
Western

BUSINESS COLLEGE

2005-2006 CATALOG

WBC 082405

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Vancouver, Washington 98684
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Western BUSINESS COLLEGE

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Provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in College policies and procedures at any time such changes are considered to be desirable or necessary.

This school is a unit of a business organization authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to:

Office of Degree Authorization
1500 Valley River Drive, Suite 100
Eugene, Oregon 97401
541-687-7452
Web: www.osac.state.or.us/oda

Western Business College, Vancouver campus, is authorized by the Washington Higher Education Coordinating Board and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree Authorization Act. Any person desiring information about the requirements of the Act or the applicability of those requirements to the institution may contact the Board at:

Higher Education Coordinating Board
917 Lakeridge Way
P.O. Box 43430
Olympia, WA 98504-3430
360-753-7800
Email: info@hecb.wa.gov
Web: www.hecb.wa.gov

Both campuses are also licensed under chapter 28C.10 RCW of the Washington State Legislature. Inquiries or complaints regarding the diploma programs may be made to:

Washington Workforce Training and Education Coordinating Board
128 Tenth Avenue SW
P.O. Box 43105
Olympia, Washington 98504-3105
360-753-5662
Email: wtecb@twb.wa.gov
Web: www.wtb.wa.gov

All students are welcome to review Western Business College's present state licensure documents, located in the reception area of each campus.

A MESSAGE FROM THE PRESIDENTS

"Career training is not an expense, but an investment in your future which pays dividends for a lifetime."

The most important purpose of education is to assist individuals in achieving more useful, meaningful, and happier lives. Western Business College has a 50-year tradition of assisting individuals in the accomplishment of their career goals.

We look back with pride at the many thousands of men and women who have attended Western Business College and have gone on to be successful in their chosen fields. Since the college's founding, our trademark has been Academic Excellence with Personal Care.

An essential for secure living today is quality career preparation. Today decides tomorrow. In the life of each Western Business College graduate, successful training and employment can lead directly to self-development, security, and happiness.

Look through this catalog carefully to examine the specialized training programs designed to prepare you for a successful career in the field of your choice: computers, accounting, secretarial, paralegal, travel, and medical.

Our pledge is to strive for excellence in career training and to continue to match the talents of our graduates with the many and varied employment opportunities in today's workplace.

We look forward to helping you.



Edward Yakimchick
College President, Vancouver



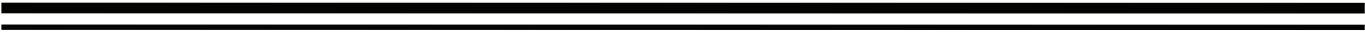
Mickey Sieracki
College President, Portland

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ABOUT WESTERN BUSINESS COLLEGE

PHILOSOPHY AND OBJECTIVES

The mission of Western Business College is to provide quality, job-relevant career training designed to prepare men and women of all ages to enter, prosper in, and meet the needs of the employment community. The College believes that this preparation of students to participate in the working community is an important and vital service to society.

Specifically, our objectives are:

1. To provide career training for capable students without regard to age, race, sex, handicap, color, or creed;
2. To serve the needs of the community by providing well-trained and specialized personnel for employment in productive positions;
3. To prepare men and women for better opportunities in the business, medical, legal, and travel fields and to develop in them a sense of responsibility and loyalty to their employers;
4. To maintain our faculty, equipment, and teaching methods in agreement with the highest standards as set forth by the Oregon and Washington State Departments of Education, the Accrediting Council for Independent Colleges and Schools, and the various college associations of which we are a member;
5. To help our graduates become socially competent members of their communities to the degree that each can appreciate and handle the many human relations problems that will be encountered;
6. To provide placement assistance to all diploma and degree graduates throughout their careers.

GENERAL INFORMATION

Western Business College was acquired in October 1996 by Rhodes Colleges, Inc., which owns colleges located throughout the United States. Further details regarding the ownership are available from the College President.

The entire College system is dedicated to the ideal that students should have the opportunity to reach their full potential. The College staff is concerned with and committed to developing in all students the quest for knowledge and skills necessary for successful, lifelong learning in their fields.

PORTLAND, OREGON, CAMPUS

Western Business College was established in 1955. During the years since 1955, the College has moved four times, each time into a larger and more modern facility, reflecting the successful growth of the College.

In 1957 Western Business College became the first college in Oregon to offer data processing employment training. Western Business College was also the first Oregon college to provide hands-on training in the classroom on its own computer equipment. Since its founding Western Business College has continuously updated its curriculum and facilities to meet successfully the ever-changing employment needs.

To give our students an excellent education and job skills training, we offer a six-story school building with 34,000 square feet of space, 25 classrooms, and a student lounge, specially remodeled for our purposes. Class sizes average from 20 to 25 on a term-by-term basis.

Western Business College students have access to the Multnomah County Library, which is located several blocks from the campus. In addition, the College has a reference library containing approximately 2500 volumes that feature all areas of specialization at the College. The College also has an extensive law library containing approximately 2000 volumes as well as the availability of WESTLAW and Lexis, on-line legal research tools. An Internet connection is available in the reference library for research.

We are in the heart of downtown Portland on S.W. Washington Street between Fourth and Fifth Avenues, adjacent to the Transit Mall. This central location provides easy access from any part of the Portland metropolitan area.

VANCOUVER, WASHINGTON, CAMPUS

In 1979 Western Business College established a new branch school in Vancouver, Washington, to meet the growing business training and employment needs of southwestern Washington. In July 1998 the campus moved into its new facility at its current location in Stonemill Center, 120 NE 136th Avenue, Suite 130.

With the rapid growth of the school, expansions were completed in 2001, 2003, and 2005, increasing the facility to over 21,000 square feet of space. To give students an excellent education and job skills training, the College has five computer labs, two medical labs, ten classrooms, a student lounge, and administrative space. The location offers many convenient services for students in addition to free student parking and well-located bus service.

Western Business College students have access to the Fort Vancouver Regional Library, which is located several blocks from the campus. The campus also has a resource center with Internet access to Westlaw and Lexis legal research tools.

ACCREDITATION

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

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE
Washington, D.C. 20002
202-336-6780
Web: www.acics.org/

The Western Business College Medical Assistant diploma and Associate's degree programs are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of The American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
35 E. Wacker Dr., Suite 1970
Chicago, IL 60601-2208
312-553-9355
Web: www.caahep.org

Accreditation assures students (1) that the College is recognized as a qualified institution of higher learning with approved programs of study that meet recognized academic standards; (2) that it employs a professional staff; (3) that it has adequate facilities and equipment; and (4) that it has stability and permanence in the educational community.

The College does not imply, promise, or guarantee that it will maintain its affiliation with any accrediting agency for the duration of the student's enrollment and expressly reserves the right to terminate any such affiliation upon one month's notice to students.

The President will be happy to discuss present accreditation approvals and issues with individual students.

APPROVALS

Approved for the training of veterans.

Approved by the United States Department of Justice, Immigration, and Naturalization, Division for Training of Foreign Students (Portland campus only).

Recognized as an eligible institution by the United States Department of Education for Federal Assistance Programs.

Recognized for training by:

- United States Bureau of Indian Affairs
- Oregon State Department of Vocational Rehabilitation
- Washington State Department of Vocational Rehabilitation
- Oregon and Washington State Employment Service
- State of Washington Workforce Training and Education Coordinating Board
- Oregon Department of Education

ADMISSIONS

ADMISSION PROCEDURE

The applicant should request an appointment for a personal interview with an admissions officer of the College in order to gain a better understanding of career areas, training programs, and the College and to view its facilities and equipment. The applicant will then complete an enrollment agreement. Applicants will complete a standardized, nationally normed test, the Career Programs Assessment Test (CPAt). Successful completion of the assessment examination is a prerequisite for admission. The minimum scaled score for admission is 120. Applicants for the Pharmacy Technician degree and diploma programs must score a minimum scaled score of 140 or a minimum raw math score of 15. Applicants who have completed one academic year of credits at another postsecondary institution (24 college-level semester credits or 36 college-level quarter credits with at least a 2.0 cumulative grade point average) will not be required to complete the test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the test.

The student's individual success or satisfaction is not guaranteed and is dependent upon the student's individual efforts, abilities, and application of himself/herself to the requirements of the College.

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

ADMISSION POLICY

For students enrolling at the Portland campus, high school transcripts or equivalency documentation must be submitted by all applicants except Ability to Benefit (ATB) students. Those students may request a form supplied by the College for requesting transcripts or equivalency documentation. Students enrolling at the Vancouver campus must sign an attestation that they have graduated from high school, received their GED, or will require ATB status.

INTERNATIONAL STUDENT ADMISSION POLICY

The Portland campus is authorized under federal law to enroll non-immigrant alien students.

International students who want to study in a regular program at Western Business College must have a TOEFL score of at least 465 (paper-based) or 145 (computer-based) and pass the math section of the entrance evaluation with a minimum raw score of 13.

ADMISSION INQUIRIES

Inquiries concerning admission should be made by calling or writing the College.

Portland Campus

Admissions Department
Western Business College
425 S.W. Washington St.
Portland, OR 97204
(503) 222-3225

Vancouver Campus

Admissions Department
Western Business College
120 N.E. 136th Avenue, Suite 130
Vancouver, WA 98684
(360) 254-3282

STATEMENT OF NON-DISCRIMINATION

Western Business College does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, or citizenship status in its admission to or treatment in its programs and activities,

including advertising, training, placement and employment. The College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that their complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

ALLIED HEALTH STUDENT DISCLOSURE

Criminal Background Check

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

Students enrolling in the Medical Assistant diploma and Associate Degree program will be subjected to a criminal background check, which will include:

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

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

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

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

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

CAREER FIELDS

Western Business College specializes its curriculum to meet the needs of students who are job- and career-oriented. The men and women who attend Western Business College are interested in job-relevant training that will prepare them for professional careers and advancement opportunities. The curriculum is structured to specific employment opportunities in the business, legal, travel, and medical fields.

ACCOUNTING

Accounting and business management are important ingredients of every business organization. Accurate financial records and reports coupled with effective management are vital to a successful business operation.

The accounting field requires individuals who have a solid foundation in accounting and general business and who are accurate, analytical, and conscientious. Few careers can offer more opportunities for future financial success and business leadership than accounting. More corporate presidents and other top business executives come from the ranks of accountants than from any other business field.

Graduates are prepared for employment opportunities as bookkeepers, junior accountants, payroll supervisors, management trainees, and many other related business positions.

With experience, graduates may qualify for more advanced positions as full charge bookkeepers, senior accountants, assistant controllers, or finance officers.

COMPUTERS

Computers have become an integral part of almost every business organization today. Competent computer users are an important part of the business team. The computer field is an excellent choice for individuals who have problem-solving capabilities, who value accuracy, and who have an affinity for analytical thinking.

With qualified instructors to guide them, students become competent in using computer application software programs for word processing, spreadsheets, and database management. They also learn the skills required to write, de-bug, and run computer programs in programming languages.

Graduates qualify for employment in a variety of positions, depending on their program of study. They are employable as data entry clerks, data center analysts, sales representatives, technical support representatives, or operations support technicians.

JUSTICE

A more security-conscious society and increasing concerns about substance abuse, gang activity and crime should contribute to the demand for more criminal justice professionals.

The Associate of Applied Science degree in Criminal Justice provides a broad understanding of the criminal justice system and introduces law and legal procedures, along with criminal evidence and criminology. Students will gain excellent communicative, critical-thinking, research, and organizational skills in the specialized areas of this curriculum, providing them with the foundation required to build a successful career in this field.

The curriculum is designed to offer a balance of theory and application that will prove to be challenging to students and useful in the field. A degree in Criminal Justice can prepare you for a career in corrections, law enforcement, immigration, and security administration as well as many vital careers in public safety, surveillance, corrections, and more.

MEDICAL

A career in the medical field is a dynamic and rewarding opportunity. A medical career requires a special kind of person--someone dedicated to caring for people and caring about people.

Medical secretaries and medical assistants are trained as versatile parts of the medical team. They are responsible for the smooth operation and coordination of a medical office.

Secretaries and assistants in the medical field make patients feel comfortable and welcomed in the office, they play a vital role in the delivery of health care, and they are responsible for the business aspects of operating a medical practice.

The changing nature of the medical practice is creating a demand for increasing numbers of paraprofessionals. Current employment forecasts indicate that the medical field is an area of expanding job opportunities.

Training includes medical terminology; basic anatomy and physiology; common pathology; and the latest administrative procedures, including insurance billing and diagnostic coding. With the extensive scope of our medical office training, our graduate is a valuable and versatile employee in the medical field.

The medical program uses modern methods of training to provide well-organized, quality instruction with emphasis on the individual. This comprehensive, career-oriented medical training effectively prepares individuals for the many opportunities in today's medical world.

OFFICE TECHNOLOGY

The administrative assistant/office professional field is an excellent career choice for individuals who want an interesting and challenging position that is in demand and offers excellent growth opportunities. This demand offers excellent job security and increasing compensation for the professionally trained administrative assistant.

Office professionals are a very important part of every business office. They are actually public relations representatives for their companies. With experience they often share in the activity and decisions of management and have positions of prestige as valuable members of the business team.

The administrative assistant position offers excellent career advancement opportunities. It is often used as a "stepping stone" to management positions.

PARALEGAL

Few career fields are experiencing such dynamic growth as the legal assistant field. With the increasing legalization of business and society, lawyers and many other businesses find an increasing need for trained paraprofessionals.

A legal assistant must be trained in substantive fields of law and be ready to assume full responsibilities using the sophisticated computers found in modern law offices.

