone	BA, Virginia Wesleyan College Tidewater Tech, Certificate Medical Assisting

Medical Administrative Assistant

Angela Burke	Medical Careers Institute, Diploma Nursing
Amy Logan	AAS, West Virginia Career Institute
Thalia Stone, NRMA	AAS, Commonwealth College Kee Business College, Diploma Medical Assisting

Massage Therapy

Rosemarie Tarmy	Reilly School of Massotherapy, Certificate Massage Therapy
Steve Hammond	Myotherapy College, Certificate Massage Therapy
Sharon Round, CMT, LMT	MFA, Western Illinois University BS, St. Edwards University AOS, The Swedish Institute
Susan Utera	AS, Polarity Realization Institute
Amy Wheeler	Fuller School of Massage, Certificate Massage Therapy
Elizabeth Fitzpatrick	Cayce-Reilly School of Massotherapy, Certificate Massage Therapy

Medical Insurance Billing/Coding

Isabelle Phipps	Kee Business College, Diploma Medical Office Assisting
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Homeland Security Specialist

Mike Holland	BA, St. Leo College
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Hours of Operation

Office:

8:30 AM to 7:00 PM Monday through Thursday
 8:30 AM to 5:00 PM Friday

School:

9:00 AM to 1:00 PM Monday through Friday Day I
 10:00 AM to 2:00 PM Monday through Friday Day II
 1:00PM to 5:00 PM Monday through Friday Afternoon
 5:30 PM to 10:30 PM Monday through Thursday Evening

Academic Calendars

Computerized Office Applications	
Day Schedule I - Five Day Week Monday through Friday	
2004	
Start Dates	End Dates
Jul 29	Sept 9
Sept 13	Oct 22
Oct 25	Dec 7
Dec 9	Jan 31, 2005
2005	
Start Dates	End Dates
Feb 3	Mar 16
Mar 17	May 5
May 9	Jun 20
Jun 22	Aug 10

Medical Administrative Assistant, Medical Insurance Billing/Coding & Medical Assisting	
Day Schedule - Five Day Week Monday through Friday	
2004	
Start Dates	End Dates
Jul 15	Aug 11
Aug 16	Sept 10
Sept 14	Oct 11
Oct 13	Nov 9
Nov 11	Dec 10
Dec 13	Jan 20, 2005
2005	
Start Dates	End Dates
Jan 24	Feb 18
Feb 22	Mar 21
Mar 22	Apr 26
Apr 27	May 24
May 25	Jun 22
Jun 23	Jul 27

Computerized Office Applications	
Evening Schedule – Four Day Week Monday through Thursday	
2004	
Start Dates	End Dates
Jul 29	Sept 9
Sept 13	Oct 21
Oct 25	Dec 6
Dec 9	Jan 31, 2005
2005	
Start Dates	End Dates
Feb 3	Mar 16
Mar 17	May 4
May 9	Jun 20
Jun 22	Aug 10
Feb 3	Mar 16

Medical Administrative Assistant, Medical Insurance Billing/Coding, Medical Assisting & Massage Therapy	
Evening Schedule - Four Day Week Monday through Thursday	
2004	
Start Dates	End Dates
Jul 15	Aug 11
Aug 16	Sept 13
Sept 14	Oct 11
Oct 13	Nov 9
Nov 11	Dec 9
Dec 13	Jan 19, 2005
2005	
Start Dates	End Dates
Jan 24	Feb 17
Feb 22	Mar 21
Mar 22	Apr 25
Apr 27	May 24
May 25	Jun 22
Jun 23	Jul 27

Medical Administrative Assisting 5:30pm	
2004	
Start Dates	End Dates
Jul 29	Aug 25
Aug 26	Sept 23
Sept 27	Oct 22
Oct 25	Nov 19
Nov 22	Dec 21
2005	
Start Dates	End Dates
Jan 3	Jan 31
Feb 3	Mar 3
Mar 7	Apr 11
Apr 12	May 9
May 11	Jun 8
Jun 13	Jul 15

Medical Assisting 10:am & Massage Therapy 9:00am & 1:00pm	
2004	
Start Dates	End Dates
Jul 28	Aug 24
Aug 26	Sept 23
Sept 27	Oct 22
Oct 25	Nov 19
Nov 22	Dec 21
2005	
Start Dates	End Dates
Jan 3	Jan 31
Feb 3	Mar 3
Mar 7	Apr 11
Apr 12	May 9
May 11	Jun 8
Jun 13	Jul 15

Student Holidays- All Programs		
	2004	2005
Martin Luther King, Jr. Day	Jan 19	Jan 17
President's Day	Feb 16	Feb 21
Spring Recess	April 9-April 16	Mar 25-Apr 1
Memorial Day	May 31	May 30
Summer Break	July 5-9	July 4-8
Labor Day	Sept 6	Sept 5
Thanksgiving	Nov 25-26	Nov 24-25
Winter Recess/New Year's Day	Dec 22-Jan 3, 2005	Dec 19-Jan 3, 2006

Chesapeake Campus Information

Administration

Lisa Scott	School President
Richard Covington	Director of Education
Jonathan Bemis	Business Manager
Cahryn Ashe	
Edmund Flores	Director of Admissions
Amanda Mitchell	Director of Finance
Marilyn Jordan	Director of Placement
Florence Townsend, BS	Extern Coordinator

Faculty

Medical Assisting

Cori Anderson, CPC	United Health Careers Institute, San Bernardino, CA
Amy Spruill, CMA	Kee Business College, Chesapeake, VA
Kelli Moffitt, CMA	Community College of Denver, CO
Albert Mitchell, B.S., MPA	Golden State University, San Francisco, CA
Mary Catherine Crotts, A.S.	Tidewater Community College, Portsmouth, VA
Gary Forbes, PA	Dartmouth College, Hanover, NH
Manual Caday	Angels University Foundation, Central Luzon, Phillipines
Davida Wright	United States Navy

Medical Administrative Assisting

Oliver Davis, MS	Golden Gate University, San Francisco, CA
Linh Dinh	Logan College of Chiropractic, St. Louis, MO
Sheri Colbert, CMA	Kee Business College, Chesapeake, VA
Edgardo Totanes	United States Navy

Dental Assisting

Lorenzo Parker	882 nd Medical Group Sheppard Air Force Base, Texas
Robert Fisher, DMD	Temple University, Philadelphia, PA
Dawn Ruiz, CDA	Norfolk Technical Vocational Center, VA

Homeland Security

Susan Franks, OSC	United States Navy
C.J. Goldsmith, SFC	United States Navy

Massage Therapy

Wendy Greene, CMT	Cayce-Reilly School of Massotherapy, Virginia Beach, VA
Karen Harrell, CMT	RAV School of Professional Study, Virginia Beach, VA
Lorene Boeding, CMT	Virginia School of Technology, Virginia Beach, VA
Lisa Harrison, CMT	Cayce-Reilly School of Massotherapy, Virginia Beach, VA
David Esteppe, CMT	Fuller School of Massage Therapy, Virginia Beach, VA

Computer Office Applications

Marvella Phillips, BS	Old Dominion University, Norfolk, VA
Crystal Hawk, MA	Regent University, Virginia Beach, VA

Medical Insurance Billing/Coding

Roy Williams	Northeastern University, Boston, MA
Carolyn Woodley-Horne, CMA, BS	Norfolk State University, Norfolk, VA

Hours of Operation

Office:

7:30 AM to 7:00 PM Monday through Thursday
 7:30 AM to 4:30 PM Friday

School:

6:00 AM to 1:00 PM Monday through Friday
 8:00 AM to 1:00 PM Monday through Thursday
 1:00 PM to 5:00 PM Monday through Friday
 5:30 PM to 10:30 PM Monday through Thursday

Day Classes
 Day (MT and MDAA)
 Afternoon Classes
 Evening Classes

Alternate schedules may also be available.

