

Parks

COLLEGE

2005-2006 CATALOG

Arlington/McLean 122905

Arlington Campus
801 North Quincy Street, Suite 500
Arlington, Virginia 22203
(703) 248-8887

A branch of Parks College
9065 Grant Street
Thornton, CO 80229
(303) 457-2757

McLean Campus
1430 Spring Hill Road, Suite 200
McLean, Virginia, 22102
(703) 288-3131

A branch of Blair College
1815 Jet Wing Drive
Colorado Springs, CO 80916
(719) 638-6580

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Effective December 29, 2005, through December 31, 2006

MESSAGE FROM THE PRESIDENTS

As presidents of Parks College, we want to welcome you to our campuses. We are excited about the many opportunities that lie before us at Parks--opportunities to improve your educational experience and to enhance your career goals.

We feel strongly that a college education should be more than just something you "endure" to attain a job or launch a career. A college education should be a life-changing experience. It is a time of growth and a time of learning. Learning should take place both in and beyond the classroom. We want you to have a college experience that will truly be one to change your life for the better, and we feel we have the tools at Parks to make that possible.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

Our courteous, professional staff members want to help you succeed in every facet of your college experience.

Sincerely,

James D. Vaas
College President
Arlington Campus

Crystal Celestine
College President
McLean Campus

PARKS COLLEGE

Arlington Campus

Parks College, 801 North Quincy Street, Suite 500, Arlington, Virginia 22203, has received conditional approval to operate from the State Council of Higher Education for Virginia. A conditional approval is a term during which the Council will conduct a site visit in accordance with 8 VAC 40-30-300. Upon verification of compliance with the Council's approval standards and regulations at the Virginia site, the Site Visit Committee will make a recommendation to the Council regarding the institution's approval to offer the approved programs at the Virginia site. Approved are the following programs:

- Associate of Science in Business Administration.....96 Quarter Credit Units
- Associate of Science in Criminal Justice.....96 Quarter Credit Units
- Associate of Science in Paralegal.....96 Quarter Credit Units
- Homeland Security Specialist Diploma Program48 Quarter Credit Units
- Medical Assisting Diploma Program.....47 Quarter Credit Units

Instruction is in residence with the facility occupancy level accommodating 400 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational occupational plans with school personnel prior to enrolling or signing enrollment agreements.

McLean Campus

Parks College, 1430 Spring Hill Road, Suite 200, McLean, Virginia 22102, has received approval to operate from the State Council of Higher Education for Virginia

Approved are the following programs:

- Associate of Science in Business Administration..... 96 Quarter Credit Units
- Associate of Science in Criminal Justice..... 96 Quarter Credit Units
- Homeland Security Specialist Diploma Program 48 Quarter Credit Units
- Medical Administrative Assistant..... 47 Quarter Credit Units
- Medical Assisting Diploma Program 47 Quarter Credit Units
- Medical Insurance Billing and Coding..... 35 Quarter Credit Units

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational occupational plans with school personnel prior to enrolling or signing enrollment agreements.

THE COLLEGE CATALOG

This catalog is the official announcement of the programs, requirements, and regulations of Parks College. Students enrolling in the College are subject to the provisions stated herein and therefore should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of the College, and enrollment constitutes an agreement by the student to abide by them. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

Parks College reserves the right to: 1) change any provisions or requirements, including fees, at any time, and 2) require a student to withdraw from the College for cause at any time. The College reserves the right to substitute equivalent classes within each diploma or degree program. It may add or delete programs of study. Further, the College reserves the right to add or delete courses from the published programs of study.

Admission to Parks College shall be based on merit, and there shall be no discrimination by race, color, creed, religion, sex, national origin, or sexual orientation.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Academic Dean or College President. Complaints not resolved within 30 days may be directed to:

State Council of Higher Education for Virginia
101 North 14th Street
James Monroe Building
Richmond Virginia, 23219
(804) 225-2600 (phone)
(804) 225-2604 (fax)

All information in the content of this school catalog is current and correct and is so certified as true.

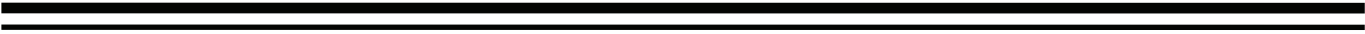


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ABOUT PARKS COLLEGE

This College is a part of Rhodes Colleges, Inc. (RCi). RCi was formed in 1996 to own and operate colleges across the nation that focus on high-demand, specialized skills. RCi is continually seeking to provide the kind of education and training that will best serve the changing needs of students, business and industry. With headquarters in Santa Ana, California, and colleges in various states, RCi is dedicated to continuing this College's tradition of excellence in providing education and training to its community.

ARLINGTON CAMPUS

Historically, the roots of Parks College in Denver, Colorado, extend back to 1895. The school was located in downtown Denver at 14th and Curtis Street. In July 1923, the school was relocated to 1450 Logan Street and was renamed "Parks School of Business Administration." Parks School of Business Administration was the only private business school in Denver to be accredited according to college and university standards. As an accredited member of the American Association of Commercial Colleges, Parks trained public school teachers to instruct in or chair commercial and business departments before this training was available in other colleges and universities. Even during the Great Depression of the 1930's, Parks remained a thriving institution, continuing to train students for business education. In response to a growing student body, the school moved to 1968 Pennsylvania Street, and in the late 1970's, to a suburban location on North Broadway.

In 1987, the College relocated to its present site at 9065 Grant Street, Thornton, in northern metropolitan Denver, to better serve students throughout the metropolitan area. In 1989, Parks Junior College opened a branch campus in Aurora, southeast of Denver. Effective August 24, 1995, Parks Junior College changed its name to "Parks College." On October 17, 1996, Rhodes Colleges, Inc acquired Parks College. In December 2001, this branch campus was opened in Arlington, Virginia.

MCLEAN CAMPUS

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

In January 1981, Blair Business College changed its name to Blair Junior College. This change denoted collegiate accreditation as a Junior College of Business by ACICS. On October 17, 1996, the College was acquired by Rhodes Colleges, Inc. It has flourished under the ownership of Rhodes Colleges, Inc., and has grown to include a branch campus in McLean, Virginia, established in May, 2004. The branch campus is called "Parks College."

PHILOSOPHY

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

STATEMENT OF PURPOSE

Parks College is dedicated to the provision of a personalized teaching and learning environment designed to support the personal and professional career development of qualified undergraduate students. The institution was founded to provide to its community quality education and training designed to meet the needs of both students and employers. The institution is designed to serve a diverse student population focusing on adults and recent high school graduates seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the College is committed to:

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- The utilization of modern technology and teaching methods (including distance education and externship where appropriate);
 - The provision of innovative educational programs at conveniently located sites;
 - Ongoing cooperation with business, industry, government, local communities, and other educational institutions in the design, delivery, and evaluation of effective and dynamic curricula; and
 - The provision of career development support services to students and alumni.

MISSION STATEMENT AND OBJECTIVES

Arlington Campus

Parks College maintains the belief that each student, regardless of sex, race, color, religion, wealth, age, disability, or background, must be prepared for effective living as a contributing citizen in a rapidly changing society where life-long learning must be viewed as a normal expectation. The College further believes that the acquisition of knowledge and the attainment of useful skills enrich the life of an individual.

In the accomplishment of its mission, the College is constantly improving its educational programs; helping each student to develop into a well-adjusted, useful, intelligent, contributing citizen; maintaining constant involvement with all segments of the community; and providing effective management and utilization of human and financial resources.

In order to assure continued fulfillment of its mission, the College has established the following goals:

1. The College is committed to quality in teaching and excellence in education and to this means shall seek qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the student.
2. Through its academic progress, the College shall seek to impart essential skills, competencies, and attitudes that students need for successful careers and for continued study; to increase access for both traditional and nontraditional students; and to continually improve its educational process at all levels. The College's success in realizing these goals will be measured regularly through surveys of students, graduates, and employers.
3. The College shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for independent thinking, intelligent decision-making, and individual expression of opinions.
4. The College is committed to having its sites maintain a vital link to the communities they serve through inclusion of community and business leaders in survey and evaluation of its academic programs and graduate job performance. Fulfillment of this goal shall assure that the College, the community, and all citizens of the region served will be better prepared for the social and economic developments of the future.

McLean Campus

Parks College is a private college established to meet the changing employment and corresponding educational needs of the diverse student population of McLean and the greater Washington, D.C. surrounding area. The College offers practical, career-related programs designed to help graduates prepare for entry-level positions and contribute to the community that it serves. In order to assure continued fulfillment of its mission, Parks College has established the following objectives:

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

STATEMENT OF NON-DISCRIMINATION

Parks 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 educational program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

ACCREDITATION

Parks College, McLean and Arlington campuses, are 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 nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council of Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools is located at 750 First Street, NE, Suite 980, Washington, D.C., 20002-4241; (202) 336-6780.

Accreditation is granted following an extended evaluation covering all aspects of the school's educational process. These include admissions, faculty, programs, facilities, student services, and business practices.

PROFESSIONAL RECOGNITIONS

- The McLean Campus has received approval to operate from the State Council of Higher Education for Virginia.
- The Arlington Campus has received conditional approval to operate from the State Council of Higher Education for Virginia in order to enable the Council to conduct a site visit of the institution.
- Member, Arlington Chamber of Commerce (Arlington Campus) and McLean Chamber of Commerce (McLean Campus).
- Approved for the training of veterans (Arlington and McLean Campuses).

