



STUDENT CATALOG

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Prism Career Institute
6800 Market Street
Upper Darby, PA 19082 (610) 789-6700

www.prismcareerinstitute.edu

This Prism Career Institute School Catalog is the official publication of Prism Career Institute and is subject to revision at any time. PRISM reserves the right to increase tuition and fees, withdraw or revise any course, program of study, provision, policy, or requirement described within the Catalog at any time and without prior notice. Students should read carefully and understand the policies, rules and regulations contained herein.

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MISSION

The mission of Prism Career Institute is to prepare our students for careers of their choice through quality training in current industry skills which enables graduates to succeed in professions which provide satisfaction and an enhanced quality of life.

PHILOSOPHY AND OBJECTIVE

Prism Career Institute believes in graduating competent, skilled professionals that are prepared, both personally and professionally, to fill the employment needs of today and the future.

Both task-specific and personal skill development form the basis of the School's training programs. Encouraging personal growth is the focus of every policy, effort and activity of the School.

GOALS

The Goals of Prism Career Institute are:

- To provide quality, relevant, and effective instruction to our students
- To assist our graduates in finding employment opportunities with meaningful career potential
- To provide employers opportunities to assist in shaping our curricula consistent with the needs of the workplace
- To develop credibility with employers
- To meet all standards established by our accrediting body and the U.S. Department Of Education
- To provide a friendly and professional work environment
- To provide our employees personal and professional growth opportunities consistent with their level of skill, experience, commitment, and results

LICENSING AND ACCREDITATION

Prism Career Institute is licensed by the State Board of Private Licensed Schools, Pennsylvania Department of Education and is accredited by the Accrediting Commission of Career School and Colleges (ACCSC).

OWNERSHIP

Prism Career Institute is owned and operated by Prism Education Group, Inc., located at 3 Executive Campus, Suite 280, Cherry Hill, NJ 08002. The PJA School Acquisition Corp., Inc., a subsidiary of Prism Education Group, Inc. is the sole shareholder of the school.

GENERAL INFORMATION

History

Prism Career Institute, Upper Darby Campus, was established as the PJA School in 1982 and has, from its inception, been involved in the training of professional personnel within chosen fields of study. In 2006 the School became a member of the Prism Education Group, and in December 2009 it was renamed Prism Career Institute. It subsequently expanded its program offerings to include careers in Allied Health and Early Childhood Education.

Prism Career Institute's programs were designed with input from industry professionals to prepare students to gain entry-level employment in the surrounding business community. At the present time, Prism is proud to offer an Associate in Specialized Business (ASB) Degree in three of its current programs (Early Childhood Education, Paralegal, and Business and Accounting Specialist).

Campus Location and Facility

Prism Career Institute's Upper Darby Campus is located at 6800 Market Street, Upper Darby, PA. The school is located across from the 69th Street Terminal and is convenient to the Market-Frankford elevated line, local bus routes, and regional rail lines. Additionally, ample public parking is available.

The facility is over 23,000 square feet with ten classrooms, four computer labs, and four medical labs. The school also has an administrative office suite, a Learning Resource Center, a student lounge and a reception area. The classrooms contain student desks, various visual aids including models and posters, and Internet connectivity for additional resources. Some of the rooms are equipped with overhead projectors and screens for PowerPoint presentations.

Campus Class Size

Classes vary in size with theory classes that do not exceed 40 students and laboratory classes that do not exceed 30 students.

Hours of Operation

The administrative offices are open for students to conduct business Monday through Friday 8:30 am - 5 pm.

Day classes are held Monday through Thursday from 8:30 A.M. to 2:40 P.M. Evening classes are held on Monday, Wednesday and Thursday from 6 P.M. to 10 P.M.

School Holidays and Breaks

Labor Day . September 2, 2013
Thanksgiving . November 28, 2013
Winter Break . December 23, 2013 . January 6, 2014
Martin Luther King Day . January 20, 2014
PresidentsqDay . February 17, 2014
Spring Break . March 31, 2014 to April 4, 2014
Memorial Day . May 26, 2013
Summer Break . June 30 to July 4, 2014
Labor Day . September 1, 2014
Thanksgiving . November 27 and 28, 2014
Winter Break . December 24, 2014 . January 2, 2015

Inclement Weather

Prism Career Institute typically closes only when inclement weather is severe enough to cause local businesses to close. The school may also choose to delay opening rather than close for the entire day. Information on school closings and delayed openings is available by tuning into WTXF-TV, FOX29, or by accessing www.myfoxphilly.com. Class time lost due to school closing will be made up on the next available non-school day (Friday for day classes and Tuesday for evening classes).

Student Complaint Procedure

If a problem occurs relating to the school, the student should take the following steps:

1. Students who have questions or concerns should direct their inquiries to the Campus Director in writing.
2. If the situation remains unresolved after discussion with the Campus Director, the student should contact the Corporate Office of Prism Career Institute at 856-317-0100.
3. Prism Career Institute is licensed by the Pennsylvania Department of Education State Board of Private Licensed Schools. Any complaints or concerns not satisfactorily resolved by the Campus Director or other School officials may be brought to the attention of the

Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333.

The student also has the right to contact the school's accrediting organization, the Prism Career Institute School Catalog

Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, telephone (703) 247-4212.

Family Education Rights and Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information Prism Career Institute may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Campus Director. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school requires the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review his/her own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in his/her files prior to January 1, 1975; (iii) confidential letters and recommendations placed in his/her files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement or receipt of honors. In addition, the term "education record" does not include certain types of records such as records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof and are not accessible or revealed to any other individual except a substitute.

Under FERPA, a school is required to use reasonable methods to authenticate the identity of any party before giving information from or access to student education records. FERPA does not require that a specific authentication process, technology, or methodology be used. Although giving information over the phone or via email may be a convenient method of communication, it is not recommended due to the fact that both methods carry a substantial amount of risk. When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records

Prism Career Institute generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally Identifiable Information (Directory Information) is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. Directory information (see Section IV below).
2. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
3. To a parent or guardian regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
4. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
5. To appropriate parties in health or safety emergencies.
6. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
7. To comply with a judicial order or lawfully issued subpoena.
8. To officials of Prism Career Institute who have been determined by the school to have legitimate educational interests in the records. A school official is: a) person employed by the school in an administrative, supervisory, academic or research, or support staff position; or b) any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for Prism Career Institute has a legitimate educational interest.
9. To organizations conducting certain studies for or on behalf of the school.
10. To parents or guardians of a dependent student, as defined in Section 152 of the Internal Revenue Code.
11. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
12. In addition to the victim of a crime of violence or non-forcible sexual offense, the School may disclose to other persons the final results of the disciplinary proceedings described in paragraph 11 above, but only if the School has determined that a student is (a) the perpetrator of violence or a non-forcible sexual offense, and (b) that the allegation results in a violation of the

institution's rules or policies. The school, in such instances, may only disclose the name of the perpetrator -not the name of any other student, including a victim or witness - without the prior written consent of the other student(s).

III. Record of Requests for Disclosure

Except with respect to those requests made by the student himself, those disclosures made with the written consent of the student, or the requests by or disclosures to Prism Career Institute officials with legitimate educational interests, or disclosures of directory information (or other exceptions described in the applicable regulations), Prism Career Institute will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

Prism Career Institute designates the following information as directory information (directory information is personally identifiable information which may be disclosed without the student's consent):

- " Student's name
- " Address: Local, e-mail and web site
- " Telephone number (local)
- " Program of study
- " Participation in officially recognized activities
- " Dates of attendance
- " Degrees and certificates awarded
- " Most recent previously attended school
- " Photograph of the student, if available
- " Enrollment status (i.e., enrolled, continuing, future enrolled student, re-entry, withdrawn, etc.)

Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Campus Director of Prism Career Institute. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must submit a request in writing to the Campus Director's Office to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. Prism Career Institute may either amend the record or decide not to amend the record. If Prism Career Institute decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, Prism Career Institute will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of Prism Career Institute. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. Prism Career Institute will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
5. If, as a result of the hearing, Prism Career Institute decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, Prism Career Institute decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, Prism Career Institute will: a) maintain the statement with the contested part of the record for as long as the record is maintained and b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by Prism Career Institute to comply with the

requirements of Family Educational Rights and Privacy Act (FERPA). The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Code of Conduct

Students are expected to display courteous behavior and professional conduct at all times, whether on campus, at off-campus practicums or externship sites, or engaged in other off-campus school-related activities. Students who do not adhere to this code of conduct may be subject to disciplinary actions, which may include non-use of campus services and assistance, and in certain instances, dismissal from the school. Below is a list of behaviors that are considered inappropriate and may result in disciplinary actions:

1. Possession, consumption or distribution of alcohol and/or illicit drugs on school property or engaged in any other off-campus school-related activity
2. Damage of school property
3. Disruptive behavior
4. Acts which are harmful to other students, staff or the school
5. Failure to maintain satisfactory academic progress, with regard to either attendance or academics.
6. Academic Dishonesty (cheating)
7. Illegal duplication of copyright protected software and printed materials
8. Delinquent or non-payment of tuition or fees
9. Use of cell phones while in class, lab, or at practicum or externship sites
10. Unauthorized use of school computers for non-school activities, such as accessing social media for personal use
11. Acts of harassment or threats of violence against a student, faculty or staff member. Harassment shall be defined as an act that creates a hostile environment and shall include but not be limited to derogatory comments related to race, gender ethnicity or sexual preference, inappropriate sexual comments or advances, and intolerance towards a student with disabilities.

School Dress Policy

All students should maintain a professional appearance and appear neat and well groomed at all times. Students enrolled in allied health programs should

wear scrub uniforms to school every day. Students in other programs should wear business casual attire.

While Prism values diversity and individuality in the student population, the School discourages students from wearing offensive or objectionable garments and reserves the right to ask students to either remove such garments or leave the school campus.

CAREER SERVICES

The Career Services Department provides employment assistance to graduates of our programs. Although the School offers no guarantee of employment, Career Services personnel assist students in writing a resume and cover letter, and in obtaining a job interview through a network of established contacts including employers and employment agencies. Placement assistance is not intended to eliminate the need for students to search for employment themselves, and students are encouraged to explore volunteer, internship, and temporary job assignments as they provide the opportunity to gain valuable experience and may lead to a permanent position.

