STUDENT CATALOG

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This Prism Career Institute Catalog and the Catalog Addendum are the Official Publication of Prism Career Institute and are subject to revision at any time. The Institute reserves the right to increase tuition and fees, withdraw or revise any course, program of study, provision or requirement described within the Catalog at any time and without prior notice. Students should read carefully and understand fully the policies, rules and regulations contained herein. Ignorance or lack of familiarity with this information does not serve as an excuse for non-compliance.

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.
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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. Encouraging personal growth is the focus of every policy, effort and activity of the School.

LICENSED 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).

LEGAL STATUS/OWNERSHIP

Prism Career Institute is owned and operated by Prism Education Group, Inc., One Cherry Hill, 1 Mall Drive, 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 1981 and has, from its inception, been involved in the training of professional personnel. In December 2009 it was renamed Prism Career Institute.

In 2006 the School became a member of the Prism Education Group, Incorporated. It expanded its program offerings to include Allied Health and Early Childhood Education while maintaining a focus on training professionals within chosen fields of study.
Prism Career Institute’s programs were designed with input from industry professionals to prepare students to serve the business community in various capacities. The School’s reputation continues to be outstanding among employers as is exhibited by the employment of our graduates by a multitude of area employers.

**Campus Location and Facility**

Prism Career Institute, Upper Darby Campus is a well-staffed facility 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, there is ample public parking available.

The facility is over 23,000 square feet with ten lecture halls, four computer labs equipped with computers and four medical labs. The school also has attractive administrative offices, a Learning Resource Center, a student lounge and a reception area. The classrooms contain appropriate textbooks, desk areas, visual aids, resource materials and Internet connections for additional resources.

**Campus Class Size**

Class sizes vary in size with theory classes that do not exceed 40 students and labs do not exceed 30 students.

**Hours of Operation**

The administrative offices are open for students to conduct business Monday through Thursday 8am-8pm and on Friday 8am-5pm.

Day classes are held Monday through Friday with students being notified of their schedules prior to each Term. Classes generally will be offered between the hours of 8:00 to 3:00 PM depending on the schedule and or need for make-up due to extenuating circumstances.

Evening classes are held Monday, Wednesday and Thursday from 6pm-10pm

**School Holidays and Breaks**

Student should refer to the Catalog Addendum for a complete listing of all school holidays and breaks.
Inclement Weather

Prism Career Institute seeks to prepare its students for the business world by creating an environment which is as close to an actual workplace as possible. The School typically closes only when inclement weather is severe enough to cause local businesses to close. The School may exercise an option to delay opening rather than closing for the entire day. Students should exercise their own judgment and attempt to attend classes in inclement weather only if they believe that conditions will allow them to travel safely to and from school. Information on school closing is available by tuning into WTXF-TV, FOX29, or by accessing www.myfoxphilly.com. Be sure to note the information for the specific campus, as there are Prism Career Institute campuses in other locations. 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).

Complaint Policy

Students who have questions or concerns may direct their inquiries to the Campus Director. The School is licensed by the State Board of Private Licensed Schools, Pennsylvania Department of Education. Any questions 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.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org
A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the Campus Director or online at www.accsc.org.

**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 President 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 ask 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 act in a manner, which would be deemed appropriate in a professional business and or academic setting, and meet all program requirements. Students not adhering to this policy may be dismissed from the school. Below is a partial list of behaviors that are considered inappropriate and may subject the student to dismissal.

1. Possession, consumption or distribution of alcohol and/or illicit drugs on school property or as part of any of its activities.
2. Abuse of school property.
3. Illegal duplication of copyright protected software and printed materials.
4. Delinquent or non-payment of tuition or fees.
5. Unsatisfactory progress, with regard to either attendance or academics.
6. Behavior, which is distracting, disruptive or inappropriate in class or on the school premises.
7. Academic Dishonesty: i.e. cheating on exams, quizzes or assignments.
8. Acts which may be harmful to other students, staff or the school.
9. Inappropriate use of cell phones or Internet for personal entertainment, illicit conduct or use which exposes other students to inappropriate content.
10. Acts of harassment or threats of violence against a student, faculty or staff member. Harassment shall be defined as any act or acts which create a hostile environment contrary to the learning process 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.

11. Students shall not discuss the financial arrangements for the payment of their tuition with anyone other than School personnel. This information is confidential.

12. Failure to comply with any regulation not contained in official School Publications but announced as administrative policy by a School official or other person authorized by the Campus Director.

**Dress Code**

Students are required to dress in an appropriate manner while on campus and at the assigned externship/clinical location. Prism is a Career Institute with the intent of preparing students for the professional environment. Students should show concern for the appropriateness of dress while attending the School and be guided by the principle that what is proper for the workplace is proper for School.

Allied Health students are required to wear medical scrubs and safe, appropriate footwear in compliance with OSHA.

Professional appearance is as important as the development of professional skills. All students are expected to abide by the dress code. Students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class.

Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home and time missed will be recorded as an absence.

Prism Career Institute is committed to respecting diverse religious practices and customs, and allows religious garments to the extent deemed appropriate in a healthcare environment.

Please see the Department Lead Instructor or the Director of Education for questions regarding the dress code.

**Policy Changes and Exceptions**

All policies in Student Information Publications are subject to change at the discretion of the President, subject to regulatory limitations. Additionally,
exceptions to all policies contained in Student Information Publications may be made at the discretion of the Campus Director, subject to regulatory limits.

CAREER SERVICES

Prism Career Institute maintains an employment assistance service for graduates of its programs. Although the School offers no guarantee of employment, considerable effort is put forth to bring together potential employers and graduates who have the skills employers are seeking.

Employment coaching includes teaching students to prepare a resume, to write effective cover letters and to interview properly in hiring situations. The Career Services Office offers all the above-mentioned services on a life-time basis to all graduates of the School.

Job Search Training

Prism Career Institute offers intensive job search training as part of its Programs. This training has been designed to give our graduates an edge in the job market. Job search training focuses on how to successfully conduct a self-directed job search, online research, and professional resume writing.

STUDENT SERVICES

Prism Career Institute is proud of the services it provides for its students. The services are designed to maximize the student’s educational experience. For situations requiring the services of a professional counselor/social worker, the school refers the students to local services.

The Student Success Coaches facilitate and support student-centered initiatives by providing leadership and guidance to students. Under the coordination of the Student Success Coaches the school participates in community service activities including the Philadelphia Association of Paralegals, The Walk for Breast Cancer and the March of Dimes Walk America.

Students have the opportunity to participate in various workshops and seminars and suggest activities to enhance student life through the Student Service department.

ADMISSIONS 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 have earned and be prepared to attest to receiving, and provide a high school diploma or General Education Development (GED) certificate from an acceptable institution.

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, based on educational criteria provided by the testing organization, which is consistent with the academic skill level required for the respective programs.

Admissions Procedures

Prospective students interested in admission into Prism Career Institute participate in the following process:

1. Applicants complete an initial questionnaire to provide pertinent background information.

2. An admissions representative interviews the applicant to evaluate goals, expectations and to determine the program of study which is appropriate for and meets the applicant’s interest, education/skills and personal circumstance.

3. A tour of the facility is provided to the applicant and where possible an opportunity to meet staff and faculty.

4. An entrance exam, as described in the Admissions Requirements is administered and if passed an applicable registration fee is required.

5. The applicant meets with a Representative from the Financial Aid department to determine financial aid eligibility and to develop a plan for financing their education, including personal payment plans, if necessary.

6. An enrollment agreement is completed containing the details of the student’s enrollment which includes the program of study, start and end dates, tuition and fees, payment plan, and other necessary information.

7. The student receives notification of acceptance or denial from the school, in writing, by an authorized representative of the school.

Program Start Dates

Students should refer to the Catalog Addendum for a complete listing of all program start dates.
School Visitation Requirement

The School places a great emphasis on the personal interview; applicants are required to visit the School before acceptance is granted.