LOCATION AND FACILITIES

Arlington Campus

Parks College is located in Arlington, Virginia. The College is located in the Quincy Crossing Building at the intersection of Wilson Street and Quincy Street, in the Ballston section of Arlington. All physical plant facilities are easily accessible to both day and evening students. The physical plant complies with the guidelines established by the Americans with Disabilities Act.

Educational facilities and equipment include five computer labs and five lecture rooms. The facility includes a student lounge and student restrooms. A comfortable library includes collections appropriate and relevant to the educational programs offered by the College.

In addition to the educational facilities, the physical plant includes an academic office area, student finance office, Academic Dean's office, placement office, registrar's office, business office, admissions offices, administrative support area, President's office, and a general reception area. The remaining space is allocated to a faculty and staff lounge, restrooms, and storage.

McLean Campus

Parks College is located in McLean, Virginia. All physical plant facilities are easily accessible to both day and evening students. The physical plant complies with the guidelines established by the Americans with Disabilities Act.

Educational facilities and equipment include a medical laboratory, four computer labs, and eight lecture rooms. The facility includes a student lounge and student restrooms. A comfortable library includes collections appropriate and relevant to the educational programs offered by the College.

In addition to the educational facilities, the physical plant includes an academic office area, student finance office, Academic Dean's office, placement office, registrar's office, business office, admissions offices, administrative support area, President's office, and a general reception area. The remaining space is allocated to a faculty and staff lounge, restrooms, and storage.

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.

LIBRARY

Parks College maintains an up-to-date, staffed library for use by our students and faculty. The library is accessible and staffed during business hours and can also be made available before and after hours by arrangement through the Academic Department

The library collection consists of reference works, periodicals, manuals, handbooks, business and technical texts, biographies, novels, fiction and non-fiction works. Audio-visual equipment is available for in-library use. In addition, the library has computers dedicated to Internet research available for student use. On-line resources are provided to support classroom activities and to provide students with access to virtually unlimited resources.

ADMISSIONS

ADMISSION POLICY

Graduation from high school or its equivalent is a prerequisite for admission to the College except for those students admitted under the Ability to Benefit Provision (see below). Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other recognized equivalency. All applicants are required to successfully complete an assessment examination, the Career Programs Assessment Test (CPAt). This standardized, nationally normed test is administered by the College and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program. Applicants are required to achieve a combined score of 120. High school graduation or GED is not a prerequisite for admission into the College.

Transfer students who are high school graduates or GED holders (or other recognized equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above-referenced test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 on the critical reading and math portions of the exam will not be required to complete the above-referenced test.

Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The Ability to Benefit will be determined by passing the Career Programs Assessment Test (CPAt) offered by ACT, Inc. Applicants must achieve minimum scores of 42 on language usage, 43 on reading, and 41 on numerical skills. This test is designed to measure prospective students' ability to benefit from the course of instruction. Applicants who pass this test have fulfilled the College's entrance test requirements. Applicants who fail the test can be retested using the test developer's guidelines. The re-test(s) will be administered within the

period specified by the test developer. Students who withdraw after starting school, or are terminated by the school and re-enter more than one year after their test date, must take the test again.

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. Students may apply for entry at any time.

Students are responsible for meeting the requirements of the College catalog in effect at the time of enrollment. Students may elect to change to the requirements of a new catalog and must then meet all the requirements of the new edition. Students automatically come under the current catalog at reenrance after not attending for a full academic term.

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 Surgical Technologist 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)

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

Clearance for students will not be obtained where the background check identified a conviction, pending case, or uncompleted 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 will prohibit clinical site placement and program completion.

INTERNATIONAL STUDENTS

Parks College accepts international students. The College is approved by the Immigration and Naturalization Service to issue I-20 Forms (certificate of eligibility) to accepted students who meet all Admissions and Financing criteria for their Associate of Science degree programs. Prospective international students must, therefore, be in possession of a visa that allows them to legally attend school. English language services (including instruction) are not available. Visa services are not available at Parks College.

When foreign students apply for admission, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program. A TOEFL Score of 450 or its equivalent (133 computer based) is required for entry into an undergraduate degree program.

LANGUAGE PROFICIENCY

Courses are not offered in languages other than English, nor is English as a Second Language training offered. English language services (including instruction) are not available. If the results of the Entrance Examination described above indicate, in the judgment of the Academic Dean, that the applicant might not have language skills sufficient to master the required coursework, the applicant may be asked to take the TOEFL examination as described above as a condition of acceptance to the College.

NEW STUDENTS

Graduation from high school or its equivalency (such as the GED) is the minimum requirement for admission to Parks College except for students enrolling under the Ability to Benefit Provision. Applicants will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission. Applicants are advised that Parks College accepts students only after a personal interview with an Admissions Representative. They are further advised to discuss any pending enrollment with their family.

After the interview, the Admissions Representative will recommend to candidates who meet all established admissions criteria to complete an application for enrollment that is pending final acceptance by the College.

If other documents are required for enrollment and are not available at the time of application, students may be accepted for a limited period to allow time for receipt of official transcripts from colleges attended, CLEP scores, certificates of completion from military schools, and other required documents. Course work completed satisfactorily during this period will count toward graduation.

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

HIGH SCHOOL SENIORS

Early Admission applicants will be considered for conditional acceptance prior to secondary school graduation. High school seniors who are accepted on a conditional basis must sign an "Attestation Regarding High School Graduation or Equivalency" following graduation and prior to starting classes. For Early Admissions consideration, high school seniors are required to take the nationally recognized assessment test during an ATB proctored testing session. High school seniors must achieve a passing score and fulfill all other admissions requirements in order to gain conditional acceptance to the College.

CONTINUING STUDENTS

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

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

REENTERING STUDENTS

Readmission to Parks College following withdrawal will be at the discretion of the Readmissions Policy Committee. Readmission following dismissal for non-attendance, lack of academic progress, or misconduct will also be at the discretion of the Committee. A student will be allowed only two reentries into the College. Reentry

in certain programs may be prohibited. Readmission to Parks College is granted in accordance with currently accepted admissions guidelines.

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

TRANSFER STUDENTS

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

ACADEMIC POLICIES AND PROCEDURES

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 for all programs except the Allied Health programs:

GRADE	EVALUATION	PERCENTAGE	QUALITY POINTS PER QTR HOUR
A	Excellent	100-90	4
B	Good	89-80	3
C	Average	79-70	2
D	Below Average	69-60	1
F	Failed to Meet Course Objectives	0-59	0
I	Incomplete		0
P	Passing		Not Calculated
W	Withdrawal, not calculated in the CGPA		Not Calculated
WZ	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress.		Not Calculated
TR	Transfer Credit		Not Calculated
PE	Passed by Proficiency Challenge Exam		Not Calculated
PL	Prior Learning/Experiential Learning Credit		Not Calculated
Course Repeat Codes			
1	Student must Repeat This Class		
R	Student in the Process of Repeating This Class		
2	Course Repeated - Original Grade No Longer Calculated in CGPA		

GRADING SYSTEM FOR MODULAR ALLIED HEALTH PROGRAMS ONLY

In Allied Health modular programs, the progress and quality of students' work is measured by the following system of letter grades and grade percentages:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
F	Failed to Meet Course Objectives	0
I	Incomplete	0

P	Pass	Not Calculated
PE	Proficiency Exam	Not Calculated
PL	Prior Learning /Experiential Learning Credit	Not Calculated
TR	Transfer	Not Calculated
W	Withdrawal	Not Calculated
WZ	Withdrawal Military	Not Calculated

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 that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

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

INCOMPLETES

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

GRADE APPEALS

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

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 second week of the term. There are no charges for classes dropped during the Drop/Add Period. A student who attends a class beyond the Drop/Add Period or who attends a class and does not drop it within the Drop/Add Period will be charged for the class. For this reason, it is important that students drop classes in a timely manner.

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

There is no Drop/Add Period for students in modular programs.

DEFINITION OF CREDIT

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

PROFICIENCY EXAMINATION POLICY

Students may attempt to challenge the requirement to complete 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. Credits earned as a result of successful completion of Proficiency Examinations may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of "C" will be posted to the academic transcript as a PE (see tuition and fee schedule in Appendix B).

TRANSFER STUDENTS

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at the institution and for courses in which a grade of C or higher was earned. Students may transfer applicable credits from another CCI college in which a D or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar. (See the table of CCI schools in the back of this catalog.) Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements. Courses in the medical sciences have a five-year time limit for transfer.

Students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean.

Students receiving Veteran's Benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended. They must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

General Education

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the institution's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. Details on this policy may be obtained in the Academic Dean's office.

Military Training

The institution may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active

duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

Learning Assessment

The Institution accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

Advanced Placement

The institution grants credit for successful completion of examination of the Advanced Placement Program of the College Entrance Examination Board with scores of three (3) or better for mathematics, history and biology

Transfer to Other Colleges

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

Transfer within the College

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

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

ACADEMIC HONORS

Student Awards

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

President's List Award

Parks College recognizes those full-time students who excel in their academic performance at the end of the regularly scheduled full term. The highest honor that can be achieved each term is to be named to the President's List. The President's List includes those full-time students (must carry at least 12 credit hours during a regular term, 8 credit hours during a mini-term) who earn a 4.0 (A) grade point average for the term.