Legal assistants also need expertise in a wide range of research, writing, and communication skills. More than almost any other nation, America depends on the legal system, and legal assistants are fast assuming full professional roles in the legal system.

Graduates are fully conversant in an expansive range of areas of law, including contracts, property, probate matters, and a wide range of litigation issues. They are also thoroughly trained in legal research and writing. They are ready to assume positions as legal assistants for law firms, insurance and title companies, and public agencies, as well as many other related positions.

PHARMACY TECHNICIAN

The pharmacy technician assists in performing manipulative, non-discretionary functions associated with the practice of pharmacy under the immediate supervision and control of a licensed pharmacist.

Graduates are prepared to receive prescriptions, enter them into the computer, select and count medication, check for drug outdates, run a cash register, order drugs, fill unit dose packages, prepare IV bags with medication, and perform drug calculations per doctors' orders.

Because a large portion of our population consists of senior citizens, there is a demand for pharmaceutical care and a growing demand for pharmacy technicians.

TRAVEL

The travel and hospitality industries are two of the fastest growing and changing industries in our world today. Combined, they comprise the largest industry in the United States. These two industries are becoming more interrelated every day as they produce increasing job opportunities. Airlines, resorts, hotels, motels, transportation companies, etc., are often dependent on one another. We even see common ownership between companies in these areas.

Western Business College was the first college in Oregon to offer travel training and continues as a pioneer with the development of this innovative combination program. The Western Business College travel/hospitality program is unique in that it combines travel training with hospitality, salesmanship, and business skills. This combination offers graduates the advantage of more diversified employment opportunities.

ACADEMIC POLICIES

TERMINOLOGY

New Student: A student who has not previously attended classes at Western Business College.

Re-entry Students: Students who previously attended the College must complete a re-entry interview with the student finance department. Re-entry students must meet standards of satisfactory academic progress by the end of their first term back in order to remain in school.

Full-time Student: A student registered for at least six (6) quarter credit units per midterm and at least twelve (12) quarter credit units per regular term.

Registered Student: A student who has been issued a schedule of classes in which space has been reserved for that student.

Program of Study or Major: A total set of course requirements that must be met to earn a diploma or degree. Programs of study are listed under the "Programs of Study" section of this catalog.

Course: A course is a unit of academic study. A prescribed set of courses constitutes a program of study. Courses are listed by number and title under the "Description of Courses" section of the catalog.

Quarter Credit Unit: A quarter credit unit is a unit of measure used to compute grade point average and determine completion of program requirements. One quarter credit unit is usually assigned for each hour of lecture the class meets per week during a twelve-week quarter. For example, a four quarter credit course usually meets four hours per week for twelve weeks. (A quarter credit unit requires a minimum of ten (10) hours of classroom lecture or twenty (20) hours of laboratory instruction in a twelve-week quarter or thirty (30) hours of internship/externship.)

Prerequisite: Preparatory course that must be completed before a student is eligible to enroll in a subsequent course.

Regular term: An academic quarter of 12 weeks in length.

Mid-term: A six (6) week academic term during which students take a reduced course load on a more intensive schedule.

Matriculated Status: Students select a program of study upon their official admission to the College. When the student is officially admitted to the College to pursue a declared major field of study that will lead to the awarding of a diploma or degree, the student is considered matriculated.

Nonmatriculated Status: Nonmatriculated students are those who do not wish to pursue a program leading toward a diploma or degree at the College. Nonmatriculated students include students currently enrolled in another collegiate institution but who are enrolled in courses at Western Business College on a part-time basis or students who are enrolled in courses with no diploma or degree objective. If the nonmatriculated student is admitted to matriculated status, all appropriate credits earned while on nonmatriculated status will automatically apply toward the requirements for a diploma or degree.

Probationary Status: Conditional status that refers to students who are being monitored for failure to meet academic and/or attendance standards, conduct regulations, or financial aid requirements.

Proficiency Examination Credit: Refers to credit units earned through a course exemption examination created and monitored at Western Business College. Students receive a PE on their transcript and are awarded the number of credits allocated to the course. One of three types of credit units recognized at Western Business College, along with Residence Credit and Transfer Credit.

Residence Credit: Refers to credit units earned for courses whose requirements are met while attending Western Business College. One of three types of credit units recognized at Western Business College, along with Proficiency Examination Credit and Transfer Credit.

Transfer Credit: Refers to credit units earned through another institution and transferred to Western Business College. Transfer credits accepted are combined with credits earned in residence at Western Business College.

toward the completion of program requirements. One of three types of credit units recognized at Western Business College, along with Proficiency Examination Credit and Residence Credit.

ACCEPTANCE OF TRANSFER CREDIT

Course credits may be awarded to students who have previously and satisfactorily completed college courses with a C grade or better that are equivalent to those required by Western Business College curricula. Transfer credit units are accepted a) if they were completed within five years of enrollment and/or b) with the approval of a representative of the academic department. The College reserves the right to accept or reject any or all credit units earned at another institution.

Because many of the curricula and courses are standardized throughout the Corinthian Colleges system, many courses and passing grades are directly transferable among the various Corinthian campuses.

PROFICIENCY EXAMINATION

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

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean. Administrative fees for Proficiency Examinations are noted in the "Tuition and Fees" schedule in Appendix B. Credits earned as a result of successful completion of Proficiency Examinations in conjunction with Directed Study may be used to satisfy up to 50% of the required credits for program completion. Successful completion of a Proficiency Examination with a grade of C will be posted to the academic transcript as a PE (see "Tuition and Fees" schedule, Appendix B).

ACADEMIC ADVISING

All students, prior to beginning classes, have a formal orientation with the College President and key departmental personnel. Students are informed of the policies and procedures set by the College and receive their schedules and textbooks. Students are assigned to extended orientation classes in their initial adjustment to the new training environment. If any questions and/or concerns arise, students are promptly referred to the Academic Dean.

It is our philosophy that the student comes first. We provide as many opportunities as we can to help the student grow and become an integral part of the business world.

Western Business College advising is limited primarily to academic matters. Personal or therapeutic counseling is referred to appropriate community-based agencies.

Confidentiality of records is maintained under current legal standards.

COURSE LOADS

Normal course loads for Western Business College students are as follows:

- Day students: 4 or 5 courses per regular term.
- Evening students: 3 or 4 courses per regular term.
- Day mid-term students: 2 or 3 courses per mid-term on a more intensive schedule.
- Evening mid-term students: 2 courses per mid-term on a more intensive schedule.

Students may register for more than the normal course load if they can demonstrate sufficient motivation and quality of work to justify an accelerated or enriched program. Students should make appropriate arrangements with the Student Finance Office if an accelerated program allows early graduation.

SCHEDULE

Western Business College provides a unique, year-round approach to scheduling. Students attend regularly scheduled classes Monday through Thursday and may be required to attend on Friday for lab work, conferences,

make-up work, tutorials, and individual assistance. Some classes meet on Friday if required by the instructor. Labs, other College facilities, and administrative offices are open on Fridays for the convenience of the student.

Vancouver day classes are scheduled in seven periods between 8:00 a.m. and 2:45 p.m. Portland day classes are scheduled in eight periods between 8:00 a.m. and 2:20 p.m.. Evening classes on both campuses are scheduled in four periods between 5:45 p.m. and 9:15 p.m.

Successfully meeting the demands of the career training programs at Western Business College requires that students generally consider attendance to be a five-day-a-week commitment.

HOLIDAYS/BREAKS

Some holidays and breaks occur between terms; therefore, they do not require the interruption of the teaching schedule. Student holidays observed by the College within terms are shown in the "Academic Calendar" section, Appendix C.

ONLINE LEARNING

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

To maximize success within the online courses, students must:

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

Certain fees may be charged to students registered in online courses. Please refer to the "Tuition and Fees" schedule, Appendix B, for specific charges.

ATTENDANCE POLICY - QUARTER-BASED PROGRAMS

VANCOUVER CAMPUS

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

Students who will be absent from two consecutive classes in a course are expected to contact their instructor to discuss the reason for their absence and arrange for make-up work. Students who will be absent from more than two consecutive classes are expected to contact their instructor and also the Academic Dean, or designee, to explain the reason for the absences and affirm their intentions to return to regular attendance on a specific date. The College does not recognize "excused absences."

Should a student's absences reach 25% of the total scheduled hours in a term (i.e., 12 of 48 hours) for any course, the student will be placed on attendance probation. Students placed on attendance probation will be encouraged to meet with the Academic Dean, or designee, to develop a plan to improve the student's attendance.

Should a student's absences for any single course reach 40% of the total scheduled hours in a term, the student may be withdrawn from the course.

Should a student's absences reach 40% of the total scheduled hours for all courses, the student may be withdrawn from the institution.

PORTLAND CAMPUS

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

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

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

- An examination/quiz
- Computer assisted instruction
- Completion of a course assignment, including research, projects and journalizing
- Participation in a field trip
- Simulations
- Viewing of instructional media
- A survey evaluating the course material/text instructor performance
- Presentation of material (oral or written)
- A tutorial session
- Academic advising
- Attending a study group
- Instructor lecture or demonstration
- Attending a guest lecture
- Role play activities
- Library research
- Mid-term assessment performed by faculty to evaluate student progress.

Academic activities may focus on the preparation of the student for meaningful employment opportunities after graduation, and as such, may be specifically related to the career service area.

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

Please note that it is a requirement to take attendance for all Washington resident students at both campuses and for any students receiving veterans' benefits.

ATTENDANCE POLICY - MODULAR PROGRAMS

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

Students who miss more than 20% of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for 10 consecutive school days will be dropped from the training program.

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

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

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

DROP/ADD PERIOD

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

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

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

There is no drop/add period for modular classes.

GRADING SYSTEM

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

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average*	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
P	Pass	Not Calculated
PE	Proficiency Exam	Not Calculated
TR	Transfer	Not Calculated
W	Withdrawal	Not Calculated

*(Not used in Modular Allied Health Programs)

COURSE REPEAT CODES	
REXC	Class has repeated, grade excluded from statistics
RINC	Class repeated, grade included in statistics

GPA AND CGPA CALCULATIONS

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

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4

(credits) X 4.0 (quality points) for a total of 16.0 quality points, and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

GRADE APPEALS

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course by the end of the second week after grades have been published. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy.

OUTSTANDING SCHOLASTIC ACHIEVEMENT

Students who achieve a GPA of 3.5 to 4.0 are placed on the Honor Roll at the end of each twelve-week term.

Students who have achieved a CGPA of 3.5 to 4.0 receive their diplomas/degrees With Honors upon graduation.

COURSE CHANGES; DROP/ADD PERIOD

Course changes or withdrawals must be approved by the Academic Dean within 14 days of the start of the term.

Students who withdraw from individual courses after the drop/add period will receive a W for the courses dropped.

Students who withdraw from school after the drop/add period will receive a W in all courses dropped.

PROGRAM CHANGES

Program changes must be approved and processed by the Academic Dean. Students will be charged additional tuition for courses taken outside their original program.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS - QUARTER-BASED PROGRAMS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress toward completion of the academic program. These are outlined below.

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

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

RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the drop/add period of an academic term. These percentage requirements are noted in the tables below, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

MAXIMUM TIME IN WHICH TO COMPLETE

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

GRADUATION

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum timeframe that may be attempted. These graduation requirements, along with any other specific requirements, are also outlined under the "Graduation Requirements" section in the College catalog.

ACADEMIC PROBATION

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

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

ACADEMIC SUSPENSION

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

READMITTANCE FOLLOWING SUSPENSION

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

ACADEMIC DISMISSAL

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

APPEALS PROCEDURES

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

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., 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 Academic Dean for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one week of receipt of the notification of suspension of financial aid or dismissal from the program. For all other appeals, the student has 14 calendar days to submit a written appeal. Written appeals will be considered by the campus' 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.

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 "Satisfactory Academic Progress Tables") in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

When a course is repeated, the higher of the two grades is used 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) and W (withdrawn) are counted as hours attempted, but are not counted as hours successfully completed. A grade 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.

The student has 14 calendar days following the end of the academic term to complete the coursework, at which point the final grade is determined and replaces the incomplete grade.

CONTINUATION AS A NON-REGULAR STUDENT

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

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

REINSTATEMENT AS A REGULAR STUDENT FROM NON-REGULAR-STUDENT STATUS

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

SATISFACTORY PROGRESS AND FINANCIAL AID

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

The financial aid office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to academic or financial aid personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the "Satisfactory Academic Progress" section of the College catalog.

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

SATISFACTORY PROGRESS REQUIREMENTS

In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or they will be placed on probation.

Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the College. If an evaluation point occurs during a quarter, the evaluation will be conducted at the end of the prior quarter.