Registration Fee

Prism Career Institute requires applicants pay a registration fee of $25.00. The registration fee is fully refundable contingent on the following:

Cancellation Prior to Starting Class

- The student’s request to cancel within five (5) calendar days after signing the Enrollment Agreement. Request must be written notification stating the student’s desire to cancel. If the applicant is a minor, cancellation notice 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 shall be confirmed in writing within five (5) calendar days of verbal request.
- The rejection of the student’s Enrollment Agreement.

Cancellation after 5 Day Period

- The school may retain the entire fee after five (5) calendar days, where required. In no case may the school retain more than $25.00.

Tuition Cost and Fees

Students are responsible for all tuition and fees for their program of study. It is a requirement for graduation that all tuition and fees be paid or that arrangement for payment satisfactory to Prism has been made. This requirement applies to all tuition charges as well as any and all fees incurred including, but not limited to fees for registration, make-up work, advanced credit evaluation, repeat course work, computer fees, lab fees, test fees and books and supplies.

For a list of current program tuition, and additional costs and fees, refer to the current Prism Career Institute Catalog Addendum.

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

Financial Assistance Process

NEW/RE-ENTRY STUDENTS

Prism Career Institute participates in several financial aid programs to assist students with meeting the costs of attendance. The school administers many of the assistance programs while others are handled through outside agencies.

1. Students seeking financial aid assistance must complete a Free Application for Federal Student Aid (FAFSA). The FAFSA is used to determine eligibility and the amount awarded for the various federal and state programs.
2. Once the Expected Family Contribution (EFC) is generated, a funding amount is determined.
3. The student must complete additional paperwork including a Master Promissory Note (MPN), Reference Sheet, and Parent PLUS pre application (for dependent students).
4. An award letter is prepared listing all funding awards and payment plans specific to the student’s educational cost.
5. A financial aid advisor has an entrance counseling session with the students highlighting loan expectations, how funds are paid to the school and how the student is notified when funds are transferred to the school.

CONTINUING STUDENTS

It is imperative that Continuing Students renew their FAFSA annually, immediately after filing taxes. The school suggests students in the degree granting programs renew FAFSA before May 1 to be eligible for PHEAA state grant.

GRADUATING STUDENTS

Students preparing for graduation must have an exit interview 30 days before graduation. During the interview, the financial aid advisor informs the student as to how much money the school has received and the balance of loans needing to be repaid. The importance of not letting student loans fall into default and the effects thereof are covered. Additionally, the advisor discusses options of consolidation, deferment, and forbearance.

Prism Career Institute participates in the following Title IV resources:

- Direct Loan Program;
- Federal PELL Grant Program.
Additionally, degree-seeking students who are Pennsylvania residents may be eligible for Pennsylvania State Grants.

All students are encouraged to file the Free Application for Federal Student Aid (FAFSA) to determine their eligibility for these programs. Students may choose a flexible, installment cash-pay plan in combination with the above-referenced programs or in lieu of them. Students are reminded that their Financial Aid is their responsibility and that, if their anticipated Financial Aid does not materialize, they remain personally liable to the School for their tuition obligations.

**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 with their loan servicer, they may contact:

Office of the Ombudsman  
Student Financial Assistance  
U.S. Department of Education  
Room 3012, ROB #3  
7th and D Streets, SW  
Washington, DC 20202-5144  
Toll free Telephone #: 1-877-557-2575  

**Student Loan Code of Conduct**

Policy Statement  
Prism Career Institute, as a participant in federal loan programs, is required to have a code of conduct applicable to the institution’s officers, employees, and agents. The code of conduct requirements are set forth in the Higher Education Opportunity Act (HEOA) signed into law on August 14, 2008.

Reason for Policy  
The HEOA program participation agreement, which must be executed by all institutions participating in Title IV financial aid programs including student loan programs, requires a code of conduct with which the institution’s officers, employees, and agents shall comply. Such code must prohibit a conflict of interest with the responsibilities of an officer, employee, or agent of an institution with respect to such loans, and include the provisions set forth in the HEOA related to conflicts. The law further specifies that the code shall be displayed prominently on the institution’s website and that all employees and agents with responsibilities related to such loans be annually reminded (and review) the code of conduct.
Code of Conduct
Prism Career Institute hereby adopts the following provisions from the HEOA, Section 493 as its Code of Conduct Related to Student Loan Activities and will annually inform all institutional officers, employees, and agents with responsibilities for student loan activities and decisions of the provisions of this code. This code is supplemental to existing university policies related to conflicts of interest and commitment.

(1) BAN ON REVENUE-SHARING ARRANGEMENTS
(A) PROHIBITION.—The institution shall not enter into any revenue-sharing arrangement with any lender.
(B) DEFINITION.—For purposes of this paragraph, the term 'revenue-sharing arrangement' means an arrangement between an institution and a lender under which—
(i) a lender provides or issues a loan that is made, insured, or guaranteed under this title to students attending the institution or to the families of such students; and
(ii) the institution recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the institution, an officer or employee of the institution, or an agent.

(2) GIFT BAN.—
(A) PROHIBITION.—No officer or employee of the institution who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans.
(B) DEFINITION OF GIFT.—
(i) IN GENERAL.—In this paragraph, the term ‘gift’ means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount. The term includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has been incurred.
(ii) EXCEPTIONS.—The term ‘gift’ shall not include any of the following:
(I) Standard material, activities, or programs on issues related to a loan, default aversion, default prevention, or financial literacy, such as a brochure, a workshop, or training.
(II) Food, refreshments, training, or informational material furnished to an officer or employee of an institution, or to an agent, as an integral part of a training session that is designed to improve the service of a lender, guarantor, or servicer of education loans to the institution, if such training contributes to the professional development of the officer, employee, or agent.
(III) Favorable terms, conditions, and borrower benefits on an education loan provided to a student employed by the institution if such terms, conditions, or benefits are comparable to those provided to all students of the institution.
(IV) Entrance and exit counseling services provided to borrowers to meet the institution’s responsibilities for entrance and exit counseling as required by subsections (b) and (l) of section 485, as long as—
(aa) the institution’s staff are in control of the counseling, (whether in person or via electronic capabilities); and
(bb) such counseling does not promote the products or services of any specific lender.

(V) Philanthropic contributions to an institution from a lender, servicer, or guarantor of education loans that are unrelated to education loans or any contribution from any lender, guarantor, or servicer that is not made in exchange for any advantage related to education loans.

(VI) State education grants, scholarships, or financial aid funds administered by or on behalf of a State.

(iii) RULE FOR GIFTS TO FAMILY MEMBERS.—For purposes of this paragraph, a gift to a family member of an officer or employee of an institution, to a family member of an agent, or to any other individual based on that individual’s relationship with the officer, employee, or agent, shall be considered a gift to the officer, employee, or agent if—
(I) the gift is given with the knowledge and acquiescence of the officer, employee, or agent; and
(II) the officer, employee, or agent has reason to believe the gift was given because of the official position of the officer, employee, or agent.

(3) CONTRACTING ARRANGEMENTS PROHIBITED.—

(A) PROHIBITION.—An officer or employee who is employed in the financial aid office of the institution or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

(B) EXCEPTIONS.—Nothing in this subsection shall be construed as prohibiting—
(i) an officer or employee of an institution who is not employed in the institution’s financial aid office and who does not otherwise have responsibilities with respect to education loans, or an agent who does not have responsibilities with respect to education loans, from performing paid or unpaid service on a board of directors of a lender, guarantor, or servicer of education loans;

(ii) an officer or employee of the institution who is not employed in the institution’s financial aid office but who has responsibility with respect to education loans as a result of a position held at the institution, or an agent who has responsibility with respect to education loans, from performing paid or unpaid service on a board of directors of a lender, guarantor, or servicer of education loans, if the institution has a written conflict of interest policy that clearly sets forth that officers,
employees, or agents must excuse themselves from participating in any decision of the board regarding education loans at the institution; or

(iii) an officer, employee, or contractor of a lender, guarantor, or servicer of education loans from serving on a board of directors, or serving as a trustee, of an institution, if the institution has an interest policy that the board member or trustee must excuse themselves from any education loans at the institution.

