Volume VII:

Published: April, 2011
Copyright: 2011

The information contained in this catalog is true and correct to the best of my knowledge.
Emily Anderson
Campus Director
A Message from the President

Dear Vatterott Students,

It is the primary goal of Vatterott College to provide our students with a productive and interactive academic learning environment. Our facilities house industry standard learning tools which provide our students the ability to achieve their academic goals.

The Vatterott College staff is dedicated to assisting our students with their educational careers by providing friendly, knowledgeable guidance. Making the decision to return to school is a life changing decision which will positively impact one’s personal and professional life.

It is our hope that Vatterott College offers you the skills, knowledge and guidance that you seek as you transition into your chosen career path.

Possessing an education is a lifetime investment which will hopefully assist you in achieving the goals that you have set for yourself.

We welcome you to Vatterott College and hope your learning experience is one that is both fulfilling and rewarding to your personal growth.

Sincerely,

Pamela Bell
President
Vatterott Educational Centers, Inc.
Table of Contents

A Message from the President ....................................................... 3
About Vatterott College ............................................................. 8
Admissions Information .............................................................. 11
Financial Information ............................................................... 16
Academic Information ............................................................... 26
Student Information & Services ...................................................... 41
Program Offerings & Course Descriptions ........................................ 53
Course Descriptions ................................................................. 66
Academic Calendar ................................................................. 84
Class Schedule ..................................................................... 84
Advisory Committees ................................................................. 85
Appendix A - Tuition & Fees .......................................................... 87
Appendix B - Administrative Staff & Faculty .......................................... 89
Appendix C - Non-Accredited Courses ................................................ 93
Appendix D - Refund Policy For Des Moines Residents taking Online Courses ........... 95
About Vatterott College
About Vatterott College

Our Philosophy

The student is our primary concern at Vatterott College. We are student-centered and committed to giving full attention and effort to the development of our students' skills.

Our focus on the student affects every aspect of the educational program. Recruitment, admissions, training, and career services policies are designed to develop a student's abilities, attitude, and interests so that he/she becomes a skilled and successful employee.

Our training goal is to provide the basic skills and understanding of common techniques and procedures required for employability. Higher-level technical skills are also offered to qualified students.

Our programs are dedicated to achieving maximum development of each student's skills and personal potential so that he/she is qualified to begin employment in a trade or vocation. The skills and work attitudes taught at Vatterott College are of practical use to the student in his/her chosen career and ensure successful adjustment to the work environment. Our requirements for graduation are demanding.

History of Vatterott College

Vatterott College was established in 1969 in St. Louis, Missouri under the name of Urban Technical Centers, Inc., and subsequent changes included Vatterott & Sullivan Educational Center and Vatterott Educational Centers. The institution changed its name to Vatterott College in 1989 when Associate degree granting authority was issued by the Accrediting Commission of NATTS (National Association of Trade and Technical Schools).

In 1996 the Vatterott College, Sunset Hills campus was opened as a branch of the St. Ann campus, now located in Berkeley, Missouri. The Sunset Hills campus is located at 12970 Maurer Industrial Drive. The Sunset Hills campus offers Diploma, Associate of Occupational Studies, and Bachelor's Degree programs in a variety of areas.

An increase in student population required the dedication of an addition building located at 12900 Maurer Industrial Drive in October 2002. In May of 2008, Vatterott College began enrollment in the Information Systems Security diploma level distance education program. In 2009, Vatterott College began offering three additional distance education associate's degree programs in Medical Assistant, Medical Billing and Coding and Business Management. These programs allow Vatterott College students the unique opportunity to complete all or a portion of their education online.

Accreditation, Authorization and Approvals

Vatterott College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency.
Certifications
Certified to Operate by the Coordinating Board for Higher Education, State of Missouri.

Campus Location
Vatterott College – Sunset Hills Campus
Administrative Offices
12900 Maurer Industrial Drive
Sunset Hills, Missouri 63127
(314) 843-4200

12955 Maurer Industrial Drive
Sunset Hills, Missouri 63127
(314) 843-4200

Campus Facilities
Vatterott College – Sunset Hills Campus –
Branch of Main Campus, Vatterott College Berkeley, Missouri
The facilities on Maurer Industrial Drive are located in a convenient suburban setting adjacent to major thoroughfares and accessible from all parts of the metro area. The three educational buildings contain approximately 87,000 square feet in freestanding facilities with ample parking. Students will find at this campus setting classrooms which are designed to facilitate learning and which consist of lecture rooms and instructional laboratories. Small, informal classes encourage student/faculty interaction and students receive individual attention to help them reach their potential. The computer labs are equipped with various types of computers appropriate to the demands of different design professions. All labs are equipped with industry current equipment to support the program of study. The library houses books, periodicals, pamphlets, CD/ROM support materials, as well as access to the internet. Library-resource materials are available to students beyond normal school hours
Maximum class size is 50 students. Enrollment Capacity: 800 students per session. Theory classes are limited in size to a 30:1 student/teacher ratio and labs are limited to a 20:1 ratio.
Admissions Information

Admissions Policy

Students should apply for admission as soon as possible in order to be accepted for a specific program of study and start date.