Dean's List Award

Parks College recognizes another category of students who excel in their academic performance. These students are named to the Dean's List. The Dean's List includes those full-time students (must carry at least 12 credit hours during a regular term, 8 credit hours during a mini-term) who earn a 3.5 or higher grade point average for the term and have earned no grade lower than a C in any course that term. A news release is sent to all local media and the College prepares a certificate of award.

Graduation Honors

Students who graduate with outstanding academic achievement evidenced by a cumulative grade point average of 3.50 or higher are entitled to graduate with honors.

WITHDRAWAL PROCEDURES

Students finding it necessary to withdraw from the College should notify the College in writing as to why and when the withdrawal is necessary and complete out-processing through the Registrar's Office and Student Finance Office. Failure to provide written notification will result in a delay in out-processing and a delay in any refund due the student or the funding source. The Department Chair and/or Academic Dean must approve withdrawal from any individual course, and grades upon withdrawal will be assigned in accordance to the grading system indicated in this catalog.

OUT-PROCESSING UPON WITHDRAWAL

A student who must withdraw from Parks College prior to completion of degree requirements should: (1) contact the College and inform the administration of plans to withdraw, (2) schedule an exit interview with the Department Chair and/or Academic Dean during which the student's reasons for withdrawal will be discussed, and (3) visit the Student Finance Office to insure that the student's financial obligation to the College has been met up to and including the student's last day of class attendance.

GENERAL EDUCATION REQUIREMENTS

All Associate's degree programs at Parks College are designed to emphasize the student's major course work, which is structured to prepare the student for their chosen career opportunities. General education courses fall under the following three subject areas; Humanities, Social Sciences, and the Natural and Physical Sciences. Each program requires students to complete coursework from each of the subject areas as specified in the program outline. The general education component broadens the overall education orientation of each degree seeking student. A minimum of 24 credit hours must be completed from the overall general education component listed in the curriculum for each program of study.

SATISFACTORY ACADEMIC PROGRESS

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 Satisfactory Academic Progress Tables, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

Maximum Time in Which to Complete

A student is not allowed more than 1.5 times, or 150% 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 Satisfactory Academic Progress Tables.

Graduation

In order to graduate, a student must have earned a minimum of a 2.0 (70%) CGPA and must have successfully completed all required credits within the maximum credits that may be attempted timeframe. However, students meeting the CGPA or rate of progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the College graduation requirements. 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 cumulative grade point average (CGPA) and rate of progress are reviewed to determine whether the student is meeting the requirements stated below. Any student not maintaining the minimum required overall grade point average is placed on Academic Probation. Academic Probation is a formal and official warning to the student to reassess his or her study habits, class loads, or program selection.

The student will remain on Academic Probation as long as his or her CGPA or rate of progress remains in the probation ranges specified. If a student on academic probation fails to meet the grade point average required, that student may be suspended from the College for a period of one term. A student returning to the College after suspension will be on Academic Probation during the first term of return. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of Academic Probation, students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

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

Academic Suspension

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on Academic Suspension, and must be withdrawn from the College. Students who have been terminated and have no mitigating circumstances to appeal the termination may only continue in school in an extended enrollment status. Please see the section entitled "Continuation as an Extended-Enrollment Student."

Readmittance Following Suspension

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

Academic Dismissal

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

Application of Grades and Credits

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

When a course is repeated, the higher of the two grades earned 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. Grades of I (incomplete) will also be counted as hours attempted, but not as hours successfully completed; however, when the I is replaced with a letter grade, the GPA and satisfactory progress determination will be recalculated based on that letter grade and the credits earned.

Transfer Credits

For students who transfer between programs at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program. If a student graduates from one program at the campus and then enrolls in another program at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program.

Continuation as an Extended-Enrollment Student

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

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

Reinstatement as a Regular-Status Student from Extended-Enrollment Status

Students who have attempted the maximum number of credits allowed under their program but have not earned all of the credits necessary to complete their program may be allowed to enter extended enrollment status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed but may continue on extended-enrollment status up to the maximum period allowed for the purposes of completing all required credits. Further, these students who have entered extended-enrollment status are not eligible for graduation (cannot receive a degree or diploma) from their programs but can receive a certificate 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 Federal Financial Aid. Reinstatement of Federal Financial Aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

Satisfactory Academic Progress Requirements

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

also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the College.

Satisfactory Academic Progress Tables

35 QUARTER CREDIT HOUR PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 52 (150% OF 35).				
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	2.0	N/A	66%	N/A
17-24	2.0	1.0	66%	N/A
25-37	2.0	1.5	66%	60%
38-52	N/A	2.0	N/A	66%

47 QUARTER CREDIT HOUR PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 70 (150% OF 47).				
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	2.0	N/A	66%	N/A
17-28	2.0	1/0	66%	N/A
29-40	2.0	1.5	66%	60%
41-52	2.0	1.75	66%	65%
53-70	N/A	2/0	N/A	66%

48 QUARTER CREDIT HOUR PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 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	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.5	66%	60%
41-54	2.0	1.75	66%	65%
55-72	N/A	2.0	N/A	66%

96 QUARTER CREDIT HOUR PROGRAM. TOTAL CREDITS THAT MAY BE ATTEMPTED: 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	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%
96-144	N/A	2.0	N/A	66%

Student Appeal Process

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

STATEMENT OF ACADEMIC FREEDOM

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

ACADEMIC LOAD

All students at the College must be in full-time attendance unless they have approval to take less than a full load. A full-time student at Parks College is one who is enrolled in at least 12 credit hours per term. Students who have permission to take less than a full load must understand that any Financial Aid previously awarded may be

reduced. Should students desire to accelerate their program, they are encouraged to increase their credit hours per quarter.

ATTENDANCE POLICY

Quarter-Based Programs

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

Students must sit for attendance by the first class of the third week of the term (by the first class of the second week of a mini-term). If a student fails to attend class by the third week of the term, the student may be withdrawn from the course by the Academic Dean.

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

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

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

Parks College does not allow leaves of absence.

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.

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 may be dropped. Absences may include tardiness or early departures. (See "Tardiness/Early Departure" policy.) Students who are not in attendance for at least 51% of the scheduled class time will be considered absent for the day. Students who have been absent from all of their scheduled classes for seven 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 Appeals" policy.) If their termination is not successfully appealed, they will remain dropped from the program.

Tardiness/Early Departure

Students who are more than 15 minutes late to class or who leave class more than 15 minutes early on four occasions will accrue one hour of absence on their attendance record. Students who are not in attendance for at

least 51% of the scheduled class time will be considered absent for the day.

Reentry Policy

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

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

Make-up Work

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

COURSE SUBSTITUTION

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

REPEATING A CLASS

A student may repeat a course taken at the College in order to improve the cumulative grade point average. The higher of the two grades received in the course is used in the computation of the cumulative grade point average. Repeated courses will appear on the student's transcript. All repeats will be charged at the student's current tuition rate.

Externships are not normally subject to being repeated and may be repeated only with the permission of the Department Chair and/or the Academic Dean.

DIRECTED STUDY

A Directed Study may be assigned in limited situations by the Department Chair and Academic Dean. The course must be required for the student's graduation and not scheduled for regular classroom offering before the student's anticipated graduation date. Directed Study will not be approved during the first two quarters that a student is in residence unless approved by the College President. No more than eight (8) quarter credit hours earned through Directed Study may be applied to the major core of any Associate's degree. In addition, students may not take more than one Directed Study course in a single academic term.

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

ONLINE LEARNING

The institution may choose to offer certain courses online. Online courses are offered through the Internet, and interaction between the students and faculty 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. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment;
- 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 12-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

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

ADMINISTRATIVE STANDARDS

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

The College reserves the right to, at any time, make changes as necessary in the regulations and fees and to cancel any course if registration does not justify continuance. Normally, a minimum of 15 students will be required for a class to be scheduled. All courses needed by students for their graduation will be offered during their normal attendance period.

GRADUATION REQUIREMENTS

Students at Parks College must have a minimum 2.0 (70%) cumulative grade point average and the required hours of the program they are pursuing to be eligible to graduate. All financial obligations, including tuition charges, fees, and other expenses, must be fulfilled before graduation. Formal out-processing is also required prior to graduation.

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

1. Have a minimum cumulative grade point average of 2.0 or 70% for Medical Assisting;
2. Adhere to all College rules and regulations;
3. Adhere to the attendance policies and standards of conduct, as well as settling all financial obligations to the College;
4. Complete the minimum course work and hours of credit required in the program in which the student is enrolled;
5. Complete all required externship hours, if applicable.

OUT-PROCESSING UPON GRADUATION

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

GRADUATION CEREMONY

Although students officially graduate from Parks College at the end of the term in which they have earned the required number of credit hours at a minimum overall grade point average of 2.0 or better (assuming all financial requirements have been met), the College will hold two graduation ceremonies each year. They are traditionally held in the summer and winter. All graduates during the year preceding the ceremony are eligible to participate in the ceremony. Graduates will be assessed a graduation fee and will also be responsible for purchasing caps and gowns (at an extra cost) for the ceremony. (See schedule of tuition and fees in Appendix B.)