SATISFACTORY ACADEMIC PROGRESS TABLES

97 Quarter Credit Hours

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

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

96 Quarter Credit Hours

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

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

90 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 135 (150% of 90).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 89	2.00	1.75	N/A	66%
90 - 135	N/A	2.00	N/A	66%

75 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 112 (150% of 75).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 112	N/A	2.00	N/A	66%

65 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 97 (150% of 65).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 97	N/A	2.00	N/A	66%

64 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 96 (150% of 64).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.25	66%	50%
41 - 52	2.00	1.50	66%	60%
53 - 64	2.00	1.75	66%	65%
65 - 96	N/A	2.00	N/A	66%

48 Quarter Credit Program

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

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 28	2.00	1.00	66%	N/A
29 - 40	2.00	1.50	66%	60%
41 - 54	2.00	1.75	66%	65%
55 - 72	N/A	2.00	N/A	66%

47 Credit Hour Modular Programs

The total credits that may be attempted (Maximum program length) is 70 (150 percent of 47)

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPC IS BELOW	SUSPENSION IF CGPC IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1-12	62.5%	N/A	55%	N/A
13-24	65%	62.5%	66%	60%
25-36	70%	65%	66%	65%
37-47	70%	70%	66%	66%
48-70	N/A	70%	N/A	66%

36 Quarter Credit Program

The total credits that may be attempted (maximum program length) is 54 (150% of 36).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 24	2.00	1.00	66%	N/A
25 - 37	2.00	1.50	66%	60%
38 - 54	N/A	2.00	N/A	66%

SATISFACTORY ACADEMIC PROGRESS FOR MODULAR PROGRAMS

REQUIREMENTS

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

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

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

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

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

ACADEMIC PROBATION

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

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

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

REINSTATEMENT POLICY

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated after one grading period by making a request for reinstatement in writing to the College 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% 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 request approval from the instructor. Requests for withdrawal must then be approved by the Department Head and Academic Dean. Extreme academic or personal hardship is considered the only justification for withdrawal.

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

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

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

EXIT INTERVIEWS

Students who want to discontinue their training for any reason are required to schedule an exit interview with a 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 higher of the two grades received for that module is used to calculate the cumulative GPA. The attendance for the repeated module will replace the attendance for the original module.

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

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

MAXIMUM PROGRAM COMPLETION TIME

Classroom Training

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

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

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

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

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

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

Modular Externship/Practicum Training

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

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

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

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

ADDITIONAL INFORMATION ON SATISFACTORY ACADEMIC PROGRESS

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

STUDENT APPEAL PROCESS

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

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

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

ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College maintains complete records for each student that include 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 be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception 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 College 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
400 Maryland Avenue, SW
Washington, DC 20202-5920

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

TRANSFER OF CREDITS TO OTHER SCHOOLS

Transfer of credit is always at the discretion of the receiving school, generally depends on comparability of curricula, and may depend on comparability of accreditation. Western Business College does not imply, promise, or guarantee transferability of credits earned here to any other institution. The career training programs of the College are terminal in nature and are designed for the graduate's employment upon graduation.

GRADUATION REQUIREMENTS

To be eligible for graduation, students must:

1. Complete the required number of credits for their program of study with passing grades in all required courses; and
2. Earn a minimum of a 2.0 (C) cumulative grade point average (CGPA).

After the successful completion of the aforementioned graduation requirements, the graduate is eligible to receive either a diploma or an Associate of Applied Science degree based upon the student's program of study.

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

POLICY ON ACCOMMODATION FOR HANDICAPPED STUDENTS

It is the policy of Western Business College to provide accessibility and reasonable accommodations for persons defined as handicapped in section 504 of the Rehabilitation Act of 1973. Specifically, the College provides evaluation of individual needs, advisement, and appropriate support for academic programs of persons identified as handicapped.

Handicapped students are responsible for contacting the Academic Dean for an intake interview to assess their needs prior to the first term of enrollment at the College. Students are responsible for identifying themselves and their needs to each instructor no later than the first day of class each term and for notifying the Academic Dean if any problems arise concerning their academic program.

Faculty members are responsible for becoming familiar with Section 504 of the Rehabilitation Act and for reasonably accommodating each identified handicapped student in each class on an individual basis.

PHI BETA LAMBDA

This nationally known organization is the college-level counterpart of Future Business Leaders of America. Western Business College sponsors a chapter of this organization when student interest warrants. Through chapter projects and the use of guest speakers, members gain a greater insight into the business community and its business leaders.

EXIT INTERVIEW

In the event of withdrawal prior to graduation, the student is expected to schedule an exit interview with the Academic Dean or the Registrar.

WITHDRAWAL PROCEDURES FOR OREGON RESIDENTS

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

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

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

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

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

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

withdrawal will be the date that most accurately reflects when the student ceased academic attendance due to the circumstances beyond the student's control.

STUDENT CODE OF CONDUCT

The College maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the College and to prepare for what the student might later expect to find in a professional-level work environment. The College maintains the right to discipline students found in violation of College policies.

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

STUDENT CONDUCT CODE

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

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

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

STUDENT CONDUCT VIOLATIONS/FORMAL DISCIPLINARY PROCEDURE

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

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

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

First Offense

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

Second Offense

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

Threats to Health/Safety

Immediate dismissal with dismissal letter.

Appeals

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

SEXUAL HARASSMENT POLICY

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

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

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

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

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

DISCIPLINARY PROCEDURES

In cases in which the College takes disciplinary action against a student where separation is not a possibility (probation or warning), the following procedures will be followed:

1. The Academic Dean will notify the student of such action and the specific reasons for the action and schedule an informal hearing giving the student at least one day's notice. Any ensuing action will be given in writing and will precisely describe the misconduct.
2. If the matter is still not resolved, the student may appeal the decision by requesting a hearing in writing through the President's office. The Appeal Committee is selected by the College President and is composed of six (6) disinterested persons from the faculty and administration, plus the College President (as a non-voter). The committee shall make a decision by simple majority vote and communicate the decision in writing to the College President. The President will notify the student of the final decision.

In cases in which the College takes disciplinary action against a student where separation is a possibility (suspension or termination), the following procedures will be followed:

1. The student is given notice of the proposed disciplinary action, the specific reasons for the action, and the date and time of a hearing before the Appeals Committee (at least 10 days' notice will be given). The student will be provided detailed information on the manner in which the hearing will be conducted.
2. The College President may suspend a student without prejudging the results of the hearing if, in his/her judgment, a danger may exist.
3. The Hearing Committee is selected by the College President and is composed of six (6) disinterested persons from the faculty and administration, plus the College President (as a non-voter). The committee shall make a decision by simple majority vote and communicate the decision in writing to the College President. The President will notify the student of the decision.
4. The decision of the Hearing Committee may be appealed on the grounds of significant procedural error, clearly demonstrable factual error, or penalty extremely disproportionate to the misconduct. Students wishing to pursue such an appeal may contact the Rhodes Colleges Student Help Line at (800) 874-0255 for directions and information.

STUDENT GRIEVANCE PROCEDURES

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

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

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

POLICY AND PROGRAM CHANGES

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

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

Failure to read this catalog and other published or posted material does not excuse students from the requirements and regulations described herein.

FINANCIAL INFORMATION

TUITION AND FEES

The current tuition and fees schedule can be found in Appendix B: Tuition and Fees in this catalog

For students in quarter-based programs, the tuition and fees listed in Appendix B will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. Increases will not occur more than once per academic year. For residents of the state of Washington enrolled in diploma programs, however, the tuition and fees for subsequent quarters will remain unchanged unless there is a break in enrollment or a program change.

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

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

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

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

Western Business College reserves the right to terminate a student's enrollment if the student fails to meet financial obligations. The College also reserves the right to withhold all official documents such as transcripts, grades, diplomas, and degrees until all charges have been paid.

TRANSPORTATION

In addition to the typical tuition, fees, books, and registration fee, students should budget \$40 to \$150 per month for transportation costs to and from school.

CANCELLATION AND REFUND POLICY

CANCELLATIONS

The applicant's signature on the Enrollment Agreement does not constitute admission into the institution until the student has been accepted for admission by an official of the institution. If the applicant is not accepted by the College, all monies paid will be refunded. The applicant may also request cancellation in writing within five days after signing the agreement and receive a full refund of all monies paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within 14 calendar days after classes have commenced will be considered cancellations and all monies paid will be refunded within 30 days of the date the College becomes aware of the withdrawal.

REFUNDS

This 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.

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

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

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

WITHDRAWAL PROCESS

Any monies due an applicant or student shall be refunded within 30 days of cancellation, the date of determination, or termination. A withdrawal is considered to have occurred on the earlier of a) the date that the student provides to the school official notification of his or her intent to withdraw, b) the date that the student begins the withdrawal process or c) the point at which the student fails to meet the published attendance policies outlined in the College catalog for all Washington state residents at either campus. Students who must withdraw from the College are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdrawal. Students will be asked to provide the official date of withdrawal and the reason for withdrawal. At the time of official notification when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

If the student ceases attendance without providing official notification, the withdrawal date is the mid-point of the quarter or the last date of recorded attendance for Washington state residents. If the student officially rescinds his or her official notification of withdrawal and then withdraws, the withdrawal date is the earlier of the date of the original notification of his or her intent to withdraw or the date the student began the withdrawal process (for all Oregon state residents). The institution may always use the last date of attendance at an academically related activity as the withdrawal date.

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

FEDERAL RETURN OF TITLE IV FUNDS POLICY

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

If a recipient of SFA program assistance withdraws from the institution during a payment period in which the

recipient began attendance, the institution must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period, a pro-rata schedule is used to determine how much SFA program funds the student has earned up to the date of withdrawal. After the 60% point in the payment period, a student has earned 100% of the SFA funds.

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

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

RETURN OF UNEARNED SFA PROGRAM FUNDS

The College must return the lesser of:

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

INSTITUTIONAL REFUND POLICY (FOR ALL OREGON STATE RESIDENTS)

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

A Student Who Withdraws or Is Terminated...	Is Entitled to a Refund of...	The Institution Is Eligible to Retain...
12 Week Quarter		
Week 1	100%	0%
Week 2	80%	20%
Week 3	70%	30%
Week 4	60%	40%
Week 5	50%	50%
Week 6	40%	60%
Weeks 7-10	0%	100%
Mini Term (6 weeks)		
Week 1	100%	0%
Week 2	70%	30%
Week 3	40%	60%
Weeks 4-6	0%	100%

WASHINGTON STATE REFUND POLICY (FOR ALL STUDENTS IN QUARTER-BASED DIPLOMA PROGRAMS ATTENDING THE VANCOUVER, WASHINGTON, CAMPUS)

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 or 10% of the contracted instructional time, whichever is less	90% of Tuition	10% of Tuition
After the first week or 10%, but prior to completion of 25% of contracted instructional time	75% of Tuition	25% of Tuition
After the first 25%, but within 50% of the contracted instructional time	50% of Tuition	50% of Tuition
After completion of more than 50% of contracted instructional time	0%	100% of Tuition

INSTITUTIONAL REFUND CALCULATION - MODULAR PROGRAMS

Students enrolled in modular programs are charged tuition by academic year. The refund policy for students enrolled in modular programs is the same as the policy for students enrolled in quarter-based programs, except that the amount due under the institutional refund policy is based on the portion of the academic year completed, rather than the portion of the quarter completed.

RETURN OF SFA FUNDS

If it is determined that SFA program funds must be returned, based on the student's financial aid award, the return of SFA funds will be made 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 Program;
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;
11. The student.

FINANCIAL ASSISTANCE INFORMATION

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

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

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

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

CONSUMER INFORMATION

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

To be eligible for financial aid, a student must:

1. Be enrolled as a regular student in an eligible program of study on at least a half-time basis;
2. Have a high school diploma or the equivalent or be admitted on an Ability to Benefit basis;
3. Be a U.S. citizen or national, or an eligible non-citizen--verification of eligible non-citizen status may be required;
4. Have financial need as determined by a need analysis system approved by the Department of Education;
5. Maintain satisfactory academic progress;
6. Provide required documentation for the verification process and determination of dependency status;

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7. Not owe a refund on a PELL Grant, FSEOG, or state grant previously received from any college;
 8. Not be in default on a PLUS, SLS, Stafford Loan (formerly GSL), or an Income Contingent Loan previously received from any college;
 9. Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
 10. Be registered for the Selective Service, if a male born after December 31, 1959;
 11. Sign the updated Statement of Educational Purpose;
 12. Have a valid Social Security Number.

APPLICATION

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

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC).

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if students change colleges, their aid does not automatically go with them. Students should check with their new college to find out what steps to take.

NEED AND COST OF ATTENDANCE

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

STUDENT RIGHTS AND RESPONSIBILITIES

The borrower has a right to:

- written information on loan obligations, including loan consolidation and refinancing, and information on borrower rights and responsibilities;
- a copy of the promissory note, and return of the note when the loan is paid in full;
- before repayment, information on interest rates, fees, the balance owed on loans, and a loan repayment schedule;
- notification if the loan is sold or transferred to a loan servicer;
- federal interest benefits if qualified;
- a grace period, if applicable, and an explanation of what that means;
- prepayment of the loan without penalty;
- deferment if the borrower qualifies; and request forbearance.

The borrower has a responsibility to:

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

VERIFICATION

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

Policies and Procedures for Verification

1. All selected applicants will be verified.

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2. Selected applicants must submit required verification documents within twenty-eight (28) days of notification.
 3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash paying student until the documents are provided.
 4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the College. The student may re-enter the College only when he/she can provide the documentation.
 5. The Student Finance Office reserves the right to make exceptions to the above-stated policies due to extenuating circumstances, on a case-by-case basis.
 6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
 7. The College will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the College will take if the student does not submit the requested documentation within the time period specified by the College.
 8. Students will be informed of their responsibilities regarding the verification of application information, including the College's deadline for completion of any actions required.
 9. Students will be notified by mail or in person if the results of verification change the student's scheduled award.
 10. The College will assist the student in correcting erroneous information.
 11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
 12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING

The Department of Education requires that any student receiving a Federal Stafford Loan (GSL) and /or Federal SLS be notified concerning his or her loans. The College counsels each student regarding loan indebtedness and gives each student an entrance and exit interview test regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Finance Office for loan counseling prior to withdrawal or graduation. The purpose of this session is to inform the student of the tentative loans received while in attendance at the College, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Student Finance Office, an exit interview will be mailed. The official material will be mailed to the student's current address after graduation.