All applicants are required to complete a personal interview with an education coordinator, either in person or by telephone, depending upon the distance from the institution. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the institution's equipment and facilities and to ask questions relating to the institution's curriculum and career objectives. Personal interviews also enable institution administrators to determine whether an applicant is a strong candidate for enrollment into the program.

Applicants must have a minimum of a High School Diploma or General Education Diploma (GED).

The following items must be completed at the time of registration:

- Application for Admission
- Enrollment Agreement (if applicant is under 18 years of age, it must also be signed by parent or guardian)
- Request for high school or GED transcript (and college transcripts, where applicable)
  - Applicants with home school diplomas are required to present evidence to validate the credential. In the event the home school diploma cannot be verified by the state authority, the applicant is required to complete the GED and provide copy of transcript
  - Students may be granted provisional acceptance pending the receipt of an official high school or GED transcript. All transcripts will be verified by the campus registrar according to predetermined verification standards in place at all Vatterott campuses. Upon verification, the student will receive full admission into the program. If Vatterott cannot obtain the official high school or GED transcript by the end of week 5 of the initial term of enrollment, the student’s enrollment will be cancelled. Exceptions may be granted by the Chief Academic Officer for students that provide official transcripts from another accredited post-secondary institution.
- Financial aid forms (if applicant wishes to apply for financial aid)
- Reference Sheet
- Payment of registration fee (non-refundable unless applicant is denied admission or cancels application within three business days of the institution’s receipt of the application and fee)

Admissions for Online Programs

Online Applicants must complete all general admission requirements (as listed above) and complete the Online Assessment Tool and the Online Program Computer Skills Checklist.

- The Online Assessment Tool will gauge the applicants' readiness to enter into an online program.
- The Online Program Computer Skills Checklist will measure whether students have the skills, competencies, and access to technology necessary to succeed in a distance education environment. The Online Program Computer Skills
Checklist consists of Q&A assessing the applicants’ knowledge of the Internet as well as how to use Microsoft Office.

The admission requirements for enrollment in the Information Systems Security Diploma program requires applicants to possess a High School Diploma or GED and knowledge of Microsoft Operating Systems.

Online Program Technology Requirements

To be considered for enrollment in the college’s online programs, a student must certify that they possess the following minimum technology requirements:

- Personal computer or laptop with Pentium 4 or higher processor
- Minimum of 1 GB
- Minimum 100 GB Hard Drive
- Monitor, printer, keyboard, mouse
- Available Serial port and separate USB port
- Windows XP Home or Professional version Operating System (Windows NT is incompatible) or Vista
- Sound card, external speakers, and personal headset
- CD and DVD ROM drive(s)
- Video Graphics Accelerator Card
- Java, Flash, and cookies-enabled Internet browser such as Microsoft Internet Explorer 6.0 or higher (AOL and WebTV browsers are not supported and cannot be used to access courses)
- Cable, DSL, or other high speed Internet connection (AOL and WebTV browsers are not supported and cannot be used to access courses)
- Unique personal email address
- Software: Microsoft Office 2000 or higher, Adobe Reader, Microsoft PowerPoint Viewer
- Surge Protection device for PC.

Re-Entering Students

Students who have previously attended the institution will be subject to the same admission requirements and procedures as new applicants, with the exception of the registration fee. The registration fee will be waived for all students who re-enter less than a year after leaving the institution. All re-entering students must complete a new Enrollment Agreement and are charged the rate of tuition in effect at the time of re-entry.

Students that were dismissed or withdrew for any reason other than grades or failing to make Satisfactory Academic Progress while on academic probation must write an appeal letter and receive approval from the Director of Education prior to re-enrollment.

Students that were dismissed due to grades or failing to make Satisfactory Academic Progress are not eligible for re-enrollment. These students can appeal using the Grievance Policy.
Non-Degree Non-Program Students

It is the policy of Vatterott College to permit Non-Degree Non-Program students to enroll on a term-by-term basis in up to two terms or a maximum of 27 quarter-credit hours without declaring intent to seek a diploma or degree. Students enrolled as Non-Degree Non-Program are not required to have a high school diploma or GED. Prospective students under the age of 18 must have written consent from a parent or legal guardian prior to enrollment.