Academic Calendars

Allied Health Programs	
Day Schedule – Five Day Week (Mon–Fri) AND Evening Schedule - Four Day Week (Mon–Thu)	
2004	
Start Dates	End Dates
Apr 26	May 21
May 24	Jun 21
Jun 22	Jul 26
Jul 27	Aug 23
Aug 24	Sept 21
Sept 22	Oct 19
Oct 21	Nov 17
Nov 18	Dec 17
Dec 20	Jan 26, 2005
2005	
Start Dates	End Dates
Jan 27	Feb 25
Feb 28	Mar 29
Mar 30	Apr 26
Apr 27	May 24
May 25	Jun 22
Jun 23	Jul 27

Homeland Security	
Day Schedule – Five Day Week (Mon–Fri) AND Evening Schedule - Four Day Week (Mon–Thu)	
2004	
Start Dates	End Dates
Apr 19	May 14
May 17	Jun 14
Jun 15	Jul 19
Jul 20	Aug 16
Aug 17	Sep 14
Sep 15	Oct 12
Oct 13	Nov 10
Nov 11	Dec 10
Dec 13	Jan 19, 2005
2005	
Start Dates	End Dates
Jan 20	Feb 16
Feb 17	Mar 17
Mar 21	Apr 19
Apr 20	May 17
May 18	Jun 15
Jun 16	Jul 20

Student Holidays (All Programs)	2004	2005
Martin Luther King, Jr. Day	Jan 19	Jan 17
President's Day	Feb 16	Feb 21
Spring Break	Apr 9 & 12	Mar 25 & 28
Memorial Day	May 31	May 30
Summer Break	July 5-9	July 4-8
Labor Day	Sept 6	Sept 5
Break/In-Service	Oct 20	Sept 23
Thanksgiving	Nov 25 & 26	Nov 24 & 25
Winter Break	Dec 24 – Jan 3	TBA

Computer Office Applications Program Day Schedule – Five Day Week (Mon–Fri)	
2004	
Start Dates	End Dates
May 10	Jun 21
Jun 22	Aug 9
Aug 10	Sept 21
Sept 22	Nov 3
Nov 4	Dec 17
Dec 20	Feb 9, 2005
2005	
Start Dates	End Dates
Feb 10	Mar 29
Mar 30	May 10
May 11	Jun 22
Jun 23	Aug 10

Modular Programs

A Modular Program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to six weeks in length.

Computerized Office Applications Program

Diploma Program - 10 Months

840 Clock Hours/63.0 Credit Units

This program prepares students to work in an automated office. Students develop basic office skills and perform a variety of computer-oriented tasks. Students become proficient in the use of Microsoft Office (Word, Excel, Access and PowerPoint). Emphasis is placed on desktop publishing, interactive software and computerized accounting. Graduates are qualified for entry-level positions in business, industry and government. Upon successful completion of the program, students are awarded a diploma.

Program Outline

Module/Course	Course Title	Clock Hours	Credit Units
Module A			
MG100	Business Writing - Grammar	30	3.0
MI100	Introduction to Information Processing	60	4.0
MS100	Skillbuilding	30	2.0
	Total	120	9.0
Module B			
MB180	Records and Data Management	60	4.0
MG105	Business Writing - Techniques	30	3.0
MS101	Skillbuilding	30	2.0
	Total	120	9.0
Module C			
MB210	Office Operations	30	3.0
MB400	Business Documentation	60	4.0
MS102	Skillbuilding	30	2.0
	Total	120	9.0
Module D			
MA100	Accounting Principles	60	5.0
MA110	Computerized Accounting	30	2.0
MS103	Skillbuilding	30	2.0
	Total	120	9.0
Module E			
MB140	Business Presentations	30	3.0
MI140	Spreadsheet Management	60	4.0
MS104	Skillbuilding	30	2.0
	Total	120	9.0
Module F			
MB130	Business Mathematics	30	3.0
MI150	Database Management	60	4.0
MS105	Skillbuilding	30	2.0
	Total	120	9.0
Module G			
MG236	Career Development	20	2.0
MI162	Windows	40	3.0
MS260	Desktop Publishing	30	4.0
	Total	120	9.0
	Program Total	840	63.0

Major Equipment

Calculators	TV/DVD-VCR
PC Overhead Projector	Scanner
Personal Computers	Laser Printer

Course Descriptions

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

MA100 Accounting Principles **40/20/5.0**

In this course, students learn the complete accounting cycle - analyzing and recording business transactions, preparing a worksheet and producing financial statements through the post-closing trial balance. The basic accounting equation and debits and credits are introduced. Computerized practice sets are included. Prerequisite: None

MA110 Computerized Accounting **10/20/2.0**

In this course, students are introduced to accounting applications on the personal computer. They learn to prepare input forms and enter the information into the computer. Emphasis is placed on applying basic accounting principles and proper input techniques to a computerized software package. Prerequisite: None

MB130 Business Mathematics **30/0/3.0**

In this course, students learn how to perform a variety of calculations commonly used in business. The course begins with a review of basic mathematics and goes on to a variety of business problems using equations and formulas. The use of the electronic calculator is also included. Prerequisites: Mod A, B, C, and D

MB140 Business Presentations **30/0/3.0**

This course emphasizes the importance of effective public speaking in the business world. Students become familiar with various types of business presentations and the steps in developing them. Oral presentations are given on appropriate business subjects. Mock job interviews are conducted. Prerequisites: Mod A, B, C, and D

MB180 Records and Data Management **20/40/4.0**

This course is an overview of traditional, electronic, and micrographic record-keeping systems. The emphasis is on records filing and data entry. Students develop basic skills in alphabetic, subject, numeric and geographic filing and indexing through practical applications. Hands-on projects help students build speed and accuracy in data entry. Prerequisite: None

MB210 Office Operations **30/0/3.0**

This course is an overview of modern technology and its effect on business. Students are introduced to a variety of business machines that increase office productivity. Proper telephone procedures and the use of audio-visual aids are covered. Prerequisite: None

MB400 Business Documentation **20/40/4.0**

This course introduces students to basic document research techniques and document style and format. Projects include researching a topic and writing appropriate business correspondence or documents. Students use word processing software to produce a final document in mailable form. Prerequisite: None

MG100 Business Writing – Grammar **30/0/3.0**

This course is designed to strengthen students' English grammar, with special emphasis on the parts of speech. Students practice writing grammatically correct sentences. Vocabulary and spelling are also included. Prerequisite: None

MG105 Business Writing – Techniques **30/0/3.0**

This course is designed to strengthen the students' writing skills, with special emphasis on capitalization and punctuation. Students write various types of sentences and learn the elements of good writing style. Also included are vocabulary and frequently confused words. Prerequisite: None

-
- MG236 Career Development** 20/0/2.0
In this course, students learn to be active job seekers. They become aware of the self-directed job search process, prepare a resume and practice interviewing techniques. Prerequisites: Mod A, B, C, and D
- MI100 Introduction to Information Processing** 20/40/4.0
This course introduces students to the computer and its operating software. Students learn to identify the components of computer hardware and the uses of Personal Computer. In the lab, students become familiar with Windows and learn to apply Windows and networking concepts to applications software. Prerequisite: None
- MI140 Spreadsheet Management** 20/40/4.0
In this course, students develop skills in using microcomputer-based spreadsheets. Using Microsoft Excel, students learn to create, modify, graph and print spreadsheets. Students make use of this powerful software package through business applications. Prerequisites: Mod A, B, C, and D
- MI150 Database Management** 20/40/4.0
This course covers the uses and functions of a database in the business environment. Students use Microsoft Access software to create, store, sort and maintain a database and print reports. The software is used in various projects. Prerequisites: Mod A, B, C, D
- MI162 Windows** 20/20/3.0
In this course, students learn to use the operating system and individual applications available through Microsoft Windows software. Instruction includes the use of Windows, Explorer and file management programs. The interrelationship of Windows and other software is emphasized. Prerequisites: Mod A, B, C, and D
- MS100 Skillbuilding** 10/20/2.0
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn parts of the typewriter, keyboard touch techniques and setting margins and tabs. Prerequisite: None
- MS101 Skillbuilding** 10/20/2.0
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn symbols and numbers on the keyboard and document handling. Prerequisite: None
- MS102 Skillbuilding** 10/20/2.0
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn horizontal and vertical centering, word division and letter styles. Prerequisite: None
- MS103 Skillbuilding** 10/20/2.0
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn formation of business letters and tables, word processing editing features, note-taking and test-taking techniques. Prerequisite: None
- MS104 Skillbuilding** 10/20/2.0
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word processing software and proper use of the 10-key pad. Data entry projects are completed. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn proofreading marks, correction of typed copy, page formatting and budgets. Prerequisites: Mod A, B, C, and D
- MS105 Skillbuilding** 10/20/2.0
This course develops keyboarding skills on the typewriter and computer keyboard. Students learn to use word
-

processing software and proper use of the 10-key pad. Keyboarding speed and accuracy are emphasized. Behavior that will increase the chances of success is covered. Students learn to format envelopes and manage files. Prerequisites: Mod A, B, C, and D

MS260 Desktop Publishing

20/40/4.0

This course takes students through major desktop publishing software and the principles of computerized document publication. Topics include font variations, page design, graphics, headlines and borders. Students use software to create business documents. Prerequisites: Mod A, B, C, and D

Dental Assisting Program

This program is offered only at the Chesapeake campus.