FINANCIAL AID PROGRAMS

Selection of Eligible Applicants

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

Federal PELL Grant

This grant is designed to assist needy students who desire to continue their education beyond high school. Each student is entitled to apply for a Federal PELL Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of grant available to the student will depend on the Expected Family Contribution (EFC) and cost of attendance.

The Federal PELL Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of college education. Students or prospective students may secure an application to participate in the Federal PELL Grant program from the Student Finance Office of the College. The application will be transmitted electronically through a federally approved need analysis system that will determine the applicant's Expected Family Contribution (EFC).

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need, with priority given to Federal PELL Grant recipients.

In determining student eligibility, the College will base the selection on procedures designed to make FSEOG awards to those students with the lowest expected family contribution (EFC) who will also receive Federal PELL Grant in that award year.

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

Federal Work Study Program (FWS)

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

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

Veterans Benefits

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

Federal Subsidized Stafford Loans

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

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

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

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

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

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

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

For periods of undergraduate study that are less than an academic year, the amounts the student can borrow will be less than those previously listed. Students should consult with the Student Finance Office for specific details.

Total indebtedness for an independent undergraduate student is \$46,000. (No more than \$23,000 of this amount may be subsidized loans.)

A 3% origination fee and 1% insurance premium may be deducted from each disbursement. This must be repaid.

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

For additional deferment information contact the Student Finance Office.

Unsubsidized Federal Stafford Loans

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

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

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

The student will be charged an origination fee/insurance premium on the amount of the Unsubsidized Stafford Loan not to exceed 4%. The fee will be deducted proportionately from each disbursement and paid to the federal government.

Federal PLUS Loans

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

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

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

For deferment information contact the Student Finance Office.

Conventional Bank Loan

If there is a need to borrow funds in order to attend school, the student and family should first look to their own bank or credit union for a loan.

Alternative Financing Program

The College offers an alternative financing program as a supplement to Title IV Federal Family Education Loans. These loans are funded by the College and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for the alternative financing program on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types

of financial aid for which the student has qualified or may qualify. The alternative financing program payments range from \$50 to \$200 per month. Monthly payments normally begin the first night of class and may continue beyond graduation until the loan is fully repaid. Students interested in the alternative financing program should see the Student Finance Office for a complete information package (including current interest rates and loan servicer).

High School Scholarships

Western Business College offers High School Scholarships for graduating seniors, age 17 or older.

High school seniors may obtain scholarship information from a participating high school guidance department, or they may call the College for an application. Applications should be mailed in by the end of March or by the designated deadline.

All applicants must take the CPAT, which measures competency in reading, language, and mathematics. Scholarship finalists will be those with the highest scores on the test.

A panel of school officials conducts interviews with the scholarship finalists about their goals, accomplishments, and extracurricular activities. This panel will select winners by consensus vote. Each campus will award scholarships as follows:

- One \$4000 tuition-assistance scholarship will be awarded to a student for the program of his/her choice;
- Five \$2000 scholarships will be awarded to students for the programs of their choice.

Scholarships will be awarded annually. They are not transferable, nor can they be exchanged for cash. Scholarships are good for up to five months after the award date.

STUDENT SERVICES

CAREER SERVICES

Western Business College has earned a reputation for excellence among the business and professional communities it serves. We treasure this reputation most highly, both for the respect it affords our graduates and for the opportunities it offers them.

For the duration of a student's training program, Western Business College emphasizes the employability of a student in the business world. Great care is taken to train our students to possess those skills necessary for entry-level positions available in their career fields.

Employers offer entry-level positions in all types of business, legal, travel, medical and drafting fields, affording a variety of employment opportunities. The initial placement is very important, and great care is taken to match a student's talents and interests with a position in which he/she can succeed. Western Business College is committed to the success of our students and strives to assist them in securing a position.

It is required that the student contact the Director of Career Services well before graduation. However, as full cooperation from the graduate is required, the Director of Career Services has the right to refuse to continue to serve any graduate who will not cooperate in either proper personal appearance or in keeping appointments for interviews.

No guarantee of employment is made or implied. Western Business College is not obligated for graduate services to non-diploma/degree students.

If diploma or degree graduates wish to make a job change, our graduate services are available throughout their careers. Graduates may also have access to career services of other business colleges in principal cities nationwide through our Career Services Department.

Although Western Business College does not encourage part-time work for its students, we realize it may be necessary for some students. Therefore, Western Business College will assist in finding part-time positions after a student has satisfactorily completed at least six weeks of training.

CAREER DEVELOPMENT

One course that helps prepare our students for entry into the business world is Career Skills. A major emphasis of this course is the development of self-confidence so that students are able to handle the many different situations they will encounter in the business world. This course is designed to meet the needs of our students and help them make a good impression on job interviews. Course curriculum includes grooming, preparation of the resume, interview techniques, and an interview with our Career Services Director.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

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

TUTORING

All faculty members are available to provide additional academic help to students. Fridays are set aside to permit students to obtain extra one-on-one instruction and assistance from the full-time faculty.

ROOM AND BOARD

The College does not provide room and board.

RESPONSIBILITY FOR PERSONAL PROPERTY

The College assumes no responsibility for loss or damage to personal property through fire, theft, or other causes.

PROGRAMS OF STUDY - DEGREE AND DIPLOMA PROGRAMS

Field	Credential	Program	Portland	Vancouver
ACCOUNTING	Degree	Accounting (AAC)	X	X
	Diploma	Accounting/Business Administration (AC4)	X	
	Diploma	Bookkeeping (AC3)	X	X
COMPUTERS	Degree	Advanced Microcomputer Applications (DP9)	X	X
	Diploma	Microcomputer Applications (DP8)	X	X
	Diploma	Operations Specialist (DP7)	X	X
JUSTICE	Degree	Criminal Justice (LJA)	X	
MEDICAL	Degree	Medical Assistant (MAD3)	X	X
	Diploma	Medical Assistant (MA2)	X	X
	Diploma	Administrative Medical Assistant (MA1)	X	
	Degree	Pharmacy Technician (PHTA)	X	
	Diploma	Pharmacy Technician (PHT)	X	
	Diploma	Medical Administrative Assistant (MAAD)	X	X
	Diploma	Medical Insurance Billing/Coding (MIBD)	X	X
OFFICE TECHNOLOGY	Degree	Executive Assistant (ST9E)	X	X
	Diploma	Administrative Assistant (ST8)	X	X
	Diploma	Legal Administrative Assistant (ST8L)	X	X
	Diploma	Automated Office Technology (ST4)	X	X
	Diploma	Receptionist/General Office Assistant (ST1)	X	
PARALEGAL	Degree	Paralegal/Legal Assistant (LPA8)	X	X
TRAVEL	Degree	Travel/Hospitality Management (HTM)	X	
	Diploma	Travel/Hospitality Administration (HT4)	X	
	Diploma	Travel/Hospitality (HT3)	X	

ACCOUNTING (AAC)

Associate of Applied Science Degree

Portland and Vancouver Campuses

Credit Hours Required: 96

Time:	Regular Term Day Starts	72	Weeks
	Midterm Day Starts	78	Weeks
	Regular Term Evening Starts	96	Weeks
	Midterm Evening Starts	102	Weeks

Recommended minimum typing speed for graduation is 30 NWPM.

This course is designed for those who want a thorough knowledge of the fundamental principles of accounting as well as business methods and procedures. It prepares a student for practical work in bookkeeping and accounting or employment in financial, credit, or production departments of business. It may also serve as good basic training for persons who plan to manage businesses of their own or assume major responsibilities in accounting departments.

COURSE NUMBER	COURSE	CREDITS
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
APA 2161	Introductory Cost/Managerial Accounting	4
ACG 2045	Corporate Accounting	4
APA 2959	Externship in Accounting	4
APA 2141	Computerized Accounting	4
ACG 2551	Non-Profit Accounting	4
ACG 2178	Financial Statement Analysis	4
ACO 1806	Payroll Accounting	4
BUL 2131	Applied Business Law	4
CGS 2071	Spreadsheets	4
CGS 2167C	Computer Applications	4
EN 120	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
FIN 1103	Introduction to Finance	4
BUS 1000	College Business Mathematics	4
ENC 1102 *	Composition II (Portland Campus)	4
	-OR-	4
MAT 1033*	College Algebra (Vancouver Campus)	4
MAN 1030	Introduction to Business Enterprise	4
OST 1141L	Keyboarding	2
PSY 2012 *	General Psychology	4
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
SPC 2016 *	Oral Communications	4
TAX 2000	Tax Accounting	4
TOTAL CREDITS		96

* General education requirements are noted by an asterisk (*).

ACCOUNTING/BUSINESS ADMINISTRATION (AC4)

Diploma Program

Portland and Vancouver Campuses

Credit Hours Required: 64

Time:	Regular Term Day Starts	48	Weeks
	Midterm Day Starts	54	Weeks
	Regular Term Evening Starts	60	Weeks
	Midterm Evening Starts	66	Weeks

Recommended minimum typing speed for graduation: 30 NWPM

Many men and women get their start in business and become assistants to top executives. This course is designed to train students in those skills that will open the way to such positions.

COURSE NUMBER	COURSE	CREDITS
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
ACG 2045	Corporate Accounting	4
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2071	Spreadsheets	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
BUS 1000	College Business Mathematics	4
MAN 1030	Introduction to Business Enterprise (Portland Campus)	4
	-OR-	4
MAT 1033	College Algebra (Vancouver Campus)	4
OST 1141L	Keyboarding	2
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
	Additional Accounting/Business/Computer Credits	8
	Additional Credits	4
TOTAL CREDITS		64

* General education requirements are noted by an asterisk (*).

BOOKKEEPING (AC3)

Diploma Program

Portland and Vancouver Campuses

Credit Hours Required: 48

Time:	Regular Term Day Starts	36	Weeks
	Midterm Day Starts	42	Weeks
	Regular Term Evening Starts	48	Weeks
	Midterm Evening Starts	54	Weeks

Recommended minimum typing speed for graduation is 30 NWPM.

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

COURSE NUMBER	COURSE	CREDITS
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2071	Spreadsheets	4
ENG 1000	Business English	4
BUS 1000	College Business Mathematics	4
MAN 1030	Introduction to Business Enterprise	4
OST 1141L	Keyboarding	2
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
	Additional Credits	4
TOTAL CREDITS		48

ADVANCED MICROCOMPUTER APPLICATIONS (DP9)

Associate of Applied Science Degree
 Portland and Vancouver Campuses
 Credit Hours Required: 90

Time:	Regular Term Day Starts	72	Weeks
	Midterm Day Starts	78	Weeks
	Regular Term Evening Starts **	96	Weeks
	Midterm Evening Starts **	102	Weeks

Recommended minimum typing speed for graduation is 30 NWPM.

Western Business College has always been a leader in the development of training for the ever-changing microcomputer field. This program offers broad-based training in business, computer software, hardware, programming, and applications.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting -OR-	4
APA 2111	Principles of Accounting I	4
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2071	Spreadsheets	4
DP 130	Introduction to BASIC Programming and Hardware Maintenance	4
DP 145	Operating Systems/Hard Disk Management	4
DP 150	Advanced Data Base Management	4
DP 220	Data Base Application Programming	4
DP 230	System Administration and Multi-User System	4
DP 240	Computer Lab Internship	2
DP 260	Web Page Design	4
EN 120	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
BUS 1000	College Business Mathematics	4
ENC 1102 *	Composition II (Portland Campus) -OR-	4
MAT 1033	College Algebra (Vancouver Campus)	4
OST 1141L	Keyboarding	2
PSY 2012 *	General Psychology	4
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
SPC 2016 *	Oral Communication	4
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Credits	4
TOTAL CREDITS		90

* General education requirements are noted by an asterisk (*).

**Evening program offered only on Portland Campus

MICROCOMPUTER APPLICATIONS (DP8)

Diploma Program

Portland and Vancouver Campuses

Credit Hours Required: 64

Time:	Regular Term Day Starts	48	Weeks
	Midterm Day Starts	54	Weeks
	Regular Term Evening Starts *	60	Weeks
	Midterm Evening Starts *	66	Weeks

Recommended minimum typing speed for graduation is 30 NWPM.

The rapidly changing field of computer information processing has created a greater demand for specialized training in the microcomputer field. This program provides students with general business and office skills in microcomputer information processing operations and concepts.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting	
	-OR-	4
APA 2111	Principles of Accounting I	
ACO 1806	Payroll Accounting	4
APA 2141	Computerized Accounting	4
CGS 2167C	Computer Applications	4
CGS 2071	Spreadsheets	4
DP 130	Introduction to BASIC Programming and Hardware Maintenance	4
DP 145	Operating Systems/Hard Disk Management	4
DP 150	Advanced Data Base Management	
DP 260	Web Page Design (Portland Campus)	4
	-OR-	4
MAT 1033	College Algebra (Vancouver Campus)	
ENG 1000	Business English	4
BUS 1000	College Business Mathematics	4
OST 1141L	Keyboarding	2
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Credits	8
TOTAL CREDITS		64

*Evening Program offered only on Portland campus

OPERATIONS SPECIALIST (DP7)

Diploma Program

Portland and Vancouver Campuses

Credit Hours Required: 48

Time:	Regular Term Day Starts	36	Weeks
	Midterm Day Starts	42	Weeks
	Regular Term Evening Starts	48	Weeks
	Midterm Evening Starts	54	Weeks

Recommended minimum typing speed for graduation is 30 NWPM.