Sanctions

Violations of this policy, including the failure to avoid a prohibited activity or disclose a conflict of interest in timely manner, will be dealt with in accordance with applicable university policies and procedures, which may include disciplinary actions up to and including termination from the institution.

REFUND POLICY

Prism Career Institute shall make appropriate refund 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, 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 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.

Special Cases

In case of student prolonged illness or accident, death in family, or other circumstances that make it impractical to complete the program, the School shall make a settlement which is fair and reasonable to both. This Minimum Cancellation and Settlement Policy apply to all terminations, for any reason, by either party. A student who requests a Leave of Absence must sign a Leave of Absence Request. The Leave of Absence period cannot exceed 180 days within a twelve month period. Any refund due to the student will be made within 30 calendar days of the last date of the student’s attendance.

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

Satisfactory Academic Progress Policy

Prism Career Institutes’ Satisfactory Academic Progress policy must conform to the standards set by ACCSC, the U.S. Department of Education, the
Pennsylvania Department of Education, and the State Board of Private Licensed Schools. These regulations require that Prism establish, publish and apply reasonable standards for measuring students’ SAP in their educational programs. Included in these standards is a qualitative measure, a quantitative measure, a maximum timeframe, increments of evaluation, consequences for failure to meet standards and an appeals procedure through which students may challenge a finding of unsatisfactory academic progress. The qualitative and quantitative standards used to monitor academic progress are cumulative and include all periods of each student’s enrollment (including any periods for which the student did not receive financial aid).

The Qualitative Measure of SAP: Cumulative Grade Point Average (GPA)

Prism will evaluate the cumulative GPA of all enrolled students as a qualitative measure of each student’s satisfactory academic progress. The cumulative GPA of enrolled students will be assessed upon the student’s completion of the term (equal to a period of 16 weeks) to determine the student’s continued eligibility for financial aid.

The Quantitative Measure of SAP: Percentage of Credit Hours Completed

Prism will evaluate the percentage of credit hours completed by enrolled students at the completion of the term. To make 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
- Maintain a C average (i.e., a cumulative G.P.A. of 2.0/4.0)
- Must complete all attempted program requirements within 1.5 times the length of the program as published in the catalog (See illustration below).

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Credits</th>
<th>Weeks to Complete</th>
<th>Max Pace in Credits</th>
<th>Max Pace in Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>1215</td>
<td>54</td>
<td>1822.5</td>
<td>81</td>
</tr>
<tr>
<td>Medical Assistant Evening</td>
<td>1215</td>
<td>102</td>
<td>1822.5</td>
<td>153</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>900</td>
<td>40</td>
<td>1350</td>
<td>60</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>900</td>
<td>75</td>
<td>1350</td>
<td>113</td>
</tr>
<tr>
<td>Advanced Medical Assistant</td>
<td>1530</td>
<td>68</td>
<td>2295</td>
<td>102</td>
</tr>
<tr>
<td>Advanced Medical Assistant</td>
<td>1530</td>
<td>128</td>
<td>2295</td>
<td>192</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>1575</td>
<td>70</td>
<td>2362.5</td>
<td>105</td>
</tr>
<tr>
<td>Paralegal Studies Evening</td>
<td>1575</td>
<td>132</td>
<td>2362.5</td>
<td>198</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>1530</td>
<td>68</td>
<td>2295</td>
<td>102</td>
</tr>
</tbody>
</table>
For programs longer than one Academic Year (equal to a period of 32 weeks), Prism will continue to measure student’s satisfactory academic progress at the end of each subsequent term until the end of the student’s program.

**Financial Aid Warning**

Students who fail to meet the requirements above at the end of any period 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 Education will notify the student of his or her Financial Aid Warning status.

**Financial Aid Probation**

A student placed on Financial Aid Warning status who does not meet the minimum G.P.A. requirements noted above and who does not maintain a 80% attendance record 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.

**Academic Dismissal**

In addition to Financial Aid Probation, a student can be Academically Dismissed for not achieving Satisfactory Academic Progress as deemed appropriate by the Campus.

**Making an Appeal**

In order to receive federal Title IV funds while on Financial Aid Probation, a student must file an appeal in writing with the Director of Education. 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 information detailing why the student failed to make satisfactory academic progress, documentation of the situation if applicable, and what has
changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation. 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 Director of Education determines that the student had good reason for failing to meet SAP and should be able to meet the SAP requirements by the end of the term, or the Director of Education develops an academic plan for the student that, if followed, will ensure that the student is able to meet the SAP standards by a specific point in time, the student may receive federal funds for that payment period. The Director of Education will inform the student of the determination of the appeal no later than 5 business days after the appeal is filed.

Graduation Requirements

In order to graduate, a student must have:

- Earned an overall GPA of 2.0
- Completed all attempted program requirements within 1.5 times the length of the program as published in the catalog.

Students that exceed 1.5 times the calendar length of the program will not be classified as a graduate but are eligible to complete the program upon written approval from the Campus Director. At such time all coursework is completed, and all financial obligations are cleared, the student will be able to receive official transcripts.

A student who does not meet these graduation requirements will no longer be eligible for Title IV funding.

Repeating Courses

If a student fails a course, the student must retake the course. Only the most recent 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 of 150% for completing his/her program.

Transfer and Readmitted Students

Transfer students from another institution will be evaluated qualitatively only on the work completed while at Prism. Students transferring from one program to another program offered at Prism will have their G.P.A. calculated on a cumulative basis, including all coursework attempted at Prism.
The quantitative requirement remains 70% for all students but the maximum time frame is based on the number of credits the student must complete in their current program.

Students may contact the Director of Education with any questions regarding this policy.

Unit of Credit

Prism Career Institute measures academic progress using semester credit hours. One (1) credit hour can equal 15 lecture hours, 30 lab hours or 45 externship/practicum hours.

Grading Policy

Prism Career Institute uses the following scale for measuring student’s academic progress for all programs.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 93</td>
<td>A</td>
</tr>
<tr>
<td>89 – 87</td>
<td>B+</td>
</tr>
<tr>
<td>83 – 80</td>
<td>B-</td>
</tr>
<tr>
<td>76 – 74</td>
<td>C</td>
</tr>
<tr>
<td>69 – 67</td>
<td>D+</td>
</tr>
<tr>
<td>63 – 60</td>
<td>D-</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
</tbody>
</table>

Incomplete (I) and Withdrawal (W) grades are also used. Externship and Practicum courses are evaluated on a Pass/Fail scale.

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

FAILED GRADE – “F”

Grades of F are counted as credits attempted but not achieved and have a 0 value 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 compute in the GPA. Students who fail a course may incur additional cost for the repeated course. Further information related to the additional cost is available at the financial aid department.

INCOMPLETE GRADE – “I”

Incompletes are granted at the discretion of the Director of Education on the basis of extenuating circumstances which include personal illness, or illness or...
death of a close family member. Incompletes are considered for students already having academic success in a course prior to an instructor granting the incomplete grade. If the Director of Education does not grant an incomplete grade, the student may appeal in writing within 5 school days to the Campus Director. The Campus Director will consider the student’s appeal and decide if the incomplete grade is given. If an Incomplete is granted the student has 7 calendar days from the day of the course end to make up all required deficiencies readings, projects, tests, quizzes, etc., if the course work required for submission is not satisfied by the deadline, the I is converted to an F. In rare circumstances the deadline may be extend with the permission of the Campus Director only.

WITHDRAW GRADE – “W”

If a student is given a grade of W, the credits will be calculated as credits attempted for the purpose of determining completion percentages for satisfactory academic progress. A grade of W is not calculated in a student’s cumulative grade point average. Students must withdraw from a course within the first 25% of the class.

Make-Up Policy

The make-up work policy is granted on a case-by-case basis. All required work must be completed and submitted to the instructor within a timeframe of 5 days after the end of a course. There is no charge for make-up work. All make-up work may be subject to a reduction in points.

Criminal Background Screening

Applicants may be required to undergo criminal background checks before a student can be placed in an externship 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 felony convictions or serious misdemeanors 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.