Prior to program completion, students should make an appointment with a representative of the Career Services Department to examine their career goals. Graduates should communicate regularly with Career Services to discuss their job search, as well as job offers and any position accepted.

STUDENT SERVICES

Prism Career Institute Upper Darby Campus provides various services to students through the Student Services Department. The Director of Student Services is responsible for assisting students with issues that might diminish the student's educational experience, and helps students gain access to professional services provided by community agencies.

In addition, the Director of Student Services also coordinates the participation of Prism students in various community service activities. In the past, these types of activities have included The Walk for Breast Cancer and the March of Dimes Walk America.

Another important service provided by the Department of Student Services is the establishment of student groups including the Men's Club, the Women's Club, and the Student Council. These groups enhance the student experience at Prism by providing a forum for students to share their experiences, discuss issues which impact their educational goals, and find solutions to allow them to successfully complete their education.

ADMISSION INFORMATION

Admission Requirements

Prism Career Institute considers applicants for admission on the basis of the following criteria:

1. Applicants must be 18 years of age prior to matriculation.
2. High School Diploma or Equivalent - Prospective students must provide a high school diploma or GED (high school equivalency) certificate from an institution recognized by the U.S. Department of Education.
3. Completion of Admissions Interview - Applicants must meet with an Admissions Representative and be recommended to apply based on satisfactory completion of an interview.
4. Satisfactory completion of Admissions Exam - Applicants must achieve a passing score on an entrance exam administered by the school. A passing score is established by the school and is consistent with the academic skill level required for the respective program of study.

Admissions Procedures

Prospective students interested in admission to Prism Career Institute will perform the following procedure:

1. Applicants complete an initial questionnaire to provide pertinent background information.
2. An admissions representative interviews each applicant to evaluate goals, expectations and to determine the program of study that is meets the applicants interest, educational level and personal circumstance.
3. Each applicant will take a tour of the campus with an Admissions Representative. The tour may include an opportunity to meet staff and faculty, if possible.
4. A school entrance exam, as described in the Admissions Requirements, is administered, and students who achieve a passing score will be considered for admission.
5. The applicant meets with a Financial Aid Representative to determine financial aid eligibility and to develop a plan for financing their education, including a personal payment plan if necessary.
6. An enrollment agreement is completed and signed by both the student and a school representative. The enrollment agreement contains the details of the students enrollment including the program of study, start and end dates, tuition and fees, payment plan, and other necessary information. The student will pay the \$25.00 Registration Fee at this time.
7. The student receives written notification of acceptance or denial from the school by an authorized representative of the school.

Registration Fee/Cancellation Policy

Prism Career Institute requires applicants pay a registration fee of \$25.00 at the time of enrollment. The registration fee is fully refundable if the school rejects the individual's application for enrollment, or if the student requests to cancel the enrollment within five (5) days after signing the Enrollment Agreement. The request to cancel enrollment must be in writing. If the applicant is a minor, the cancellation request must be signed by a parent or legal guardian. (The postmark date will be the effective date of cancellation, if mailed.) A verbal request for cancellation must be confirmed in writing within five (5) calendar days of verbal request.

If a student cancels enrollment more than five (5) days after signing the Enrollment Agreement, the school will retain the Registration Fee.

Tuition Cost and Fees

Each student is responsible for all tuition and fees for his or her program of study. Students are required to meet with a Financial Aid Representative prior to the start of the program in order to arrange financing for their education. Additionally, all financial obligations must be fulfilled and all payments must be up-to-date in order for a student to be eligible for graduation.

The following is a schedule of tuition, books, and fees for all current programs offered at Prism Career Institute Upper Darby Campus:

Program	Tuition	Book Charge	Registration Fee	Total Cost	Hours	Credits
Paralegal (ASB)	\$31,080	Included in tuition	\$25	\$31,105	1,575	74.5
Business & Accounting Specialist (ASB)	\$30,950	Included in tuition	\$25	\$30,975	1,530	66.5
Medical Assistant	\$15,450	Included in tuition	\$25	\$15,475	920	33
Early Childhood Education (ASB)	\$30,950	Included in tuition	\$25	\$30,975	1530	66

Tuition is all-inclusive, covering courses of study and books. The registration fee of \$25.00 must be paid at the time of enrollment. The tuition may be paid during the course of the student's studies under a plan arranged by the School. There is a \$25.00 graduation fee that is not included in the above figures.

Program Start Dates

October 7, 2013	May 5, 2014	January 5, 2015
November 4, 2013	July 7, 2014	March 2, 2015
January 6, 2014	September 1, 2014	May 4, 2015
March 3, 2014	October 27, 2014	July 6, 2015

Non-Discrimination Policy

As mandated by Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, the School does not discriminate on the basis of sex in admission to or employment in its educational programs or activities.

Inquiries concerning the application of Title IX and its implementing regulations by the School may be referred to the School's Title IX Coordinator or Campus Director at 6800 Market Street, Upper Darby, PA 19082, (610) 789-6700, or the Office of Civil Rights of the United States Department of Education.

Prism Career Institute is committed to achieving a prompt and equitable resolution of any student or employee complaints under Title IX. Any individual alleging noncompliance with Title IX should file a written complaint with the Title IX Coordinator. The Coordinator will proceed to investigate the matter. Either the complaining party or the Coordinator can demand an administrative hearing to address the matter. The complaining party will be given a copy of the written findings of the Coordinator as promptly as possible after the investigation, and hearing, if requested, has taken place. These findings will include the Coordinator's conclusion as to whether a violation of Title IX has taken place and, if so, the remedial actions to be taken by the Institution.

Equal Opportunity Policy

Prism Career Institute values diversity and seeks talented students and staff from diverse backgrounds. The school does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age or status as a Vietnam veteran in the administration of its educational policies, programs, activities, admissions policies, financial aid and loan programs, employment or other school administered programs.

It is against the law to discriminate against any beneficiary of a program financially assisted by Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the individual's status as a lawfully admitted immigrant or as a participant in a WIA program.

Individuals believing that they have been subjected to discrimination in relation to a WIA Title I assisted activity may file a complaint with the Campus Director, or the United States Department of Labor Civil Rights Center, 200 Constitution Avenue NW, Room N-4123, Washington, DC 20210. Further information can be obtained from Pennsylvania Department of Labor and Industry, Office of Equal Opportunity, Room 514, Labor and Industry Building, 7th and Forster Streets, Harrisburg, PA 17120.

Disabled Accessibility

Prism Career Institute makes reasonable accommodations for disabled students to access the school, programs, and services associated with the school.

Financial Assistance

Prism Career Institute participates in several United States Department of Education Title IV Financial Aid programs and other financial assistance programs that can help students in meeting the cost of their education. Each student seeking financial aid is required to meet with a member of the Financial Aid Office, at which time the student's eligibility is evaluated and a personalized student financial plan is structured. All students are eligible to apply for financial aid under a variety of federal and supplementary financial assistance programs.

For more information about federal financial aid, please visit www.finaid.org. To apply for financial aid, applicants must submit the Free Application for Federal Student Aid (FAFSA). A link to the electronic application is available through the School's website or students can go directly to the FAFSA site, (www.fafsa.ed.gov) where step-by-step instructions are provided. Students have the responsibility to complete and submit all applications in a timely manner, with supporting documentation. Applicants may be required to submit copies of their tax transcripts and, for those who are under the age of 24, their parents' tax transcripts. Certain situations may require that the applicant submit additional documentation. The Financial Aid Office assists students in the application process.

Currently, Prism Career Institute participates in the following programs:

Federal Pell Grants

Pell Grants are awarded to eligible undergraduate students who have not earned a bachelor's degree. To determine eligibility, the U. S. Department of Education uses a standard formula to evaluate financial need. Unlike loans, Pell Grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is available to students with exceptional financial need. FSEOG will be awarded to students with the lowest EFC (Expected Family Contribution) and qualifies to receive the Federal Pell Grant. The amount of the grant and the number of students who may be awarded this grant will be based on the availability of funds from the U.S. Department of Education

Pennsylvania Higher Education Assistance Agency (PHEAA) State Grant

This grant is available to eligible Pennsylvania residents to obtain financial assistance for undergraduate studies. Pennsylvania state grants are based on financial need; however there are other requirements that must be met. Students must be a high school graduate or have a GED, and be a Pennsylvania resident at least twelve months prior to applying for a state grant, and be enrolled in a program of study of at least two academic lengths, and be enrolled for at least six credits as an undergraduate. More information on eligibility requirements and applications can be obtained from the Financial Aid Office.

Federal Direct Loans:

- **Subsidized**

Students may be eligible based on need. The subsidized has a fixed interest rate. The federal government pays the interest on the loan while the student is in attendance at least halftime. Repayment begins six months after the last day of attendance or once the student falls below half-time status.

- **Unsubsidized**

Available to dependent and independent students who need additional assistance to help pay their education costs. The student is responsible for the interest payments on the loan while in school. The interest rate is fixed and repayment begins six (6) months after the last day of attendance or once the student falls below half-time status.

Federal Parent Plus Loans

Federal loan available to parents of dependent students. Parents can borrow up to the cost of attendance, less other financial aid received. Approval is based on the parent(s) credit history and repayment begins sixty (60) days from the last disbursement of the loan.

Supplemental Assistance Programs

Prism Career Institute will assist students with supplemental assistance programs, including:

Alternative Loan Options

Alternative loan options are available. For additional information, please contact the Financial Aid Office for an appointment to discuss available options.

Veterans' Educational Benefits

Prism Career Institute is approved for the training of veterans and eligible veterans' dependents. Students must apply for these benefits prior to admission and must submit the application to the Prism Career Institute certifying official. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans' Educational Benefits.

Agency Funding

Prism Career Institute is approved for participation in several educational programs offered by various agencies. Information can be obtained from the agencies themselves or from the school's Financial Aid Office.

Student Payment Plans

A student payment plan option is provided for students who have balances remaining after all other financial aid options have been pursued. Students making cash payments can arrange for a convenient payment plan over the course of their training. Minimum payment requirements are required and all education costs must be paid in full prior to graduation.