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 or email at studentrelations@cci.edu. As a matter of College policy students making complaints may not be subject to unfair actions as a result of filing a complaint. The College President will maintain records of all complaints and their resolution for a period of at least two years.

Complaints not resolved within thirty days may be directed to:

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

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

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

APPEALS PROCEDURES

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

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

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

Students should contact the Academic Dean for the appropriate appeal form to complete to request appeal consideration of an issue that has not been resolved. The student must initiate this written appeal within one

week of receipt of the notification of suspension of Financial Aid or dismissal from the program. For all other appeals, the student has 14 calendar days to submit a written appeal. Written appeals will be considered by the campus' 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.

DUE PROCESS AND STUDENT APPEAL

Parks College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of this institution. When an individual feels he/she has been unjustly treated, he/she can request that the Grievance Committee hear his/her grievance. The Grievance Committee will be comprised of three parties not involved in the matter under appeal, one College administrator and two faculty.

All challenges to grades must be submitted in writing to the Academic Dean within 60 calendar days after completion of the course being challenged.

If an individual wishes to appeal a decision other than a grade, or requests a hearing for any other perceived violation of rights, written statement of appeal must be submitted to the Academic Dean or College President within 60 calendar days of the issue in question.

The Academic Dean will convene the Grievance Committee to consider the request for a hearing in a timely manner. In rare cases the decision may be appealed to the College President by either party participating in the grievance.

ADMINISTRATIVE POLICIES

HOURS OF OPERATION

Office Hours

At the Arlington Campus, the administrative offices are open from 8:00 a.m. until 6:00 p.m. each school day and until 5:00 p.m. on Friday. At the McLean Campus, the administrative offices are open from 8:00 a.m. until 8:00 p.m. Monday through Thursday and from 8:00 a.m. until 5:00 p.m. on Friday. We suggest calling for an appointment prior to visiting the College for information. At the Arlington and McLean Campuses, Admissions appointments can be made on selected Saturday mornings from 9:00 a.m. to 1:00 p.m. Appointments with Financial Aid Officers, the Academic Dean, or other administrative staff can also be made after 6:00 p.m. by calling the College.

Class Hours

Parks College classes meet on Monday through Thursday at the Arlington Campus and Monday through Friday at the McLean Campus. Day classes begin at 8:00 a.m. Night classes begin at 6:00 p.m. Classes may be scheduled on other days or at other times when necessary to provide classes for all students. Specific times and locations of each class are available on the Class Schedule published prior to the beginning of each quarter.

CLASS SCHEDULES/SCHEDULE CHANGES

Parks College adheres to the philosophy that students who are sincerely interested in obtaining an education desire to pursue their education at the fastest possible rate; therefore, classes are held year round. Breaks between terms are published in the Academic Calendar.

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

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

TERMS

Most programs in the College are on the term system. Classes are held 12 months out of the year, and there are four full terms in each calendar year. The four full terms shall last approximately 12 weeks and normally begin in the following months each year:

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

MINI-TERMS

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

MODULAR TERMS

A modular program is a complete body of prescribed subjects or studies that is divided into periods of instruction approximately four to five weeks in length. Modules can be taken in any scheduled sequence.

CANCELLATION OF CLASSES

The College reserves the right to cancel any scheduled class in which there are an insufficient number of students enrolled.

CAMPUS POLICIES

Telephones

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

Smoking

Because the health of our students and employees is very important, we maintain a smoke-free environment within the building. A smoking area is provided for students in the rear of the building.

Food and Beverage

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

Guests/Children on Campus

An atmosphere conducive to learning must be maintained without disruption to the teaching and work environment. Therefore, it is the policy of the College that children, friends and/or relatives shall not be brought to classrooms, labs, or the library and may not be left in lounges or offices.

Lost and Found

The College cannot assume responsibility for any student's property. Any property turned into the front desk will be kept for a period of 30 days. Contact the receptionist regarding lost items.

Dress Code

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

STUDENT CONDUCT CODE

Background

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.

- The College maintains the right to discipline students found in violation of College policies in accordance with the procedures below.
- The Student Conduct Code applies to all students, including students taking online courses or a combination of online and campus courses. College Work Study students who violate the Student Code of Conduct in the performance of their college work study duties are subject to disciplinary action/procedures.
- The College President or designee (typically the Director of Education/Academic Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other College-related activity.
- All Student Conduct Code violations shall be documented in the student's academic record.
- Students dismissed for violations of the Student Conduct Code shall remain responsible for any financial obligations to the College.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the Student Conduct Code shall not be eligible for admittance to another CCI college.

Student Conduct Code

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

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

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

Student Conduct Code Violations/Formal Disciplinary Procedure

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

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

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

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

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

Threats to Health/Safety - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

Appeals

A student dismissed for violations of the Student Conduct Code may appeal the dismissal by submitting a letter to the College President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days, or a reasonable period of time after the student receives notice from the College that he/she has been dismissed. Students should refer to the Campus Grievance Procedures in the College catalog. The student who appeals a dismissal shall receive written notice of the decision. The College President's decision on an appeal shall be considered final.

Academic Integrity

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the College.
- If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the College as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

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

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

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

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

Statistical Information

The public law referenced herein requires the school to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the school will distribute a security report to students and staff containing the required statistical information on any campus crimes committed

during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

CAMPUS COMPLETION RATE REPORTS

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

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Parks College prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any College activity. If a student suspects someone to be under the influence of any drug (or alcohol), they should immediately bring this concern to the attention of the Academic Dean or College President. Violation of Parks College's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. Parks College maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the College and a complaint with local law enforcement.

SEXUAL HARASSMENT

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at Parks College is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
3. Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the College President. Please be reminded that this policy applies to students as well as employees.

STUDENT RECORDS

The College maintains complete records for each student that include grades, attendance, prior education and training, personal achievements, and awards received. Student transcripts from the College will be sent to properly qualified individuals upon the written request of the student.

TRANSCRIPTS

Any student or former student of the College may request that an official copy of the student's college transcript be issued. There is no charge for the first copy of a graduate's transcript; subsequent copies will be provided for a fee (see schedule of tuition and fees in Appendix B).

Transcripts shall be requested through the office of the Registrar and in writing. No student shall be issued an official copy of his or her transcript unless the student's academic file at the College is complete and all financial obligations to the College have been met. Approximately three to five days are required in most cases for preparation of an official transcript.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational 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 Campus 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 educational 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. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and

eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

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 the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5920.

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

ORIENTATION

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

During orientation, students will be acquainted with the rules and regulations of the College, informed of student services available, familiarized with the College facilities, and introduced to various College personnel.

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 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 POLICIES

TUITION CHARGES

Tuition and fee information can be found in APPENDIX B: Tuition and Fees in this catalog.
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Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for each term for which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled.

Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of each quarter.

The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered; however, the average has been \$300 to \$350 per quarter. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

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

STATEMENT OF FINANCIAL OBLIGATION

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

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

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

CANCELLATIONS AND REFUNDS

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 three days after signing the agreement and receive a full refund of all monies paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes have commenced will be considered cancellations and all monies paid will be refunded within 30 days of the date of 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 institution 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.

Refund Policies

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 or b) the date that the student begins the withdrawal process. 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 data 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. 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. 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 had earned up to the date of withdrawal.

If a recipient of the 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 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 school 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.

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

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

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The student will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Remittance to the Federal Government

If it is determined that 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 Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program, and;
10. Other grant or loan assistance authorized by Title IV of the HEA.

Institutional Refund Policy (For Associate Degree Programs)

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:

For Withdrawal During	Refunded	Amount Retained
First 14 calendar days of the Quarter	100% Tuition & Fees	0
After first 14 calendar days through 25% of the Quarter	25% Tuition & Fees	75% Tuition
Remaining 75% of Quarter	0	100% Tuition

Virginia Board of Education Refund Requirements For Modular Diploma Programs

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

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

FINANCIAL ASSISTANCE

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

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

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

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

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

The following is a description of the Financial Aid programs available at this school. Additional information can be obtained through the Finance Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies. This institution offers Title IV Financial Aid programs to its students.

Federal Pell Grant

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

Federal Stafford Loan (FSL)

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Sallie Mae Signature Loan Program (SLM)

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

Student Tuition Assistance Resource Loan (STAR Loan)

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

Imagine America Scholarships

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

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

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

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

Parks College Scholarships

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

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

- One \$1,000 Scholarship
- Two \$750 Scholarships
- Two \$500 Scholarships

These scholarships do not include books or registration fee.

Alternative Loan Programs

The school offers several affordable cash payment plans as well as a variety of private loan options with affordable payment terms that meet the needs of our student population. Corinthian Colleges, Inc., has partnered with several lenders who provide an opportunity to our students for their educational funding. Each plan is offered as an alternative funding source to augment other funding alternatives, such as cash, federal financial assistance, state grants, contract or employer billing. It is important to fully understand the requirements of each plan. Additional information, including a thorough description of each payment plan, can be obtained from the Financial Aid Office.