Reinstatement Procedure

Students planning to return to Prism Career Institute after voluntary or involuntary leave from the school should meet with the Director of Education to review their academic history and establish how their prior education experience affects their return. Changes in the school’s program or catalog may affect a student’s return date or length of time required to complete their program on return. In all cases
the catalog in effect at the date of return will be the governing document on
determining the student's return.

**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.

Academic cheating includes copying other individual's answers or using
sophisticated technology to retrieve information during an exam among other
techniques. Academic cheating is a serious matter and violates the student code
of conduct. 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.

Plagiarism is the act of using ideas and writing passages of work created by
someone else and taking ownership of it by not giving credit to the original
author.

Students found committing an act of academic dishonesty will be notified in
writing and will be given seven (7) days from the date of the notice to show
written cause, supported by documentation, as to why the failing grade, file
notation and maximum grade limitation should not be made permanent. If
satisfactory written cause is not submitted within that seven (7) day period, the
failing grade and the file notation will be made permanent. Additionally, the
student is required to appear at a hearing to determine whether the above
mentioned penalties will be imposed.

Once the failing grade, and file notation have been made permanent, a
reoccurrence of academic dishonesty will result in immediate suspension from
the School. The student is given seven (7) days to show cause, in writing with
documentation, as to why he or she should not be expelled from the School.
Failure to satisfactorily show such cause shall lead to immediate expulsion of the
student. The student is required to appear at a hearing to determine whether this
penalty will be imposed. Additionally, any student improperly providing answers
to another student is in violation of Academic Integrity, and is subject to
suspension or expulsion.

**Attendance Policy**

Prism Career Institute trains students to be ideal employees and creates the
school’s environment as an employment setting. To maximize the learning
experience, emphasize professionalism, and minimize disruptions in the classroom, excellent student attendance is expected.

Students are required to attend a minimum of 60% per course to be eligible to receive a grade for the course. Students who fall below the 60% requirement will be given an F (0%) upon completion of the course.

In keeping with the model of the School's training by emulating a job environment, students are expected to call the School in the event that they will be late, absent, or need to leave class early. Failure to do so may adversely affect students' grades and may lead to disciplinary action.

**Leave of Absence**

A Leave of Absence shall not exceed one hundred eighty (180) days within a 12 month period. Upon return from a Leave of Absence, the student must re-enter the program at the point where he or she left off, at which time the student will be permitted to complete the coursework he or she began prior to the Leave of Absence. Only one Leave of Absence can normally be granted during a 12-month period but in no case can the cumulative total of all leaves of absence exceed 180 days during a 12-month period. The student should submit a signed and dated written request for a Leave of Absence to the Director of Education. The request must be made in advance of the Leave of Absence unless unforeseen circumstances prevent the student from doing so. The request will only be granted if there is a valid reason shown and documented in the request and the School determines that there is a reasonable expectation the student will return to school. If the student does not resume attendance at the institution on or before the end of an approved Leave of Absence, the institution must treat the student as a withdrawal. The School will document the request in the student's file and will approve the Leave of Absence in writing.

Any refund due to the student will be made within 45 calendar days of the date the student is determined to have withdrawn from training. A student who is contemplating a Leave of Absence should visit the Financial Aid Office to explore the impact of his or her failure to return from that Leave of Absence on the grace period of any student loan he or she may have. 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 Director of Education 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.
Credit for Previous Education and Training (Advanced Standing Credit)

Appropriate credit may be given for comparable previous education and training. A student’s program duration may be shortened depending upon the amount of credits accepted from prior education and training. The School maintains records of previous education and credit given. It is required that students provide an official transcript and a course catalog from prior educational institutions to apply appropriate credits.

Applicants to the school may receive advanced standing subject to the following provisions: Advanced standing will be offered at the discretion of the Director of Education. All students requesting advanced standing credits will be required to provide official transcripts from institutions recognized by the United States Department of Education, the transferring institution’s course catalog. Credits will not be considered for transfer if they were earned more than five years prior to the program start date, or if a grade of C (70%) or lower has been awarded. Students may not request advance standing or transfer of credit for more than 50% of the entire program.

Transfer or advance standing students will receive tuition credits equal to the percentage the credits are to the full number of credits in the program in which they are enrolled.

Transfer between Programs

A student may transfer from one program to another at the end of any term. Students transferring from one program into another are required to have approval from the Director of Education and meet with a Financial Aid representative regarding funding. Transfer credits will be evaluated by the Director of Education, and credit shall be rewarded for common coursework that has been successfully completed.

Credit Transferability

Prism Career Institute cannot guarantee that credits earned will be accepted by another educational institution. Students are advised to contact the college of their choice to determine how many credits a college will accept. Students are advised to contact the college directly to determine how many credits will be accepted, as well as all other details of the programs (class schedules, length of time needed to earn BA, etc.). The School's main office offers further details about contacting the colleges.

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 student whose CGPA 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 student's CGPA 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.

**Graduation Requirements**

To qualify for graduation, a student must have successfully completed all courses in their program of study within 150% of the published program length, and with a cumulative grade point average of 2.0 or higher and have satisfied all financial obligations.

**Document Awarded at Graduation**

Graduates of the School's Paralegal and Business and Accounting Specialist Programs receive an Associate in Specialized Business Degree (ASB). Graduates of all other programs receive a Diploma.
PROGRAMS

Medical Assistant

Advanced Medical Assistant

Medical Billing and Coding

Health Information Technology

Early Childhood Education

Business and Accounting Specialist

Paralegal
Medical Assistant

Program Overview

The MA program is a diploma program that provides the graduate with a basic understanding of clinical procedures along with other skills in office administration, medical records management, and billing and coding to gain entry level employment. Graduates will be able to assist physicians in preparing patients for examinations and interact with other health care providers. Graduates can utilize their skills from this program in a physician's office, hospital, outpatient clinic or an HMO. The program is 1215 hours in length and takes 54 weeks (Day class) and 102 weeks (Evening class) to complete.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 224</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ACC 225</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>CDV 186</td>
<td>Career Development</td>
<td>3</td>
</tr>
<tr>
<td>CUS 178</td>
<td>Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>ALH 173</td>
<td>Medical Terminology A</td>
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<td>ALH 175</td>
<td>Medical Terminology B</td>
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<tr>
<td>CMP 172</td>
<td>Computer Applications</td>
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<tr>
<td>CMP 176</td>
<td>Computer Applications II</td>
<td>2</td>
</tr>
<tr>
<td>ALH 189</td>
<td>International Classification of Disease</td>
<td>2</td>
</tr>
<tr>
<td>ALH 192</td>
<td>Current Procedural Term Coding</td>
<td>2</td>
</tr>
<tr>
<td>ALH 177</td>
<td>Health Care Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>ALH 191</td>
<td>Health Insurance &amp; Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>ALH 187</td>
<td>Health Care Coding and Methods</td>
<td>3</td>
</tr>
<tr>
<td>ALH 179</td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>ALH 174</td>
<td>Medical Office Practices</td>
<td>2</td>
</tr>
<tr>
<td>ALH 184</td>
<td>Patient History/Vitals</td>
<td>2</td>
</tr>
<tr>
<td>ALH 185</td>
<td>Patient Hygiene/ Infectious Disease/ CPR/ First</td>
<td>2</td>
</tr>
<tr>
<td>ALH 182</td>
<td>EKG</td>
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<tr>
<td>ALH 183</td>
<td>Phlebotomy</td>
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<tr>
<td>ALH 193</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>ALH 194</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>ALH 180</td>
<td>Ethics for Allied Health</td>
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</tr>
<tr>
<td>EXT 226</td>
<td>Externship</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 63
Advanced Medical Assistant

Program Overview

The AMA program is a diploma program that provides the graduate with a basic understanding of clinical procedures along with other skills in office administration, medical records management, billing and coding to gain entry level employment. Graduates will be able to assist physicians in preparing patients for examinations and interact with other health care providers. Graduates can utilize their skills from this program in a physician's office, hospital, outpatient clinic or HMO. Additional training in liberal arts and management qualify the graduate for advanced medical assistant positions. The program is 1530 hours in length and takes 68 weeks (Day class) and 128 weeks (Evening Class) to complete.