Eligibility Requirements

In general, an applicant to Prism Career Institute is eligible to apply for Federal Title IV financial assistance if the following criteria are met:

- " Be a United States citizen or eligible non-citizen.
- " Have a valid Social Security Number
- " Have financial need, except for some loan programs.
- " Have a high school diploma or General Equivalency Diploma (GED)
- " Be enrolled or accepted for enrollment as a regular student working toward a diploma or degree in an eligible program.
- " Make satisfactory academic progress as outlined in the school policies herein.
- " Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying that you will use federal student aid only for educational purposes.
- " Have completed the number of hours paid by federal financial aid, if applicable, for the previous term/ semester.
- " Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- " Have not exceeded the aggregate loan limits for your student status or have not previously received the maximum aid allowed for the current award year.
- " Register with the Selective Service, if required.
- " For the Pell Grant program eligibility, you may not have previously earned a bachelor's degree.
- " For the Direct Loan program, you must attend at least half-time (12 clock hours per week)

Applicants under the age of 24 are considered to be dependent by federal definition and are required to have parental participation in completing the financial aid forms and the financial aid process.

An applicant has the right to appeal all financial aid decisions. Such appeals must be in writing, made to the Director of Financial Aid within 10 calendar days of the date of the decision. The Financial Aid Director and the Campus Director will review all appeals and inform the applicant of the school's decision within 30 calendar days of the receipt of the appeal.

Definition of Financial Need

Financial need is defined as the difference between the cost of attending school and the student's (and/or the family's) expected family contribution (EFC). A Central Processor to whom the student's Free Application for Federal Student Aid (FAFSA) is submitted conducts determination of the EFC, based on federal guidelines. The School's Financial Aid Director or staff then determines the student's Cost of Attendance, using nationally-approved living expense guidelines. The federal need formula can be stated as follows:
Cost of Attendance . EFC = Financial Need

Student Cost of Attendance

An average cost of attendance for a student attending Prism Career Institute

consist of tuition and registration fee, as well as allowances for room, board, personal expenses, transportation and miscellaneous costs. Tuition and direct academic costs are assessed for one academic year. Living expenses are estimated using nationally approved living expense guidelines. These components of the cost of attendance are estimates and will vary from student to student depending on the length of the program, attending part time or full time, and the student's living arrangements (students living with parents or living on their own). For specific details on calculating cost of attendance, contact the Financial Aid Department.

Financial Aid Received Prior to Attending Prism Career Institute

Federal regulations require an institution to determine all previous Federal Title IV aid received by the student prior to disbursement of funds. Therefore, Prism Career Institute will review all financial aid disbursed by each school at which a student was previously enrolled. Financial aid awarded at other schools could limit available eligibility at Prism Career Institute.

Requirements For Citizenship Verification

If a student is an eligible non-citizen for Federal Title IV aid purposes, a database match will be conducted to determine the student's eligibility status with the Department of Homeland Security (DHS). If DHS is unable to complete the match, i.e., social security number, name, and birth date, the student will be asked to submit additional documentation. Students are not eligible for financial aid until citizenship verification has been completed.

Requirements For Financial Verification

A percentage of all students applying for Federal Financial Aid are selected for a process called Verification. Prism will notify you if your application is selected for Verification. If you are notified, please submit the Verification documentation requested by Prism's Financial Aid Office as soon as practicable, but no later than 14 days from the date of notification. Failure to submit the requested documentation will jeopardize your Financial Aid. A Student's anticipated financial award may be adjusted as determined by the Verification results.

Correction to Information

If it becomes necessary to correct any of the information on an ISIR as the result of verification or another documentation process, the Financial Aid Department will note the corrections on the current ISIR and submit the corrections electronically to the U. S. Department of Education. A new ISIR, showing the corrected information is then generated. Applicants may be required to verify correctness and sign the revised ISIR.

If the applicant becomes ineligible for a Federal PELL Grant or other Federal Title IV aid as a result of the corrections in his/her information, the applicant will be notified by the Financial Aid Department. If corrections result in a change in eligibility, the applicant will be so advised and a revised Financial Plan will be developed for the applicant's review and approval.

Renewal Applications

Students applying for a second academic year of financial aid must complete all required applications and submit additional paperwork, as necessary, when requested to do so by the Financial Aid Department. Failure to do so could result in the student being required to make cash payments to the School or may result in the student being dismissed from Prism Career Institute.

Note: The entire financial aid application process and verification process, if applicable, must be completed for each academic year.

Loan Default Prevention

Students are responsible to repay, in full, all loans used to pay for their education. Repayment of student loans helps ensure the availability of loan funds for the future. Borrowers are encouraged to take the responsibility of loan repayment seriously.

Some helpful hints on avoiding delinquency are as follows:

- " Send in your payment each month even if you haven't received a bill.
- " Send in larger or additional payments to reduce the amount of interest you pay on the loan. Be sure to indicate if you want the extra amount applied to the principal or used as a future payment.
- " Remember that overpaying one month does not mean that you can skip or reduce next month's payment.
- " Call your lender/servicer immediately if you are unable to make a payment on time or if you have a financial hardship. The lender/servicer may be able to work out an alternative plan.
- " Know your deferment rights. After sending in the necessary forms, follow up with your lender/servicer to confirm that your loan(s) has been deferred.
- " Understand your rights and responsibilities under each loan program. Keep all paper work such as promissory notes, lender correspondence, cancelled checks, etc.
- " Always call to resolve a discrepancy. Never ignore correspondence or requests for payment from your lender/servicer.
- " If you do default on your loan(s) in spite of all the arrangements available to prevent this from happening, you can expect all or some of the following repercussions:
 - " Your status may be reported to a national credit bureau and have a negative effect on your credit rating for seven years.
 - " You may lose deferment possibilities.
 - " Your wages may be garnished.
 - " Your federal and state income tax refunds may be withheld.
 - " You may be ineligible to receive any further federal or state financial aid funds.
 - " The entire unpaid amount of your loan, including interest and cost of collection, may become due and payable immediately.

Students may obtain additional information about loan repayment and default prevention guidance from the Financial Aid Office.

Financial Aid Ombudsman

The financial aid staff of the School reviews with student borrowers the availability of the Department of Education's Office of the Ombudsman during exit advising. Borrowers are advised that if they have a dispute regarding a student loan that cannot be resolved through normal communication channels with their loan servicer, they may contact:

U. S. Department of Education

FSA Ombudsman Group

830 First Street, N. E., Mail Stop 5144

Washington, D.C. 20202-5144

Via on-line assistance: <http://studentaid.gov/repay-loans/disputes/prepare>

Via telephone: (877)557-2575

Via fax: (202)275-0549

REFUND POLICY

If a student is unable to complete his or her program of study, Prism Career Institute shall make appropriate refunds within 30 days of the date that the student is determined to have terminated training, regardless of whether or not the student has made a formal request for the refund. For calculation of refunds, the date of termination of training shall, in all instances, be considered the last day of attendance.

Return of Title IV Funds Calculations

A student who withdraws, and has been awarded Title IV funding, requires that the following calculation be performed by the financial aid office to determine the percentage of funds the School must return to the funding resource:

A percentage of unearned institutional charges are determined based on the number of calendar days the student attended divided by the total number of calendar days within the student's term of enrollment.

In some cases, withdrawing students may have to repay some of the Federal Pell Grant they received. Every case will be determined individually, and students may make an appointment with the financial aid office to explore the impact that the withdrawal may have.

- “ For students withdrawing after 60% of their term, no return of Title IV funds is performed. (The School may keep 100% of the Title IV funds.) For purposes of Return of Title IV funds, the withdrawal date will be the last date that the student had academically related contact with the School.
- “ The return of funds upon withdrawal is distributed in the following order:

1. Direct Unsubsidized loan

2. Direct Subsidized loan
3. Direct PLUS loan
4. PELL Grants
5. PHEAA State Grants
6. The student

Refund Calculations

Separate from the return of Title IV funds, the following calculation applies to all withdrawing students regardless of their Title IV funding status. The calculation is determined by using the student's last date of academically related attendance:

- “ A student who discontinues training during the first seven calendar days of a term shall receive a refund of 75% of the tuition paid for that term.
- “ A student who discontinues training after the first seven calendar days, but within the first 25% of a term shall receive a refund of 55% of the tuition paid for that term.
- “ A student who discontinues training after 25% but within 50% of a term shall receive a refund of 30% of the tuition paid for that term.
- “ A student who discontinues training after 50% of a term shall receive no refund.

Return of Title IV Funds

The School adheres to federal regulations regarding the return of Title IV Financial Aid (effective July 1, 2011). In accordance with these regulations, a student who discontinues training prior to graduation may owe funds back to the federal government.

ACADEMIC INFORMATION

Unit of Credit and Clock Hours

Prism Career Institute Upper Darby Campus utilizes the following formula (as per the Accrediting Commission of Career Schools and Colleges) to calculate Semester Credit Hours:

- 1 Semester Credit Hour = 45 units
 - 1 Clock Hour Theory (Didactic) = 2 units
 - 1 Clock Hour Supervised Lab = 1.5 units
 - 1 Clock Hour Externship = 1 unit
 - 1 Clock Hour Outside Work = 0.5 Units

Example 1: A 45-hour course without lab or externship or outside homework = 90 units. 90 units of didactic work = 2 semester credit hours.

Example 2: A 90-hour course with 30 hours of lecture (didactic) and 60 hours of supervised lab has 60 units for didactic (which equals 1.33 semester credit hours) and 90 units for lab (which equals 2 semester credits hours), for a total of 3.33 semester credits (rounded down to 3 semester credit hours).

A clock-hour of instruction is defined as 50 minutes of instructional time for each hour.

Grading Policy

Prism Career Institute uses the following grading scale for measuring a student's academic achievement:

100 - 90	A		
89 - 80	B		
79 - 70	C		
Below 70	F		
Incomplete	I	Withdrawal	W
Externship	Pass/Fail	Practicum	Pass/Fail
Transfer Credit	TC		

Grades are recorded in school records in letter grade format. Numeric grades and credits earned are provided to allow comparison with the grading systems utilized by other institutions.