Entrance and Exit Interview/Loan Counseling

The College counsels each student regarding each loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

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

STUDENT SERVICES

CAREER SERVICES

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

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

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

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

TUTORIAL ASSISTANCE

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

1. Is a student in regular attendance at the College,
2. Arranges for tutorial assistance through the office of the Academic Dean or Department Chair,
3. Schedules tutoring sessions on campus.

STUDENT ADVISING

Students are urged to seek assistance from those who are here to help. One should feel free to go to his/her Department Chair, Instructors, the Academic Dean, or the College President with any problems.

Advising encompasses several important areas of student life. Academic advising is coordinated by the Academic Dean and includes satisfactory progress, attendance, and personal matters. The Academic Dean and Department Chairs serve as advisors and assist students in course selection and registration, dropping and adding courses, changing of major, and meeting graduation requirements. Office hours are posted in the Education Department offices.

Academic advisement is sometimes required when students are having difficulties with their studies. If a student is placed on academic probation, advisement is required before he can register for the next term. Disciplinary advisement is handled through the President's Office when behavioral problems arise in the classroom or on the campus.

HEALTH SERVICES

Parks College serves commuter students and is centrally located within a city that has numerous hospitals. For this reason, health care services are not available on campus. A First Aid kit is maintained for minor injuries, and emergency care will be summoned when necessary. Parks College accepts no responsibility for the provision of

health care, or for charges incurred for emergency care requested. The College does provide access for the handicapped.

HOUSING

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

CLUBS AND ORGANIZATIONS

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

STUDY GROUPS

The College will provide on-site facilities for the use of students choosing to work in study groups. Assistance will be provided to students, on request, in identifying other students in similar educational programs interested in participating in study groups.

PROGRAMS BY LOCATION

Program	Credential	Arlington	McLean
Business Administration	Associate of Science Degree	X	X
Criminal Justice	Associate of Science Degree	X	X
Paralegal	Associate of Science Degree	X	
Homeland Security Specialist	Diploma	X	X
Medical Administrative Assistant	Diploma		X
Medical Assisting	Diploma	X	X
Medical Insurance Billing and Coding	Diploma		X

QUARTER BASED-PROGRAMS

BUSINESS ADMINISTRATION (ARLINGTON)

ASSOCIATE OF SCIENCE - 96 CREDITS

v0-0

ARLINGTON ONLY

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

COURSE NUMBER	COURSE TITLE	Associate Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
CGS 2167C	Computer Applications	4
OST 1141L	Keyboarding	2
SLS 1130	Strategies for Success	4
SLS 1320	Career Skills	2
TOTAL COLLEGE CORE REQUIREMENTS		12
MAJOR CORE REQUIREMENTS		
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
APA 2161	Introduction to Cost/Managerial Accounting	4
-OR-		
ACG 2021	Introduction to Corporate Accounting	
BUL 2131	Applied Business Law	4
ECO 100	Basic Economics	4
MAN 1030	Introduction to Business Enterprise	4
MAR 1011	Introduction to Marketing	4
MAN 2021	Principles of Management	4
FIN 1103	Introduction to Finance	4
MAR 2305	Customer Relations and Servicing	4
MAN 2300	Introduction to Human Resources	4
MAN 2500	International Business Management	4
SBM 2000	Small Business Management	4
CSC 102	Spreadsheet Basics	4
CSC 117	Operating Systems	4
TOTAL MAJOR CORE REQUIREMENTS		60
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4
ENC 1102	Composition II	4
SPC 2016	Oral Communications	4
PSY 2012	General Psychology	4
SCI 1001	Environmental Issues	4
MAT 1033	College Algebra	4
TOTAL GENERAL EDUCATION REQUIREMENTS		24
HOURS REQUIRED FOR GRADUATION		96

BUSINESS ADMINISTRATION

ASSOCIATE OF SCIENCE - 96 CREDITS

v1-0 060305

The **Associate of Science** programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

COURSE NUMBER	COURSE TITLE	Associate Degree Quarter Credit Hrs
COLLEGE CORE REQUIREMENTS		
SLS 1130	Strategies for Success	4.0
SLS 1320	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
Choose 8 units from the following courses:		
OST 1141L	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
OST 2335	Business Communications	4.0
LIS 2004	Introduction to Internet Research	2.0
OST 2725	Applied Word Processing	4.0
CGS 2080	Applied Spreadsheets	4.0
BUS 1000	Business Math	4.0
TOTAL QUARTER CREDIT HOURS		18.0
MAJOR CORE REQUIREMENTS		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
BUL 2131	Applied Business Law	4.0
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
MAN 2300	Introduction to Human Resources	4.0
MAR 1011	Introduction to Marketing	4.0
FIN 1103	Introduction to Finance	4.0
MAN 2727	Strategic Planning for Business	4.0
MAR 2305	Customer Relations and Servicing	4.0
Choose 2 of the following courses:		
ACG 2178	Financial Statement Analysis	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
SBM 2800	Small Business Management	4.0
APA 2161	Introductory Cost/Managerial Accounting	4.0
TOTAL QUARTER CREDIT HOURS		48.0
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications	4.0
AML 2000	Introduction to American Literature	4.0
SCI 1001	Environmental Science	4.0
PHI 1001	Basic Critical Thinking	2.0
TOTAL QUARTER CREDIT HOURS		30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

CRIMINAL JUSTICE

ASSOCIATE OF SCIENCE - 96 CREDITS

v1-1 121504

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

COURSE NUMBER	COURSE TITLE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
SLS 1130	Strategies for Success	4.0
SLS 1320	Career Skills	2.0
CGS 2167C	Computer Applications	4.0
BUL 2131	Applied Business Law	4.0
TOTAL QUARTER CREDIT HOURS		14.0
MAJOR CORE REQUIREMENTS		
CCJ 1017	Criminology	4.0
CCJ 1024	Introduction to Criminal Justice	4.0
CJL 2130	Criminal Evidence	4.0
CCJ 2160	Criminal Procedure and the Constitution	4.0
CCJ 1800	Criminal Investigations	4.0
CCJ 2358	Criminal Justice Communications	4.0
CCJ 2306	Introduction to Corrections	4.0
CCJ 2560	Introduction to Interviews and Interrogations	4.0
CCJ 2260	Introduction to Terrorism	4.0
TOTAL QUARTER CREDIT HOURS		36.0
The students will take 12.0 credits from following courses:		
CJE 2100	Policing in America	4.0
CCJ 2288	Spanish for the Criminal Justice Professional	4.0
CCJ 2268	Introduction to Victims Advocacy	4.0
CCJ 2943	Current Issues in Criminal Justice	4.0
CCJ 2020	Introduction to Forensics	4.0
CCJ 1910	Career Choices in Criminal Justice	4.0
TOTAL QUARTER CREDIT HOURS		12.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications	4.0
SYG 2000	Principles of Sociology	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
PHI 1001	Basic Critical Thinking	2.0
AML 2000	Introduction to American Literature	4.0
SCI 1001	Environmental Science	4.0
TOTAL QUARTER CREDIT HOURS		34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

PARALEGAL

ASSOCIATE OF SCIENCE - 96 CREDITS

v1-1 121504

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day-to-day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

COURSE NUMBER	COURSE TITLE	Associate's Degree Quarter Credit Hrs.
COLLEGE CORE REQUIREMENTS		
CGS 2167C	Computer Applications	4.0
SLS 1130	Strategies for Success	4.0
SLS 1320	Career Skills	2.0
OST 2725	Applied Word Processing	4.0
TOTAL QUARTER CREDIT HOURS		14.0
MAJOR CORE REQUIREMENTS		
PLA 1003	Introduction to Paralegal	4.0
PLA 2160	Criminal Procedure and the Constitution	4.0
PLA 1105	Legal Research and Writing I	4.0
PLA 2106	Legal Research and Writing II	4.0
PLA 2273	Torts	4.0
PLA 2423	Contract Law	4.0
PLA 2600	Wills, Trusts, and Probate	4.0
PLA 2800	Family Law	4.0
PLA 2763	Law Office Management	4.0
PLA 2203	Civil Procedure	4.0
TOTAL QUARTER CREDIT HOURS		40.0
The students will select 8.0 credits from the following list:		
PLA 2460	Bankruptcy	4.0
PLA 2941	Contemporary Issues and Law	4.0
PLA 2433	Business Organizations	4.0
PLA 2483	Introduction to Administrative Law	4.0
PLA 2610	Real Estate Law	4.0
PLA 2631	Environmental Law	4.0
TOTAL QUARTER CREDIT HOURS		8.0
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
SPC 2016	Oral Communications	4.0
SYG 2000	Principles of Sociology	4.0
MAT 1003	College Algebra	4.0
PSY 2012	General Psychology	4.0
PHI 1001	Basic Critical Thinking	2.0
AML 2000	Introduction to American Literature	4.0
SCI 1001	Environmental Science	4.0
TOTAL QUARTER CREDIT HOURS		34.0
PROGRAM TOTAL		96.0

MODULAR PROGRAMS

HOMELAND SECURITY SPECIALIST DIPLOMA PROGRAM

v1-0

070104

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

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

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

COURSE NUMBER	COURSE TITLE	LECTURE	HOURS	
			LAB	CREDIT
HS01	Civil and Criminal Justice	60	20	7
HS02	Emergency Planning and Security Measures	60	20	7
HS03	Security: Principles, Planning, and Procedures	60	20	7
HS04	Tactical Communications	60	20	7
HS05	Domestic and International Terrorism	60	20	7
HS06	Emergency Medical Services and Fire Operations	40	40	6
HS07	Business and Ethics for Security Specialists	60	20	7
PROGRAM TOTAL		400	160	48

HS01 Civil and Criminal Justice

7 Credits

This course introduces students to the legal and procedural issues involved in safety and security operations that present a new challenge in the field of law. Topics include an introduction to the federal-state overlapping legal structure, constitutional law, including right to privacy, search and seizure and profiling and a discussion of employment laws. The purpose is to familiarize the students with the law as it applies both to actions by a government agency and actions by a person in the private sector. As the ever-growing number of agencies become involved, it is important that the student be aware of the basis of the laws and regulations and the potential sources of new laws and regulations in order to be prepared for the rapid changes as this area of the law develops.