It has become evident that the ability to operate a microcomputer is a necessity. This program is designed to train the student in the areas of general business and computer applications.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting	
	-OR-	4
APA 2111	Principles of Accounting I	
ACO 1806	Payroll Accounting	4
CGS 2167C	Computer Applications	4
CGS 2071	Spreadsheets	4
DP 145	Operating Systems/Hard Disk Management	4
DP 150	Advanced Data Base Management	4
ENG 1000	Business English	4
BUS 1000	College Business Mathematics	4
OST 1141L	Keyboarding	2
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
WP 105	Word Processing I	2
	Additional Credits	6
TOTAL CREDITS		48

CRIMINAL JUSTICE (LJA)

Associate of Applied Science Degree

Portland Campus Only

Credit Hours Required: 96

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

COURSE NUMBER	COURSE TITLE	CREDITS
COLLEGE CORE REQUIREMENTS		
SLS 1130	Strategies for Success	4.0
SLS 1320	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
EN 120	Business Communications	4.0
TOTAL QUARTER CREDIT HOURS		14.0
MAJOR CORE REQUIREMENTS		
BUL 2131	Applied Business Law	4.0
CCJ 1017	Criminology	4.0
CCJ 1024	Introduction to Criminal Justice	4.0
CJL 2130	Criminal Evidence	4.0
CCJ 2160	Criminal Procedure and the Constitution	4.0
CCJ 1800	Criminal Investigations	4.0
CCJ 2358	Criminal Justice Communications	4.0
CCJ 2306	Introduction to Corrections	4.0
CCJ 2560	Introduction to Interviews and Interrogations	4.0
CCJ 2260	Introduction to Terrorism	4.0
CJE 2100	Policing in America	4.0
CCJ 2288	Spanish for the Criminal Justice Professional	4.0
CCJ 2268	Introduction to Victims Advocacy	4.0
CCJ 2943	Current Issues in Criminal Justice	4.0
CCJ 2020	Introduction to Forensics	4.0
CCJ 1910	Career Choices in Criminal Justice	4.0
TOTAL QUARTER CREDIT HOURS		64.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC 1101*	Composition I	4.0
ENC 1102*	Composition II	4.0
SPC 2016*	Oral Communications	4.0
SYG 2000	Principles of Sociology	4.0
PHI 1001	Basic Critical Thinking	2.0
TOTAL QUARTER CREDIT HOURS		18.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

* General education requirements are noted by an asterisk (*).

MEDICAL ASSISTANT (MAD3)

Associate of Applied Science Degree
 Portland and Vancouver Campuses
 Credit Hours Required: 97

Time:	Regular Term Day Starts	72	Weeks
	Midterm Day Starts	78	Weeks
	Regular Term Evening Starts	96	Weeks
	Midterm Evening Starts	102	Weeks

Recommended minimum typing speed for graduation is 40 NWPM.

The clinical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in all aspects of patient care, including both front-office and back-office.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting	4
APB 1100	Anatomy & Physiology I	4
APB 1110	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101*	Composition I	4
EN 120	Business Communications (Portland Campus)	4
	-OR-	
ENG 1000	Business English (Vancouver Campus)	4
HC 2941	Medical Assistant Externship	5
HSC 1444	Diseases of the Human Body	4
HSC 1531	Medical Terminology	4
MEA 1385	Medical Law & Ethics	2
BUS 1000	College Business Mathematics	4
ENC 1102*	Composition II (Portland Campus)	4
	-OR-	
MAT 1033	College Algebra (Vancouver Campus)	4
MEA 1671	Patient Interpersonal Relations	2
MEA 2455	Clinical Lecture A	4
MEA 2456	Clinical Lecture B	4
MEA 2457	Clinical Lecture C	4
MEA 2714	Medical Insurance Billing	4
MLS 2325	Clinical Lab A	2
MLS 2326	Clinical Lab B	2
MLS 2327	Clinical Lab C	2
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
PHA 2245	Pharmacology & Medical Math	4
PSY 2012 *	General Psychology	4
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
SPC 2016 *	Oral Communications	4
TOTAL CREDITS		97

* General education requirements are noted by an asterisk (*).

Students who earn a degree in this program may choose to sit for the Medical Assistant Certification Exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, Certified Medical Assistant.

-OR-

Students who earn a degree in this program may choose to sit for the Medical Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, National Certified Medical Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

MEDICAL ASSISTANT (MA2)

Diploma Program

Portland and Vancouver Campuses

Credit Hours Required: 75

Time:	Regular Term Day Starts	60	Weeks
	Midterm Day Starts	66	Weeks
	Regular Term Evening Starts	72	Weeks
	Midterm Evening Starts	78	Weeks

Recommended minimum typing speed for graduation is 40 NWPM.

The medical assistant is trained in medical business office skills and the clinical and laboratory skills necessary to assist the physician in patient care.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting	4
APB 1100	Anatomy & Physiology I	4
APB 1110	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101*	Composition I (Portland Campus)	4
	-OR-	4
ENG 1000	Business English (Vancouver Campus)	4
HC 2941	Medical Assistant Externship	5
HSC 1531	Medical Terminology	4
MEA 1385	Medical Law & Ethics	2
BUS 1000	College Business Mathematics	4
MEA 2455	Clinical Lecture A	4
MEA 2456	Clinical Lecture B	4
MEA 2457	Clinical Lecture C	4
MEA 2714	Medical Insurance Billing	4
MLS 2325	Clinical Lab A	2
MLS 2326	Clinical Lab B	2
MLS 2327	Clinical Lab C	2
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
PHA 2245	Pharmacology & Medical Math	4
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
TOTAL CREDITS		75

* General education requirements are noted by an asterisk (*).

Students who earn a diploma in this program may choose to sit for the Medical Assistant Certification Exam developed by the American Association of Medical Assistants. Upon successful completion of the exam, the graduate earns the title of CMA, Certified Medical Assistant.

Students who earn a diploma in this program may choose to sit for the Medical Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMA, National Certified Medical Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

ADMINISTRATIVE MEDICAL ASSISTANT (MA1)

Diploma Program

Portland Campus only

Credit Hours Required: 48

Time:	Regular Term Day Starts	36	Weeks
	Midterm Day Starts	42	Weeks
	Regular Term Evening Starts	48	Weeks
	Midterm Evening Starts	54	Weeks

Recommended minimum typing speed for graduation is 30 NWPM.

A career in the medical field is a dynamic and rewarding opportunity. The medical office assistant is trained in medical business office skills to assist the patients and to act as a liaison between doctor and patient.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting	4
APB 1100	Anatomy & Physiology I	4
APB 1110	Anatomy & Physiology II	4
CGS 2167C	Computer Applications	4
ENC 1101*	Composition I (Portland Campus)	4
	-OR-	4
ENG 1000	Business English (Vancouver Campus)	4
HSC 1531	Medical Terminology	4
MEA 1385	Medical Law & Ethics	2
MEA 2714	Medical Insurance Billing	4
OST 1141L	Keyboarding	2
OST 2301	Medical Office Practice	4
OST 2614	Medical Transcription	2
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
	Additional Credits	4
TOTAL CREDITS		48

* General education requirements are noted by an asterisk (*).

Students who earn a diploma in this program may sit for the Medical Office Assistant Certification Exam developed by the National Center for Competency Testing. Upon successful completion of the exam, the graduate earns the title of NCMOA, National Certified Medical Office Assistant.

The State of Washington, Chapter 18.135, Revised Code of Washington [RCW] and Title 246-826 in the Washington Administrative Code [WAC] requires "Health Care Assistants" to secure "certification" from the Department of Health as a condition of employment.

PHARMACY TECHNICIAN (PHTA)

Associate of Applied Science

Portland Campus only

Credit Hours Required: 97

Time: Regular Term Day Starts 72 Weeks

Midterm Day Starts 78 Weeks

Recommended minimum typing speed for graduation is 40 NWPM.

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of Pharmacy Technology, coupled with a solid understanding of basic general education concepts. The degree prepares the graduate for an entry-level position in any number of both health care facilities and retail establishments. These include hospitals and medical centers, teaching facilities, out-patient clinics, urgent care centers, and retail and wholesale pharmacies.

COURSE NUMBER	COURSE	CREDITS
College Core Requirements:		
SLS 1130	Strategies for Success	4
OST 1141L	Keyboarding	2
CGS 2167C	Computer Applications	4
MAN 1030	Introduction to Business Enterprise	4
MAN 2021	Principles of Management	4
SLS 1320	Career Skills	2
Major Core Requirements:		
PTN 1702	Introduction to Pharmacy	4
PTN 1780C	Administrative Aspects of Pharmacy	4
PTN 1704	Professional Aspects of Pharmacy Technology	4
PTN 1703	Pharmaceutical Calculations	4
PTN 1733C	Pharmacy Operations	4
MEA 1235	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	4
MEA 1231	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems	4
MEA 1247	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems	4
MEA 1239	Medical Terminology for Medical Assistants	4
MEA 2244	Pharmacology	4
HSA 2113	Health Care Systems, Issues, and Transitions	4
MAR 2305	Customer Relations and Service	4
PTN 1740	Externship	5
General Education Requirements:		
ENC 1101*	Composition I	4
ENC 1102*	Composition II	4
PSY 2012*	General Psychology	4
EN 120	Business Communications	4
SPC 2016*	Oral Communications	4
	Additional Credits	4
TOTAL CREDITS		97

General Education requirements are noted by an asterisk ()

PHARMACY TECHNICIAN DIPLOMA (PHT)

Diploma program

Portland Campus only

Credit Hours Required: 65

Time: Regular Term Day Starts 60 Weeks

Midterm Day Starts 66 Weeks

Recommended minimum typing speed for graduation is 40 NWPM.

The Pharmacy Technician program is designed to provide students with a broad academic and clinical background in the field of Pharmacy Technology. The diploma prepares the graduate for an entry-level position in any number of both health care facilities and retail establishments. These include hospitals and medical centers, teaching facilities, outpatient clinics, urgent care centers, and retail and wholesale pharmacies.

COURSE NUMBER	COURSE	CREDITS
College Core Requirements:		
SLS 1130	Strategies for Success	4
OST 1141L	Keyboarding	2
CGS 2167C	Computer Applications	4
SLS 1320	Career Skills	2
Major Core Requirements:		
PTN 1702	Introduction to Pharmacy	4
PTN 1780C	Administrative Aspects of Pharmacy	4
PTN 1704	Professional Aspects of Pharmacy Technology	4
PTN 1703	Pharmaceutical Calculations	4
PTN 1733C	Pharmacy Operations	4
MEA 1235	Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	4
MEA 1231	Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems	4
MEA 1247	Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems	4
MEA 1239	Medical Terminology for Medical Assistants	4
MEA 2244	Pharmacology	4
HSA 2113	Health Care Systems, Issues, and Transitions	4
MAR 2305	Customer Relations and Service	4
PTN 1740	Externship	5
TOTAL CREDITS		65

Medical Administrative Assistant Program: See modular programs, page 67

Medical Insurance Billing/Coding Program: See modular programs, page 69

EXECUTIVE ASSISTANT (ST9E)

Associate of Applied Science Degree
 Portland and Vancouver Campuses
 Credit Hours Required: 90

Time: Regular Term Day Starts 72 Weeks
 Midterm Day Starts 78 Weeks

Recommended minimum typing speed for graduation is 60 NWPM.

Executive assistants occupy a unique niche in the field of business. Responsibilities are varied and vital to the inner workings of the companies for which they work. The career is interesting and challenging. Its importance increases because the executive assistant works closely with management-level personnel and is exposed to policy-making decisions.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting	
	-OR-	4
APA 2111	Principles of Accounting I	
ACO 1806	Payroll Accounting	4
CGS 2167C	Computer Applications	4
CGS 2071	Spreadsheets	4
DP 145	Operating Systems/Hard Disk Management	4
DP 150	Advanced Data Base Management	4
EN 120	Business Communications	4
ENC 1101*	Composition I	4
ENG 1000	Business English	4
LE 100	Legal Concepts	4
BUL 2131	Applied Business Law	
	-OR-	4
PLA 1003	Introduction to Legal Assisting	
BUS 1000	College Business Mathematics	4
ENC 1102*	Composition II (Portland Campus)	
	-OR-	4
MAT 1033	College Algebra (Vancouver Campus)	
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
OP 110	Office Internship	4
PSY 2012*	General Psychology	4
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
SPC 2016*	Oral Communications	4
TR 100A	Transcription	2
TW 110	Keyboarding II	2
TW 130	Keyboarding III Administrative	2
TW 135	Keyboarding III Legal	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Credits	2
TOTAL CREDITS		90

* General education requirements are noted by an asterisk (*).

ADMINISTRATIVE ASSISTANT (ST8)

Diploma Program

Portland and Vancouver Campuses

Credit Hours Required: 64

Time: Regular Term Day Starts 48 Weeks

Midterm Day Starts 54 Weeks

Recommended minimum typing speed for graduation is 60 NWPM.

The Administrative Assistant must be well organized and able to accomplish a variety of business office tasks effectively. This program prepares the student with the skills necessary to become a valuable member of the business team.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting	
	-OR-	4
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
CGS 2071	Spreadsheets	4
EN 120	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
BUS 1000	College Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
TR 100A	Transcription	2
TW 110	Keyboarding II	2
TW 130	Keyboarding III Administrative	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Credits	14
TOTAL CREDITS		64

* General education requirements are noted by an asterisk (*).

LEGAL ADMINISTRATIVE ASSISTANT (ST8L)

Diploma Program

Portland and Vancouver Campuses

Credit Hours Required: 64

Time: Regular Term Day Starts 48 Weeks

Midterm Day Starts 54 Weeks

Recommended minimum typing speed for graduation is 60 NWPM.