Students receive grades at the end of each course in order to demonstrate their level of academic achievement. A minimum grade of 70% is required in order to pass each course (excluding pass/fail courses). If at any time during a course a student's grades fall below 70%, the student will meet with the instructor to form a corrective plan of action to bring the student's grade average up to 70%. In addition, students receive a failing grade at the conclusion of a course, will be required to repeat that course.

Calculation of Grade Point Average (GPA)

Letter grades are used to calculate a Cumulative Grade Point Average (G.P.A.) by multiplying the credit value of each course by a Quality Point value (4.0 for A, 3.0 for B, 2.0 for C, 0.0 for F) to get a total number of quality points, and then dividing the quality point total by the total number of credits.

FAILED GRADE . ~~F~~+

Grades of ~~F~~ are counted as credits attempted but not achieved, and have a value of zero (0) towards a student's GPA. The coursework must be repeated and satisfactorily completed within 1.5 times the attempted credit hours to be counted towards achieved credits. If the course is repeated, only the higher grade will be

used in the computation of the GPA. For further information on repeating courses, please see **Repeating Courses** on Page 26.

INCOMPLETE GRADE . ~~IN~~+

The course instructor may grant a student a grade of Incomplete, or ~~IN~~+, if the student is not able to complete the course due to extenuating circumstances such as illness or family emergency. After receiving a grade of Incomplete, students are given up to seven days to complete all missing coursework, exams, and projects. After submission of the missing coursework, the instructor will give the student a final grade, which will replace the grade of Incomplete. However, if all coursework is not completed at the end of the seven-day extension, the student will fail the course and the grade of Incomplete will be changed to a grade of ~~IN~~+

WITHDRAW GRADE . ~~W~~+

Students who wish to withdraw from a course must do so within the first 25% of the course. The student will be given a grade of W, which will not be used in the calculation of the student's GPA and will not count towards credits attempted for the purpose of determining satisfactory academic progress.

Satisfactory Academic Progress Policy

Prism Career Institute requires all students to demonstrate satisfactory academic progress while enrolled in programs of study. In addition, satisfactory academic progress must be maintained in order to remain eligible continue receiving federal Financial Aid (Title IV funds). Satisfactory academic progress is determined by measuring both the student's grade point average (GPA) as well as the student's rate of progress toward completion of the program of study.

- Cumulative Grade Point Average (GPA)

Students must meet minimum GPA requirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These will be reviewed at the end of each term after grades are posted in order to determine if the student's cumulative GPA is in compliance. Students are required to maintain a cumulative GPA of at least 2.0 in order to demonstrate satisfactory academic achievement. In addition, all students will be required to achieve a cumulative GPA of at least 2.0 in order to graduate from a program.

- Percentage of Credit Hours Completed

Prism will evaluate the percentage of credits completed by enrolled students at the completion of each term. In order to demonstrate satisfactory academic progress at the completion of the term, a student must achieve 50% of the credit hours attempted at the end of the first term and 67% of the cumulative credits attempted

at each subsequent term.

- Maximum Time Frame to Complete

All students must attempt no more than 150% of the credits in their program of study, as illustrated in the chart below:

Program	Program Credits	Max Credits Attempted
Medical Assistant	33	49
Paralegal Studies	74.5	111.5
Early Childhood Education	66	99
Business and Accounting Specialist	66.5	99

For programs longer than one Academic Year (equal to a period of 32 weeks), Prism will continue to measure students' satisfactory academic progress at the end of each subsequent term until the end of the student's program.

Failure to Achieve Satisfactory Academic Progress

1. Financial Aid Warning

Students who fail to meet the requirements above at the end of any term will be placed on Financial Aid Warning. However, a student may continue to receive federal Title IV funds while on Financial Aid Warning. The Director of Financial Aid will notify the student of his or her Financial Aid Warning status.

2. Financial Aid Probation

A student placed on Financial Aid Warning status who does not meet the minimum G.P.A. requirements noted above at the end of any subsequent evaluation point will be placed on Financial Aid Probation. During the Financial Aid Probation period students are not eligible for Financial Aid and assume the responsibility for paying any fees associated with the cost of attendance during this period. All fees for this period must be paid with funds from outside of the Title IV program.

3. School Dismissal

After being placed on Financial Aid Probation, a student may, in certain circumstances, be dismissed from the school, as deemed appropriate by the Campus Director.

Making an Appeal

Students who wish to continue to receive federal Title IV funds after being placed on Financial Aid Probation must file an appeal in writing. The appeal may be

based on the following factors: the death or serious illness of a relative, an injury or illness of the student, or other special circumstances. The appeal must contain (1) information detailing why the student failed to make satisfactory academic progress, (2) documentation of the situation if applicable, and (3) what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point. The appeal must be filed within 5 business days of the receipt of notice that the student has been placed on Financial Aid Probation.

If the student's appeal is accepted, the student may continue to receive federal financial aid for that payment period. Prism will inform the student of the determination of the appeal no later than 5 business days from the date that the appeal is filed.

Graduation Requirements

In order to graduate, a student must satisfy the following three requirements:

1. The student must earn an overall grade point average (GPA) of at least 2.0
2. The student must complete all attempted program requirements within 1.5 times the length of the program in semester credit hours as published in this catalog
3. The student must satisfy all financial obligations with the School
4. The student must have an overall program attendance of at least 70%

After a student satisfies these three requirements, the student will be considered a graduate and will be able to receive a degree or diploma for the program of study and an official transcript.

Repeating Courses

If a student fails a course, the student must retake the course. Only the higher grade is counted in calculating the student's GPA. However, the credits from all courses attempted must be included when calculating the maximum required time frame for completing the program.

Providing that the student does not break his or her enrollment, there is no additional fee for re-taking a course once. However, students who withdraw and re-enroll will be financially responsible for the cost associated with the course repeat.

If a student repeats any course more than once, the student will be financially responsible for the cost associated with the course repeat.

Make-Up Policy

Prism encourages students who miss in-class assignments to seek make-up

assignments from their instructors. Make-up work is assigned on a case-by-case basis, and must be completed within a reasonable time frame established by the instructor.

In general, all make-up tests must be completed on the next school day, unless circumstances prevent the student from doing so. Students who still have uncompleted assignments or tests on the last day of a course will receive a grade of Incomplete and be required to complete the required assignments/tests within seven (7) days in order to receive a passing grade for that course.

There is no charge for make-up work. All make-up work may be subject to a grade reduction of up to 10 points.

Criminal Background Screening

Applicants may be required to undergo criminal background checks before a student can be placed in an externship or practicum or take professional licensing, certification, or registration exams. Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice. Students who have prior criminal records may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

Academic Integrity

Academic integrity refers to behavior in an academic setting that ensures that work done is one's own and that the work of others is properly recognized through appropriate referencing and citations. Prism Career Institute strives for the highest level of academic integrity and does not tolerate academic dishonesty, which includes cheating and plagiarism. Any student caught cheating will receive a failing grade for the test or assignment in which the cheating occurred. Additionally, documentation about the occurrence is placed in the student's academic file. Students who demonstrate repeated acts of academic dishonesty are also subject to other disciplinary actions, up to and including suspension or termination from their program of study.

Attendance Policy

In order to maximize the student learning experience, regular student attendance is essential. For most courses (except the Medical Assistant Externship and the ECE Practicum) students must have a minimum of 70% attendance in order to be eligible to receive a passing grade for the course. Students who complete those courses with less than 70% attendance will be given a grade of ~~F~~^{F-1}. For the Medical Assistant Externship and the Practicum I and II in the Early Childhood Education Program, students must complete 100% of scheduled hours in order to receive a passing grade. Students who do not maintain regular attendance may experience

adverse consequences such as failure to demonstrate satisfactory academic progress and possible termination from the school.

Externship/Practicum

Prism Career institute offers some programs which include an off-campus learning experience (Externship for Medical Assistant and Practicum 1 and 2 for Early Childhood Education). The externship or practicum allows the student to gain hands-on experience and apply the knowledge and skills they have acquired in the classroom in a real-world setting.

If a student elects to enroll in a program that includes an externship or practicum, it is a mandatory part of the curriculum and must be completed in order for the student to be considered for program graduation. Externships and practicums are assigned to each student by the campus Externship Coordinator. The Externship Coordinator works closely with each student to find the ~~best fit~~ best fit for his or her circumstance; however, Prism reserves the right to select and approve all externship and practicum sites and assignments.

Leave of Absence

Students who anticipate an extended absence from classes due to extenuating circumstances such as family emergencies, illness, or death of a loved one should request a Leave of Absence (LOA). A Leave of Absence is subject to the following restrictions:

1. The request for Leave of Absence must be in writing
2. The request must be specific as to the beginning date of the LOA and the expected date of return.
3. The school reserves the right to adjust the scheduled return date to the next available class start date following the return date specified by the student
4. Failure to report to class on the scheduled return date will result in withdrawal and termination from the program
5. Students may only take one LOA in a 12-month period
6. The period of the initial LOA should not exceed 60 calendar days. Extensions may be granted for up to a total of 180 days per calendar year or one-half the published program length, whichever is shorter.

The School will not impose additional charges on a student due to the Leave of Absence.

Withdrawal Procedure

Students finding it necessary to withdraw from their programs on or after their first day of training must meet with the Campus Director to review their progress and

options for completing their education at Prism Career Institute. Students must also meet with a financial aid representative to review their account for refunds or remaining balance owed to the school.

Transfer of Credit for Previous Education and Training (Advanced Standing Credit)

In some instances, students may receive advanced standing credit for previous education and training. All requests for advanced standing must be made in writing prior to the first day of class. Advanced standing may be considered for comparable courses completed at another U.S. or state-approved educational institution. All students requesting advanced standing credits will be required to provide an official transcript from the educational institution where the coursework was completed along with that institution's course catalog with the course description. Advanced standing credit will only be considered for courses where the individual achieved a grade of C or better. In some instances, the student requesting advanced credit may be required to take a proficiency exam prior to approval of the advanced standing credits. The minimum passing score for the proficiency exam, if required, is 85%. Credits will not be considered for transfer if they were earned more than five years prior to the program start date. Students may not request advance standing or transfer of credit for more than 50% of the program of study.

Approval of advanced standing credits will result in an adjustment in the program tuition, proportional to the percentage the total program hours for which advanced standing is awarded.