HS02 Emergency Planning and Security Measures

7 Credits

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

HS03 Security: Principles, Planning and Procedures

7 Credits

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

HS04 Tactical Communications

7 Credits

This course introduces students to sensitive communication styles, issues, and models. The student will identify techniques for successful employee communications and community relations. Students will learn about topics such as oral, written and crisis communications and keys to successful delivery. Students will recognize how organizations and individuals respond to

conflict and crisis situations and keys to developing successful conflict management systems and managing conflict effectively through alternative dispute resolution and dispute systems design.

HS05 Domestic and International Terrorism

7 Credits

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

HS06 Emergency Medical Services and Fire Operations

6 Credits

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

HS07 Business and Ethics for Security Specialists

7 Credits

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

MEDICAL ADMINISTRATIVE ASSISTANT

DIPLOMA PROGRAM

8 Months / 720 Clock Hours / 47.0 Credit Units

DOT: 079.367-010: Medical Administrative Assistant

v1-0 020405

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 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 enables them to become familiar with the computerized technology that is becoming more visible in the 21st century medical office environment.

The medical professionals have come to rely upon well-trained medical administrative assistants for their ability to handle managed-care insurance claims and the general financial functions of the medical office. This diploma prepares the graduate to fill entry-level positions in all medical facilities and insurance companies.

The program is divided into eight learning units called modules. Student must complete modules A through G before starting Module X which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated. Upon successful completion of modules A through G, students participate in a 160-clock hour externship (Module X). Completion of the Medical Administrative Assistant Program is acknowledged by the awarding of a diploma.

Module Number	Module Title	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Quarter Credits
Module A	Office Finance	40	40	0	80	6.0
Module B	Patient Processing and Assisting	40	40	0	80	6.0
Module C	Medical Insurance	40	40	0	80	6.0
Module D	Insurance Plans and Collections	40	40	0	80	6.0
Module E	Office Procedures	40	40	0	80	6.0
Module F	Patient Care and Computerized Practice Management	40	40	0	80	6.0
Module G	Dental Administrative Procedures	40	40	0	80	6.0
Module X	Medical Administrative Assistant Externship	0	0	160	160	5.0
	TOTAL	280	280	160	720	47.0

Module A: Office Finance

6.0 Quarter Credit Hours

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module B: Patient Processing and Assisting

6.0 Quarter Credit Hours

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, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students

are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module C: Medical Insurance

6.0 Quarter Credit Hours

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and Worker's 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. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module D: Insurance Plans and Collections

6.0 Quarter Credit Hours

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, 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. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module E: Office Procedures

6.0 Quarter Credit Hours

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 also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module F: Patient Care and Computerized Practice Management

6.0 Quarter Credit Hours

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 introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning all about how to become and learn from mentoring. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module G: Dental Administrative Procedures

6.0 Quarter Credit Hours

Module G 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, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Lecture Hours: 40.0 Computer/Keyboarding Hours: 20.0 Spelling/Skillbuilding Hours: 20.0

Module X - Medical Administrative Assistant Externship

5.0 Quarter Credit Hours

Upon successful completion of modules A through G, students participate in a 160-hour externship at an approved facility. This course is 160 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. Lecture Hours: 0.0 Computer/Keyboarding Hours: 0.0 Spelling/Skillbuilding Hours: 0.0 Other Hours: 160

MEDICAL ASSISTING

DIPLOMA PROGRAM

8 Months / 720 Clock Hours / 47.0 Credit Units

DOT: 079.362-010: Medical Assistant

v1-1 060905

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

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

This program is divided into eight learning units called modules. The first seven modules, A through G, are classroom modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, A through G, students participate in a 160-hour externship.

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

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

MAJOR EQUIPMENT

Autoclave	Microscopes
Blood Chemistry Analyzer	Personal Computers
Calculators	Sphygmomanometers
Electrocardiography Machine	Stethoscopes
Mayo Stands	Surgical Instruments
Examination Tables	Training Manikins

Module A - Patient Care and Communication

40/40/6.0

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

Module B - Clinical Assisting and Pharmacology

40/40/6.0

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

Module C - Medical Insurance, Bookkeeping, and Health Sciences

40/40/6.0

Module C introduces students to the health care environment and office emergencies and First Aid, with an emphasis on bandaging techniques for wounds and injuries. Students study medical insurance, billing and coding, bookkeeping procedures, accounts payable and receivable, financial management, banking, and check writing procedures that are essential to the successful operation of the medical office. Students develop an understanding of good health nutrition and weight control and strategies in promoting good health in patients.

Students gain an understanding of basic anatomy and physiology of the digestive system, common diseases and disorders, and medical terminology related to this system. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist them in being successful in the medical field.

Module D - Cardiopulmonary and Electrocardiography

40/40/6.0

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

Module E - Laboratory Procedures

40/40/6.0

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures, and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain knowledge in radiology and nuclear medicine and become familiar with various radiological examinations and the patient preparation for these exams. Anatomy and physiology of the urinary system, and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals.

Module F - Endocrinology and Reproduction

40/40/6.0

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

Module G - Medical Law, Ethics, and Psychology

40/40/6.0

Module G covers the history and science of the medical field, as well as the medical assisting profession and how it fits into the big picture. Students gain an understanding of concepts related to patient reception in the medical office and preparing for the day. Students become familiar with that it takes to become an office manager and the responsibilities an office manager

has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions, and how they can best be dealt with. Students learn how to maintain equipment and inventory. Computers in the medical office are discussed and how ergonomics plays an important role in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs. Basic principles of psychology are discussed, as well as psychological disorders and diseases and treatments available. Medical law and ethics and various physical therapy modalities are discussed. Students check vital signs, obtain blood samples, and prepare and administer intramuscular injections. Students study essential medical terminology, build on their keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to dress for success.

Module X - Externship

0/160/5.0

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

MEDICAL INSURANCE BILLING AND CODING

DIPLOMA PROGRAM

6 Months (Day)

Total Credit Units Required: 35

Total Hours: 560

DOT: Health Claims Examiner/Medical Billing 214.362-022

v1-1 080105

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

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

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

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

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 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 (EDI), 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 they play 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 are 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 (CMS-1500), and provides the student with the experience of completing various claim forms as part of their hands-on experiences. Students will learn the process of hospital billing and will complete and process the UB-92 claim form. Students will gain an understanding of the purpose and function of state and federal disability insurance and the steps to filing a claim. Students will also develop an understanding of basic anatomy and physiology of the digestive, reproductive, and urinary systems and medical terminology associated with these systems. Students will continue to develop speed and accuracy on the computer keyboard throughout the program. Students build upon their professional development skills by learning how to dress for success. Prerequisite: None

Once a student has completed Modules A - E, he or she will be placed in his or her 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/ Coding students work under the direct supervision of the school staff. Students are evaluated by an 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

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 Associate Degree programs take courses in the lower division.

COURSE DESCRIPTIONS

ACG 2021 Introduction to Corporate Accounting

4.0 Quarter Credit Hours

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

ACG 2178 Financial Statement Analysis

4.0 Quarter Credit Hours

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

AML 2000 Introduction to American Literature

4.0 Quarter Credit Hours

This course concentrates on the major writers of modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2111 Principles of Accounting I

4.0 Quarter Credit Hours

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

APA 2121 Principles of Accounting II

4.0 Quarter Credit Hours

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

APA 2161 Introductory Cost/Managerial Accounting

4.0 Quarter Credit Hours

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

BUL 2131 Applied Business Law

4.0 Quarter Credit Hours

This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

BUS 1000 Business Mathematics

4.0 Quarter Credit Hours

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

CCJ 1017 Criminology

4.0 Quarter Credit Hours

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

4.0 Quarter Credit Hours

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

4.0 Quarter Credit Hours

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

CCJ 1910 Career Choices in Criminal Justice	4.0 Quarter Credit Hours
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2020 Introduction to Forensics	4.0 Quarter Credit Hours
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2160 Criminal Procedure and the Constitution	4.0 Quarter Credit Hours
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2238 Criminal Investigation and Police Procedures	4.0 Quarter Credit Hours
Basic investigative techniques, taking witness statements, interviews, and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1024.	
CCJ 2250 Constitutional Law for the Criminal Justice Professional	4.0 Quarter Credit Hours
This course examines the United States Constitution and its implications for criminal justice system policies and practices. Prerequisite: CCJ 1024.	
CCJ 2260 Introduction to Terrorism	4.0 Quarter Credit Hours
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2268 Introduction to Victims Advocacy	4.0 Quarter Credit Hours
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major). Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2288 Spanish for the Criminal Justice Professional	4.0 Quarter Credit Hours
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2306 Introduction to Corrections	4.0 Quarter Credit Hours
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	
CCJ 2358 Criminal Justice Communications	4.0 Quarter Credit Hours
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques, written communication, report writing, and testimony will be a part of this course. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2560 Introduction to Interviews and Interrogations	4.0 Quarter Credit Hours
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2940 Criminal Justice Externship	4.0 Quarter Credit Hours
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and have approval of the Department Chair.	
CCJ 2943 Current Issues in Criminal Justice	4.0 Quarter Credit Hours
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 2080 Applied Spreadsheets**4.0 Quarter Credit Hours**