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

Dental assistants have become indispensable to the dental care field. Dentists have become more reliant on dental assistants to perform a wide range of patient procedures, and their responsibilities continue to expand as the need for their services grows.

The objective of the Dental Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since dental assistants are trained in clinical, radiographic and administrative procedures, their services are also sought by dental schools, dental supply manufacturers, hospital dental departments and insurance companies. Graduates are also capable of filling entry-level positions such as dental receptionist, dental insurance clerk, dental supply salesperson and administrative assistant.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G 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 G and the comprehensive written and laboratory skills examination, students participate in a 160-clock-hour externship.

Upon successful completion of the Dental Assisting Program, students will receive a diploma and a Radiation Safety Certificate.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Administrative Procedures	80	6.0
Module B	Dental Radiography	80	6.0
Module C	Dental Sciences	80	6.0
Module D	Operative Dentistry	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Dental Health	80	6.0
Module G	Dental Specialties	80	6.0
Module X	Externship	160	5.0
	Program Total	720	47.0

Major Equipment

Amalgamators	Model Vibrators	Autoclave
Oral Evacuation Equipment	Model Trimmers	Oxygen Tank
Dental Unit and Chairs	Personal Computers	DXTTR and Typodont Manikins
Ultrasonic Units	Handpieces	X-Ray Units
Automatic and Manual Processing Equipment	TV/DVD/VCR	

Module Descriptions

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

Module A - Administrative Procedures

40/40/6.0

This module focuses on basic administrative procedures and receptionist-related duties performed in the dental office. Routine office procedures such as appointment scheduling, filing, mail handling, inventory control and telephone communication are included. Students are introduced to the legal and ethical responsibilities of the dentist and the dental staff. They become familiar with records management systems and learn how to take case histories and obtain information to complete dental records. They also work with a pegboard system to accomplish tasks in cash management and reconciliation. An introduction to dental insurance and coding and billing procedures is included. Students use computerized practice management software to complete dental insurance claims and patient records. Career development instruction focuses on identifying skills necessary for employment. Essential dental terminology is also studied.

Module B - Dental Radiography

40/40/6.0

Module B introduces the anatomy of the head and teeth in order to familiarize students with the structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. The coursework emphasizes maintaining radiation safety while obtaining the best possible diagnostic quality. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques (including bitewing, bisecting and parallel) are performed on a patient simulator manikin (Typodont). Upon successful completion of practice, students produce radiographs on site for clinical patients as prescribed by a licensed dentist. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality. Professional responsibilities regarding the state Radiation Safety Certificate are introduced. Related dental terminology is also taught.

In order to receive the Radiation Safety Certificate, the student must complete all course requirements and pass the Dental Radiography Final Examination with a score of 75% or higher. The Radiation Safety Certificate allows the graduate to take diagnostic x-rays.

Module C - Dental Sciences

40/40/6.0

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) standards for infection control and hazard communication. Topics include microbiology, contagious diseases, universal precautions, barrier techniques and hazardous chemicals. Students practice step-by-step instrument decontamination and operator disinfection using approved sterilization agents and methods. They study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of oral surgery and endodontics (root canals), including administration of topical and local anesthetics, are presented. Students practice placing instruments and materials on Typodont manikins. Career development instruction focuses on interview techniques. Related dental terminology is studied.

Module D - Operative Dentistry

40/40/6.0

This module introduces students to chairside assisting duties and techniques practiced in general dentistry, with emphasis on sit-down, four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials (including amalgam, composites, glass ionomers and sealants) are presented. Students practice procedures such as placement, wedging and removal of matrices, and the placement of cement bases and liners on Typodont manikins. Students learn basic concepts of psychology and communication, with emphasis on helping patients overcome anxieties related to dental treatment. Special considerations for disabled and abused patients are presented. Children's dentistry (pediatric dentistry) as a specialty is presented. Career development training concentrates on the self-directed job search. Students also study related dental terminology.

Module E - Laboratory Procedures

40/40/6.0

In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students learn to use a variety of impression and gypsum materials. The casts are then used to practice dental

procedures such as the fabrication of custom trays and temporary crowns. Students practice placement and removal of temporary sedative dressings on Typodont manikins. Prosthodontics as a specialty is presented, with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and various mouth guards, such as night guards, sport guards and bleaching trays. Laboratory safety and infection control are presented. Instruction in career development focuses on starting a new job. Related dental terminology is studied.

Module F - Dental Health

40/40/6.0

In this module, students become proficient in charting pathological conditions and existing dental work. In addition, they chart oral conditions of students and patients in compliance with state guidelines for mouth mirror inspection. Oral cavity anatomy, tooth morphology and annotating methods relating to charting are presented. Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins. Preventive dentistry and related areas of nutrition and fluorides are emphasized. Students are taught how to prepare a resume and complete employment applications. Students also study related dental terminology.

Module G - Dental Specialties

40/40/6.0

This module focuses on orthodontics as a specialty. Students receive hands-on training in orthodontic measurements, placement of separators and sizing bands, and placing and ligating arch wires. Orthodontic assistant duties, office routine and malocclusion classifications are presented. Coronal polish theory and procedures are practiced on manikins. Students learn cardiopulmonary resuscitation according to American Heart Association or Red Cross standards. A study of dental emergencies; includes emergency equipment and prevention, causes and treatment of office emergencies. Related areas of pharmacology and oxygen administration are introduced. Career development training emphasizes dressing for success. Related dental terminology is studied.

Module X – Externship

0/160/5.0

Upon successful completion of classroom training, dental assisting students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Homeland Security Specialist

This program is offered only at the Chesapeake campus.

Diploma Program – 7 Months

560 Lecture & Lab Hours/48.0 Credit Units

Recent national and world events have resulted in an increased demand for trained safety and security workers in businesses, airports, law enforcement, public safety, and government (federal, state, and municipality) sectors. The Homeland Security Specialist (HSS) Diploma program enables the student to gain a solid foundation in a variety of areas that are critically important to planning, implementing and managing security operations for an organization. Extensive coverage is given to the legal aspects of security, emergency planning procedures, security principles and communications, domestic and international terrorism, and emergency medical response services.

The HSS Diploma program helps prepare graduates for careers in the Security industry as corporate and government security and safety personnel.

The HSS Diploma program consists of seven modules, which may be taken in any order. Upon successful completion of all seven modules, a diploma will be awarded.

Program Outline

Course Number	Course Title	Lecture Hours	Lab Hours	Credit Units
HS01	Civil and Criminal Justice	60	20	7
HS02	Emergency Planning and Security Measures	60	20	7
HS03	Security: Principles, Planning, and Procedures	60	20	7
HS04	Tactical Communications	60	20	7
HS05	Domestic and International Terrorism	60	20	7
HS06	Emergency Medical Services and Fire Operations	40	40	6
HS07	Business and Ethics for Security Specialists	60	20	7
Program Total		400	160	48

Major Equipment

Complete Camera System	Tire and Footprint Casting Kit	Fingerprint Discovery Kit
Evidence Scales	Letter Bomb Detector	Fingerprint Blowup Kit
Barrier Tape	Digital Camera	Fingerprint Supply Kit
Portable Police Lab	Fingerprint Instructor Portfolio	Fingerprint Flash Cards
Evidence Collection ID kit	Fingerprint Lecture Manual	External Defibrillator
Evidence Kit	First Aid Kit	

Module Descriptions

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

HS01 Civil and Criminal Justice

60/20/7.0

This course introduces students to the legal and procedural issues involved in safety and security operations that present a new challenge in the field of law. Topics include an introduction to the federal-state overlapping legal structure,

constitutional law, including right to privacy, search and seizure and profiling and a discussion of employment laws. The purpose is to familiarize the students with the law as it applies both to actions by a government agency and actions by a person in the private sector. As the ever-growing number of agencies become involved, it is important that the student be aware of the basis of the laws and regulations and the potential sources of new laws and regulations in order to be prepared for the rapid changes as this area of the law develops.

HS02 Emergency Planning and Security Measures

60/20/7.0

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

HS03 Security: Principles, Planning and Procedures

60/20/7.0

This course introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, principles of crowd and riot control, substance abuse recognition, theft, sabotage and espionage. Students will also learn techniques for dealing with computer security, electronic criminal investigations, firewalls and security software as well as crime prevention techniques. Additional topics include crime prevention, security access control, threat assessment and response, facility security, vulnerabilities and security force management.