Re-Admission

Students who have either withdrawn or been terminated from a program of study and wish to re-enroll at a later date to continue that program should make an appointment with an Admissions Representative to determine whether they are eligible for re-admission. If the student re-enrolls, Advanced Standing credit will be given for previously completed coursework, provided that the course was completed with a grade of C (70%) or greater, and that the course is still being offered as part of the current program of study.

Transfer between Programs

Students transferring from one program into another are required to have approval from the Campus Director and meet with a Financial Aid Representative regarding any financial aid issues arising as a result of the program-to-program transfer. The Director of Education will evaluate Advanced Standing credit, and credit shall be awarded for common coursework that has been successfully completed, provided that the courses were completed with a grade of at least C (70%).

Credit Transferability

Prism Career Institute cannot guarantee that credits earned at Prism will be accepted by another educational institution. Students are advised to contact the educational institution of their choice in order to determine how many credits will be accepted.

Veteran Students

In order to receive funding from the Department of Veterans Affairs, a student must achieve a minimum 2.0 cumulative grade point average each semester and must complete their program within the approved number of hours. In addition, a VA-funded student whose Cumulative GPA falls below 2.0 at the end of any semester will be placed on financial aid probation for a maximum of two consecutive terms of enrollment. If the VA-funded student's Cumulative GPA is still below 2.0 at the end of the second consecutive term of probation the Department of Veterans Affairs will be notified and the student's benefits will be terminated.

Document Awarded at Graduation

Graduates of the School's Paralegal, Business and Accounting Specialist, and Early Childhood Education Programs receive an Associate in Specialized Business Degree (ASB). Graduates of the Medical Assistant Program receive a Diploma.

Crime Awareness and School/Campus Security

Prism Career Institute faculty and staff are concerned that every student and employee experiences a safe and secure environment while at our school. It is the responsibility of every student and employee to be aware of safety and security matters and to promptly report any crime to school officials and to the local police.

Violation of these rules or criminal acts of any kind may result in prompt disciplinary action, including dismissal.

In compliance with the Crime Awareness and Campus Security Act of 1990, the Campus Security Policy and Report is available to prospective students upon request to the Campus Director. The report discusses safety and security issues such as the importance of prompt reporting of crimes, campus security procedures, and statistics for the prior three calendar years, as well as other pertinent information.

No later than October 1 of each year, current students and employees receive the annual Crime Awareness and Campus Security Report and can be found on the School's website, www.prismcareerinstitute.edu/consumer-info.

Information about this policy is available in the Campus Director's office.

Drug Free Workplace and Campus

Prism Career Institute adheres to all requirements of the Drug- Free Schools and Communities Act amendments of 1989, Public Law 101-226. Prism Career Institute is committed to maintaining an environment that is free of illegal drug and alcohol abuse.

The unlawful possession, use, or distribution of illicit or non-prescribed prescription drugs by students or employees on Prism Career Institute property or during any Prism Career Institute-sponsored activity is strictly prohibited. Offenders are subject to immediate dismissal from Prism Career Institute, and local law enforcement agencies are notified, as applicable.

Possession or use of alcohol, or intoxication, or being under the influence of alcohol while on Prism Career Institute property or during any Prism Career Institute sponsored activity is strictly prohibited. First offenders are subject to disciplinary action as deemed appropriate to the offense, are placed on non-academic probation, and are required to meet with Prism Career Institute officials to assess the problem and determine if further action is required, or if referral for substance abuse treatment is warranted. A second offense results in immediate dismissal from Prism Career Institute.

Prism Career Institute recognizes that the most effective means of dealing with the complex issues associated with substance abuse is through the intervention of trained professionals. Anyone having such a problem is encouraged to contact their Director of Education for support and referral assistance. All such inquiries are held in the strictest confidence and are handled in a non-threatening and supportive manner.

It is the intent of Prism Career Institute to provide assistance and guidance with compassion and respect rather than to punish. However, it must be emphasized that any occurrence of substance abuse that results in endangering personal safety or compromising the quality of education subjects the offender to immediate dismissal from Prism Career Institute

PROGRAMS

Medical Assistant

Early Childhood Education

Business and Accounting Specialist

Paralegal

Medical Assistant

Program Overview

The objective of the Medical Assistant Program is to provide comprehensive training which will allow graduates to obtain entry-level employment as a Medical Assistant in a variety of clinical settings. Medical Assistants perform a variety of clinical tasks including drawing blood, performing electrocardiograms and urinalysis, obtaining vital signs, preparing the patient for the doctor, and charting information in the patient's medical record. Medical Assistants may also perform clerical office tasks such as making appointments, maintaining medical records, and assisting with insurance payments. The program is 920 hours in length and can be completed in 40 weeks, which includes a 155-hour clinical externship where students will obtain hands-on experience working in an actual clinical setting such as a doctor's office. Graduates from this program will obtain a diploma and are eligible to obtain national certification in Medical Assisting, as well as a separate certification in phlebotomy.

Course ID	Course Title	Credits
CDV 190	Career Development	2
ALH 303	Communication Skills for Allied Health	2
ALH 173	Medical Terminology A	2
ALH 175	Medical Terminology B	2
CMP 200	Computer Applications	2
ALH 191	Health Insurance & Reimbursement	2
ALH 302	Pharmacology	1.5
ALH 174	Medical Office Practices	1.5
ALH 184	Patient History/Vital Signs	1.5
ALH 185	Patient Hygiene/ Infection Control/ CPR	1.5
ALH 182	EKG	1.5
ALH 183	Phlebotomy	3
ALH 193	Anatomy & Physiology I	2
ALH 194	Anatomy & Physiology II	2
ALH 180	Medical Law and Ethics	2
ALH 301	Clinical Procedures	1.5
EXT 226	Externship	3
	TOTAL Credits	33

Early Childhood Education

Program Overview

The Early Childhood Education program provides students with the comprehensive skills needed to become employed as entry-level childcare employees and assistant teachers in private or public schools. Students are taught the physical, emotional and intellectual development of young children. They will gain experience in designing lessons and curriculums, and will obtain practical hands-on experience with children in various educational settings in the community during the Practicum courses. The program is 1530 hours in length and takes 68 weeks to complete. Graduates of this program will be awarded an Associate in Specialized Business (ASB) degree.

Course ID	Course Title	Credits
GEN 230	English Composition	2.5
CMP 200	Computer Applications	2
CUS 200	Customer Service	2.5
ECE 231	Child Psychology	2.5
GEN 231	Public Speaking	2.5
ACC 230	Business Math	2.5
ECE 230	Sociology and Early Childhood	2
ECE 232	Introduction to Early Childhood Education	2.5
ECE 233	Creative Music and Movement	2
ECE 234	Child Health Safety and Nutrition	2
ECE 235	Child Growth and Development	2
GEN 232	Interpersonal Communications	2.5
ECE 236	Children's Literature	2.5
ECE 237	Creative Experiences for Young Children	2
ECE 238	Emergent Literacy in Young Children	2
ECE 239	Family/ School Relationships	2.5
ECE 240	Curriculum Development I	2.5
ECE 241	Observation and Assessment	4
ECE 242	Portfolio Development	2
ECE 217	Practicum I	2.5
ECE 243	Curriculum Development II	2.5
ECE 244	Child Environment & Behavior	4
ECE 245	Children with Exceptionalities	2.5
ECE 246	Math and Science for Early Childhood Education	2.5
CDV 190	Career Development	2
ECE 247	Practicum II	5
	Total Credits	66

Business and Accounting Specialist

Program Overview

The Business and Accounting Program seeks to prepare students to gain entry-level employment in the business and accounting fields such as accountants and bookkeepers, accounting clerks, and auditing clerks. Students will learn skills in financial accounting, tax preparation, managerial accounting and business computer operation. The program is 1530 hours in length and takes 68 weeks to complete. Upon completion of this program, graduates will be awarded an Associate in Specialized Business (ASB) degree.

Course ID	Course Title	Credits
ACC 140	Financial Accounting I	2
ACC 141	Financial Accounting II	2
ACC 134	Computer Spreadsheets in Accounting	1.5
ACC 132	Automated Accounting I	1.5
ACC 135	Automated Accounting II	1.5
ACC 129	Individual Income Taxes	2
ACC 131	Special Project in Accounting	2
ACC 230	Business Math	2.5
MGT 102	Organizational Behavior	2
ACC 137	Business Taxes and Payroll	2
MGT 103	Introduction to Business	2
ACC 126	Advanced Financial Accounting I	2
ACC 133	Advanced Financial Accounting II	2
ACC 127	Managerial Accounting	2
GEN 148	Introduction to Psychology	2.5
GEN 147	Introduction to Sociology	2.5
MGT 101	Principles of Management	2
GEN 231	Public Speaking	2.5
CDV 190	Career Development	2
CMP 161	Publisher	1.5
CMP 163	File Management	1.5
ACC 166	Principles of Bookkeeping	2
CMP 164	Word Processing/ Outlook	4
CMP 165	Spreadsheets	4
CMP 167	Computerized Bookkeeping	2
CMP 169	Database Management	3.5
CMP 170	Graphics and Presentations	1.5
CMP 171	Comprehensive Computer Project	3
GEN 230	English Composition	2.5
GEN 232	Interpersonal Communications	2.5
TOTAL		66.5

Paralegal

Program Overview

The objective of the Paralegal Program is to provide comprehensive training which will allow graduates to gain employment as entry-level paralegals. The program is designed to give students knowledge and skills in document preparation, case reading, legal writing, and the use of computers in the law firm. The program includes core courses in criminal law and civil litigation, legal research, and the use of technology in law firms. The program is 1575 hours in length and takes 70 weeks to complete. Upon completion of this program, graduates will be awarded an Associate in Specialized Business (ASB) degree.