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

CGS 2167C Computer Applications**4.0 Quarter Credit Hours**

This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CJE 2100 Policing in America**4.0 Quarter Credit Hours**

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**4.0 Quarter Credit Hours**

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

CJL 2132 Criminal Procedures**4.0 Quarter Credit Hours**

This course focuses on the constitutional provisions affecting the criminal process and the Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

CSC 102 Spreadsheet Basics**4.0 Quarter Credit Hours**

Using a spreadsheet such as Excel, the student learns how to develop, modify, format, and print spreadsheets and graphs, and how to save and retrieve spreadsheet files. Use of built-in functions is introduced with primary emphasis on mathematical and date functions. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

CSC 117 Operating Systems**4.0 Quarter Credit Hours**

The student learns the major components of an operating system including system control programs, language processors, utilities, batch files, and interfacing with user application programs. Primary emphasis is on single-user operating systems. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

ECO 100 Basic Economics**4.0 Quarter Credit Hours**

This course provides an introduction to micro and macroeconomics. The course also presents the principles of supply and demand, the function of money, the reasons for national income, the national banking system and the federal reserve. Decisions regarding fiscal policy, the distinction between fiscal and monetary policy, and the market mechanism are covered. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1101 Composition I**4.0 Quarter Credit Hours**

This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

ENC 1102 Composition II**4.0 Quarter Credit Hours**

This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

FIN 1103 Introduction to Finance**4.0 Quarter Credit Hours**

This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

LIS 2004 Introduction to Internet Research**2.0 Quarter Credit Hours**

Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Prerequisites: None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

MAN 1030 Introduction to Business Enterprise	4.0 Quarter Credit Hours
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing and managerial functions within the business enterprise. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2021 Principles of Management	4.0 Quarter Credit Hours
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2031 Let's Talk Business	2.0 Quarter Credit Hours
Designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisites: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
MAN 2300 Introduction to Human Resources	4.0 Quarter Credit Hours
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2500 International Business Management	4.0 Quarter Credit Hours
This course is a study of the characteristics, operation, and function of business in the global market of the 2000's. The following topics are included in the course: political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2727 Strategic Planning for Business	4.0 Quarter Credit Hours
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies, which integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2800 Small Business Management	4.0 Quarter Credit Hours
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 1011 Introduction to Marketing	4.0 Quarter Credit Hours
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2305 Customer Relations and Servicing	4.0 Quarter Credit Hours
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAT 1033 College Algebra	4.0 Quarter Credit Hours
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
OST 1141L Keyboarding	2.0 Quarter Credit Hours
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lec. Hrs. 000 Lab Hrs. 040 Other Hrs. 000	
OST 2335 Business Communications	4.0 Quarter Credit Hours
Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1101. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
OST 2725 Applied Word Processing	4.0 Quarter Credit Hours
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

PHI 1001 Basic Critical Thinking**2.0 Quarter Credit Hours**

This course introduces the students to the concepts of critical thinking. Topics covered include self-critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

PLA 1003 Introduction to Paralegal**4.0 Quarter Credit Hours**

This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 1105 Legal Research and Writing I**4.0 Quarter Credit Hours**

This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 2106 Legal Research and Writing II**4.0 Quarter Credit Hours**

This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

PLA 2160 Criminal Procedure and the Constitution**4.0 Quarter Credit Hours**

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

PLA 2203 Civil Procedure**4.0 Quarter Credit Hours**

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2273 Torts**4.0 Quarter Credit Hours**

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2423 Contract Law**4.0 Quarter Credit Hours**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2433 Business Organizations**4.0 Quarter Credit Hours**

This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

PLA 2460 Bankruptcy**4.0 Quarter Credit Hours**

Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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- PLA 2483 Introduction to Administrative Law** **4.0 Quarter Credit Hours**
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rule making, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2600 Wills, Trusts, and Probate** **4.0 Quarter Credit Hours**
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs, drafting of simple wills, and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate, and simple tax implications. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2610 Real Estate Law** **4.0 Quarter Credit Hours**
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2631 Environmental Law** **4.0 Quarter Credit Hours**
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2763 Law Office Management** **4.0 Quarter Credit Hours**
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2800 Family Law** **4.0 Quarter Credit Hours**
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PLA 2941 Contemporary Issues and Law** **4.0 Quarter Credit Hours**
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- PSY 2012 General Psychology** **4.0 Quarter Credit Hours**
This course is designed to provide students with a general understanding of the general principles of Psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SBM 2000 Small Business Management** **4.0 Quarter Credit Hours**
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: None. Lecture: Hrs: 40. Lab Hrs: 0. Other Hrs: 0.
- SCI 1001 Environmental Issues** **4.0 Quarter Credit Hours**
This non-laboratory course introduces the student to environmental issues through an understanding of the interrelationship of humans to their planet. Attention is focused on the Earth, its elements and problems. Realistic solutions to environmental concerns are explored through group projects, field trips, readings, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SLS 1130 Strategies for Success** **4.0 Quarter Credit Hours**
This course is designed to equip students for transitions in their education and life. Includes introduction to the College and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000
- SLS 1320 Career Skills** **2.0 Quarter Credit Hours**
A course designed to assist students 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. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000
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SPC 2016 Oral Communications

4.0 Quarter Credit Hours

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

SYG 2000 Principles of Sociology

4.0 Quarter Credit Hours

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

CORINTHIAN COLLEGES, INC.

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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. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 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: ADMINISTRATION AND FACULTY

ADMINISTRATION

ARLINGTON CAMPUS	MCLEAN CAMPUS
Executive	Executive
President Jim Vaas	President Crystal Celestine
Academic Dean Colin Caeser	Academic Dean Joanna Piotrowska
Director of Admissions Edward Lubin	Director of Admissions Deborah Brent
Director of Financial Aid Genevia Linton	Director of Finance Brett Siclair
Business Manager Brad Poch	Director of Career Services Dawn Gurganious
Director of Career Services Jim Dunn	
Administration	Administration
Administrative Assistant Jasmina Castillal	Administrative Assistant Titiana Augustus
Librarian Michael Gentile	Librarian Mark Rosenkrantz
Receptionist Kia Cooke	Evening Receptionist Yahaira Sims
Evening Receptionist Jacquan Eley	Day Receptionist Eileen Ayala
Registrar Anita Butts	Senior Registrar Aimee Harley
Student Success Coordinator LaCandance Speight	Medical Department Chair Munier Jallad
On-line Coordinator Lucinta Watson	
Admissions	Admissions
Admissions Representative Michael Hendricks	Admissions Representative Jennifer Hedrick
Admissions Representative Levy Smith	Admissions Representative Karen Todd
Admissions Representative Tony W. Fisher, SR	Admissions Representative Larry Williams, Jr.
Admissions Representative Angela Maith	Admissions Representative Sandra Mason
Admissions Representative James Byers	Admissions Representative Karl Matthews
Admission Representative Haydee Gonzalez	Admissions Representative Dwayne King
Admissions Representative Charisma Gilstrap	Admissions Representative Victor Powell
Admissions Representative Open	
Career Services	Financial Aid
Career Services Representative Open	Financial Aid Officer Holly Easterling
Financial Aid	Financial Aid Officer Peter Sanchez
Financial Aid Officer Danielle Rodguez	
Financial Aid Officer Destina Walker	
Financial Aid Officer Laura Stepler	
Financial Aid Officer Carlos Monge	
Collections Officer Norma Domiguez	

FACULTY - ARLINGTON CAMPUS

NAME	POSITION	SUBJECTS	EDUCATION
Colin Caesar	Academic Dean	Criminal Justice/Homeland Security	B.S., University of Maryland M.S., Long Island University B.S., Eastern Kentucky University A.A.S., Kingsborough College
Thomas Gentile	Academic Program Director	Paralegal Business	B.A., University of Maryland L.L.M., George Washington University J.D., George Washington University
Lillie Langley-Glover	Academic Program Director	Business	M.B.P.A., Southeastern University B.S., Benedict College
Reinaldo Montano	Academic Program Director	Criminal Justice/Homeland Security	MP, Troy State University. BS., University of Maryland AA., Austin Pea State University
Michael Gentile	Librarian/ Adjunct Instructor	Paralegal	JD, University of Maryland BA, University of Maryland MSL., University of Maryland

FACULTY - MCLEAN CAMPUS

NAME	POSITION	SUBJECTS	EDUCATION
Alia Carter	Instructor	Medical Assisting	Medical Assistant Diploma, National Education Center, Atlanta, Georgia
Shelley Crochan	Instructor	Medical Assisting	B.A., Business Management National Lewis University, Maryland
Eugene Landis	Instructor	Business Administration	M.B.A., Business Management New York Institute of Technology

APPENDIX B: TUITION AND FEES

Tuition per credit hour per term

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all students each quarter.