To be eligible for a diploma or degree, Non-Degree Non-Program students must declare their intent to obtain a diploma or degree in writing to the registrar. To complete the enrollment into a diploma or degree program, the student must submit a signed letter of intent to the campus registrar and complete the necessary enrollment and change of status paperwork. Transfer credit will be granted under the Vatterott Educational Centers, Inc., transfer credit policy as outlined in this catalog.

Federal financial aid is not available to non degree non program students. Prerequisites and/or refresher courses may be required.

Institutional Calendar

New classes begin frequently. For a particular course, please contact the institution for the exact start dates or refer to the calendar section of this catalog.

Classes are not held on the following holidays: New Year’s Day, Martin Luther King’s Birthday, President’s Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year’s Eve.

Tuition/Fees Policies

- Tuition may either be paid in full upon enrollment or complete payment must be accounted for on the Information Sheet for Student Tuition Financing (Tuition Proposal).
- All tuition payments are to be made in accordance with the terms of the Enrollment Agreement/Retail Installment Contract. Special circumstances that may warrant other payment terms are granted only at the discretion of the institution.
- Any student delinquent in the payment of any sum owed to the institution may be suspended from the institution, at the institution’s sole discretion, until the institution receives payment of all such delinquent sums, or the student makes arrangements to pay such delinquent sums. Arrangements to pay must be accepted by the institution.
- In the event of withdrawal by the student, tuition refunds will be made according to the terms of the Enrollment Agreement.
- If a student repeats any portion of a term based program, the student must pay tuition and fees applicable to such portion of the program and execute a written addendum to the Enrollment Agreement with the institution, specifying the terms of the repeat.

See Tuition & Fees section of this catalog for current tuition and fees. (If missing, notify the institution.)
Add/Drop Period

Add/Drop Period is the first two weeks (14 calendar days) of the term. A student cannot add a course that no longer has course offerings during the add/drop period. In order to add the course, the student must be able to attend at least one course session during the add/drop period.

Any initial enrollment student* who fails to attend a combined 50% of the scheduled clock hours or quarter credit hour classes in the first two weeks of their initial term of enrollment will have their entire enrollment cancelled by the institution. Initial enrollment students who fail to attend individual courses during the add/drop period will be cancelled from the individual course, which may impact financial aid eligibility. Initial enrollment students, however, may request to withdraw at any time within the first two weeks of a term. If that request is received by the end of the second week of the initial term of enrollment, the student will be considered a cancel.

Any student not considered an initial enrollment student who fails to attend all classes during the add/drop period will be withdrawn from the institution and issued a grade of W. Any student not considered an initial enrollment student will be withdrawn from individual courses that had no attendance during the add/drop period and issued a grade of W, which may impact financial aid eligibility.

A student is not eligible for financial aid for any course in which no attendance has been recorded.

Students can appeal their enrollment cancellation in writing to the Director of Education within 1 business day of cancellation.

*An initial enrolment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. school, a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.
Financial Information

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

The primary responsibility for meeting the costs of education rests with the individual student and their families. Financial aid will be determined by a student’s need, eligibility factors, enrollment status, and fund source availability, regardless of sex, age, race, color, religion, creed or national origin. Need is defined as the difference between the cost of attendance for one academic year and the amount a student’s family can be reasonably expected to contribute to this cost of attendance for the same period.

Consumer Information

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

Financial Student Aid Eligibility

In order to be eligible for financial aid, a student must:

- Complete and submit a Free Application for Federal Student Aid (FAFSA).
- Meet the Basis of Admissions for the institution and be enrolled as a regular student in an eligible program of study on at least a half-time basis (With the exception of Pell and FSEOG);
- Have a high school diploma, a General Education Development (GED) certificate, or meet other standards established by the state and approved by the U.S. Department of Education
- Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- Demonstrate financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- Maintain satisfactory academic progress;
- Provide required documentation for the verification process and determination of dependency status;
- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if required;
- Not be in default or owe a repayment on a Federal Student Aid grant or loan
- Not have been convicted under Federal or State law of possession or sale of illegal drugs while receiving Federal Student Aid
- Provide the Office of Financial Aid any required documentation in cases of verification or resolving conflicting information or comment codes
- Repay any financial aid received as a result of inaccurate information (Any person who intentionally misrepresents facts on the application violates federal law and may be subject to a $20,000 fine and/or imprisonment)
Financial Information

☐ Notify the Office of Financial Aid of changes in enrollment status or of additional resources received

Students Chosen for Verification

Each year certain students are randomly chosen to provide documentation to verify that all information submitted on the FAFSA is correct. If a student is chosen for verification, all documents must be submitted to the Financial Aid Department no later than the fifth week of the first term for which the student is enrolled in the award year. Students who do not supply the needed documents within the five week time frame will be dismissed from the institution if alternative methods of payment are not resolved.