Course ID	Course Title	Credits
PLG 101	Civil Litigation I	2.5
PLG 201	Civil Litigation II	2.5
PLG 102	Business Entities	2.5
PLG 103	Wills and Estates	2
PLG 104	Legal Research I	2.5
PLG 204	Legal Research II	2.5
PLG 105	Criminal Law	2
PLG 106	Domestic Relations	2.5
PLG 107	Real Property	2.5
PLG 111	Computers for the Paralegal I	1.5
PLG 211	Computers for the Paralegal II	1.5
PLG 108	Creditors and Debtors Rights	2
PLG 110	Legal Research in Practice	2
PLG 117	Legal Transcription	2
PLG 109	Legal Drafting I	2
PLG 112	Legal Drafting II	2
PLG 116	Paralegal Technology	1.5
PLG 118	Legal Terminology	2
PLG 202	Torts	2
PLG 203	Contract Law	2.5
PLG 205	U.S. Legal Systems	2
PLG 206	Criminal Procedure	2
PLG 207	Concepts in Legal Writing	2.5
CDV 190	Career Development	2
GEN 147	Introduction to Sociology	2.5
GEN 148	Introduction to Psychology	2.5
GEN 231	Public Speaking	2.5
CMP 164	Word Processing/Outlook	4
CMP 165	Spreadsheets	4
CMP 167	Computerized Bookkeeping	2
CMP 169	Database Management	3.5
GEN 232	Interpersonal Communications	2.5
	TOTAL	74.5

Course Descriptions

ALLIED HEALTH

COURSE

CLOCK HOURS

SEMESTER CREDITS

Anatomy and Physiology I (45 Hours, 2 Credits)

This course will provide students with a basic understanding of the structure and function of the human body. Included in this course is a discussion of basic terms and the geometric planes of the body, cell structure and metabolism, and the organization of the body into tissues, organs, and organ systems. Specific organ systems to be discussed include the integumentary system, the skeletal system, the muscular system, and the nervous system.

Anatomy and Physiology II (45 Hours, 2 Credits)

This course will provide students with a basic understanding of the structure and function of the human body. Specific topics will include the endocrine system, the cardiovascular system, the respiratory system, the gastrointestinal system, the urinary system, and the reproductive system.

Clinical Procedures (45 hours, 1.5 Credits)

This course will allow the student an opportunity to practice all of the clinical procedures learned throughout the Medical Assistant Program. The student will have the opportunity to review all procedures and further refine their skills prior to going out on the clinical externships. Skills check-off lists will be utilized in order to ensure that students demonstrate the appropriate level of competency for each clinical procedure.

Communication Skills for Allied Health (45 Hours, 2 Credits)

This course provides students with an overview of the ways in which communication skills are utilized in the professional setting. Students will learn how to communicate effectively with patients and co-workers, using sensitivity and tact and observing laws of privacy and confidentiality. Both verbal and non-verbal communication will be reviewed. Common scenarios in the health care setting, such as practicing good phone etiquette, and dealing with sick, dying, and anxious patients will be discussed. Finally, students will learn about the role of various communication skills in the process of job-hunting, including writing a resume, cover letter, applying for a job, and interviewing techniques for a position as a Medical Assistant.

Medical Law and Ethics (45 Hours, 2 Credits)

This course will familiarize students with the general ethical principles pertinent laws that govern the practice of medicine. Students will learn both state and federal laws including the Controlled Substances Act and other legislation governing the prescribing of controlled substances. Other topics to be discussed include HIPAA regulations, a patient's right to privacy, malpractice, and obtaining informed consent from patients.

Externship (Medical Assistant) (155 Hours, 3 Credits)

The student externship allows the student to apply their training in an actual work environment and to encourage and develop the student's self-confidence. The externship expands the learning experience and reinforces the importance of responsibility, professionalism, ethics, and dependability in the work setting.

EKG (45 Hours, 1.5 Credits)

Students will learn the basic concepts of electrocardiography in this course, including how to successfully perform an EKG, how to read the heart rate and rhythm, and how to distinguish between an arrhythmia and an EKG artifact. Other topics to be discussed will include the anatomy, physiology, and electrophysiology of the heart, and how to identify irregular heartbeats and heart blocks.

Health Insurance and Reimbursement (45 Hours, 2 Credits)

This course will discuss the role of health insurance in the reimbursement for health care services. The student will learn about the various types of health insurance plans available and the way that insurance claims are generated for payment of health care services. Students will become familiar with CPT codes and ICD-9 and ICD-10 codes that are used for purposes of medical coding and billing.

Medical Office Practices (45 Hours, 1.5 Credits)

In this course, students will learn and practice clerical procedures related to the daily operation of a medical office. Through the use of medical practice computer software, students will learn to schedule appointments, gather and record patient information, perform basic bookkeeping tasks, maintain the medical office database, and bill insurance companies for health care services using medical billing software.

Medical Terminology A (45 Hours, 2 Credits)

This course is designed to provide students with a basic understanding of medical terminology used in health care settings. Students will learn about medical prefixes, suffixes, word roots and combining terms used to create medical terms. Students will also learn medical abbreviations and terms related to the various medical specialties. Other topics to be covered include medical terms related to the skeletal system, the muscular system, the integumentary system, and the nervous system.

Medical Terminology B (45 Hours, 2 Credits)

This course is designed to provide students with a basic understanding of medical terminology used in health care settings. Students will learn about medical prefixes, suffixes, word roots and combining terms used to create medical terms. Other topics to be covered include medical terms related to the endocrine system, the blood, the cardiovascular system, the respiratory system, the digestive system, the urinary system, and the reproductive system.

Patient History/ Vital Signs (45 Hours, 1.5 Credits)

In this course, students will learn how to obtain and record fundamental clinical information in a patient's medical record. Students will learn how to obtain a medical history; how to measure and record a patient's height and weight; and how to take the temperature, pulse, respiration and blood pressure to establish baseline records for the patient.

Patient Hygiene/ Infection Control/CPR (45 Hours, 1.5 Credits)

This course will provide students with information regarding the transmission of diseases and infection control procedures utilized in the health care setting to decrease the spread of disease. Specifically, students will learn how to use Standard Precautions recommended by the Center for Disease Control and OSHA to prevent the spread of pathogens, and also disinfection and sterilization procedures. Finally, students will learn to perform CPR (cardiopulmonary resuscitation) and become certified in CPR and First Aid.

Pharmacology (45 Hours, 1.5 Credits)

This course provides students with an overview of the effects of drugs on the human body and the use of over-the-counter and prescription drugs. They will also learn the commonly prescribed medications for various medical disorders for each of the organ systems, and the state and federal laws regarding the classifications and prescribing of drugs for medicinal purposes.

Phlebotomy (90 Hours, 3 Credits)

This course will introduce students to the clinical skill of obtaining blood by venipuncture. Students will learn both venipuncture and capillary puncture using manikin arms, and slowly progress to drawing blood from live subjects. Safety techniques for the safe handling of blood specimens and equipment will be reinforced throughout the course. The course will also include a review of the components of blood and the vascular system.

GENERAL**Career Development (45 Hours, 2 Credits)**

In this course, students will focus on job readiness and job-hunting skills. Professionalism in the workplace is discussed in depth. Students will review the importance of soft skills (personal attributes which enhance an individual's career prospects and success in the workplace) which are increasingly important in today's job market. Students will learn to compile an effective resume and write a professional cover letter. They will also explore the various ways in which to search for a job, including the Internet and networking. Finally, students will prepare for interviews using simulations and mock interviews.

Computer Applications (45 Hours, 2 Credits)

This course introduces the student to basic skills necessary to use a computer, and provides an overview of common computer applications. During this course, students will learn to use both Microsoft Word and Microsoft Excel, which are increasingly important in today's work environment. Using a hands-on approach, students will complete a series of exercises and projects using both Microsoft Word and Excel, giving the student practical experience with these applications.

Customer Service (45 Hours, 2.5 Credits)

This course will familiarize the student with the various components of effective customer service. The course will discuss the importance of good communication skills, behaviors that engage the customer, building customer relationships on the phone, and ways to resolve customer disputes. Other topics to be discussed include emerging trends in customer service, and the importance of customer feedback in providing good customer service.

English Composition (45 Hours, 2.5 Credits)

This course will assist students in improving their ability to generate ideas and to organize and present them effectively in written and oral forms. Students will review principles of English grammar and sentence structure. Through reading, writing, and discussion, this course will increase efficiency in the writing process and improve communication abilities in general.

Interpersonal Communications (45 Hours, 2.5 Credits)

In this course, the role of communication in the professional environment is explored. Students will learn about the process of communication and the difference between verbal and non-verbal communication. During the course, students will develop and utilize business communication skills and apply written communication skills to workplace-specific situations. Students will also discuss interpersonal conflict and conflict resolution.

Introduction to Psychology (45 Hours, 2.5 Credits)

This is an introductory course in psychology, probing human thought, behavior and interaction. The course begins by exploring the methods by which scientists analyze human thought and behavior. During the course, students will study learning theories, memory, personality, and psychological disorders. Psychological development throughout the lifespan will also be discussed.

Introduction to Sociology (45 Hours, 2.5 Credits)

In this introductory course to human social behavior, students will learn about the structure and functioning of human society, its people and institutions. The course will discuss how and why our society functions, the impact of social institutions on individual lives, and the challenges of social interaction between individuals and society. Other topics of discussion include social inequity, social interactions and social change.

Public Speaking (45 Hours, 2.5 Credits)

This course covers the theory and practice of public speaking. In this course, students will be guided through topic selection, organization, language, and delivery. Assignments will include both formal speeches and brief extemporaneous speeches. Students will learn to organize their ideas and use clarity of expression and proper diction when speaking to an audience. In addition, students will learn to manage communication anxiety, listen effectively, and adapt to an audience.

EARLY CHILDHOOD EDUCATION**Child Environment and Behavior (90 hours, 4 Credits)**

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies that encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

Child Growth and Development (45 Hours, 2 Credits)

This course covers child development from prenatal through middle childhood and up to and including adolescence. The course examines major child development theories and stages of growth. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child.

Child Health Safety and Nutrition (45 Hours, 2 Credits)

This course will cover the objectives and concerns of basic health, safety, and nutrition related to the development of the infant, toddler, and preschooler. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Students will receive training in communicable disease recognition and prevention. First aid techniques for child care will be included.

Children's Literature (45 Hours, 2 Credits)

This course concentrates on an examination of books for young children and their usage in the classroom. Students evaluate and select books that meet standards of excellence, apply developmental theory to selection of books, and practice a variety of techniques to introduce books to children. Students will examine the genre of children's literature from a variety of historical, social and cultural perspectives.