In this professional secretarial program, the student chooses a legal career. The demand for qualified individuals in this field is high. Knowledge, ability, accuracy, and a mature manner are essential objectives in this program.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting	
	-OR-	4
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
EN 120	Business Communications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
LE 100	Legal Concepts	4
BUL 2131	Applied Business Law	
	-OR-	4
PLA 1003	Introduction to Legal Assisting	
BUS 1000	College Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
TR 100A	Transcription	2
TW 110	Keyboarding II	2
TW 135	Keyboarding III Legal	2
WP 105	Word Processing I	2
WP 115	Information Processing	2
	Additional Credits	10
TOTAL CREDITS		64

* General education requirements are noted by an asterisk (*).

AUTOMATED OFFICE TECHNOLOGY (ST4)

Diploma Program

Portland and Vancouver Campuses

Credit Hours Required: 48

Time: Regular Term Day Starts 36 Weeks

Midterm Day Starts 42 Weeks

Recommended minimum typing speed for graduation is 50 NWPM.

With increasing automation in the office, it has become vitally important for an individual to obtain skills necessary to operate a microcomputer. The Automated Office Technology program provides the student with updated office technology training in addition to valuable microcomputer skills.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting	
	-OR-	4
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
BUS 1000	College Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
TR 100A	Transcription I	2
TW 110	Keyboarding II	2
TW 130	Keyboarding III Administrative	2
WP 105	Word Processing I	2
	Additional Credits	8
TOTAL CREDITS		48

* General education requirements are noted by an asterisk (*).

RECEPTIONIST/GENERAL OFFICE ASSISTANT (ST1)

Diploma Program

Portland Campus only

Credit Hours Required: 36

Time: Regular Term Day Starts 24 Weeks

Midterm Day Starts 30 Weeks

Recommended minimum typing speed for graduation is 45 NWPM.

This is a practical program for the student who wishes to train for general office work or to become a receptionist or clerk-typist. It is recommended for those who like dealing with people and want to perform a variety of office duties.

COURSE NUMBER	COURSE	CREDITS
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
ENG 1000	Business English	4
BUS 1000	College Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
TW 110	Keyboarding II	2
WP 105	Word Processing I	2
	Additional Credits	4
TOTAL CREDITS		36

* General education requirements are noted by an asterisk (*).

PARALEGAL/LEGAL ASSISTANT (LPA8)

Associate of Applied Science Degree

Portland and Vancouver Campuses

Credit Hours Required: 96

Time:	Regular Term Day Starts	72	Weeks
	Midterm Day Starts	78	Weeks
	Regular Term Evening Starts**	96	Weeks
	Midterm Evening Starts**	102	Weeks

Recommended minimum typing speed for graduation is 50 NWPM.

The Paralegal/Legal Assistant program is designed to provide the student with fundamental knowledge of legal terminology, substantive and procedural law, drafting of legal pleading and responses, and legal research. Graduates of the program should be able to assist an attorney in private or corporate practice.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting	4
CGS 2167C	Computer Applications	4
EN 120	Business Communications	4
ENC 1101*	Composition I	4
ENG 1000	Business English	4
ENC 1102*	Composition II (Portland Campus)	4
	-OR-	
		4
MAT 1033	College Algebra (Vancouver Campus)	4
OST 1141L	Keyboarding	2
PLA 1003	Introduction to Legal Assisting	4
PLA 1700	Legal Ethics and Social Responsibility	4
PLA 1105	Legal Research and Writing I	4
PLA 2203	Civil Procedure	4
PLA 2106	Legal Research and Writing II	4
PLA 2460	Bankruptcy	4
PLA 2273	Torts	4
PLA 2308	Criminal Procedure	4
PLA 2423	Contract Law	4
PLA 2433	Business Organizations	4
PLA 2600	Wills, Trusts and Probate	4
PLA 2800	Family Law	4
PLA 2940	Paralegal Externship	4
	-OR-	
		4
PLA 2505	Real Estate Law	4
PSY 2012 *	General Psychology	4
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
SPC 2016*	Oral Communications	4
TW 135	Keyboarding III Legal	2
WP 105	Word Processing I	2
TOTAL CREDITS		96

* General education requirements are noted by an asterisk (*).

**Evening program offered only in Portland.

TRAVEL/HOSPITALITY MANAGEMENT (HTM)

Associate of Applied Science Degree

Portland Campus only

Credit Hours Required: 90

Time: Regular Term Day Starts 72 Weeks

Midterm Day Starts 78 Weeks

Recommended minimum typing speed for graduation is 60 NWPM.

The travel and hospitality industries combine to make the largest industry in the United States. The areas of travel, leisure, hospitality, etc., are becoming more interrelated. Our degree program allows the graduate the flexibility of working in a travel atmosphere in an administrative capacity.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting	
	-OR-	4
APA 2111	Principles of Accounting I	
CGS 2167C	Computer Applications	4
ENC 1101 *	Composition I	4
ENC 1102 *	Composition II	4
EN 120	Business Communications	4
ENG 1000	Business English	4
HT 100	Introduction to Travel and Hospitality	4
HT 115	Geography	4
HT 125	Destination Specialist	4
HT 135	Travel Computer Reservations	8
HT 190	Hotel-Hospitality Management Responsibilities	4
HT 170	Hotel/Motel Front Office Procedures	4
HT 180	Administrative Travel Dynamics	4
BUS 1000	College Business Mathematics	4
OST 1141L	Keyboarding	2
OP 100	Office Techniques	4
PSY 2012 *	General Psychology	4
SPC 2016 *	Oral Communication	4
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
TR 100A	Transcription	2
TW 110	Keyboarding II	2
WP 105	Word Processing I	2
	Additional Credits	4
TOTAL CREDITS		90

* General education requirements are noted by an asterisk (*).

TRAVEL/HOSPITALITY ADMINISTRATION (HT4)

Diploma Program

Portland Campus only

Credit Hours Required: 64

Time: Regular Term Day Starts 48 Weeks

Midterm Day Starts 54 Weeks

Recommended minimum typing speed for graduation is 45 NWPM.

The travel and hospitality industries combine to make the largest industry in the United States. The areas of travel, leisure, hospitality, etc., are becoming more interrelated. Our comprehensive modern program is designed for this expanding employment market.

COURSE NUMBER	COURSE	CREDITS
APA 1114	Office Accounting	4
CGS 2167C	Computer Applications	4
ENG 1000	Business English	4
HT 100	Introduction to Travel and Hospitality	4
HT 115	Geography	4
HT 125	Destination Specialist	4
HT 135	Travel Computer Reservations	8
HT 190	Hotel-Hospitality Management Responsibilities	4
HT 170	Hotel/Motel Front Office Procedures	4
HT 180	Administrative Travel Dynamics	4
BUS 1000	College Business Mathematics	4
OST 1141L	Keyboarding	2
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
TW 110	Keyboarding II	2
	Additional Credits	6
TOTAL CREDITS		64

TRAVEL/HOSPITALITY (HT3)

Diploma Program

Portland Campus only

Credit Hours Required: 48

Time: Regular Term Day Starts 36 Weeks

Midterm Day Starts 45 Weeks

Recommended minimum typing speed for graduation is 30 NWPM.

The travel and hospitality industries combine to make the largest industry in the United States. The areas of travel, leisure, hospitality, etc., are becoming more interrelated. Our comprehensive modern program is designed for this expanding employment market.

COURSE NUMBER	COURSE	CREDITS
ENG 1000	Business English	4
HT 100	Introduction to Travel and Hospitality	4
HT 115	Geography	4
HT 125	Destination Specialist	4
HT 135	Travel Computer Reservations	8
HT 170	Hotel/Motel Front Office Procedures	4
BUS 1000	College Business Mathematics	4
OST 1141L	Keyboarding	2
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
TW 110	Keyboarding II	2
	Additional Credits	6
TOTAL CREDITS		48

This program is offered only at the Portland campus.

COURSE OFFERINGS

COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

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

Students enrolled in Diploma and Associate of Applied Science Degree programs take courses in the lower division. The letters that must accompany the numbering system normally refer to the course subject matter, such as MAN = management and CIS = computer information systems. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area. General education courses are noted in the course description with an asterisk.

GENERAL EDUCATION COURSES

General education within a degree program is designed to create a well-rounded individual with good general knowledge of several areas outside the specific major field of the graduate. The following courses are classified as general education courses:

- ENC 1101 Composition I
- ENC 1102 Composition II
- MAT 1033 College Algebra
- PSY 2012 General Psychology
- SPC 2016 Oral Communications

ADDITIONAL CREDITS

Additional credits as required by individual programs may include any courses listed in this catalog as long as the student meets all prerequisites.

COURSE DESCRIPTIONS

- ACG 2045 Corporate Accounting** **4 Credits**
This course emphasizes a practical understanding of corporate accounting principles, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: APA 2121
- ACG 2178 Financial Statement Analysis** **4 Credits**
The basics of financial statement analysis in directing a firm's operations are covered in this course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2045
- ACG 2551 Non-Profit Accounting** **4 Credits**
In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite: ACG 2045
- ACO 1806 Payroll Accounting** **4 Credits**
This course provides the student with a working knowledge of payroll laws, principles, practices, methods, and systems. The student gains hands-on experience performing the payroll function. Prerequisite: APA 2111 or APA 1114
- APA 1114 Office Accounting** **4 Credits**
This course is designed to introduce the student to basic accounting procedures. A strong emphasis is placed on the payroll phase of accounting.
- APA 2111 Principles of Accounting I** **4 Credits**
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted.
- APA 2121 Principles of Accounting II** **4 Credits**
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111
- APA 2141 Computerized Accounting** **4 Credits**
This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts

payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll.
Prerequisite: APA 2111 or APA 1114

APA 2161 Introductory Cost/Managerial Accounting **4 Credits**
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121

APA 2959 Externship in Accounting **4 Credits**
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved accounting office or other suitable location for 120 hours. Prerequisites: The student must be in good standing and in the final quarter.

APB 1100 Anatomy & Physiology I **4 Credits**
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems.

APB 1110 Anatomy & Physiology II **4 Credits**
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, respiratory, digestive, urinary, and reproductive systems.

BUL 2131 Applied Business Law **4 Credits**
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships, and corporations are discussed.

BUS 1000 College Business Mathematics **4 Credits**
Comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process, trade and cash, markups and markdowns, simple and compound interest, and payroll functions.

CCJ 1017 Criminology **4 Credits**
The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1024 Introduction to Criminal Justice **4 Credits**
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1800 Criminal Investigations **4 Credits**
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 1910 Career Choices in Criminal Justice **4 Credits**
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2020 Introduction to Forensics **4 Credits**
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2160 Criminal Procedure and the Constitution **4 Credits**
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2260 Introduction to Terrorism **4 Credits**
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CCJ 2306 Introduction to Corrections **4 Credits**
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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- CCJ 2358 Criminal Justice Communications** **4 Credits**
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2268 Introduction to Victims Advocacy** **4 Credits**
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2288 Spanish for the Criminal Justice Professional** **4 Credits**
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2560 Introduction to Interviews and Interrogations** **4 Credits**
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CCJ 2943 Current Issues in Criminal Justice** **4 Credits**
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CGS 2071 Spreadsheets** **4 Credits**
This course explores the use of electronic spreadsheets in business applications. The student develops a thorough knowledge of spreadsheet software packages through application of spreadsheet, database and graphic abilities.
- CGS 2167C Computer Applications** **4 Credits**
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use.
- CJE 2100 Policing in America** **4 Credits**
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- CJL 2130 Criminal Evidence** **4 Credits**
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- DP 130 Introduction to BASIC Programming and Hardware Maintenance** **4 Credits**
This course provides a hands-on approach to structured BASIC programming techniques. Students write, debug, and run programs. Concepts covered include input/output operations, control of program flow, and control structures. Prerequisite: CGS 2167C
- DP 145 Operating Systems/Hard Disk Management** **4 Credits**
This course provides a hands-on approach to operating systems with a significant focus on MS-DOS for IBM compatible computers and the graphical user interface, Windows. Students learn about hard disk/floppy disk management, internal and external commands and how to use them, and system configuration. Students perform actions and are exposed to discussions that enable them to accomplish a number of strategic tasks related to computer operations. Prerequisite: CGS 2167C
- DP 150 Advanced Data Base Management** **4 Credits**
Advanced Data Base Management is designed to provide the student with the skills necessary to develop and master a relational database. The student achieves this through data base design creating data files and custom screens, manipulation input, output, sorting, reporting formatting and production, and other pertinent commands and techniques. Prerequisite: CGS2167C

DP 220 Data Base Application Programming	4 Credits
This course provides a comprehensive study of the features of a relational database and its applications. Students investigate database design, storage, and maintenance, including relationships between table entities. Selection and action queries, forms and reports are studied, followed by macros and modules written in a database programming language. Prerequisites: DP 130 and DP 150	
DP 230 System Administration & Multi-User Systems	4 Credits
This course explores aspects of networking multiple computers and also involves the study and applied use of system administration including commands, file and directory maintenance, multi-task automation, electronic mail, and troubleshooting a network operating system. Prerequisite: CGS 2167C	
DP 240 Computer Lab Internship	2 Credits
Internship is a credit-bearing work experience in the computer lab at Western Business College. Available to students completing the final two terms of their program. Prerequisites: Recommendations of faculty are required, and the student must have a minimum CGPA of 2.5.	
DP 260 Web Page Design	4 Credits
This course will provide students with the skills needed to create www pages. Students learn beginning web page programming, how to include text, pictures, and links, as well as advanced subjects such as tables, forms, frames, and scripts. Prerequisites: CGS 2167C, DP 145	
DS 100 Desktop Publishing-PageMaker/PhotoShop	2 Credits
This is an introductory course designed to teach students how to use PageMaker, a page layout program, and PhotoShop, a painting and photo manipulation program. Students learn how to scan and alter images and use these images to produce flyers, brochures, and newsletters. Prerequisite: CGS 2167C	
DS 102 Desktop Publishing-PageMaker/Illustrator	2 Credits
This is an introductory course designed to teach students how to use PageMaker, a page layout program, and Illustrator, a drawing program. Students learn how to scan and alter images and use these images to produce flyers, brochures, and newsletters. Prerequisite: CGS 2167C	
EN 120 Business Communications	4 Credits
This course is designed to provide a comprehensive review of English grammar as it is applied to communications in the business setting. Practice in perfecting written skills is provided.	
ENC 1101 Composition I*	4 Credits
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material.	
ENC 1102 Composition II*	4 Credits
This course builds on the foundation of the written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC1101	
ENG 1000 Business English	4 Credits
This course offers a thorough review of grammar and sentence structure and an overview of the sentence with focus on nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections	
FIN 1103 Introduction to Finance	4 Credits
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement, and estate planning.	
HC 2941 Medical Assistant Externship	5 Credits
This course is 160 hours of unpaid, supervised, practical in-service in a medical office or clinic in which the student practices direct application of all administrative and clinical functions of the medical assistant. All classes required for Medical Core Requirements must be completed prior to enrollment.	
HSA 2113 Health Care Systems, Issues, and Transitions	4 Credits
This course is designed to provide the student with an overview of current health care professions, including career and labor market information. Additional topics covered include health care delivery systems, health organization structure, patient rights and quality of care, workplace behavior in health care, and decision making in the health care environment.	
HSC 1444 Diseases of the Human Body	4 Credits
This course provides a study of the human body's diseases and disorders, including signs and symptoms, etiology, diagnoses, and treatment.	