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<tr>
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<tbody>
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<td>CDV 186</td>
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<td>International Classification of Diseases</td>
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<tr>
<td>ALH 185</td>
<td>Patient Hygiene/ Infectious Disease/ CPR/ First</td>
<td>2</td>
</tr>
<tr>
<td>ALH 182</td>
<td>EKG</td>
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<tr>
<td>ALH 183</td>
<td>Phlebotomy</td>
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<tr>
<td>ALH 180</td>
<td>Ethics for Allied Health</td>
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</tr>
<tr>
<td>EXT 227</td>
<td>Externship</td>
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</tr>
<tr>
<td>GEN 146</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>GEN 148</td>
<td>Introduction to Psychology</td>
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<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>GEN 147</td>
<td>Introduction to Sociology</td>
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</tr>
<tr>
<td>GEN 144</td>
<td>Political Science</td>
<td>3</td>
</tr>
<tr>
<td>ALH 193</td>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>ALH 194</td>
<td>Anatomy &amp; Physiology II</td>
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</tr>
<tr>
<td>ALH 204</td>
<td>Health Services &amp; Information Systems</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>83</strong></td>
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</table>
Medical Billing and Coding

Program Overview

The MBC Program provides graduates with comprehensive medical billing and coding skills combined with a foundation in the medical operating environment to enable them to pursue entry level career opportunities in this rapidly growing and diverse field. Graduates will have become experienced in a variety of healthcare provider processes, billing documentation and insurance requirements. The program is 900 hours in length and takes 40 weeks (Day class) and 75 weeks (Evening class) to complete.

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<th>Course Title</th>
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<tr>
<td>CDV 186</td>
<td>Career Development</td>
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<tr>
<td>CUS 178</td>
<td>Customer Service</td>
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</tr>
<tr>
<td>ALH 173</td>
<td>Medical Terminology A</td>
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</tr>
<tr>
<td>ALH 175</td>
<td>Medical Terminology B</td>
<td>3</td>
</tr>
<tr>
<td>ALH 191</td>
<td>Health Insurance and Reimbursement</td>
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<tr>
<td>CMP 172</td>
<td>Computer Applications</td>
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<tr>
<td>CMP 176</td>
<td>Computer Applications II</td>
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<tr>
<td>ALH 189</td>
<td>International Classification of Diseases</td>
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<tr>
<td>ALH 192</td>
<td>Current Procedural Term Coding</td>
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<tr>
<td>ALH 177</td>
<td>Health Care Delivery Systems</td>
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<td>ALH 196</td>
<td>Pharmacology</td>
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<tr>
<td>ALH 187</td>
<td>Health Care Coding and Methods</td>
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<tr>
<td>ALH 180</td>
<td>Ethics for Allied Health</td>
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</tr>
<tr>
<td>ALH 197</td>
<td>Practicum</td>
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Total 45
Health Information Technology

Program Overview

The HIT program provides graduates with comprehensive medical bill and coding skills and additional course work enabling the graduate to enter the rapidly growing and diverse Health Information Technology career. The heart of this career is the electronic medical record. The graduate will have gained many hours of practical hands-on computer skills both in a lab and in an externship setting. The graduate will understand all aspects of the electronic medical record from the initial entry to how the data is utilized to ensuring the integrity of the data. The program is 1530 hours in length and takes 68 weeks (Day class) and 128 weeks (Evening class) to complete.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 224</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ACC 225</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>CDV 186</td>
<td>Career Development</td>
<td>3</td>
</tr>
<tr>
<td>CUS 178</td>
<td>Customer Service</td>
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<tr>
<td>ALH 173</td>
<td>Medical Terminology A</td>
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<tr>
<td>ALH 175</td>
<td>Medical Terminology B</td>
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<td>ALH 191</td>
<td>Health Insurance and Reimbursement</td>
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<td>Computer Applications</td>
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<tr>
<td>ALH 199</td>
<td>Data Applications in Health Care</td>
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<tr>
<td>ALH 189</td>
<td>International Classification of Diseases ICD-9</td>
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<td>ALH 203</td>
<td>Current Procedural Coding CPT</td>
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<tr>
<td>ALH 196</td>
<td>Pharmacology</td>
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</tr>
<tr>
<td>ALH 200</td>
<td>Health Information Processes</td>
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</tr>
<tr>
<td>ALH 187</td>
<td>Health Care Coding and Methods</td>
<td>3</td>
</tr>
<tr>
<td>ALH 193</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>ALH 194</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>GEN 198</td>
<td>Statistics</td>
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<tr>
<td>ALH 201</td>
<td>Pathophysiology</td>
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<tr>
<td>ALH 204</td>
<td>Health Services &amp; Information Systems</td>
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</tr>
<tr>
<td>GEN 144</td>
<td>Political Science</td>
<td>3</td>
</tr>
<tr>
<td>ALH 180</td>
<td>Ethics for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>GEN 148</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<tr>
<td>GEN 147</td>
<td>Introduction to Sociology</td>
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<td>ALH 227</td>
<td>Health Care Information Practicum</td>
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<td>MGT 101</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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</table>
Early Childhood Education

Program Overview

The ECE program provides graduates with the comprehensive skills needed to become employed as entry level child care employees and assistant teachers in private or public school. Graduates will gain experience in designing lessons and curricula; understand the physical, emotional and intellectual development of young children; and gain practical hands on experience in classrooms and during a practicum rotation. The program is 1530 hours in length and takes 68 weeks (Day class) and 128 weeks (Evening class) to complete.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN 224</td>
<td>English Composition</td>
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<td>CMP 172</td>
<td>Computer Applications</td>
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<td>GEN 144</td>
<td>Political Science</td>
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<td>CUS 178</td>
<td>Customer Service</td>
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<tr>
<td>GEN 148</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ACC 225</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>GEN 147</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>ECE 206</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
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<tr>
<td>ECE 207</td>
<td>Creative Music and Movement</td>
<td>3</td>
</tr>
<tr>
<td>ECE 208</td>
<td>Child Health Safety and Nutrition</td>
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</tr>
<tr>
<td>ECE 218</td>
<td>Child Growth and Development</td>
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<tr>
<td>GEN 143</td>
<td>Interpersonal Communications</td>
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<tr>
<td>ECE 210</td>
<td>Children's Literature</td>
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<tr>
<td>ECE 211</td>
<td>Creative Experiences for Young Children</td>
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<td>ECE 212</td>
<td>Emergent Literacy in Young Children</td>
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<tr>
<td>ECE 213</td>
<td>Family/ School Relationships</td>
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<tr>
<td>ECE 214</td>
<td>Curriculum Development I</td>
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<td>ECE 215</td>
<td>Observation and Assessment</td>
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<td>ECE 216</td>
<td>Portfolio Development</td>
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<td>ECE 217</td>
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<tr>
<td>ECE 219</td>
<td>Curriculum Development II</td>
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<td>ECE 220</td>
<td>Child Environment &amp; Behavior</td>
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<td>ECE 221</td>
<td>Children with Exceptionalities</td>
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<tr>
<td>ECE 222</td>
<td>Math and Science for Early Childhood Education</td>
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<tr>
<td>CDV 186</td>
<td>Career Development</td>
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<tr>
<td>ECE 223</td>
<td>Practicum II</td>
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Total 86
Business and Accounting Specialist

Program Overview

Program seeks to prepare students to gain entry-level employment in the business and accounting fields using skills such as financial accounting, tax preparation, managerial accounting, and business computer operation. Students can obtain positions as Bookkeepers, Full-Charge Bookkeepers, Entry-Level Accountants, Computerized Accounting Clerks, Word Processors, Secretaries, and PC Specialists. In addition to the business/accounting computer skills taught, a significant number of general education courses are included. The program is 1530 hours in length and takes 68 weeks (Day class) and 128 weeks (Evening class) to complete.