Children with Exceptionalities (45 Hours, 2.5 Credits)

This course examines children with atypical development and planning for an inclusive environment. Students will learn about a variety of developmental, physical, behavioral and learning disorders with an emphasis on methods for implementing inclusive early childhood programs. Students will learn about public policy and legislation that governs the education of students with exceptionalities.

Creative Experiences for Young Children (45 Hours, 2 Credits)

This course focuses on the selection, construction, and use of materials, activities and experiences that encourage the young child's creativity through the visual arts and dramatic play. The student will learn methods for planning and implementing an inclusive, multicultural creative art curriculum for children 3-8 years old. Students will have opportunities to explore their own creativity.

Creative Music and Movement (45 Hours, 2 Credits)

This course is an introduction to developmental sequences and use of creative movement activities and music in early childhood. Various materials, teaching techniques and equipment will be presented. Students will participate in and develop a collection of movement and music activities appropriate for young children.

Curriculum Development I (45 Hours, 2.5 Credits)

This course studies the processes of normal growth and development of the child from conception to age 3. Students will be introduced to age-appropriate care, interactions and activities. Health and safety issues related to the care of infants and toddlers will be discussed. Methods will be introduced in dealing with behaviors related to very young children. Environmental and equipment needs, daily schedules, and selection of toys and materials are discussed.

Curriculum Development II (45 Hours, 2.5 Credits)

This course is designed to prepare students to plan a developmentally appropriate curriculum for the early childhood classroom. Students will design activities and learning environments that consider the whole child and respect individual differences in children's growth. Students will understand the components and issues related to curriculum design and implementation. A variety of materials and resources will be explored to reflect a multicultural teaching approach and diversity of young learners in a classroom.

Emergent Literacy in Young Children (45 Hours, 2 Credits)

This course examines language acquisition and emerging communication skills in young children with emphasis on reading, writing, speaking and listening. Upon completion, the student should be able to create, evaluate and demonstrate activities which contribute to a language-rich environment for young children.

Family/School Relationships (45 Hours, 2.5 Credits)

The course emphasizes the importance of effective communication between parents and educators. The course will examine factors affecting the home/ school relationship and the role of the school or center in establishing a strong working relationship. Students will learn about different models of healthy families, diverse families, and the effect of drugs, alcohol, and disabilities on the family unit. Students will learn to utilize effective communication strategies, establish ongoing relationships with families and staff and work on collaborating with community resources.

Introduction to Early Childhood Education (45 Hours, 2.5 Credits)

This course presents an overview of early childhood education and its purposes, and examines the major theories of early childhood education and models of significant early childhood programs. Students will be introduced to licensing agencies and state and national standards for early childhood education programs. Topics will include diversity issues and inclusive environments that address the needs of children and families.

Math and Science for Early Childhood Education (45 Hours, 2 Credits)

This course addresses the teaching of math and science topics in an early childhood setting with an emphasis on exploratory learning. Students will be exposed to methods and materials for integrating math and science concepts through dramatic play and thematic units that span all the curricular areas.

Observation and Assessment (90 Hours, 4 Credits)

Students will learn various techniques and tools for observing and recording the behavior of children in the classroom setting. Observations and class work help students develop an ability to determine typical age characteristics of the early childhood years. Students will use information and records to develop curriculum and methods for teaching children.

Portfolio Development (45 Hours, 2 Credits)

This course is designed to develop a portfolio that will demonstrate the student's individual progress while earning a degree in the Early Childhood Education program. The items in the portfolio will come directly from the course preparation and practicum experience the student will complete. Portfolio assignments will be integrated in each course syllabi and used to develop the student's final portfolio. Items in the portfolio will include but not be limited to a statement of the student's philosophy of teaching, an outline of professional goals, examples of materials, activities, and lesson plans the student has developed, evaluations of the student's practicum experience, class assignments, and personal reflections.

Practicum I.....120 Hours.....2.5 Credits

This practicum experience is a supervised fieldwork experience providing on-the-job opportunities in settings such as day care centers, nursery schools infant/toddler programs and programs for children with special needs. The course provides competencies in working with young children. Students are in early childhood education programs a minimum number of hours per week to satisfy practicum field placement requirements. The course includes weekly conferences with the cooperating teachers and regulatory scheduled conferences with the education supervisor. Students plan and implement activities with individuals and small groups. The emphasis of Practicum I is on infants and toddlers.

Practicum II (240 Hours, 5 Credits)

This practicum experience is a supervised fieldwork experience providing on-the-job opportunities in settings such as day care centers, nursery schools infant/toddler programs and programs for children with special needs. The course provides competencies in working with young children. Students are in early childhood education programs a minimum number of hours per week to satisfy practicum field requirements. The course includes weekly conferences with the cooperating teachers and regulatory scheduled conferences with the education supervisor. Students plan and implement activities with individuals and small groups. The emphasis of Practicum II is on pre-K and other pre-school age children.

Child Psychology (45 Hours, 2.5 Credits)

This is an introductory course in child psychology focusing on children from infancy through adolescence. The basic principles of childhood development are reviewed. This course will also address the development of emotions and personality in children, the formation of relationships with other children and adults, how various behaviors develop, and how children learn.

Sociology and Early Childhood (45 hours, 2 credits)

This course focuses on the examination and analysis of childhood in American society. The definition of a normal childhood will be discussed, and differences in the normal childhood with respect to a child's class, race, and gender, will be explored. Students will study the changing role of children in society, with respect to social inequality and social institutions, and the challenges that children face in our complex twenty-first century society.

PARALEGAL

Business Entities (45 Hours, 2.5 Credits)

This course will give students a basic understanding of business law. Students will learn the legal aspects of business entities including sole proprietorship, partnerships, and corporations. For each business entity, topics of discussion include creation, management, government regulations, taxation issues, and dissolution. Students will be given the skill needed to draft all required documents in this area of law practice.

Civil Litigation I (45 Hours, 2.5 Credits)

This course will provide a foundation in civil law and the process of a typical civil lawsuit. Students will analyze the various documents required in most civil lawsuits, such as a Complaint and Answer, Interrogatories, and Requests for Admissions. Students will also learn the various means in which they may be called upon to help attorneys prepare for trial, including interviewing and preparation of witnesses, drafting of pleadings and other legal documents, preparation of a trial notebooks, and preparation of pretrial memoranda.

Civil Litigation II (45 hours, 2.5 credits)

In this course, students will continue to learn about the overall process of a typical civil lawsuit and learn to draft the various documents required in most civil lawsuits. Students will continue to learn the various means in which they may be called upon to help attorneys prepare for trial, including interviewing and preparation of witnesses, drafting of pleadings and other legal documents, preparation of a trial notebooks, and preparation of pretrial memoranda.

Computers for the Paralegal I (45 Hours, 1.5 Credits)

In this course, students will learn the essentials of computerized legal research, which is becoming increasingly important in today's practice of law. Students will learn to create a query using various methods including Boolean and natural language; how to run a query in various electronic legal research databases; how to interpret the results of a query; and how to apply the results of a query.

Computers for the Paralegal II (45 hours, 1.5 credits)

This course, which expands on the concepts learned in PLG 111, Computers for the Paralegal I, continues to teach students how to create a query using various methods including Boolean and natural language; how to run a query in various electronic legal research databases; how to interpret the results of a query; and how to apply the results of a query.

Concepts of Legal Writing (45 hours, 2.5 credits)

This course provides students with an overview of formal legal prose and legal writing. Students will learn about the legal writing process in general, the fundamental skills of clear and concise writing, and will begin to write office legal memoranda, court briefs, and legal correspondence. Different legal writing styles will be analyzed, allowing the student to learn to write concise and effective legal documents.

Contract Law (45 hours, 2.5 credits)

In this course, students will study contracts, which are the basis for many of our daily activities. The course will review the various sources of contract law, and will discuss the formation of a valid contract. Other topics to be discussed include enforceability of contracts, the law of restitution, the statute of frauds, the doctrines policing the bargaining process, the remedies available for violations of contracts, and the law of sales under Article 2 of the Uniform Commercial Code.

Criminal Procedure (45 hours, 2 credits)

This course is designed to provide students with an overview of the criminal justice system and basic criminal procedure. Students will learn each step in the processing of a criminal case from both the perspective of the prosecution and defense. Students will also be provided with an in-depth understanding of constitutional issues that affect this area of practice including rules involved in search and seizure, arrest, issuance of bail, and due process. Students will also be taught to draft the various documents involved in this area of practice.

Creditors' and Debtors' Rights (45 Hours, 2 Credits)

This course will familiarize the student with the role of the paralegal in Debtor-Creditor relations. Students will

learn the fundamentals of federal and state debtor creditor law and the legal rights and obligations of debtors and creditors. Topics to be covered include contact with third parties regarding a debt, debt collection, Chapters of Bankruptcy, property included and excluded in bankruptcy, bankruptcy filing, and discharge from bankruptcy.

Criminal Law (45 Hours, 2 Credits)

This course will provide students with fundamental concepts of criminal law practice. Students will learn about substantive criminal law and procedural law, and the nature of various crimes against persons and property. Other topics include Miranda warnings, due process, the rights of the criminal suspect or defendant, and Constitutional safeguards.

Domestic Relations (45 Hours, 2.5 Credits)

This course provides the student with the fundamentals of family law. Students will learn about the judicial resolution of disputes and questions involving the family. This course will discuss common issues encountered by a client with a domestic relations issue including marriage, pre-nuptial agreements, divorce, separation, support, custody and adoption.

Legal Drafting I (45 Hours, 2 Credits)

This course will teach students how to draft basic legal documents for inter-office and courtroom use while reinforcing strong writing and grammar skills. Students will learn to draft legal memoranda, legal briefs, litigation documents, legal correspondence, and transactional documents.

Legal Drafting II (45 Hours, 2 Credits)

This course will continue to teach students how to draft basic legal documents for inter-office and courtroom use while reinforcing strong writing and grammar skills. Students will continue practicing skills in drafting legal memoranda, legal briefs, litigation documents, legal correspondence, and transactional documents.

Legal Research I (45 Hours, 2.5 Credits)

In this course, the student will develop skill in researching, analyzing, and citing the law. Students will learn about the sources of law, including statutes and case law and will learn to research these and other sources of law to cite the law and write case briefs. Students will use the IRAC format (issue, rule, application, and conclusion) in their legal writing exercises.