HSC 1531 Medical Terminology	4 Credits
This course is designed to provide an understanding of the meanings of a variety of medical word element roots, prefixes, and suffixes. The student learns to combine elements to create numerous terms common to the medical profession.	
HT 100 Introduction to Travel and Hospitality	4 Credits
This course emphasizes the different types of influences that affect the customer, including AMTRAK, cruise lines, airlines, weather, and politics. Lec Hrs 040 Lab hrs 000 Other 000	
HT 115 Geography	4 Credits
This course teaches geography and its impact on tourism. Emphasis is placed on the many aspects of geography, including cultural, historical, and political.	
HT 125 Destination Specialist	4 Credits
This course covers the components and implementation of an organized tour in a specific geographic region. The components include hotels, ground arrangements, daily activities, meals, air transportation, and escorts.	
HT 135 Travel Computer Reservations	8 Credits
This course teaches the student to use the on-line AMADEUS® computerized reservations system to its fullest capacity. The student learns how to modify and create itineraries. Telephone sales and techniques and hotel and car rental reservations are also emphasized. Prerequisite: HT 115	
HT 170 Hotel/Motel Front Office Procedures	4 Credits
This course presents a systematic computerized approach to front office procedures by detailing the flow of business through a hotel, beginning with the reservation process and ending with check-out and settlement. The course also examines the various elements of effective front office management, paying particular attention to planning and evaluating front office operations and to personnel management. Front office procedures and management are placed within the context of the overall operation of a hotel.	
HT 180 Administrative Travel Dynamics	4 Credits
This course is a comprehensive study of the dynamics of corporate travel and travel agency management. It focuses on the high powered, professional arena of travel agency operations and emphasizes employee development as well as the human relations skills necessary to secure and hold corporate markets.	
HT 190 Hotel-Hospitality Management Responsibilities	4 Credits
This course provides an in-depth study of the methods and techniques employed by the hospitality-hotel and tourism industry to accomplish effective and efficient operations. It includes discussions of management theory and systems, decision-making and leadership issues directly relevant to the hospitality-hotel profession. Lec Hrs 040 Lab Hrs 000 Other 000	
LE 100 Legal Concepts	4 Credits
This course deals with the discussion and typing of legal documents such as deeds, wills, contracts, summons, and complaints. Terminology and the elements of law within legal documents are emphasized. Prerequisites: ENG 1000, OST 1141L	
MAN 1030 Introduction to Business Enterprise	4 Credits
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise.	
MAN 2021 Principles of Management	4 Credits
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced.	
MAR 2305 Customer Relations and Service	4 Credits
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer.	
MAT 1033 College Algebra*	4 Credits
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills.	
MEA 1231 Anatomy and Pathophysiology of the Cardiovascular, Lymphatic, Respiratory and Reproductive Systems	4 Credits
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the cardiovascular, lymphatic, respiratory, and reproductive systems.	
MEA 1235 Anatomy and Pathophysiology of the Integumentary, Urinary and Digestive Systems and Nutrition	4 Credits
This course is a scientific study of the structure of the human body and its parts including relationships and functions and disease processes of the integumentary, digestive and urinary systems; and nutrition and metabolism	

MEA 1239 Medical Terminology for Medical Assistants	4 Credits
This course is designed to provide an understanding of the meanings of a variety of medical word elements (roots, prefixes, and suffixes). The student learns to combine elements to create numerous terms common to the medical profession.	
MEA 1247 Anatomy and Pathophysiology of the Nervous, Endocrine, Skeletal and Muscular Systems	4 Credits
This course is a scientific study of the structure of the human body and its parts including relationships, functions, and disease processes of the nervous, endocrine, muscular, and skeletal systems.	
MEA 1385 Medical Law & Ethics	2 Credits
This course is designed to cover medical jurisprudence and medical ethics. Legal aspects of office procedures are covered, including a discussion of various medical/ethical issues in today's medical environment.	
MEA 1671 Patient Interpersonal Relations	2 Credits
This course will encompass the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, patients, family members, and other health professionals. The course will also aid the student in developing appropriate techniques in dealing with change within the medical environment.	
MEA 2244 Pharmacology	4 Credits
Various aspects of clinical pharmacology will be discussed, including a study of the various medications currently prescribed for the treatment of illnesses and diseases based on a systems method.	
MEA 2455 Clinical Lecture A	4 Credits
This course focuses on universal precautions in the medical environment, including understanding of bloodborne pathogens, HIV/AIDS, infection control, collection and handling of specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis and infection control in a simulated setting. Common minor surgery techniques and aftercare will be discussed. Also covered will be emergency medical procedures. Prerequisite: HSC 1531	
MEA 2456 Clinical Lecture B	4 Credits
This course is designed to present the theories and principles of patient care, including vital signs, physical and specialty exams, and electrocardiograms. Prerequisites: MEA 2455, MLS 2325	
MEA 2457 Clinical Lecture C	4 Credits
This course will introduce the student to the theories and practices related to common procedures and tests performed in a physician's office laboratory. These will include CLIA regulations, normal results, and quality control, injection techniques and blood and urine collection. Prerequisites: MEA 2455, MLS 2325	
MEA 2714 Medical Insurance Billing	4 Credits
This course will train the student in the major medical insurance and claims forms processing. It will include information on national and other common insurance plans, as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Prerequisite: HSC 1531	
MLS 2325 Clinical Lab A	2 Credits
This course is designed to acquire and practice the skills discussed in Clinical Lecture A. Prerequisite: HSC 1531	
MLS 2326 Clinical Lab B	2 Credits
This course is designed to acquire and practice the skills discussed in Clinical Lecture B. Prerequisites: MEA 2455, MLS 2325	
MLS 2327 Clinical Lab C	2 Credits
This course is designed to acquire and practice the skills discussed in Clinical Lecture C. Prerequisites: MEA2455, MLS 2325	
OP 100 Office Techniques	4 Credits
This course includes planning and organizational skills, office ethics, and telephone techniques. Also covered are effective processing of paperwork, records management, and time management.	
OP 110 Office Internship	4 Credits
This course is a credit-bearing experience tailored to the student's program and is limited to the availability of an appropriate office setting. It is available only to students completing the final two terms of their programs. Prerequisites: Recommendations of faculty are required, and the student must have a minimum CGPA of 2.5.	
OST 1141L Keyboarding	2 Credits
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills.	
OST 2301 Medical Office Practice	4 Credits
This course introduces the student to the administrative functions of the medical office or clinic. Emphasis is placed on communications, scheduling, medical records, documentation, and filing. In addition, telephone techniques and etiquette will be covered. Manual and computerized bookkeeping is also covered. Prerequisite: CGS 2167C	
OST 2614 Medical Transcription	2 Credits
This course is designed to provide the student with a working knowledge of medical transcription. Medical reports will be transcribed from individual case studies, each of which relates to a patient with a specific medical problem. The medical reports will include patient history, physical examinations, radiology, operative reports, pathology, requests for consultation, and discharge summaries. Prerequisites: HSC 1531, OST 1141L, CGS 2167C	

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- PHA 2245 Pharmacology & Medical Math** **4 Credits**
This course will include a study of the various medications prescribed for the treatment of illness and diseases including uses, side effects, and precautions. The course is designed to include dosage calculations, legal aspects of pharmacology, and an introduction to prescriptions and drug administration. Prerequisites: APB1100, APB1110 and BUS 1000 or MAT 1033
- PHI 1001 Basic Critical Thinking** **2 Credits**
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
- PLA 1003 Introduction to Legal Assisting** **4 Credits**
Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping, and client billing procedures are practiced through a hands-on exercise completed during the course.
- PLA 1105 Legal Research and Writing I** **4 Credits**
The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs.
- PLA 1700 Legal Ethics and Social Responsibility** **4 Credits**
This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism.
- PLA 2106 Legal Research and Writing II** **4 Credits**
This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite: PLA 1105
- PLA 2203 Civil Procedure** **4 Credits**
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions, and other issues. Prerequisite: PLA 1003
- PLA 2273 Torts** **4 Credits**
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003
- PLA 2308 Criminal Procedure** **4 Credits**
This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: PLA 1003
- PLA 2423 Contract Law** **4 Credits**
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003
- PLA 2433 Business Organizations** **4 Credits**
This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations, and corporate financing. Prerequisite: PLA 1003
- PLA 2460 Bankruptcy** **4 Credits**
This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLA 1003
- PLA 2505 Real Estate Law** **4 Credits**
In this course, students are instructed in basic real estate law. Emphasis is placed on title examination and completing documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes, and closing statements. Prerequisite: PLA 1003

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- PLA 2600 Wills, Trusts and Probate** **4 Credits**
This course examines the field of probate, the drafting of wills, the creation and administration of trusts and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003
- PLA 2800 Family Law** **4 Credits**
In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003
- PLA 2940 Paralegal Externship** **4 Credits**
This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisites: Available to Paralegal students in their last or next to last quarter before graduating with an Associate degree. Students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the department chairperson. Students below a 3.0 GPA must secure the approval of both the department chairperson and the Dean to enroll in the Externship course.
- PSY 2012 General Psychology*** **4 Credits**
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology.
- PTN 1702 Introduction to Pharmacy** **4 Credits**
This course is designed to provide the student with an overall understanding and orientation to the field of pharmacy technology. Included in the course is an overview and historical development of pharmacy and health care, organizational structure and function of the hospital, an introduction to home health care and long-term care, an overview of regulatory standards in pharmacy practice, and law and ethics as it relates to the profession of pharmacy.
- PTN 1703 Pharmaceutical Calculations** **4 Credits**
In this course, students will be introduced to pharmaceutical calculations. Subjects covered include systems of measurements and conversions between each, actual pharmaceutical calculations of drug dosages, and working with compounds, admixtures, and parenteral and IV medications.
- PTN 1704 Professional Aspects of Pharmacy Technology** **4 Credits**
This course is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include pharmaceutical terminology and medical abbreviations, pharmaceutical dosage forms, and a review of basic mathematics and introduction to pharmaceutical calculations.
- PTN 1733C Pharmacy Operations** **4 Credits**
In this course, emphasis is placed on the role and responsibilities of the pharmacy technician, as well as a study of general operations of pharmacies at different settings. Subjects covered include safety in the workplace, using computers in the pharmacy, communications and interpersonal relations within the pharmacy, drug distribution process, pharmacy environments, including ambulatory and institutional pharmacy practice, and fundamentals of reading prescriptions, and infection control in the pharmacy.
- PTN 1740 Externship** **5 Credits**
This 160-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Students will be expected to gain experiences in either a hospital pharmacy or a community (retail) pharmacy. Students will gain exposure to "on-the-job" experiences and training in the pharmacy setting and practice of skills and gaining experiences in all aspects of drug preparation and distribution utilized by participating sites. Prerequisite: Completion of Didactic Program.
- PTN 1780C Administrative Aspects of Pharmacy** **4 Credits**
This course is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Included in this course is use of policy and procedures manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders and medications errors, preparation and utilization of patient profiles, handling medications, storage and delivery of drug products, records management and inventory control, and compensation and methods of payment for pharmacy services.
- SLS 1130 Strategies for Success** **4 Credits**
This course is designed to prepare students for a successful transition to college. Strategies and resources for addressing anticipated personal and practical impediments to completion will be identified. Students will be introduced to skills that will be required for a successful career. Connections between students' goals and campus/program offerings will be reinforced.