Program	Program Length	Credit Units	Tuition	Books
All Degree Programs	18 months	96	\$267 per credit hour	\$350 per term
Homeland Security Specialist	7 Modules	48	\$8,978	\$1,050
Medical Administrative Assistant	8 Modules	47	\$11,198	\$1,050
Medical Assisting	8 Modules	47	\$11,198	\$1,050
Medical Insurance Billing and Coding	6 Modules	35	\$8,857	\$1,050

ADDITIONAL FEES	AMOUNT	
Registration Fee (each quarter)	\$25.00	
Proficiency Examination Testing Fee (per credit hour)	\$20.00	Non-refundable fee assessed for each proficiency examination (cannot be paid from Title IV financial aid funds.)
Technology Fee	\$25.00	
Transcript Fee (First Copy Free)	\$3.00	
Transcript Fee for One Day Service	\$5.00	
Online Learning Fee (per course)	\$100.00	
Graduation Fee	\$50.00	

APPENDIX C: CALENDARS

QUARTER CALENDAR

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

FY 2007 Academic Calendar				
Summer Term Starts		July	17	2006
Summer Term Drop/Add Deadline		July	29	2006
Mini-Term Starts		August	28	2006
Mini-Term Drop/Add Deadline		September	2	2006
Labor Day Holiday		September	4	2006
Summer Term Ends		October	7	2006
Fall Break	From:	October	9	2006
	To:	October	14	2006
Fall Term Start		October	16	2006
Fall Term Drop/Add Deadline		October	28	2006
Mini-Term Starts		November	27	2006
Mini-Term Drop/Add Deadline		December	2	2006
Thanksgiving Day Holiday	From:	November	23	2006
	To:	November	25	2006
Winter Holiday	From:	December	23	2006
	To:	January	1	2007
Classes Resume		January	2	2007
Fall Term Ends		January	13	2007
M.L. King Jr. Birthday Holiday		January	15	2007
Winter Term Starts		January	16	2007
Winter Term Drop/Add Deadline		January	27	2007
Presidents' Day		February	19	2007
Mini-Term Starts		February	26	2007
Mini Term Drop/Add Deadline		March	3	2007
Winter Term Ends		April	7	2007
Spring Vacation	From:	April	9	2007
	To:	April	14	2007
Spring Term Starts		April	16	2007
Spring Term Drop/Add Deadline		April	28	2007
Memorial Day Holiday		May	28	2007
Mini-Term Starts		May	29	2007
Mini Term Drop/Add Deadline		June	2	2007
Independence Day Holiday		July	4	2007
Spring Term Ends		July	7	2007
Summer Vacation	From:	July	9	2007
	To:	July	14	2007

MODULAR CALENDARS - MCLEAN

Medical Assisting, Homeland Security, and Medical Insurance Billing and Coding Programs 2006 - McLean Campus	
START	END
December 16, 2005	January 24, 2006
January 25	February 22
February 23	March 22
March 23	April 26
April 27	May 24
May 25	June 22
June 26	July 25
July 26	August 22
August 23	September 21
September 25	October 20
October 23	November 17
November 20	December 19
December 20	January 2, 2007

Medical Administrative Assistant 2006 - McLean Campus	
START	END
January 3	January 31
February 1	March 1
March 2	March 29
March 30	May 3
May 4	June 1
June 5	June 30

Holidays
December 24, 2005 -January 2, 2006 Christmas Break
January 17, 2006 - Martin Luther King
February 20, 2006 - President's Day
April 10-14, 2006 - Spring Break
May 29, 2006 - Memorial Day

MODULAR CALENDARS - ARLINGTON

HOMELAND SECURITY CALENDAR - ARLINGTON CAMPUS			
Mon. - Fri., 9:00 AM - 1:00 PM			
Morning Schedule: Instructor - Edward Macias			
Module	Start Date	End Date	Holidays
II	Tues., January 03, 2006	Fri., February 03, 2006	Jan 17 - ML King
III	Thurs., February 09, 2006	Thurs., March 09, 2006	Feb 22 - President's Day
IV	Wed., March 15, 2006	Mon., April 17, 2006	
V	Mon., April 24, 2006	Wed., May 24, 2006	
VI	Tues., May 30, 2006	Fri., June 30, 2006	May 31 - Memorial Day
VII	Thurs., July 06, 2006	Mon., August 07, 2006	Jul 4 - Independence Day
I	Mon., August 14, 2006	Thurs., September 14, 2006	Sep 6 - Labor Day
II	Wed., September 20, 2006	Fri., October 20, 2006	
III	Thurs., October 26, 2006	Mon., November 27, 2006	Nov 25 -Thanksgiving
*IV	Mon., December 04, 2006	Wed., January 17, 2007	Dec 24 - Christmas
* Module IV dates include Christmas/New Years break (Dec 18 - Jan 2).			

Evening Schedule: Instructor - Donald Jones			
Module	Start Date	End Date	Holidays
I	Tues., January 03, 2006	Fri., February 03, 2006	Jan 17 - ML King
II	Thurs., February 09, 2006	Thurs., March 09, 2006	Feb 22 - President's Day
III	Wed., March 15, 2006	Mon., April 17, 2006	
IV	Mon., April 24, 2006	Wed., May 24, 2006	
V	Tues., May 30, 2006	Fri., June 30, 2006	May 31 - Memorial Day
VI	Thurs., July 06, 2006	Mon., August 07, 2006	Jul 4 - Independence Day
VII	Mon., August 14, 2006	Thurs., September 14, 2006	Sep 6 - Labor Day
I	Wed., September 20, 2006	Fri., October 20, 2006	
II	Thurs., October 26, 2006	Mon., November 27, 2006	Nov 25 -Thanksgiving
*III	Mon., December 04, 2006	Wed., January 17, 2007	Dec 24 - Christmas
* Module III dates include Christmas/New Years break (Dec 18 - Jan 2).			

MEDICAL ASSISTING CALENDAR - ARLINGTON CAMPUS

Mon. - Fri., 9:00 AM - 1:00 PM

Module	Start Date	End Date	Holidays
A	Mon., October 24, 2005	Fri., November 18, 2005	Nov 24-25-Thanksgiving Day
B	Mon., November 21, 2005	Tues., December 20, 2005	Dec 26-Jan 2-Christmas/New Year
C	Tues., December 27, 2005	Tues., January 24, 2006	Jan 16-M.L. King's Birthday
D	Mon., January 30, 2006	Mon., February 27, 2006	Jan 20-Presidents' Day
E	Wed., March 01, 2006	Wed., March 29, 2006	
F	Mon., April 03, 2006	Fri., April 28, 2006	
G	Mon., May 01, 2006	Fri., May 26, 2006	
X	Tues., May 30, 2006	Wed., July 26, 2006	May 29-Memorial Day
A	Tues., May 30, 2006	Tues., June 27, 2006	May 29-Memorial Day
B	Wed., July 05, 2006	Wed., August 02, 2006	
C	Mon., August 07, 2006	Fri., September 01, 2006	
D	Tues., September 05, 2006	Tues., October 03, 2006	Sep 4-Labor Day
E	Mon., October 09, 2006	Fri., November 03, 2006	
F	Mon., November 06, 2006	Tues., December 05, 2006	Nov 23-25-Thanksgiving Day
G	Mon., December 11, 2006	Tues., January 09, 2007	Dec 25-Jan 2-Christmas/New Year
X	Mon., January 15, 2007	Thurs., March 15, 2007	
A	Mon., October 24, 2005	Fri., November 18, 2005	Nov 24-25-Thanksgiving Day
B	Mon., November 21, 2005	Tues., December 20, 2005	Dec 26-Jan 2-Christmas/New Year
C	Tues., December 27, 2005	Tues., January 24, 2006	Jan 16-M.L. King's Birthday
D	Mon., January 30, 2006	Mon., February 27, 2006	Jan 20-Presidents' Day
E	Wed., March 01, 2006	Wed., March 29, 2006	
F	Mon., April 03, 2006	Fri., April 28, 2006	
G	Mon., May 01, 2006	Fri., May 26, 2006	
X	Tues., May 30, 2006	Wed., July 26, 2006	May 29-Memorial Day
A	Tues., May 30, 2006	Tues., June 27, 2006	May 29-Memorial Day
B	Wed., July 05, 2006	Wed., August 02, 2006	
C	Mon., August 07, 2006	Fri., September 01, 2006	
D	Tues., September 05, 2006	Tues., October 03, 2006	Sep 4-Labor Day
E	Mon., October 09, 2006	Fri., November 03, 2006	
F	Mon., November 06, 2006	Tues., December 05, 2006	Nov 23-25-Thanksgiving Day
G	Mon., December 11, 2006	Tues., January 09, 2007	Dec 25-Jan 2-Christmas/New Year
X	Mon., January 15, 2007	Thurs., March 15, 2007	