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<tr>
<td>ACC 141</td>
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<tr>
<td>ACC 134</td>
<td>Computer Spreadsheets in Accounting</td>
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<tr>
<td>ACC 132</td>
<td>Automated Accounting I</td>
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<tr>
<td>ACC 135</td>
<td>Automated Accounting II</td>
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<tr>
<td>ACC 129</td>
<td>Individual Income Taxes</td>
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<tr>
<td>ACC 131</td>
<td>Special Project in Accounting</td>
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<tr>
<td>ACC 225</td>
<td>Business Math</td>
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<td>Organizational Behavior</td>
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<td>ACC 137</td>
<td>Taxes</td>
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<td>MGT 103</td>
<td>Introduction to Business</td>
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<tr>
<td>ACC 126</td>
<td>Advanced Financial Accounting I</td>
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<tr>
<td>ACC 133</td>
<td>Advanced Financial Accounting II</td>
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<td>ACC 127</td>
<td>Managerial Accounting</td>
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<td>GEN 148</td>
<td>Introduction to Psychology</td>
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<td>GEN 147</td>
<td>Introduction to Sociology</td>
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<td>MGT 101</td>
<td>Principles of Management</td>
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<tr>
<td>GEN 149</td>
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<td>ACC 166</td>
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<td>CMP 164</td>
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<tr>
<td>GEN 224</td>
<td>English Composition</td>
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<td>GEN 143</td>
<td>Interpersonal Communications</td>
<td>3</td>
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<td></td>
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</tbody>
</table>
Paralegal

Program Overview
The Paralegal Program seeks to develop skills and knowledge allowing students to gain employment as entry-level paralegals. The program is designed to give students familiarity with document preparation, case reading, legal writing, job seeking, and the use of computers in the law firm. Moreover, the Program gives the student additional skills and knowledge in the fields of computers and general studies, thereby enhancing their marketability and scope of training. This additional training is designed to give students a special advantage in the job search and distinguishes this program from a basic paralegal training program and the School's Paralegal Including Computer Applications Program. In addition to the legal and computer skills taught, numerous general education courses are included. The program is 1575 hours in length and takes 70 weeks (Day class) and 132 weeks (Evening class) to complete.

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<td>Civil Litigation</td>
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<td>PLG102</td>
<td>Business Entities</td>
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<tr>
<td>PLG 103</td>
<td>Wills and Estates</td>
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<tr>
<td>PLG 104</td>
<td>Legal Research</td>
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<td>PLG 105</td>
<td>Criminal Law</td>
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<tr>
<td>PLG 106</td>
<td>Domestic Relations</td>
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<tr>
<td>PLG 107</td>
<td>Real Property</td>
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<tr>
<td>PLG 118</td>
<td>Computers for the Paralegal/Westlaw</td>
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<tr>
<td>PLG 117</td>
<td>Creditors’ and Debtors’ Rights</td>
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<tr>
<td>PLG 119</td>
<td>Legal Research in Practice</td>
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<tr>
<td>PLG 120</td>
<td>Legal Transcription</td>
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<tr>
<td>PLG 109</td>
<td>Legal Drafting I</td>
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<tr>
<td>PLG 112</td>
<td>Legal Drafting II</td>
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<tr>
<td>PLG 116</td>
<td>Paralegal Technology</td>
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<tr>
<td>PLG 121</td>
<td>Legal Terminology</td>
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<td>Principles of Management</td>
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<td>GEN 147</td>
<td>Introduction to Sociology</td>
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<td>GEN 148</td>
<td>Introduction to Psychology</td>
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<td>CDV 148</td>
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<td>CMP 163</td>
<td>File Management</td>
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<td>CMP 166</td>
<td>Principals of Bookkeeping</td>
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<td>CMP 160</td>
<td>Word Processing/Outlook</td>
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<td>CMP 165</td>
<td>Spreadsheets</td>
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<td>CMP 177</td>
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<td>Database Management</td>
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<td>GEN 224</td>
<td>English Composition</td>
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<tr>
<td>GEN 143</td>
<td>Interpersonal Communications</td>
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</table>

87
# Course Descriptions

## ALLIED HEALTH

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CLOCK HOURS</th>
<th>SEMESTER CREDITS</th>
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</thead>
<tbody>
<tr>
<td>Anatomy and Physiology I</td>
<td>45 Hours</td>
<td>3 Credits</td>
</tr>
<tr>
<td>This course is intended to provide students with a comprehensive exposure to and understanding of human body structure and function, cell body structure and function and the human body systems and their interrelationships. Concentration will be placed on the directional terms and geometrical planes of the body, structural units, the chemistry of life, cell structure, cellular metabolism and reproduction, tissues, the integumentary system, and the skeletal system.</td>
<td></td>
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</tr>
<tr>
<td>Anatomy and Physiology II</td>
<td>45 Hours</td>
<td>3 Credits</td>
</tr>
<tr>
<td>This course will continue to educate students about the human body structure and function, cell body structure and function and the human body systems and their interrelationships. Concentration will be placed on the articular system, the muscular system, the nervous system, the endocrine system, the blood, the cardiovascular system, the lymphatic system, nutrition, the digestive system, the respiratory system, the urinary system and the reproductive system.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Procedural Term Coding A</td>
<td>45 Hours</td>
<td>2 Credits</td>
</tr>
<tr>
<td>The principles of Current Procedural Terminology (CPT or the most current version) for the coding of procedures performed by providers is extensively explored during this course. Students will also develop their ability to assign Evaluation and Management codes and modifiers, as well as their understanding of the purpose and use of the Healthcare Common Procedure Coding System (HCPCS).</td>
<td></td>
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</tr>
<tr>
<td>Data Applications in Healthcare</td>
<td>45 Hours</td>
<td>3 Credits</td>
</tr>
<tr>
<td>Built upon prior knowledge, this course will address the use of information technology for data organization. Retrieval and manipulation are explored with an emphasis on quality assessment. Principles of clinical quality, utilization review, risk management and regulatory and accreditation implications of quality assessment will be emphasized as well as developing student abilities with tools and procedures for analyzing data. Methods and technologies for transforming data into reports and analysis will also be reviewed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics for Allied Health</td>
<td>45 Hours</td>
<td>3 Credits</td>
</tr>
<tr>
<td>This course familiarizes students with general ethical principles, pertinent medical laws, the appropriate procedures for handling patient information, a patient’s right to privacy, and the legal principles of Physician and Patient Contracts. Students will also be introduced to HIPAA regulations, their purpose and impact.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Externship (Medical Assistant/Advanced Medical Assistant) 180 Hours</td>
<td>4 Credits</td>
<td></td>
</tr>
<tr>
<td>The Externship Program allows the student to gain hands on experience in a Medical Office or Healthcare facility environment. They will also apply programs of study related to the Medical Assistant Program.</td>
<td></td>
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</tr>
<tr>
<td>EKG</td>
<td>45 Hours</td>
<td>2 Credits</td>
</tr>
<tr>
<td>Students will learn the basic Electrophysiology of the heart, perform Electrocardiograms and be able to read the heart rate and rhythm. They will also be able to identify irregular heartbeats and heart blocks.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Care Coding and Methods</td>
<td>45 Hours</td>
<td>3 Credits</td>
</tr>
<tr>
<td>This course provides the student with an overview of the health care industry, the origin and purpose of coding protocols and their applications, as well as the system and industry which depends upon the accurate and timely sharing of health care information. The Federal Government initiative of creating electronic health records will also be covered.</td>
<td></td>
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<tr>
<td>Health Care Delivery Systems</td>
<td>45 Hours</td>
<td>3 Credits</td>
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<td>Students will be exposed to the basic structure and operation of the contemporary health care delivery system including the components of the system, its financial and operating characteristics, the major operating issues and systematic challenges which affect employment and performance.</td>
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<tr>
<td>Health Information Processes</td>
<td>45 Hours</td>
<td>2.5 Credits</td>
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| A comprehensive understanding of health information functions-formatting and storage of records, indexing and retrieval of health information will be introduced in relationship to the departments, clinical providers and other
Allied Health

Health Care Information Practicum ..........270 Hours..............8 Credits
This course provides each student with the opportunity to apply their new skills and knowledge in a workplace setting that will simulate the roles and responsibilities of a professional in the field. These experiences may be arranged by the student and approved by the program director or be arranged by the program director. Student performance will be evaluated by an assigned instructor as well as a field supervisor at the practicum site. Grading in this course will be pass/fail.