SLS 1320 Career Skills	2 Credits
A course designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume' preparation.	
SPC 2016 Oral Communications*	4 Credits
This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills.	
SYG 2000 Principles of Sociology	4 Credits
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
TAX 2000 Tax Accounting	4 Credits
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns.	
TR 100A Transcription	2 Credits
This course teaches transcription skills and emphasizes punctuation and proofreading ability, spelling, correct number usage, abbreviations, English grammar, and formatting. It emphasizes specialization within the student's field of study. Prerequisites: TW 110, ENG 1000, ENC 1101	
TW 110 Keyboarding II	2 Credits
Intermediate Keyboarding is a course designed to increase speed and accuracy and to provide skill in production typing. Business letters, interoffice memoranda, tables and manuscripts are emphasized. Speed goal varies according to graduation recommendation per individual program. Prerequisite: OST 1141L or equivalent	
TW 130 Keyboarding III Administrative	2 Credits
This is an advanced typing course on the microcomputer in which more complex production work and office typing are stressed through use of specialized job simulations. Speed goal varies according to graduation recommendation per individual program. Prerequisite: TW 110	
TW 135 Keyboarding III Legal	2 Credits
This is an advanced typing course that emphasizes complex production work and the preparation of a variety of legal forms and documents. Prerequisite: OST 1141L	
WP 105 Word Processing I	2 Credits
This course is an introduction to word processing concepts, theories, and operations. The students learn these concepts through hands-on applications utilizing the microcomputer and word processing applications software. Prerequisite: OST 1141L	
WP 115 Information Processing	2 Credits
This course utilizes the microcomputer and word processing applications software to instruct the student in using advanced information processing commands and features, performing complex operations, and developing and working with long documents. Terminology, concepts, and techniques used in the Windows operating environment are introduced. Prerequisite: WP 105	
WP 125 Desktop Publishing	2 Credits
This course is designed to instruct students in methods for enhancing the appearance of documents by using fonts, graphics, layouts, and tables. Exercises include creating brochures, flyers, catalogs, newsletters, books, and magazines using word processing software with desktop publishing applications. Prerequisite: WP 105	

PROGRAMS OF STUDY - MODULAR PROGRAMS

MEDICAL INSURANCE BILLING/CODING (MAAD)

Diploma Program

6 Months (Day) Portland and Vancouver

6 Months (Evening) Portland/8 months (Evening) Vancouver

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 I is acknowledged by the awarding of a diploma.

Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Introduction to Medical Insurance and Managed Care	80	6.0
Module B	Government Programs	80	6.0
Module C	Electronic Data Interchange and 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, 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.

Lecture hours/ Lab hours / 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. Prerequisite: None

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 students have completed Modules A - E, they 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

MEDICAL ADMINISTRATIVE ASSISTANT (MIBD)

Diploma Program

8 Months (Day) or 10 Months (Evening) Portland

10 Months (Day) Vancouver

Total Credit Units Required: 47

Total Hours: 720

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

Program Outline

MODULE NUMBER	MODULE TITLE	CLOCK HOURS	CREDIT UNITS
Module A	Office Finance	80	6
Module B	Patient Processing and Assisting	80	6
Module C	Medical Insurance	80	6
Module D	Insurance Plans and Collections	80	6
Module E	Office Procedures	80	6
Module F	Patient Care and Computerized Practice Management	80	6
Module G	Dental Administrative Procedures	80	6
Module X	Externship	160	5
	Program Total	720	47

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 6.0 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. The basics of health insurance are introduced, as well as the basics of coding with CPT and ICD-9 codes. Students are also trained in checking vital signs. A cardiopulmonary resuscitation (CPR) course is also 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, 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 - Office Procedures

40/40/6.0

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management, and the medical facility environment. Students will become familiar with the Microsoft Excel program, as well as Disability Income Insurance and legal issues affecting insurance claims. Students will develop speed and accuracy on the keyboard as well as the 10-key pad. They will also 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. Students will learn the health insurance claim form and managed care systems. Hospital billing is also introduced in this module. In addition, students will learn basic techniques for taking patients' vital signs. They will learn Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Students will develop speed and accuracy on the keyboard as well as the 10-key pad, and they will also become familiar with essential medical 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 discuss interpersonal skills and human relations, telephone techniques and patient reception techniques. Students develop speed and accuracy on the keyboard as well as the 10-key pad and will 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.

RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

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

STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, which is a wholly-owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation.

Rhodes Colleges, Inc. - Corinthian Colleges, Inc.
6 Hutton Centre Drive, Suite 400
Santa Ana, California 92707

DIRECTORS

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

OFFICERS

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

TITLE

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

APPENDIX A: FACULTY AND STAFF

ADMINISTRATIVE STAFF

PORTLAND

Mickey Sieracki	President	B.A., College of Saint Teresa M.A., George Washington University
Jacquelyn Ferguson	Academic Dean	B.A., Pacific University
Helen Dunford	Associate Academic Dean	M.A., University of London B.A., University of Manchester
Laurel Coke	Director of Admissions	
Sharon Hale	Student Finance Director	
Gail Muller	Placement Director	M.B.A., George Fox University B.A., George Fox University
Michelle Mesman Michaelis	Business Manager	

VANCOUVER

Edward Yakimchick	President	B.A., Seattle Pacific University
Nancy Cann	Academic Dean	Ed.M., Washington State University B.A., San Francisco State University
Renee Schiffhauer	Director of Admissions	M.A., Indiana University of Pennsylvania B.S., St. Vincent College
Bob Jo Wakefield	Student Finance Director	B.S., Hawaii Pacific University
Michele O'Rourke	Director of Career Services	B.S., Brigham Young University

FACULTY

Western Business College faculty members are selected for their academic qualifications and working backgrounds, represent many years of practical experience, and are qualified to provide job-relevant training. An additional characteristic required of Western Business College faculty is a genuine interest in assisting students to achieve their career goals. The College faculty are listed below.

PORTLAND

Full-time Faculty*

Larry Andersen	Accounting	B.A., University of Washington
James Bartlett	Paralegal	J.D., University of San Francisco A.B., Humboldt State University
William Bates	Pharmacy	Pharm D, Idaho State University MPA:HA, Portland State University
Stephanie Blackman	General Education Human Relations	M.S., Portland State University B.A., Colby College
Nedra D. Brill	Computer Applications	B.A., Linfield College
William Dobrenen	Human Relations Communications	M.A., Western Seminary B.A., Biola University
Darlene Foresman	Medical	M.S.N., Oregon Health Sciences University B.S.N., Eastern Michigan University B.S., Michigan State University
R. Terre Harper	Travel/Hospitality	B.S., Oregon State University

Walt Junewick	Paralegal	J.D., Salmon P. Chase B.A., Miami University
Rodney Livengood	Medical Insurance Billing and Coding	B.S., Fort Hays State University
Sara Newman	Medical	M.A., Portland Paramedical Center
Laurel Pollock	Business	B.A., University of Oregon
Kenneth S. Price	Human Relations	B.F.A., Humboldt State University
Lee Schulz	Communications/Business	B.S., Oregon State University
Thomas Shepard	Medical Insurance Billing and Coding	B.S., Warner Pacific College
Catherine Simons	Human Relations/Business	B.A., Wichita State University

*Adjunct faculty are listed in addenda because of frequent changes

VANCOUVER

Full-time Faculty*

Linda Aleksa	English/Communication	B.S. Northern Illinois University
Michelle Bires	Business/Human Relations	B.A., Eastern Washington University A.A., Walla Walla Community College
Holly Bower	Computer Applications	B.A., Linfield College
Mary Durrall-DuPree	Communications/Business/Human Relations	M.S.T., Portland State University B.A., George Fox University
Evalinn Elhart	Medical	B.S., Humboldt State University
Daniel Highley	Accounting	B.A., Miami University
Debi Jack	Human Relations/English/Word Processing	B.A., Boise State University
Lorraine Papazian Boyce	Medical Insurance Billing Coding	M.S., Rush University Master of Divinity, Trinity Evangelical Divinity School B.S., Taylor University
Karen Redden	Medical	B.S., Portland State University
Jennie Sprouse	English, Human Relations	B.A., Central Washington University
Patricia Stoddard	Medical	M.S., Portland State University B.A., Linfield College
Kareen Turner	Paralegal	J.D., University of Idaho College of Law B.A., Brigham Young University

*Adjunct faculty are listed in addenda because of frequent changes

APPENDIX B: TUITION AND FEES

Tuition and Fees Schedule

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
Medical Insurance Billing/Coding	6 Modules		\$8,085	\$550
Medical Administrative Assistant	8 Modules		\$10,857	\$750
All Linear Programs including Mid-term starts	Varies	Varies	\$246/credit	\$325/qtr
*Does not include \$52 Background check for medical program students or medical immunization fees for students in the Medical Assisting diploma and degree programs.				

A \$150 fee for Hepatitis B and PPD vaccinations is added to the Lab A portion of Medical Assisting diploma and degree programs.

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all students each quarter. A non-refundable fee of \$20 per credit hour is assessed for each special Proficiency Examination (cannot be paid from Title IV financial aid funds). A \$100 fee will be charged for each online course. Additional fees not included in the above costs may be assessed. There is no additional charge to out-of-state students.

APPENDIX C: CALENDARS

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

MODULAR CALENDARS

Medical Insurance Billing and Coding (MIBC)			
Portland Campus			
Day Schedule - Five Day Week (Monday through Friday)			
2005/2006			
Start Dates		End Dates	
July 28, 2005	Thursday	August 26, 2005	Friday
August 29, 2005	Monday	September 23, 2005	Friday
September 26, 2005	Monday	October 28, 2005	Friday
October 31, 2005	Monday	November 25, 2005	Friday
November 28, 2005	Monday	December 23, 2005	Friday
January 3, 2006	Tuesday	January 27, 2006	Friday
January 30, 2006	Monday	February 24, 2006	Friday
February 27, 2006	Monday	March 24, 2006	Friday
March 27, 2006	Monday	April 28, 2006	Friday
May 1, 2006	Monday	May 26, 2006	Friday
May 30, 2006	Tuesday	June 23, 2006	Friday
June 26, 2006	Monday	July 28, 2006	Friday
July 31, 2006	Monday	August 25, 2006	Friday
August 28, 2006	Monday	September 22, 2006	Friday
September 25, 2006	Monday	October 27, 2006	Friday
October 30, 2006	Monday	November 22, 2006	Wednesday
November 27, 2006	Monday	December 22, 2006	Friday
Medical Insurance Billing and Coding (MIBC)			
Portland Campus			
Evening Schedule I- Four Day Week Monday through Thursday			
2005/2006			
Start Dates		End Dates	
August 1, 2005	Monday	August 25, 2005	Thursday
August 29, 2005	Monday	September 22, 2005	Thursday
September 26, 2005	Monday	October 27, 2005	Thursday
October 31, 2005	Monday	November 24, 2005	Thursday
November 28, 2005	Monday	December 22, 2005	Thursday
January 3, 2006	Tuesday	January 26, 2006	Thursday
January 30, 2006	Monday	February 23, 2006	Thursday
February 27, 2006	Monday	March 23, 2006	Thursday
March 27, 2006	Monday	April 27, 2006	Thursday
May 1, 2006	Monday	May 25, 2006	Thursday
May 30, 2006	Tuesday	June 22, 2006	Thursday
June 26, 2006	Monday	July 27, 2006	Thursday
July 31, 2006	Monday	August 24, 2006	Thursday
August 28, 2006	Monday	September 21, 2006	Thursday
September 25, 2006	Monday	October 26, 2006	Thursday
October 30, 2006	Monday	November 22, 2006	Wednesday
November 27, 2006	Monday	December 21, 2006	Thursday

MIBC Daytime Classes (6 Month) Vancouver Campus	
START DATE	END DATE
Friday, July 29, 2005	Thursday, August 25, 2005
Monday, August 1, 2005	Friday, August 26, 2005
Monday, August 29, 2005	Friday, September 23, 2005
Monday, September 26, 2005	Friday, October 28, 2005
Monday, October 31, 2005	Friday, November 25, 2005
Monday November 28, 2005	Friday, December 23, 2005
Tuesday, January 3, 2006	Friday, January 27, 2006
Monday, January 30, 2006	Friday, February 24, 2006
Monday, February 27, 2006	Friday, March 24, 2006
Monday, March 27, 2006	Friday, April 28, 2006
Monday, May 1, 2006	Friday, May 26, 2006
Tuesday, May 30, 2006	Friday, June 23, 2006
Monday, June 26, 2006	Friday, July 28, 2006
Monday, July 31, 2006	Friday, August 25, 2006
Monday August 28, 2006	Friday, September 22, 2006
Monday, September 25, 2006	Friday, October 27, 2006
Monday, October 30, 2006	Wednesday, November 22
Monday November 27, 2006	Friday, December 22, 2006

MIBC Evening Classes (8-Month) And Daytime MAA classes (10-month) Vancouver Campus	
START DATE	END DATE
Monday, June 27, 2005	Thursday, August 4, 2005
Monday, August 8, 2005	Thursday, September 8, 2005
Monday, September 12, 2005	Thursday, October 20, 2005
Monday, October 24, 2005	Wednesday, November 23, 2005
Monday, November 28, 2005	Thursday, January 5, 2006
Monday, January 9, 2006	Thursday, February 9, 2006
Monday, February 13, 2006	Thursday, March 16, 2006
Monday, March 20, 2006	Thursday, April 28, 2006
Monday, May 1, 2006	Thursday, June 1, 2006
Monday June 5, 2006	Thursday, July 6, 2006
Monday, July 17, 2006	Thursday, August 17, 2006
Monday, August 21, 2006	Thursday, September 22, 2006
Monday, September 25, 2006	Thursday, November 2, 2006
Monday, November 6, 2006	Thursday, December 7, 2006
Monday, December 11, 2006	Thursday, January 18, 2007