HS04 Tactical Communications

60/20/7.0

This course introduces students to sensitive communication styles, issues and models. The student will identify techniques for successful employee communications and community relations. Students will learn about topics such as oral, written and crisis communications and keys to successful delivery. Students will recognize how organizations and individuals respond to conflict and crisis situations and keys to developing successful conflict management systems and managing conflict effectively through alternative dispute resolution and dispute systems design.

HS05 Domestic and International Terrorism

60/20/7.0

This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, federal and state terrorism laws, prosecution of international terrorists, domestic security threats, militias, religious extremists, outlaw biker gangs, drug cartels, extremist groups, various gangs and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses.

HS06 Emergency Medical Services and Fire Operations

40/40/6.0

This course introduces students to the knowledge and skills necessary to function as a trained First Responder and identify and manage the most common types of injuries and illnesses encountered in the pre-hospital setting. This course also introduces students to the concepts surrounding an organized response to fire, HAZMAT and evacuation operations as well as an overview of the incident command system.

HS07 Business and Ethics for Security Specialists

60/20/7.0

This course introduces the student to business management, organizational leadership and business ethics. Students will learn to recognize corporate structure and values, strategic management, human resource issues, the Americans with Disabilities Act (ADA), business conflict management techniques, and management of employee training programs. Course content will include studies on situational leadership, principle-centered leadership, ethical values and models of ethical decision making, leadership ethics, and transformation of the organization. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios.

Massage Therapy Program

Diploma Program - 9 Months

720 Clock Hours/57.0 Credit Units

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 720-hour program consists of nine, self-contained 80-hour units of learning called modules. Covered in these modules are the introduction and principles and practices of massage therapy, massage fundamentals, massage and bodyworks, anatomy and physiology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. With the tools of a well-trained massage therapist, the graduate may work in an entry level position as a massage therapist in a variety of health care facilities, including but not limited to a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

- Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
- Be knowledgeable in the study of anatomy and physiology and as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
- Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
- Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Introduction to Massage Therapy	80	6
Module B	Massage Fundamentals	80	7
Module C	Swedish Massage, Deep Tissue Massage, and Neuromuscular Therapeutic Techniques	80	6
Module D	Sports Massage, Reflexology, and Shiatsu Massage	80	6
Module E	Polarity and Non-Traditional Massage Therapies	80	6
Module F	Anatomy and Physiology for the Massage Therapist	80	6
Module G	Clinical Massage Therapy	80	6
Module H	Business and Success Skills	80	7
Module I	Health and Wellness	80	7
	Program Total	720	57.0

Module Descriptions

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

Module A - Introduction to Massage Therapy**80/0/8.0**

In this module, students will be introduced to the basic principles and practices of massage therapy. Subjects covered include:

- Effects and benefits of massage
- Introduction to massage therapy
- Requirements for the practice of therapeutic massage
- Equipment and products
- Sanitary and safety practices
- The consultation

Module B - Massage Fundamentals and Introduction to Anatomy and Physiology**60/20/7.0**

In this module, students will gain an understanding of massage fundamentals. Subjects covered include:

- Basic massage fundamentals
- Contemporary therapeutic massage applications

Module C - Swedish Massage, Deep Tissue Massage, And Neuromuscular Therapeutic Techniques 40/40/6.0

Prerequisite: Modules A or B

In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:

- Swedish massage
- Joint mobilization and range of motion (ROM)
- Joint mobilization testing and utilization
- Massage for nursing and healthcare
- Massage for active adults
- Pre-natal, post-natal, and infant massage
- Lymphatic massage
- Deep tissue massage
- Trigger point therapy
- Neuromuscular therapy (NMT)
- Jostling and shaking

Module D - Sports Massage, Reflexology, and Shiatsu Massage**40/40/6.0**

Prerequisite: Modules A or B

In this module, students will learn about and practice different types of therapeutic massage. Subjects covered include:

- Sports massage
- Sports pre-event massage
- Sports post-event massage
- Active stretching and muscle energy techniques (MET)
- Passive positioning techniques
- Understanding the concept of pain
- Chair massage
- Intuitive massage
- Reflexology
- Theories and practices of Eastern modalities of massage
- Shiatsu

Module E - Polarity and Non-Traditional Massage Therapies**40/40/6.0**

Prerequisite: Modules A or B

In this module, students learn about and practice different types of therapeutic massage. Subjects covered include:

- Polarity
 - Combining polarity with other massage therapies
 - Advanced therapeutic massage strategies (ATMS)
 - Somatic therapies
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- Therapeutic touch
 - Reiki
 - Craniosacral therapy
 - Intentionality
 - Strategies and customization

Module F - Anatomy and Physiology for the Massage Therapist

80/0/8.0

Prerequisite: Modules A or B

In this module, students will gain an overall understanding of anatomy and physiology as it relates to massage therapy.

Subjects covered include:

- Overview of anatomy and physiology
- Cells and tissues
- Anatomical positions
- Human body systems
- Effects, benefits, and indications of massage
- Contraindications of massage
- Pathology, disease, and injury-related conditions
- Advanced assessment skills
- SOAP charting
- Soft tissue structures, functions, and treatments
- Non-Western anatomy

Module G - Clinical Massage Therapy

40/40/6.0

Prerequisite: Modules A or B

In this module, students will gain an overall understanding of the skills involved in clinical massage therapy. Subjects covered include:

- Review of applied anatomy and physiology of the muscular and skeletal systems
- Rehabilitative assessment
- Swiss ball exercises
- Ultrasound exercises
- Ultrasound therapy
- Hydrotherapy and cryotherapy
- Electrical stimulation
- Rehabilitation and clinical massage therapy

Module H - Business and Success Skills

60/20/7.0

Prerequisite: Modules A or B

In this module, students will gain an overall understanding of the skills involved in being both a successful business owner and a massage therapist. Subjects covered include:

- Personal development skills
- Learning methods and study habits
- Professionalism
- Choosing a business status
- Choosing a massage setting
- Business ethics
- Client communications
- Marketing as a massage therapist
- Referrals
- Professional ethics for massage therapists
- Tax preparation
- Bookkeeping and record keeping

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- Professional compliance
 - Resume writing and interviewing skills
 - Negotiations and contracts
 - Financial planning for massage professionals
 - Time management skills
 - Public presentations
 - Interpersonal communications
 - Project management skills
 - Creating a business plan
 - Professional boundaries
 - Guided imagery and creative visualization
 - Computer skills and the Internet
 - Anger and obstacle management
 - Insurance billing and reimbursement
 - Customer service
 - Listening skills
 - Managing change

Module I - Health and Wellness

40/40/6.0

Prerequisite: Modules A or B

In this module, students will learn about and practice skills involved in working in spa services and in working with specific strategies to enhance good health and wellness. Subjects covered include:

- Face and scalp massage
- Hot and cold hydrotherapy
- Swedish shampoo
- Salt rub
- Working in a spa environment
- Spa treatments and services
- Spot treatments and cellulite treatments
- Aromatherapy, lubricants, oils, and tropical applications
- Exercises, stretching, and breathing and relaxation techniques
- Qi Gong and Tai Chi exercises
- Meditation
- Wellness strategies for massage professionals
- Diet and nutrition
- Psychology and wellness
- The mind/body connection
- First aid and cardiopulmonary resuscitation (CPR)

Medical Administrative Assistant Program

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

The health care field offers a variety of interesting and challenging career opportunities to graduates of the Medical Administrative Assistant Program. In this program, students receive training that emphasizes the administrative and business aspects of managing a medical or dental office. With strong administrative skills, graduates can become an integral part of a health care facility. Entry-level positions such as receptionist, insurance processor, medical records clerk, and medical transcriber are found in medical and dental offices, hospitals, clinics, home health agencies and insurance companies.

Medical Administrative Assistant students develop administrative skills through a variety of media. The program provides practice in using personal computers, electronic typewriters, calculators and transcription machines. A computer tutorial gives students the opportunity to manipulate software and familiarize themselves with today's computerized medical office. Simulated examination procedures are used to teach basic clinical skills.

This training program is divided into eight learning units called modules. Students must complete modules A through G first, starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone as units of study and are not dependent upon previous training. Upon successful completion of modules A through G, students participate in a 160-clock-hour externship.

Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Patient Billing and Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Externship	160	5.0
	Program Total	720	47.0

Major Equipment

Transcription Machine	Calculators
Personal Computers	Sphygmomanometer
Stethoscopes	TV/DVD/VCR

Module Descriptions

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

Module A - Office Finance

40/40/6.0

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and pegboard accounting system. Patient billing is an integral part

of the module. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module B - Patient Processing and Assisting

40/40/6.0

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing. Instruction in this module stresses the importance of asepsis and sterile technique in today's health care environment. Students are trained in general first aid for common medical office emergency procedures, including checking vital signs and bandaging. A cardiopulmonary resuscitation (CPR) course is taught. Students develop speed and accuracy on the computer keyboard as well as the 10-key pad. They also become familiar with essential medical terminology.

Module C - Medical Insurance

40/40/6.0

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

Module D - Insurance Plans and Collections

40/40/6.0

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

Module E - Patient Billing and Office Procedures

40/40/6.0

In Module E, students are introduced to a computerized accounting system and perform the accounting cycle steps on a microcomputer. Patient billing is an integral part of the module. Students study the medical office and the procedures and technology that enable it to function efficiently. Additional emphasis is placed on the hardware and software that can assist in the decision making process. Students strengthen their English grammar and writing skills, develop speed and accuracy on the keyboard, acquire advanced word processing and transcription skills, and become familiar with essential medical terminology.

Module F - Patient Care and Computerized Practice Management

40/40/6.0

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. In addition, students learn basic techniques for patient positioning in complete physical, pelvic and rectal examinations. They learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. A review of basic mathematical functions, with manual and electronic applications, is included. Students develop speed and accuracy on the keyboard as well as the 10-key pad. They also become familiar with essential business terminology.

Module G - Dental Administrative Procedures

40/40/6.0

This module focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, processing patients, insurance billing and coding and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. They study correspondence and practice writing effective letters and memos. Students develop speed and accuracy on the keyboard as well as the 10-key pad. Students also become familiar with essential dental terminology.

Module X – Externship

0/160/5.0

Upon successful completion of classroom training, Medical Administrative Assistant students participate in a 160-hour externship. Serving an externship at an approved facility gives externs an opportunity to work with patients and apply the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Externs will be evaluated by supervisory personnel at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent record. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Medical Assisting Program

Diploma Program - 8 Months

720 Clock Hours/47.0 Credit Units

In recent years the medical assisting profession has become indispensable to the health care field. Not only have physicians become more reliant on medical assistants, but their services are also being requested by hospitals, clinics and nursing homes, as well as medical supply businesses, home health agencies, insurance companies and pharmaceutical companies. Medical assistants have become an important part of the health care team and their responsibilities continue to expand as the need for their services grows.

The objective of the Medical Assisting Program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants. Since medical assistants are trained in both administrative and clinical procedures, they are capable of filling a variety of entry-level positions, including clinical or administrative assistant, medical receptionist and medical insurance billing and coding specialists.

This training program is divided into seven learning units called modules. Each module, which consists of a theory section, a clinical/laboratory section, and a computer/keyboarding section, stands alone as a unit of study and is not dependent upon previous training. Students may enter the program at the beginning of any module and continue through the sequence until all modules have been completed. Upon successful completion of the seven classroom modules and the comprehensive written and laboratory skills exam, students participate in a 160-clock-hour externship.

In each module the students study subject-related medical terminology and develop keyboarding skills on a computer and electric typewriter. Completion of the Medical Assisting Program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Program Outline

Module	Module Title	Clock Hours	Credit Units
Module A	Patient Care and Communication	80	6.0
Module B	Clinical Assisting and Pharmacology	80	6.0
Module C	Medical Insurance, Bookkeeping and Health Sciences	80	6.0
Module D	Cardiopulmonary and Electrocardiography	80	6.0
Module E	Laboratory Procedures	80	6.0
Module F	Endocrinology and Reproduction	80	6.0
Module G	Medical Law, Ethics, and Psychology	80	6.0
Module X	Externship	160	5.0
	Program Total	720	47.0

Major Equipment

Autoclave	Microscopes
Calculators	Personal Computers
Electrocardiography Machine	Sphygmomanometers
Examination Tables	Stethoscopes
Mayo Stands	Surgical Instruments
TV/DVD/VCR	CPR Training Manikins

Module Descriptions

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

module consists of 40 hours of lecture/theory, 40 hours of laboratory or externship work, and provides a total of 6.0 credit units.

Module A - Patient Care and Communication

40/40/6.0

Module A emphasizes patient care, including examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain an understanding of the importance of communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop an understanding of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary systems, common diseases and disorders, and medical terminology related to these systems. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in their new job so that they can advance their career.

Module B - Clinical Assisting and Pharmacology

40/40/6.0

Module B stresses the importance of asepsis and sterile technique in today's health care environment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students become familiar with the principles and various methods of administering medication. Basic pharmacology, therapeutic drugs, their uses, inventory, and classification and effects on the body are included. Students participate in positioning and draping of patients for various examinations and prepare for and assist with minor office surgical procedures. Students gain an understanding of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective, create a neat, accurate, well-organized cover letter, resume, and job application.

Module C - Medical Insurance, Bookkeeping and Health Sciences

40/40/6.0

Module C introduces students to the health care environment and office emergencies and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health, nutrition and weight control and strategies in promoting good health in patients. Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field.

Module D - Cardiopulmonary and Electrocardiography

40/40/6.0

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, and diseases, disorders, and diagnostic tests associated with these systems. Students learn about the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG or EKG) leads and recording a 12-lead electrocardiogram. A cardiopulmonary resuscitation (CPR) course is taught which enables students to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. They obtain blood samples and prepare syringes and medications for administration. Students study essential medical terminology, build on their keyboarding and word processing skills. Students become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately.

Module E - Laboratory Procedures

40/40/6.0

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, blood and lymphatic system, and the body's immunity, including the structure and functions, as well as common diagnostic exams

and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

Module F - Endocrinology and Reproduction

40/40/6.0

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also identifies and examines the basic structural components and functions of the skeletal, endocrine, and reproductive systems. Students learn about child growth and development, and how heredity, cultural, and environmental aspects affect behavior. Students gain an understanding about assisting in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height, weight, measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, instruct patients regarding health promotion practices, and perform certain invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become a mentor and learn from mentoring.

Module G - Medical Law, Ethics, and Psychology

40/40/6.0

Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception and the medical office and preparing for the day. Students become familiar with what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.

Module X – Externship

0/160/5.0

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

Medical Insurance Billing/Coding Program

Diploma Program - 6 Months (Day)

Total Credit Units Required: 35

Total Hours: 560

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 a 160-clock-hour externship or practicum.

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

Program Outline

Module	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 Modifiers	80	6.0
Module D	Medical Documentation, Evaluation, and Management	80	6.0
Module E	Health Insurance Claim Forms	80	6.0
Module F	Practicum OR	*160	*5.0
Module X	Externship	*160	*5.0
	Program Total	560	35

***Either a Practicum or an Externship, but not both**

Major Equipment

Calculators TV/DVD/VCR

Personal Computers

Module Descriptions

Module descriptions include the module number, title, synopsis, a listing of the lecture/theory hours, laboratory or externship hours and credit units. For example, the listing "40/40/6.0" indicates that the module consists of 40 hours of lecture/theory, 40 hours of laboratory work, and provides a total of 6 Credit units.

Module A – Introduction to Medical Insurance and Managed Care**40/40/6.0**

Module A introduces students to various types of health care plans, including Managed Care and Health Maintenance Organizations (HMO). Module A develops proficiency in preparing and processing insurance claims, while developing strategies for insurance problem solving. Students are introduced to basic skills required to obtain correct ICD-9 and CPT codes. 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**40/40/6.0**

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.

Prerequisite: None**Module C – Electronic Data Interchange and Modifiers****40/40/6.0**

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. 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.

Prerequisite: None**Module D – Medical Documentation, Evaluation, and Management****40/40/6.0**

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 also learn insurance collection strategies, and how to trace delinquent accounts while utilizing proper communication skills. 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.

Prerequisite: None**Module E - Health Insurance Claim Forms****40/40/6.0**

Module E introduces students to the Health Insurance Claim Form (HCFA-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps 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.

Prerequisite: None

Once a student has completed Modules A - E, he or she will be placed in their final module of training, as chosen by the school administration, in an on-campus practicum experience or out in the field in an approved externship facility.

Module F – Practicum

0/160/5.0

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.