Health Insurance and Reimbursement..........45 Hours.................3 Credits
The reimbursement and payment methodologies commonly used in U.S. health care practices will be reviewed in depth. The role of health information professionals and the forms, practices and processes that are utilized in this field will be integrated with the insurance products, third party and other payment types and managed care organizations that are part of the system.

Health Services and Information Systems......90 Hours...............5 Credits
The history and organization of the health care industry, as well as contemporary issues facing it, are covered in this course. Particular emphasis is placed on the interaction and interrelationships among care providers within the current regulatory environment and the financial, quality management and security concerns that affect health care professionals. Evolving trends within the health care industry will also be explored.

International Classification of Diseases ..........45 Hours...............2 Credits
This course provides an overview of the development of this classification system and the principles and guidelines for using ICD-9 or the current version for diagnoses and procedures in inpatient settings. Extensive practice with examples and case studies will be featured.

Medical Billing and Coding Practicum.........225 Hours..............5 Credits
This course provides each student with the opportunity to apply their new skills and knowledge in a workplace setting that will simulate the roles and responsibilities of a professional in the field. These experiences may be arranged by the student and approved by the Program Director or be arranged by the Program Director.

Medical Office Practices.............................45 Hours...............2 Credits
Students will learn about the workings of a medical office, including scheduling appointments, gathering and recording patient information, recording diagnoses and procedures and billing and filling insurance claims. They will work with medical billing software for hands on experience.

Medical Terminology A.............................45 Hours...............3 Credits
This course is designed to provide students with the opportunity to recognize medical terminology as it relates to the human body, its structure, fluids, cavities and systems. Students will also review physician specialties, medical abbreviations, symbols, pharmacology terms, drugs and use.

Medical Terminology B.............................45 Hours...............3 Credits
This course will continue to provide students with the opportunity to recognize medical terminology as it relates to the human body, its structure, fluids, cavities and systems. Students will further review physician specialties, medical abbreviations, symbols, pharmacological terms, drugs and use.

Pathophysiology.............................90 Hours...............5 Credits
This course presents a developmental approach to building knowledge of the pathogenesis and clinical characteristics of diseases enabling students to work effectively with and communicate health data clearly to other members of the health care team. This course will integrate medical terminology, anatomy and physiology and understanding of diseases providing students with the ability to classify and analyze disease states.

Patient History/ Vitals.............................45 Hours...............2 Credits
Students will learn how to assemble and maintain a patient’s chart. They will also learn how to measure and record a patient’s vital information: height and weight, taking temperature, pulse, respiration and blood pressure to establish baseline records for the patient.
ALLIED HEALTH

Patient Hygiene/ Infectious Disease/CPR/First Aid........45 Hours...........2 Credits
In this course, students become familiar with the Medical Assistant’s role, lab safety, OSHA, and CLIA regulations. They will also learn how diseases are transmitted, the use of microscopes, hot and cold sterilization procedures and how to identify the presence of infections. Students will be instructed, tested and certified in CPR. Essential contents and use of an emergency kit will be covered as well.

Pharmacology.................................90 Hours..............5 Credits
A survey of the commonly prescribed pharmaceutical treatments for disease conditions and a review of terminology and drug classifications and their effect on body systems are conducted. Surgical interventions and non-drug therapies are also introduced.

Phlebotomy.................................90 Hours...........4 Credits
The correct procedures of normal adult, pediatric and older adult sticks are performed. Students will do both practice and live sticks. Special handling of specimens, OSHA, HIPAA, Urinalysis and other individual testing in the lab are included in this course. Special information about hepatitis, required inoculations and safety procedures will be reviewed in this course.

Records Management.........................45 Hours...........3 Credits
Students will learn the importance of accurate medical claims completion, the rules of confidentiality, medical ethics and legal issues. They will develop a comprehensive understanding of the types of insurance, insurance bill coding and medical claim forms and other essential elements of medical record keeping.

COMPUTERS

Comprehensive Computer Project..................90 Hours.............4 Credits
This course is an independent-study exercise that facilitates the transition from acquiring knowledge and skills to actually applying them. Each student must produce a professional portfolio of original work. This is a cumulative assignment to demonstrate proficiency in each application. Throughout this project, students maintain regular contact with the instructor.

Computer Applications I.........................45 Hours..............2 Credits
This course introduces the student to basic skills necessary to use a computer and search the Internet. The course provides an overview of microcomputer applications including a brief introduction to computer concepts, Microsoft Word and Microsoft Excel, and integration of the applications using a hands-on practical approach. Upon completion of this course students will have compiled a portfolio of their best work.

Computer Applications II.......................45 Hours..............2 Credits
This course builds upon Computer Applications by continuing to introduce the student to basic skills necessary to use a computer and search the Internet. The course continues to provide an overview of microcomputer applications with an emphasis on Microsoft Access and Microsoft PowerPoint and integration of the applications using a hands-on practical approach. Upon completion of this course students will have compiled a portfolio of their best work.

Computerized Bookkeeping......................45 Hours..............2 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..............4 Credits
Students work with Microsoft Access version 2000 or higher to create databases. Students learn to design tables, input data, modify tables, query tables and produce professional quality reports.
COMPUTERS

File Management.................................45 Hours......................2 Credits
The purpose of this introductory course is twofold. First, students learn the proper techniques of touch typing, a skill that students continue to practice throughout the computer program. Students are introduced to a computerized typing trainer. As a beginning typist, correct fingering and accuracy are emphasized as necessary building blocks to increase speed. (Speed is gained later through daily practice sessions.) Students will also become familiar with the main hardware components that they will be using. Proper care of computer equipment is also discussed. The second objective of the course is to familiarize students with Windows XP, the most popular operating system in the business community. In this hands-on course, the ability to manage applications, folders and files is stressed. Students also become familiar with utilities that perform virus detection and removal, and system optimization.

Graphics and Presentations......................45 Hours......................2 Credits
Students use PowerPoint version 2000 or higher 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 creates and runs an original slide show.

Principles of Bookkeeping......................45 Hours......................3 Credits
This course provides an overview of accounting and its functions 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. Recording business transactions in appropriate journals and ledgers is stressed in this course.

Publisher.................................45 Hours......................2 Credits
Microsoft Publisher is a desktop publishing application from Microsoft. It is an entry-level application, differing from Microsoft Word in that the emphasis is placed on page layout and design rather than text composition and proofing. This program can be used to create newsletters, flyers, booklets, pamphlets and a gamut of other publication materials. MS Publisher has an extensive library of pre-formatted publications that the student may choose, but it also allows the student to begin a blank publication to create original and creative publications. Unlike MS Word, MS Publisher provides users with more freedom for editing and placement of objects within a single document.

Spreadsheets.........................90 Hours......................4 Credits
Students master the creation of spreadsheets using Microsoft Excel version 2000 or higher. 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 2003, students learn to credit, 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. Use of the Calendar, Tasks, Contact Manager, Notes and Journal Entries are taught as we learn about the usefulness of Time Management.

GENERAL

Business Mathematics.........................45 Hours......................3 Credits
This course reviews and enhances students’ abilities with basic mathematical functions. Special attention is given to the use of those functions in a business setting.

Career Development.........................45 Hours......................3 Credits
This course will assist the student to conduct an active job search; develop a resume, cover letter and thank you letter; review the correct style in completing applications and employment forms; and prepare students for interviews using simulations and mock interviews.
**GENERAL**

**Customer Service**.................................45 Hours.................3 Credits
This course acquaints students with the importance of positive and effective customer service in enterprise. Students will become familiar with: the practices of positive customer service as a basis for performance and strategies for addressing complaints and satisfying customer demand.

**English Composition**.................................45 Hours.................3 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. Sentence structure and paragraphing are reviewed. Through reading, discussion and writing, this course will increase efficiency in the writing process and improve communication abilities in general.