Application for Federal Student Aid

To apply for financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. Our Student Financial Aid Department is available to assist students in the completion of this form and to answer any questions. Students may also complete this application online at www.fafsa.ed.gov and click “Fill out a FAFSA”. To fill out the FAFSA a student will need access to prior year tax information and possibly parental tax information if the student is under the age of 24 and unmarried with no dependents. If a student did not file taxes in the previous year, proof of earnings will be needed.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC) which determines eligibility for all types of Federal Student Aid. Financial aid from federal programs is not guaranteed from one year to the next; therefore it is necessary for each student to reapply every year.

Need and Cost of Attendance

Once the FAFSA is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility of available funds. When combined with other aid and resources, a student’s federal student aid package may not exceed the cost of attendance.

Satisfactory Academic Progress and the Receipt of Federal Financial Aid

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

Satisfactory academic progress for purposes of continuing eligibility for federal financial assistance is determined by applying the cumulative grade point average (CGPA) requirements, progression towards completion requirements, maximum completion time restrictions, warning and probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Academic Information section of this catalog.

Satisfactory academic progress is evaluated at the end of each term of enrollment. A student who fails to meet either the cumulative grade point average or rate of progress requirements for satisfactory academic progress will be placed on financial aid warning for one term and remain eligible for federal financial aid. If the student fails to meet the required standards by the end of the financial aid warning term, the student is not eligible to participate in the federal financial aid programs until satisfactory academic progress is regained after completing at least one additional
Financial Information

term of enrollment. Eligibility for participation in the federal student aid programs will be reinstated when the student meets both the cumulative grade point average and rate of progress requirements.

Students who have been academically dismissed are no longer active students of the institution and are ineligible for federal student aid. Following dismissal, reinstatement of financial aid eligibility will occur only if a student’s appeal (see section below) is granted, or after re-admittance and meeting satisfactory academic progress after completion of at least one additional term of enrollment.

Appeals for Financial Aid Reinstatement Related to Satisfactory Academic Progress

Students who believe they have extenuating circumstances such as the death of a student’s relative, a student’s injury or illness, or other circumstances that result in undue hardship to the student which impaired their ability to meet satisfactory academic progress standards, must appeal their case no later than one week after the term ends.

Appeals and supporting documentation must be submitted in writing to the Director of Education at the student’s campus. If the appeal is approved by the Corporate Director of Financial Aid, the student will be placed on financial aid probation and will be allowed to receive federal student aid funds for a maximum of one additional term of enrollment. If, after this time period, the student still does not meet these standards, he/she will be ineligible to receive federal funding until satisfactory academic progress is regained after completing at least one additional term of enrollment.

Federal Pell Grant

This grant program is considered gift aid and is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant by filling out a FAFSA. Eligibility is determined by a standard U.S. Department of Education formula which uses family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, the expected family contribution, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need. Recipients must also be eligible for a Federal Pell Grant. FSEOG is awarded to students with the greatest need. The federal government allocates FSEOG funds to participating institutions. This is a limited pool of funds, and the institution will determine to whom and how much it will award based on federal guidelines.

Academic Competitiveness Grant (ACG)

The ACG grant is available to students who have completed a rigorous program of study during high school and are in the first or second years of enrollment in an eligible program. The Academic Competitiveness Grant is available for a first year undergraduate student who graduated from high school after January 1, 2006, and
Financial Information

for a second year undergraduate student who graduated from high school after January 1, 2005. The Academic Competitiveness Grant is in addition to the student’s Pell Grant award. To be eligible, the student must be enrolled at least half-time in an eligible degree program and must receive a Pell grant in the same award year. Other eligibility requirements may apply. Contact the financial aid office for details. This grant program will no longer be available after July 1, 2011.

National Science and Mathematics Access to Retain Talent Grant (National SMART Grant)

This grant is available to students who are enrolled at least half-time in a bachelor degree program and are in the third and fourth years of designated programs of study. To be eligible, the student must receive a Pell grant in the same award year and meet various other eligibility criteria, including maintaining a cumulative grade point average (GPA) of at least 3.0 in coursework required for the major. Contact the financial aid office for details. This grant program will no longer be available after July 1, 2011.

Federal Stafford Student Loans

Federal Stafford Loans are provided through the William D. Ford Federal Direct Loan (Direct Loan) Program. The federal government, through the U.S. Department of Education, is the lender. These loans must be repaid after a six month grace period following graduation, withdrawal from school, or entering a status of less than half time enrollment. These loans require a Master Promissory Note (MPN). These loans must be used to pay for direct and/or indirect educational expenses.