Prerequisite: Successful completion of Modules A - E

Module X – Externship

0/160/5.0

Upon successful completion of Modules A-E, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80 and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Prerequisite: Successful completion of Modules A - E

Admissions

Requirements and Procedures

Students should apply for admission as soon as possible in order to be officially accepted for a specific program and starting date. To apply, students should complete the application form and bring it to the school, or call for a priority appointment to visit the school and receive a tour of its facilities.

All applicants are required to complete a personal interview with an admissions representative. Parents and spouses are encouraged to attend. This gives applicants and their families an opportunity to see the school's equipment and facilities, meet the staff and faculty, and to ask questions relating to the campus, curriculum, and career objectives. Personal interviews also enable school administrators to determine whether an applicant is acceptable for enrollment into the program.

The school follows an open enrollment system. Individuals may apply up to one year in advance of a scheduled class start. The following items must be completed at the time of application:

- Enrollment Agreement (if applicant is under 18 years of age, it must be signed by parent or guardian);
- Administration and evaluation of applicable entrance examination; and
- Financial aid forms (if applicant wishes to apply for financial aid).

The school reserves the right to reject students if the items listed above are not successfully completed. Once an applicant has completed and submitted the Enrollment Agreement, the school reviews the information and informs the applicant of its decision. If an applicant is not accepted, all fees paid to the school are refunded. Students should be aware the financial aid eligibility may change between the time of application and final enrollment.

Kee Business College does not offer training in English as a Second Language.

Prospective students who have a high school diploma or a recognized equivalency certificate (GED) are required to:

1. Furnish proof by providing the School with the diploma, official transcript or GED certificate, a copy of which will be placed in the student file OR
2. Sign an “Attestation Regarding High School Graduation or Equivalency” indicating that they meet the school’s requirements for admission.

Applicants who do not have a high school diploma, official transcript or GED certificate may also apply for some programs under the Ability to Benefit Provision. The number of students enrolled under the Ability to Benefit Provision is limited. The School reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the school’s entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

Chesapeake Campus

All applicants are required to achieve a passing score on a nationally normed, standardized test. This test measures an applicant’s basic skills in reading and arithmetic. Applicants who fail the test can be retested

using a different version or different nationally normed, standardized test. The retest(s) will be administered within the period specified by the test developer. Should the applicant fail the test a third time, one year or alternate training must take place before (s)he will be allowed to retest. Students must begin classes within one year of their test date. Students who withdraw after starting school, or are terminated by the school and reenter more than one year after their test date, must take the test again.

The entrance test used is the SRA which is comprised of two parts, reading and mathematics. The passing score is 69. Enrollees who fail the SRA must wait a minimum of 24 hours and then can be retested on the CPAt examination. The minimum passing score on the CPAt is 125.

Allied Health Programs

Students entering an allied health program must also complete a Health Notice prior to the start of the training program. Health Notice forms are provided by the school.

Credit for Previous Education or Training

The Education Department will evaluate previous education and training that may be applicable to an educational program. If the education and/or training meets the standards for transfer of credit, the program may be shortened and the tuition reduced accordingly. Students who request credit for previous education and training are required to provide the school with an official transcript from the educational institution, copy of the educational institution's catalog and description of program of study. Credit for previous education or training must be processed and approved by the Director of Education prior to the start of class.

Administration Policies

Unit of Credit

Academic

A clock hour is a class period of 50 to 60 minutes of instruction. Clock hours are converted into credit units to allow for comparison with other postsecondary schools. Students earn one quarter credit unit for each 10 clock hours of lecture, 20 hours of laboratory or 30 hours of externship.

Financial Aid

Students may be awarded financial assistance, if eligible, based on the number of financial aid credit units they will earn. For certain educational programs, the U.S. Department of Education requires that students earn one financial aid credit unit for each 20 contact hours of instruction.

This requirement does not apply to all programs. Students should contact the Financial Aid Department for information regarding their program of study.

Attendance Requirements

Students must strive for perfect attendance. 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 may be dropped. Absences include the frequency of the student's tardiness or early departures, when applicable. (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 7 consecutive school days may 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 more than 20 percent of the total classroom hours scheduled for the program may be dropped. Absences may include tardiness or early departures. (See Tardiness/Early Departure policy.) Students who have been absent from all of their scheduled classes for 7 consecutive school days may be dropped from the training program (See Appeal Policy.)

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

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

Tardiness/Early Departure

Students who arrive for class after the scheduled start time will be recorded as tardy on their attendance record. Students who depart from class before the scheduled completion time will be recorded as an early departure on their attendance record. Students who accumulate a total of four tardies and/or early departures will accrue one day of absence on their attendance record. Students should see their instructor when they have questions about their attendance record.

Reentry Policy

Students who withdraw or are withdrawn from their program must apply for re-entry into Kee Business College. Students who are terminated for violating the attendance policy may apply for re-entry to the school through the appeals process (Refer to 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. Former students are required to meet with the financial aid department if approved for re-entry by the 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. Normally, tests can only be made-up if a student is not present in class due to jury duty, hospitalization/serious illness, military duty or other extenuating circumstance. Arrangements to take any tests missed because of an absence must be made with the instructor and approved by Director of Education. The student may be required to supply appropriate documentation when requesting to make-up the missed test. Requests for make-up assignments may be not be granted.

Veteran Students

The Veterans Administration has established rules and regulations pertaining to attendance policy and procedures. The Education Department can provide this information upon request.

Required Study Time

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials assigned by instructors and must turn in assignments at the designated time.

Grading

The progress and quality of students' work is measured by a system of letter grades and grade percentages. The meaning of each grade and its equivalent percentage is as follows:

Business and Technical Programs				Massage Therapy and Allied Health Programs		
Grade	Meaning	Percentage	Point Value	Grade	Meaning	Percentage
A	Excellent	100-90	4.0	A	Excellent	100-90
B	Very Good	89-80	3.0	B	Very Good	89-80
C	Good	79-70	2.0	C	Good	79-70
D	Poor	69-60	1.0	F	Failing	69-0
F	Failing	59-0	0.0	I	Incomplete	
I	Incomplete			W	Withdrawal	
W	Withdrawal			CR	Credit for Advanced Placement	
CR	Credit for Advanced Placement			TR	Credit for Previous Education	
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

Students who wish to challenge or contest a grade earned on a particular assignment, test or full module must do so within 30 calendar days of the date they received the grade.

Student Awards

Awards for outstanding achievement are presented to deserving students based on performance and faculty recommendations. Graduates find these awards can be assets when they seek future employment. The Education Department can provide information regarding the specific awards presented.

Satisfactory Academic Progress

Requirements

Students must show satisfactory academic progress.

In order to maintain satisfactory academic progress, students in Allied Health programs must:

- Achieve a cumulative grade percent average (GPA) of at least 70 percent (on a scale of 0-100 percent) or be placed 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.

In order to maintain satisfactory academic progress, students in Business programs must:

- Achieve a cumulative grade point average (GPA) of at least 2.0 (on a scale of 0 to 4.0) or be placed 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.

Academic Probation

Programs of 600 or More Clock Hours

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 but have achieved a GPA of at least 70 percent or 2.0 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 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.

Programs of Less than 600 Clock Hours

Students in programs of less than 600 clock hours will be allowed one probationary period. This probationary period covers the module that starts immediately after students have been placed on academic probation. If by the end of the probationary period students achieve a cumulative GPA of 70 percent or 2.0 and a rate of progress of at least 60 percent they are notified that the probationary status is removed. Students who do not achieve a cumulative GPA of 70 percent or 2.0 and a rate of progress of at least 60 percent by the end of the probationary period 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 by making a request for reinstatement in writing to the School President. However, if the reinstatement is granted, the student will not be eligible for financial aid during the reinstatement term. If the student achieves a cumulative GPA of at least 70 percent or 2.0 during the reinstatement term, the student will be considered to be making satisfactory academic progress and 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 notify the instructor and meet with the Associate Director or Director of Education and/or the department chair. Requests for withdrawal must then be processed by the Director of Education. Extreme academic or medical 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.

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 or sequence of modules to be available;
- They must repeat the entire module from which they elected to withdraw prior to receiving a final grade;
- They may be required to attend afternoon sessions or schedules other than their originally scheduled day part; and
- Financial aid and/or tuition costs may be affected

Exit Interviews

Students who want to discontinue their training for any reason are required to schedule an exit interview with a school official. 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. Students may repeat a failed module only once. 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).

NOTE: Kee Business 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.

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.