**Interpersonal Communications**.................45 Hours.........................3 Credits
This course is designed to give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favorable outside the firm environment, as well as an effective internal communications program. The various types of business communication media are covered. This course also develops an awareness of the importance of succinct written expression to modern business communication.

**Organizational Behavior**.........................45 Hours.........................3 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.

**Introduction to Psychology**......................45 Hours.........................3 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 as well as their relative psychological stimuli. It progresses towards an understanding of human development by balancing an analysis of psychobiological and societal forces.

**Introduction to Sociology**.............................45 Hours.........................3 Credits
This course focuses on the examination and analysis of society to essentially determine how it works. Because Sociology is concerned with interactions of people wherever they occur, a cross-cultural focus is used as a basis for comparison and contrast with United States society. The student will particularly study the individual in society, social inequity, social interactions and social change.

**Principles of Management**.........................45 Hours.........................3 Credits
This course will teach students the essentials of management. By learning these essentials, students will be better able to manage business, other individuals and themselves.

**Public Speaking**........................................45 Hours.........................3 Credits
This course is where students will study and practice oral communication skills, rhetorical devices, and presentation skills. The course focuses on organizational and development of ideas, diction, clarity of expression, and the interaction of verbal and non-verbal behavior.

**EARLY CHILDHOOD EDUCATION**

**Child Environment and Behavior**.................90 hours.........................5.5 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.........................3 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………………………3 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………………………3 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………………………3 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……………………3 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………………………3 Credits
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………………………3 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………………………3 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………………………3 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………………………3 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………………………3 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……3 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………………5.5 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………………3 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
The practicum experience is a supervised field work 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.............5.5 Credits
The practicum experience is a supervised field work 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 preschool age children.

LEGAL

Business Entities ........................................45 Hours.............3 Credits
The student learns the various types of Pennsylvania business forms from sole proprietorships through partnerships to corporations. Extensive time is spent on the corporate form. Appropriate documents are drafted.

Civil Litigation........................................45 Hours.............3 Credits
This course deals with the essentials of handling a lawsuit. Students learn the Pennsylvania and Federal Court System and a background of substantive law. They then learn how to handle a lawsuit from beginning to end including filing pleadings and handling discovery.

Computers for the Paralegal......................45 Hours.............2 Credits
Students will learn the essentials of computerized legal research, which is becoming increasingly important in today’s practice of law. Students will learn the techniques for finding law by using computers, thereby supplementing their overall legal research skills. Legal research using electronic search engines will be emphasized.

Creditors and Debtors Rights....................45 Hours.............3 Credits
The Creditors and Debtors Rights course seeks to acquaint students with legal rights and obligations of creditors and debtors. Collection actions, secured transactions and bankruptcy law are all covered. Appropriate documents are studied.
Criminal Law

Students learn the essentials of the criminal system—both substantive criminal law and criminal procedure. Attention is given to Constitutional considerations and the drafting of papers.

Domestic Relations

This course covers family law—the judicial resolution of disputes and questions involving the family. Divorce, separation, support, custody and adoption in Pennsylvania are covered. Students learn how to handle a divorce case from beginning to end.

Legal Drafting I

The goal of the course is to give the student additional practice in perfecting the practical drafting skills used by paralegals in the areas of Civil Litigation, Business Entities, Wills, Estates and Legal Research. The student will be able to draft many of the major documents covered in these areas. This course allows the student to do additional document drafting work not covered in the four courses listed above and, as such, does more than simply recap these courses.

Legal Drafting II

The goal of the course is designed to give the student additional practice in perfecting the practical drafting skills used by paralegals in the areas of Criminal Law, Domestic Relations, Real Property and Creditors and Debtors Rights. The student will be able to draft many of the major documents covered in these areas. This course allows the student to do additional document drafting work not covered in four courses listed above and, as such, does more than simply recap these courses.

Legal Research

In this course, the student learns valuable skills of finding law and analyzing it. Students learn to use the law library and the books in it. Substantial attention is given to reading cases. Shepardizing is covered.

Legal Research in Practice

This course is designed to give students additional proficiency in handling a case from the pleadings phase through trial. 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

Students learn the meaning and usage of a wide variety of legal terms. Utilizing a variety of review exercises, terminology in areas such as criminal law, civil litigation, commercial law, contracts, business law, domestic relations and many other areas are covered.

Legal Transcription

The student will learn effective techniques for performing transcriptions in a legal setting. After learning these techniques, students will spend most of their hours in this course performing hands-on transcription. Transcription equipment is also available for additional practice outside of class hours.

Paralegal Technology

This course will emphasize recent developments in legal technology, including legal issues relating to electronically stored information, electronic document management software, e-filing and the preparation of trial documents.

Real Property

In this course, students learn real estate law. The basic roots of English and American property law are covered in the first segment of the course. Deeds, mortgages, leases and contracts in Pennsylvania constitute the second portion of the semester.

Wills and Estates

This course equips a student to handle an estate from filing of initial papers to the final distribution of assets. Attention is given to drafting documents. Students learn how to assist executors and administrators.

ACCOUNTING

Advanced Financial Accounting I

The students learn the procedures, methods and systems necessary to properly account for the major asset, liability and equity accounts and how they are affected by generally accepted accounting principles. Particular emphasis is
placed on the practical skills needed to maintain the integrity of the accounting system—reconciliations, analysis and valuation.

**Advanced Financial Accounting II**..................45 Hours..................3 Credits
This course emphasizes the advanced accounting principles connected with the reporting of liabilities and stockholders’ equity.

**Automated Accounting I**..............................45 Hours..................2 Credits
The student learns the day-to-day process of recording transactions using an automated accounting package. The students are given extensive “hands on” experience with the popular QuickBooks Pro Windows program, version 2003 or higher. The program is compared and contrasted with a manual system as well as with a number of other similar software packages.

**Automated Accounting II**..............................45 Hours..................2 Credits
The student learns how to select, set up, and use an automated accounting package. The features of a number of different packages are compared and contrasted so the student has an understanding of how and why automated accounting systems are selected. The students are given extensive “hands on” experience with the popular Peachtree Complete Accounting for Windows, Release 8.0 or higher.

**Computer Spreadsheets in Accounting**...........45 Hours..................2 Credits
Students will gain skills using the popular spreadsheet, Microsoft Excel version 2000 or higher. Training includes extensive ‘hands on’ experience in planning, constructing, and documenting accounting-related work sheets. The students learn many of Excel’s features, functions, and tools.

**Financial Accounting I**..............................45 Hours..................3 Credits
The fundamental theories, concepts, and principles of financial accounting are taught. A textbook approach is taken with an emphasis 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..................3 Credits
This is a “hands on” practical approach to financial accounting. Particular emphasis is placed on performing tasks necessary to complete the accounting cycle in a manual environment. This includes: 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..................3 Credits
Students are taught how to prepare the major forms most commonly used to report and pay individual income taxes. In addition, the student learns to complete the more commonly used supporting schedules and forms.

**Introduction to Business**............................45 hours..................3 Credits
This course studies business functions, methods of business operation, types of business ownership, and the role of business organizations in contemporary society.

**Managerial Accounting**.............................45 Hours..................3 Credits
The student is introduced to a manufacturing environment. The various product costing methods are taught. The student learns how to use managerial accounting tools such as responsibility accounting, cost, profit, volume analysis, differential analysis, and budgeting.

**Special Project in Accounting**......................45 Hours..................3 Credits
Each student completes a special project or series of special projects that builds upon their prior knowledge. The course is designed to be a complementary exercise. It allows the student to understand and appreciate the interdisciplinary nature of accounting. Topics may include: bankruptcy accounting, financial planning, preparation of estate and gift tax returns, SEC reporting, or similar interdisciplinary subjects. It helps students be able to apply their knowledge, skills, and professionalism to special circumstances.

**Taxes**..................................................45 Hours..................3 Credits
This course is designed for all accounting students. Students will learn about both personal and business taxes. Students will learn what a business organization may be subjected to at the federal, state, and local level. Students will also learn how to maintain the proper payroll records and comply with the payroll tax law with regard to payment and reporting. The entire payroll process is covered including set up, preparation, federal and state deposits and tax returns.

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