A subsidized loan is awarded on the basis of financial need. If a student is eligible for a subsidized loan, the government will pay (subsidize) the interest on the loan while the student remains in school, for the first six months after the student leaves school, and if the student qualifies to have payments deferred.

Unlike a subsidized loan, an unsubsidized loan is not need-based. The student is responsible for the interest from the time the unsubsidized loan is disbursed until it is paid in full. The student may choose to pay the interest on a quarterly basis or allow it to accrue (accumulate) and be capitalized (that is, added to the principal amount of your loan). Capitalizing the interest will increase the amount the student must repay in the end.

Federal Stafford Parent Loan for Undergraduate Students (PLUS)

Parents may be eligible to borrow a PLUS Loan to help pay their child’s education expenses if the student is a dependent undergraduate enrolled at least half time in an eligible program at an eligible school. Parent(s) must have an acceptable credit history. This loan is not need-based. The interest rate for 2011-12 is a fixed 7.9%. Generally, the first payment is due within 60 days after the loan is fully disbursed. There is no grace period for these loans and; interest begins to accumulate at the time the first disbursement is made. Parents must begin repaying both principal and interest while the student is in school.

Private Loans

Students may apply to various lending institutions outside the school who offer loans to help cover the gap between the cost of education and the amount of federal student aid the student has been awarded. Interest rates and fees vary by program and may be determined by the applicant’s credit history. Students are encouraged to apply with a co-borrower to secure the best terms and loan approval.
Financial Information

Scholarships

Make-the-Grade Scholarship - Vatterott College offers the Make-the-Grade Scholarship to any high school graduate who enrolls at Vatterott College within one year of high school graduation. The Make-the-Grade scholarship is a tuition remission scholarship that allows the student a $25 tuition credit for every semester grade of A and $20 for every semester grade of B that he/she received in high school, with a limit of $1,000. Contact the Admissions Department for a scholarship application.

Other Financial Resources

There are other potential resources you should consider for financing your education. Scholarship aid is often available from high school organizations, church groups, and social, civic, and fraternal organizations with which you or your parents may be affiliated. Many companies provide scholarship aid for children of employees, while others provide tuition assistance to students who work for them part-time or full-time.

Veterans Educational Benefits - Vatterott College is approved for the training of veterans and veterans’ children in accordance with the rules and regulations administered by the United States Department of Veterans Affairs. Representatives of the Department of Veterans Affairs, the individual State Approving Agencies, and the Financial Aid Office, are available to advise you on eligibility for veterans’ educational benefits. Be sure to contact the financial aid office regarding filing of proper forms to plan your benefits well in advance of the start date for the class in which you desire to enroll.

The Department of Veterans Affairs may pay monthly educational allowances to qualified students to help defray the cost of tuition and living expenses. For further information, contact the Department of Veterans Affairs, the State Approving Agency, or a financial aid officer at Vatterott College. PLEASE NOTE: STUDENTS ARE RESPONSIBLE FOR THEIR TUITION PAYMENTS, NOT THE DEPARTMENT OF VETERANS AFFAIRS.

NOTE: All Vatterott College locations may not be eligible for Veterans Educational Benefits by the Department of Veterans Affairs. Please check with the institution Director for the State Approving Agency representative in your area.

Government Sponsored Programs - Vatterott College accepts qualified students eligible to participate in various state-administered programs. Contact the institution Director for details.

Veterans Yellow Ribbon Program - Vatterott College accepts all qualified veterans and their qualified dependent children in this program. Not all campuses may be approved to offer said program so a student should check with the Certifying Official within the campus Financial Aid office.

Company Tuition Reimbursement - Vatterott College may be approved as a training facility in your area. It is recommended that you check with the Human Resources office of your particular employer for reimbursement policies.

Entrance and Exit Interview/Loan Counseling

The Department of Education requires that any student receiving a Federal Stafford Loan be notified concerning their loans. The institution requires counseling upon entrance and upon exiting the institution. Each student is counseled regarding loan indebtedness and each student must participate in an entrance counseling regarding the loans to make sure the student understands the amount borrowed and the student’s rights and responsibilities regarding repayment.
Students must report to the Financial Aid Office prior to withdrawal, graduation, or advance knowledge that they will drop below half time enrollment status for loan exit counseling. The purpose of this session is to inform the student of their tentative total loans received while in attendance at the institution, refunds that may be made, and to provide the student with an estimated payment amount. Debt management strategies as well as how students can access loan information are provided to the student during exit counseling. Information is also provided on repayment plans and options, loan forgiveness, forbearance, cancellation, the consequences of default, potential tax benefits, NSLDS access, and how to contact the FSA Ombudsman are also discussed. If the student is unable to meet with the Financial Aid Office, an exit interview will be mailed which includes instructions on how to access loan information through Interactive electronic means.