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. Kee Business College defines the normal time

frame as the length of time it would take a student to complete the total program credit hours/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 twenty-five percent (25%) point of their maximum program completion time must have successfully completed 55 percent of the clock or credit hours/units attempted. Students whose rate of progress are less than 55 percent at the twenty-five percent (25%) point of their 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 hours/units attempted.

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 after the halfway point of the maximum program completion time, their training program may be interrupted.

Externship Training

Upon successful completion of all classroom requirements, students enrolled in allied health programs are required to begin the externship portion of their program. The required number of externship clock and credit hours/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. Kee Business 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.

Students who interrupt their externship training for more than 7 days may 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.

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 education director.

Student Appeal Process

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that

affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

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

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

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

Students are not allowed to appeal dismissal from school for violation of the Student Code of Conduct.

Graduation Requirements

Students on academic probation may qualify for graduation if, at the end of the probationary term, they meet the Satisfactory Academic Progress requirements.

To be eligible for graduation, students in Allied Health Programs must:

- Complete all required classroom modules with a grade of at least 70 percent;
- Meet the grade requirements for the module components, if applicable;
- Complete all program requirements.
- Successfully complete a total of 160 clock hours in an approved externship; and
- Receive satisfactory evaluations from the externship facility.

Students in Business programs must:

- Complete all required classroom training with a cumulative grade point average of at least 2.0;
- Complete all program requirements.

Class Size

Class sizes are designed to provide meaningful instruction and training to any student that desires to attend college. Lecture classes average approximately 25 students. Massage Therapy lecture classes average approximately 30 students.

Laboratory classes enable students to receive hands-on training using equipment similar to that used by business and industry. To ensure that students receive the necessary time and attention to build experience and confidence, typical laboratory classes average 24 students.

Weather Emergencies

The school reserves the right to close during weather emergencies or other natural events. Under these

conditions, students will not be considered absent. Instructors will cover any missed material to ensure completion of the entire program.

Clothing and Personal Property

All personal property is the sole responsibility of the student. The school does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address.

Parking

Parking is permitted in authorized locations only. Vehicles should always be locked to avoid theft. The school does not assume liability for parking fines, notices or towing that may be levied by the building management.

Code of Conduct

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the school and of the student body.

Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms except by designated law enforcement official, explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others
6. Possession, sale, transfer, or use of illegal drugs
7. Appearance under the influence of alcohol or illegal drugs
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct

The school reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student, the student body or the staff.

Alcohol and Substance Abuse Statement

The school does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. Possession of these substances on campus is cause for dismissal.

Dress Code

A clean, neat appearance will help students develop appropriate dress habits for new careers. Employers may visit the campus to interview students for jobs and to give guest lectures, so it is important that the student body convey a professional image at all times.

Dress and grooming should be appropriate for the area of study. Because a variety of business and industrial equipment is used during training, certain items of clothing - such as shorts, open shoes, or visible body piercings are not acceptable for obvious safety reasons.

Students may have limited funds, so wardrobes need not be expensive or extensive - simply in good taste. Women may wear skirts and blouses, dresses or slacks. For men, acceptable items include slacks, sports shirts, dress shirts, and coat and tie when required. Denim, sweatshirts or jogging suits, T-shirts, tank tops, halters or slippers are examples of unacceptable attire.

Students dressed inappropriately will not be admitted to school. Those who continually disregard the dress code will be warned and, if necessary, disciplinary action will be taken.

Allied Health Programs

Students enrolled in allied health programs are required to wear the standard uniform and shoes with a closed heel and toe as described in the school's dress code policy. Uniforms are not included in the tuition price and should be purchased as soon as possible after acceptance into the program. Uniforms are available for purchase on campus. Information is available from the admissions department. Students should review the established dress and appearance guidelines for details. This information will be available upon enrollment and provided during the orientation.

Academic Advisement and Tutoring

Students' educational objectives, grades, attendance and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutorial programs and academic advisement are provided for students who are experiencing difficulties with their classwork. Students are encouraged to seek academic assistance through the Education Department.

Leave of Absence Policy

The institution permits students to request a leave of absence (LOA) for up to 180 days during any 12-month period if there are legitimate extenuating circumstances that require the students to interrupt their education.

In order for a student to be granted an LOA, the student must provide the School President, Director of Education, or Department Chair with a written request, prior to the leave of absence, outlining the reasons for the LOA request and the date the student expects to return to school. A student must receive a copy of the signed leave approval before taking the leave. Students should meet with the finance personnel to receive important financial information related to their specific leave period.

If the leave of absence request is approved by the institution, a copy of the request – dated and signed by both parties, along with other necessary supporting documentation - will be placed in the student's file.

Readmission Following a Leave of Absence

Upon the student's return from an LOA, the student will be permitted to complete the coursework begun prior to the leave of absence. Students should meet with the finance personnel to ensure continuity of financial assistance where applicable.

The institution will make every attempt to ensure that students can re-enter at the point at which their education was interrupted and will enable them to complete the coursework begun prior to the leave of absence request. However, if the institution recognizes that it will be unable to assure that a student can re-enter and complete the assignments begun prior to the leave of absence, under federal law the student's request for an LOA will have to be denied.

Failure to Return from a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the Cancellation/Refund Policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved leave of absence will be used in order to determine the amount of funds the institution earned and make any refunds which may be required under federal, state, or institutional policy (See Cancellation/Refund Policy).

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

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

Effects of Leave of Absence on Satisfactory Academic Progress

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

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progression in their training program will be available at the time of re-entry.
- They may have to wait for the appropriate module to be offered.
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade.
- Financial aid and/or tuition costs may be affected.

Disabled Students

Disabled students should make arrangements to meet with the School President prior to the start of class to review facilities and required accommodations.

Health/Medical Care

Students must take proper care of their health so that they can do their best in school. Students who become seriously ill or contract a communicable disease should stay home and recover, but remember to notify the school immediately. All medical and dental appointments should be made outside school hours.

The school will not be responsible for rendering any medical assistance but will refer students to the proper medical facility upon request.

Termination Procedures

Students may be terminated by the school for cause. Examples include, but are not limited to, the following:

- Violation of the school's attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Students who have been terminated are notified and may appeal to the School President.

Information Technology Program Student Disclosure

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

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

Transferability of Credits

The School President's office provides information on schools that may accept Kee Business College course credits toward their programs. However, this school does not guarantee transferability of credits to any other college, university or institution, and it should not be assumed that any courses or programs described in this catalog can be transferred to another institution. Any decision on the comparability, appropriateness and applicability of credits and whether they may be accepted is the decision of the receiving institution. For

students who transfer between programs at the school, all attempts at courses common to both programs will transfer to the new program.

Transcripts 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 are kept in paper form, microfiche or microfilm. The College maintains complete records for each student that includes grades, attendance, prior education and training, and awards received.

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 of \$5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days. There is a fee of \$25.00 for the recreation of an original diploma.

Family Educational Rights and Privacy Act

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 that 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 Claim/Grievance Procedure

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the education director. Students who feel that the complaint has not been adequately addressed should contact the School 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.

Complaints not resolved within thirty days may be directed to:

Division of Compliance Coordination and Adult Services
Attention: Proprietary Schools
Virginia Department of Education
Post Office Box 6-Q
Richmond, Virginia 23216-2060

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:

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

Policy and Program Changes

The school catalog is current as of the time of printing. CSI reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. Kee Business College reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

Financial Information

Tuition and Fees

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog. Each program consists of the number of terms listed below. The content and schedule for the programs and academic terms are described in this catalog.

Chesapeake Campus

Program	Program Length	Credit Units	Textbooks (Estimated)	Tuition
Computerized Office Applications	7 Modules	63.0	\$1,080	\$10,950
Massage Therapy	9 Modules	57.0	\$324	\$11,145
Dental Assisting	8 Modules	47.0	\$163	\$11,100
Homeland Security Specialist	7 Modules	48.0	\$778	\$7,720
Medical Assisting	8 Modules	47.0	\$471	\$11,100
Medical Administrative Assistant	8 Modules	47.0	\$360	\$11,100
Medical Insurance Billing/Coder Program - Externship or Practicum	6 Modules	35.0	\$421	\$7,850

There is a \$5 fee for transcripts.