Legal Research II (45 hours, 2.5 credits)

In this course, which is continuation of Legal Research I, the student will continue to develop skill in researching, analyzing, and citing the law. Students will continue to learn about the sources of law, including statutes and case law and will learn to research these and other sources of law to cite the law and write case briefs. Students will use the IRAC format (issue, rule, application, and conclusion) in their legal writing exercises.

Legal Research in Practice (45 Hours, 2 Credits)

This course is designed to give students additional proficiency in handling a case from the pleadings phase through trial. Using a hypothetical case, students will draft substantive pleadings, discovery, memos and motions. In addition, students will perform legal research and will draft all of the components of a summary judgment motion with supporting papers.

Legal Terminology (45 Hours, 2 Credits)

The course is designed to give students familiarity with the various legal terms that they will encounter in the workplace. Students learn the meaning and usage of a wide variety of legal terms in areas such as criminal law, civil litigation, commercial law, contracts, business law, and domestic relations.

Legal Transcription (45 Hours, 2 Credits)

This course is designed to provide the student with specific practice in transcription techniques. Students will hone their keyboarding skills and gain greater familiarity with legal terms through a series of hands-on transcription exercises. Students will also transcribe legal documents used in the various areas of law

practice.

Paralegal Technology (45 Hours, 1.5 Credits)

This course will emphasize recent developments in legal technology including the fundamentals of electronic discovery. The course will also discuss other legal issues relating to electronically stored information, electronic document management software, and the electronic preparation of trial documents.

Real Property (45 Hours, 2 Credits)

In this course, students will gain knowledge and skills related to real estate law and transactions. Students will learn the fundamentals of substantive real property law and landlord tenant law. Students will also learn to draft essential real estate documents including deeds, leases, foreclosure, and documents used in the process of obtaining a mortgage.

Torts (45 hours, 2 credits)

The purpose of this course is to expand the student's knowledge of tort law, which is introduced in Civil Litigation I and II. Students will review intentional torts against persons, intentional torts against property, and unintentional torts. Students will also learn more advanced principles of tort law such as strict liability, product liability and limited tort options in automobile insurance.

U.S. Legal Systems (45 hours, 2 credits)

This course will examine and study the development, structure and nature of the American legal system. Students will become introduced to the governing legal principles which are used in American jurisprudence. The structure of both the federal and state court systems will be examined. Topics of discussion will include the sources of law in the United States, the United States Constitution and the Bill of Rights, the doctrine of Separation of Powers, the Supremacy Clause and Commerce Clause of the U.S. Constitution, the Equal Protection clause, the concept of Freedom of Speech, the U.S. Supreme Court, and subject matter jurisdiction in federal and state courts.

Wills and Estates (45 Hours, 2 Credits)

This course will provide students with knowledge of estate planning and estate administration. Students will learn the sections of a formal will, intestacy laws, and probate process, and situations where a will can be contested. Students will also learn to draft the forms associated with preparing a will and administering an estate.

BUSINESS AND ACCOUNTING

Advanced Financial Accounting I (45 Hours, 2 Credits)

In this course the student will learn advanced accounting procedures related to inventory, account receivables and write-offs for uncollectible debts. Other topics covered in this course include the organization of corporations and stock transactions and dividends.

Advanced Financial Accounting II (45 Hours, 2 Credits)

This course deals with advanced accounting principles connected with analyzing financial statements and understanding the statement of cash flows. Students will learn to use financial statement analysis to assess the solvency and profitability of a business. In addition, students will learn to analyze corporate annual reports with respect to financial statements.

Automated Accounting I (45 Hours, 1.5 Credits)

This course will train students to use an automated accounting computer software program. Students will learn to set up and use the popular QuickBooks Pro Windows program in order to complete accounting tasks similar to those they will perform in a business environment. Students will create customer, vendor, and employee accounts, receive payments, make deposits and pay bills using this software.

Automated Accounting II (45 Hours, 1.5 Credits)

This course will train students to use an automated accounting computer software program. Students will learn to set up and use the popular Peachtree Accounting For Windows program in order to complete accounting tasks similar to those they will perform in a business environment. Students will create customer, vendor, and employee accounts, receive payments, make deposits and pay bills using this software.

Computer Spreadsheets in Accounting (45 Hours, 1.5 Credits)

In this course students will learn to use the popular spreadsheet, Microsoft Excel. Training includes extensive 'hands on' experience in planning, constructing, and documenting accounting related worksheets. The student will learn to use many of Excel's advanced features, functions and tools.

Financial Accounting I (45 Hours, 2 Credits)

This course will introduce students the role of accounting in business. Emphasis will be placed on how the accounting equation serves as the framework for the accounting system and how the application of the concepts and principles determines the procedures performed in the accounting process.

Financial Accounting II (45 Hours, 2 Credits)

This is a hands on+practical approach to financial accounting. Students will learn to perform tasks necessary to complete the accounting cycle, including: preparing and analyzing documents, journalizing and posting transactions, taking a trial balance, making adjustments, preparing financial statements, closing the ledger, and recording reversing entries.

Individual Income Taxes (45 Hours, 2 Credits)

This course will introduce the United States individual income tax system. Important elements of the individual tax formula are covered. These include the tax calculation, who must file, filing status, exemptions, and the interaction of itemized deduction and the standard deduction. Students will learn and understand the requirements to complete 1040EZ form, Income Tax Return for Single and Joint filers with no Dependents, and 1040A, short form U.S. individual Income Tax return as well as a discussion of reporting and taxable entities.

Introduction to Business (45 Hours, 2 Credits)

This course will introduce students to the business environment, methods of business operation, types of business ownership, and the role of business organizations in contemporary society.

Managerial Accounting (45 Hours, 2 Credits)

The student is introduced to a manufacturing environment. The student learns how to use managerial accounting tools such as responsibility accounting, cost, profit, volume analysis, differential analysis and budgeting. Students will also learn how managerial accounting aids managers in decision making.

Special Project in Accounting (45 Hours, 2 Credits)

Each student completes a special project or series of special projects that builds upon their prior knowledge of accounting. Topics may include: bankruptcy accounting, financial planning, preparation of estate and gift tax returns, SEC reporting, or similar interdisciplinary subjects. This course will help the student to understand and appreciate the interdisciplinary nature of accounting.

Business Taxes and Payroll (45 Hours, 2 Credits)

This course will cover the taxation of business income and expenses. Students will become familiar with common forms and schedules required for corporations, partnerships and sole proprietors. This course also incorporates maintaining proper payroll records and compliance with payroll tax laws.

Comprehensive Computer Project (90 Hours, 3 Credits)

Each student completes a special project or series of projects that builds upon their prior knowledge of business and accounting, using Microsoft Office computer software including Microsoft Word, Excel, Access, and Publisher. Students will use their computer skills to design marketing materials for a new company, and then use Microsoft Excel spreadsheets to track basic inventory and cost analysis.

Computerized Bookkeeping (45 Hours, 1.5 Credits)

Students become familiar with accounting software through the use of Simply Accounting 2005 or higher. Emphasis is placed on making routine business transactions such as purchasing products from vendors, paying bills, recording sales and generating employee payroll.

Database Management (90 Hours, 3.5 Credits)

Students work with Microsoft Access to create databases. Students learn to design tables, input data, modify tables, query tables and produce professional quality reports.

File Management (45 Hours, 1.5 Credits)

The purpose of this introductory course is to introduce students to Windows XP operating system, and to improve the student's basic keyboarding skills. Keyboarding is practiced with progressive exercises which improve accuracy and speed. Students will also learn to effectively navigate the Windows XP operating system, how to manage folders and files, perform tasks to optimize the functioning of the operating system, and use various utilities and software applications, including virus detection and removal software.

Graphics and Presentations (45 Hours, 1.5 Credits)

In this course, students use PowerPoint to produce flyers and on-screen presentations. Topics covered in this course include manipulating graphics, creating WordArt, using the automated drawing tools and importing data from other applications. Finally, each student will create and run an original slide show using the techniques learned in this course.

Principles of Bookkeeping (45 Hours, 2 Credits)

This course provides an overview of accounting and its function in the world of business. The student is introduced to the basic language of accounting and the fundamental building blocks necessary to analyze, classify and record the day-to-day activity of business. During this course, students will learn to record business transactions in appropriate journals and ledgers.

Microsoft Publisher (45 Hours, 1.5 Credits)

In this course, students will learn to use Microsoft Publisher, the desktop publishing application from Microsoft. Using Microsoft Publisher, students will learn to create newsletters, flyers, booklets, pamphlets and other business publications. Students will learn to create original and creative publications of their own design, or create a publication using Publisher's extensive library of pre-formatted publications.

Spreadsheets (90 Hours, 4 Credits)

In this course, students will master the creation of spreadsheets using Microsoft Excel. Students learn to design a spreadsheet, input data, manipulate data, calculate data using formulas, produce graphs, edit graphs and enhance the final product with formatting techniques.

Word Processing /Outlook (90 Hours, 4 Credits)

Using Microsoft Word, students learn to create, edit, format, save and print a variety of documents used in professional office settings. Students will produce original documents in addition to working with templates and wizards. Students will also learn to manage their personal information using Microsoft Outlook. The course will also cover the use of the Calendar, Tasks, Notes, and Contact Manager in order to improve time management.

Business Mathematics (45 Hours, 2.5 Credits)

This course reviews and enhances students' abilities with basic mathematical functions. Topics to be discussed include: mathematical operations with integers, decimals, and fractions; proportions; percentages; solving equations; simple and compound interest; and business statistics.

Organizational Behavior (45 Hours, 2 Credits)

The purpose of this course is to help students understand how people and organizations function based on the latest social science research on work, workers, and organizations. This course provides an overview of communication processes and styles with emphasis on critical thinking skills. Students learn to deal with conflicts in team building and small group settings. Emphasis is on cultural, ethnic, and gender-based diversity.

Principles of Management (45 Hours, 2 Credits)

This course covers the philosophy, principles, and methods utilized in quality management. Students will explore concepts related to the business environment and the role of the manager in providing leadership, motivation, and team-building. Other topics to be discussed include critical thinking, decision-making, and organizational culture.