Order of Return of SFA Program Funds

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

1. Unsubsidized Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Direct Stafford loans (other than PLUS loans);
4. Subsidized Direct Stafford loans;
5. Federal Perkins Loan Program;
6. Federal PLUS loans;
7. Federal Direct PLUS loans;

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

1. Federal Pell Grants for the payment period for which a return of funds is required;
2. Academic Competitiveness Grants for which a return of funds is required;
3. National Smart Grants for which a return of funds is required;
4. Federal Supplemental Educational Opportunity;
5. Grant (FSEOG) for which a return of funds is required;
6. Other assistance under this Title for which a return of funds is required.

Refunds to any of the Title IV or State programs will be paid within 45 days or the timeframe established by the appropriate regulatory authority, whichever is shorter.

Refund Policy

After the last day of the add/drop period for each term, as defined in the school catalog, no refunds or adjustments will be made to tuition for STUDENTS withdrawing from individual classes but otherwise still enrolled. Refunds are made for STUDENTS who withdraw or are withdrawn from the COLLEGE prior to the completion of their program. Refunds will be based on the current tuition charge incurred by the STUDENT at the time of withdrawal, not the amount the STUDENT has actually paid. Tuition and fees attributable to any future periods of enrollment that have not yet been charged will not be assessed. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a STUDENT withdraws from the COLLEGE, he/she must complete a STUDENT withdrawal form with the Registrar or Director of Education. Refunds will be calculated according to the following formula.

It is understood that any terms extended to any STUDENT are for convenience in paying the tuition and fees and are not in any way to be considered as payment(s)
for periods of time. By accepting applications, the COLLEGE has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms and other facilities necessary for teaching those programs at the stated offered tuition cost for the program and with the understanding that refunds will be made per academic term only as follows:

A. Refund to STUDENTs attending the COLLEGE for the first time (first academic term):
   The COLLEGE shall refund unearned tuition, fee, room and board, and other charges as set forth in state or federal regulations, if applicable. In the absence of state or federal regulations, the COLLEGE shall make a pro rata refund of tuition, fees and other charges as defined below.
   1. A pro rata refund is a refund of not less than their portion of the tuition, fees and other charges assessed the STUDENT by the institution equal to the portion of the period of enrollment for which the STUDENT has been charged that remains on the last day of attendance by the STUDENT. (Total number of weeks comprising the period of enrollment for which the STUDENT has been charged into the number weeks remaining in that period as of the last recorded day of attendance by the STUDENT.) The refund will be rounded down and to the nearest 10% of that period, less an unpaid charge owed by the STUDENT for the period of enrollment for which the STUDENT has been charged, less an administrative fee of $100.00.
   2. For a STUDENT terminating training after completing more than 60% of the period enrollment, the COLLEGE may retain the entire contract price of the period of enrollment, including an administrative fee of $100.00.

B. Refund subsequent periods or non first-time STUDENTs:
   The COLLEGE shall refund unearned tuition and fees as set forth in applicable state or federal regulations to a STUDENT attending an institution for second and subsequent enrollment periods. Refunds will be calculated based upon the last day of attendance. In the absence of state or federal regulations, the COLLEGE shall make a refund of tuition and fees and other charges as set forth below:
   1. During the first week of classes, the COLLEGE shall refund at least 90% of tuition; thereafter,
   2. During the first 25% of the period of financial obligation, the COLLEGE shall refund at least 55% of tuition; thereafter,
   3. During the second 25% of the period of financial obligation, the COLLEGE shall refund at least 30% of tuition.
   4. In case of withdrawal after this period, the COLLEGE may commit the STUDENT to the entire obligation.

C. Refunds will be made within 30 days after the COLLEGE determines the STUDENT has withdrawn.

D. A student who withdraws from the College as a result of the student being called into active duty in a military service of the United States may elect one of the following options for each program in which the student is enrolled:
   1. A full refund of any tuition and refundable fees for the academic term in which the student is enrolled at the time of withdrawal. No refund will be given for any academic term the student has completed.
   2. A grade of incomplete with the designation “withdrawn-military” for the courses in the program in which the student is enrolled at the time of withdrawal and the right to re-enroll in those courses, or substantially equivalent courses if those courses are no longer available, not later than
the first anniversary of the date the student is discharged from active military duty without payment of additional tuition and fees other than any previously unpaid balance of the original tuition, fees and charges for books for the courses.