Newport News Campus

Program	Program Length	Credit Units	Textbooks and Equipment (Estimated)	Tuition
Computerized Office Applications	7 Modules	63.0	\$800.00	\$11,870
Massage Therapy	9 Modules	57.0	\$795.00	\$10,615
Medical Assisting	8 Modules	47.0	\$702.00	\$10,971
Medical Administrative Assistant	8 Modules	47.0	\$575.00	\$10,971
Medical Insurance Billing/Coder Program - Externship or Practicum	6 Modules	35.0	\$679.00	\$8,287
Business Accounting	6 Modules	48.0	\$525.00	\$9,935

Additional Fees and Expenses

Charges for textbooks and equipment are separate from tuition. The institution does not charge for books and supplies or equipment until the student receives the items. Incidental supplies, such as paper, pencils, and calculators are to be furnished by students. There is a \$70 graduation fee.

Voluntary Prepayment Plan

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Financial Aid Office.

Cancellation/Refund 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

When students enroll in a program of study, they reserve places that cannot be made available to other students. The Enrollment Agreement does not constitute a contract until it has been approved by an official of the school. If the agreement is not accepted by the school, all monies will be refunded.

Students have the right to cancel the Enrollment Agreement at any time. Cancellation will occur when they give written notice of cancellation at the school address shown on the front page of the Enrollment Agreement. Notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students will not be penalized if they fail to cancel their enrollment in writing.

If a student cancels within three business days (weekends and holidays excluded) of executing the Enrollment Agreement, the student will receive a refund of all monies paid. If a student cancels after the third business day of executing the Enrollment Agreement and before the start of classes, the school will refund all tuition paid by the student.

Students will not be charged tuition if they begin their training program and withdraw prior to midnight of the fifth business day following their first scheduled class session.

Students who withdraw as described above must return all training materials included in the cost of tuition within five business days from the date of withdrawal. They will be charged for materials that are not returned in good condition. Students enrolled in a program that requires them to purchase training materials will be subject to the school's Textbook and Equipment Return/Refund Policy.

Students who have not visited the school prior to enrollment may withdraw without penalty within three days following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment.

Refunds

This institution 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 of 1965 (HEA), 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 (or parent, in the case of a PLUS Loan) received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

Any unpaid balance 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 applicants or students will be refunded within 30 days 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.

If students do not return following a leave of absence on the date indicated on the approved written request, refunds will be made within 30 days from the date the student was scheduled to have returned. For purposes of determining a refund, the last date of student attendance is used when a student fails to return from an approved leave of absence.

In case 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.

Textbook and Equipment Return/Refund Policy

If the student obtains and returns unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the institution shall refund the charge for the textbooks, uniforms or equipment paid by the student. If the student fails to return unmarked textbooks, unworn uniforms or unused equipment within 30 days following the date of the student's cancellation, withdrawal or termination, the student will be liable for the documented textbook, uniform or equipment charges.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal.

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 (denominator) and the number of calendar days completed in that period (numerator). Days in which a student was on an approved leave of absence are also excluded in the calendar days for the payment period or period of enrollment.

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

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- 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: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will 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 (FSEOG) Program;
10. Other grant or loan assistance authorized by Title IV of the HEA.

Virginia Board of Education Refund Requirements

The school will calculate refunds using the Virginia Board of Education Refund Requirements and the Institutional Refund Calculation and will use the result that provides the most favorable refund to the student.

Under the Virginia Board of Education Refund Requirements, refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

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

Institutional Refund Calculation

For students attending this campus who terminate their training before completing more than 60 percent of an enrollment period, the school will perform a pro rata refund calculation.

Under a pro rata refund calculation, the school is entitled to retain only the percentage of school charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

The period of enrollment completed by the student is calculated by dividing the total number of weeks in the enrollment period into the number of weeks completed in that period (as of the last recorded day of attendance by the student).

The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from the institutional charges used to calculate the pro rata refund.

The school may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the training after completing more than 60 percent of the enrollment period.

Financial Assistance

Kee Business College offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account or to the lender if they received a federal loan.

The following are descriptions of the financial aid programs available at this school. Additional information can be obtained through the Financial Aid Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

Federal Stafford Loan (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half-time status, terminates training or graduates.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending the school.

Federal Perkins Loan

Previously known as the National Direct Student Loan, this low-interest loan is available to qualified students who need financial assistance to meet educational expenses. Repayment of the loan begins nine months after graduation or termination of training.

Federal Parent Loan for Undergraduate Students (FPLUS)

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

Federal Work Study (FWS)

The purpose of the Federal Work-Study (FWS) Program - formerly called the College Work-Study (CWS) Program - is to give part-time employment to students who need the income to help meet the costs of postsecondary education and to encourage FWS recipients to participate in community service activities. Funds under this program are limited.

Sallie Mae Alternative Loan Program (SLM)

SLM Financial provides a customized loan program to qualified applicants that will offer borrowers financing for their educational costs. Applicants may also be expected to complete a SLM loan application during their financial aid interview.

Extended Payment Plan (EPP)

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to finance a tuition shortfall from their primary source of funding such as Title IV, contract billing or employer billing may apply for the Extended Payment Plan which requires scheduled payments to be completed six (6) months after the program end date.

Student Tuition Assistance Resource Loan (STAR Loan)

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

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 prior to class commencement, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

Student Services

Career Services/Placement Assistance

Kee Business College assists students in finding part-time or full-time employment while they attend school. Assistance includes advice in preparing for an interview, aid in securing an interview and a list of available jobs.

The school encourages students to maintain satisfactory attendance, conduct and academic progress so they may be viewed favorably by prospective employers. While the school cannot guarantee employment, it has been successful in placing a majority of its graduates in their field of training. All graduating students participate in the following placement assistance activities:

- Preparation of resumes and letters of introduction - an important step in a well-planned job search.
- Interviewing techniques. Students develop effective interviewing skills through practice exercises.
- Job referral by Career Services Department. The Career Services Department compiles job openings from employers in the area.
- On-campus interviews. Companies may visit the school to interview graduates for employment opportunities.

All students are expected to participate in the placement assistance program and failure to do so may jeopardize these privileges. Graduates may continue to utilize the school's placement assistance program at no additional cost.

Student Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The school believes that participation in these activities is an important part of the educational process, and student involvement is encouraged.

Housing

Although the school does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance from the Education or Admissions Department.

Transportation Assistance

The school maintains information on public transportation and a list of students interested in car pooling.

Field Trips

Kee Business College believes that training is enriched by observing real-life applications. When appropriate, visits are arranged to industrial or professional locations.

Special Lectures

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

Drug Abuse Prevention

Information on drug abuse prevention is available at the school for all students and employees.

Advising

The school provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the school has information available on community resources that address these types of problems.

Certification Testing

Students wishing to apply for certification should meet with the Associate Director of Education or the Education Director.

Tutoring

Arrangements for tutoring can be made through the Department Chair or the Associate Director of Education and must be approved by the Education Director.

CORINTHIAN SCHOOLS

The following schools are owned and operated by Corinthian Schools, Inc.:

Bryman College

Anaheim, CA	El Monte, CA	Gardena, CA
Lynnwood, WA	Hayward, CA	Los Angeles, CA
New Orleans, LA	Ontario, CA	Renton, WA
Reseda, CA	San Bernardino	San Francisco, CA
San Jose, CA	Torrance, CA	West Los Angeles, CA
Whittier, CA		

Bryman Institute

Brighton, MA

Georgia Medical Institute

Atlanta, GA	Atlanta (DeKalb), GA	Jonesboro, GA
Marietta, GA	Norcross, GA	

Kee Business College

Chesapeake, VA	Newport News, VA	
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National Institute of Technology

Austin, TX	Cross Lanes, WV	Dearborn, MI
Houston (Galleria), TX	Houston (Greenspoint), TX	Houston (Hobby), TX
Long Beach, CA	San Antonio, TX	San Jose, CA
Southfield, MI		

National School of Technology

North Miami Beach, FL	Hialeah, FL	Miami, FL (Kendall)
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Olympia Career Training Institute

Grand Rapids, MI	Kalamazoo, MI	
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Olympia College

Burr Ridge, IL	Merrillville, IN	Skokie, IL
Chicago, IL		

Wyo-Tech Acquisition Corporation

Laramie, WY	Blairsville, PA	
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Statement of Ownership

This school is owned and operated by Grand Rapids Educational Center, Inc., a wholly owned subsidiary of Corinthian Schools, Inc., which in turn, is a wholly owned subsidiary of Corinthian Colleges, Inc., a publicly traded corporation. All corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, California 92707.

DIRECTORS

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Jack D. Massimino
David T. Ruggieri
Beth Wilson
Stan A. Mortensen
Robert C. Owen

TITLE

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