3. The assignment of an appropriate final grade or credit for the courses in which the student is enrolled at the time of withdrawal, but only if the instructor or instructors of the courses determine that the student has: Satisfactorily completed at least 90 percent of the required coursework; and demonstrated sufficient mastery of the course material to receive credit for the course.

**Return of Title IV Funds**

A recipient of Federal Title IV* financial aid who withdraws or is dismissed from school during a payment period (or term) in which the student began attendance will have the amount of Title IV Funds he/she did not earn calculated according to a pro-rata formula in federal regulations. For example if the student completed 30% of the payment period (or term), the student earns 30% of the assistance they were scheduled to receive for that payment period. Once the student has completed more than 60% of the payment period (or term), all of the assistance scheduled for that period is earned.

The amount of the Title IV earned and the amount of Title IV not earned will be calculated using the federal formula based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based.

If the recipient did not receive all of the funds that were earned, the student may be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes eligible federal student loan funds, the school must get the borrower’s permission before it can disburse. The student may choose to decline some or all of the loan funds. The school is authorized to use all or a portion of the post-withdrawal grant funds for tuition, fees, books and supplies. To apply remaining post-withdrawal grant funds to other school related charges, the school must obtain permission. However, it may be in the student’s best interest to allow the school to keep the funds to reduce the debt to the school.

Only funds for which a student is eligible may be disbursed as post-withdrawal disbursements. For example, if the student is a first-time first-year undergraduate student and has not completed at least the first 30 calendar days of the program prior to withdrawal, no Stafford loan funds will be disbursed.

If the student receives (or the school or parent receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage of the funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or parent for a PLUS loan) repay in accordance with the terms of the promissory note. That is, the borrower(s) make scheduled payments to the holder of the loan over a period of time.

An overpayment occurs when the student receives more federal aid than he or she was eligible to receive. If the school is able to reduce loans or send back grants...
Financial Information

to resolve the overpayment, it will do so. If the student is no longer enrolled, the student may be held responsible for all overpayments.

The requirements of Title IV program funds when the student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the student was required to return. See the college’s Tuition Refund Policy and instructions regarding the requirements and procedures for official withdrawal from school elsewhere in this catalog. For answers about Title IV program funds, one can call the Federal Student Aid Information Center at 1-800-4 Fed Aid (1-800-433-2143). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

*Title IV programs are Federal Pell Grants, Academic Competitiveness Grants, National SMART grants, Stafford Loans, PLUS loans and Federal Supplemental Educational Opportunity Grants (FSEOG).

Withdrawal Date/Policy

The withdrawal date is used to determine when the student is no longer enrolled at Vatterott College and is defined as:

- The date the student began the official withdrawal process, either by submitting an official withdrawal form to the Registrar or Director of Education or by verbally communicating the student's intent to the Registrar or Director of Education, and ceasing to attend classes or other institution activities. A student who submits a completed official withdrawal form or verbally communicates his/her intent but who continues to attend classes or other institution activities will not be considered to have officially withdrawn from the institution; or

- The date the student exceeds the attendance policy; or

- The date the student does not return from an official LOA, or

- The date the student fails to meet the Satisfactory Academic Progress policy; or

- The date a student is determined to have violated any other applicable institutional policy or federal regulation that results in withdrawal.

Please note that the above policy may result in a reduction in institution charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the institution that is greater than that which was owed prior to withdrawal.

Students may obtain a copy of the official withdrawal form from the Registrar or the Director of Education.

**Students who choose to withdraw or are withdrawn from the Institution may be required to sit out a minimum of 10 weeks before being allowed to re-enroll. Documentation of changes in personal circumstances that resulted withdrawal must be presented for re-enrollment.**

Last Day of Attendance

For Federal student loan reporting purposes, as well as refund calculations, the student’s last day of attendance will be the last recorded day the student attended an on ground class, or the last day the student logged into an online course for those taking online classes.
Academic Information

Grading Systems

Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course times the credit hour value of the course. For example, a 4.0 credit course with a grade of B would earn 12.0 quality points [credit value of course (4) times quality point value of B (3)]. The Cumulative Grade Point Average (CGPA) is calculated by dividing the total earned quality points by the total attempted credits.

<table>
<thead>
<tr>
<th>Letter Code</th>
<th>Numerical Percentage</th>
<th>Description</th>
<th>Included in Hours Earned</th>
<th>Included in Hours Attempted</th>
<th>Included in CGPA</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>Outstanding</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>Above Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>Below Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0 – 59</td>
<td>Failing</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawn</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>N/A</td>
<td>Withdrawn/Failure</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TC</td>
<td>N/A</td>
<td>Transfer</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TO</td>
<td>N/A</td>
<td>Test-Out</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>AU</td>
<td>N/A</td>
<td>Audit</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Application of Grades and Credits

The chart above describes the impact of each grade on a student’s academic progress. For calculating rate of progress grades of F (failure), WF (withdrawal/failure) and I (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. A grade of W will not be awarded after the student has completed the add/drop period of the term. Withdrawal after the add/drop period of the term will result in the student receiving a grade of WF.

The student must repeat any required course in which a grade of F, W or WF is received. Students will only be allowed to repeat courses in which they received a grade of D or below.

In the case of D or F, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk “**” indicating that the course has been
repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.
TC and TO credits are included in the maximum time in which to complete and the rate of progress calculations but are not counted in the CGPA calculation.
To receive an incomplete “I”, the student must petition, by the last week of the term, for an extension to complete the required course work. The student must be satisfactorily passing the course at the time of petition. Incomplete grades that are not completed within fourteen calendar days after the end of the term will be converted to a grade of F and will affect the students CGPA.

Academic Advisement
Students are provided the opportunity to review their academic progress at any time in the Registrar’s office. In addition, students are trained during the initial quarter (phase) to access the student’s online portal which provides constant updates as grades are earned.
Students not making Satisfactory Academic Progress are advised in writing and given an academic plan to reach Satisfactory Academic Progress.

Grading Policy
The course grade earned by a student and assigned by the instructor will be based on an evaluation of the student’s mastery of the objectives of the course. The instructors’ grading policy will be published in the course syllabus and approved by the Director of Education or designee in advance of the first day of class. A student is responsible for all work missed during an absence and must contact the faculty member for allowed make-up work.

Grade Point Averages
A student’s grade point average (GPA) is computed by dividing the total number of quality points earned by the total number of credit/clock hours for which grades were awarded. The grade points are calculated by multiplying the quality points for the grade earned for each course by the number of credit/clock hours associated with the course. The term grade point average applies to work in a given term. A student’s overall academic average is stated in a cumulative grade point average (CGPA), which is based on all grades and credits/clock hours earned in the declared program of study to date.
Grade reports are available to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus.
Both the term GPA and CGPA only include courses that are required for graduation in the student’s current program of study and exclude developmental courses and any other courses considered to be ineligible by licensing, state, or provincial authorities. CGPAs help determine whether a student is meeting the standards of academic progress, eligibility for graduation and academic honors. The GPA may range from 0.00 through 4.0.

Failing Grade
A student who receives a failing grade (F) in a required course must repeat the course and receive a passing grade or receive transfer credit for the course in order to graduate. A course for which an “F” is awarded is included in the term GPA and CGPA. When the student repeats the course with a passing grade or receives transfer credit, the CGPA will be adjusted accordingly. The failure grade will remain on the transcript.
Incomplete Grade

An incomplete grade “I” signifies that not all the required coursework was completed during the term of enrollment. The “I” grade is not calculated into the term GPA or CGPA at the time it is awarded.

Instructors submitting “I” grades must receive approval from the Director of Education or designee and documentation of the “I” grade must be placed in the student’s academic file. All required coursework must be complete and submitted within two weeks after the end of the term. If course requirements are not satisfied by the deadline, the “I” is converted to an “F.” An “I” grade may be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the instructor;
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor; and
- The student presents these reasons in writing, with any required documentation prior to the last day of the term.

Distance Education Courses

Students have the option to take select courses via distance education through Vatterott College Sunset Hills, provided the total number of distance education courses taken in this manner does not exceed 50% of the student’s program.

Conversely, students enrolled in an online program at Vatterott College Sunset Hills have the option to take select courses on-ground at several Vatterott College campuses, provided the total number of on-ground courses taken in this manner does not exceed 50% of the student’s on-line program.

Under certain circumstances, General Education courses also may be taught via distance education by Vatterott College Sunset Hills.

Students should consult with the Director of Education, Registrar, or Campus Director regarding distance learning opportunities.

Directed Studies Course Work

Under certain circumstances some courses may be taught as an independent study course. Students will be required to complete all learning objectives, assignments and exams as outlined on the course syllabi and lesson plans. The student will meet with the assigned instructor at scheduled times throughout the course.

Audit Grade

A student must declare the intention to audit a course during the add/drop period as specified in the institution catalog. Tuition is charged for audited courses; however, financial aid is not applicable.

Evaluation of work and class participation is optional, but class attendance is required. A student must inform the faculty member of the audit status. The designator “AU” is placed on the student’s transcript regardless of whether or not the student completed the course.

Withdrawal Grade

A student enrolled in courses after the add/drop deadline who wishes to withdraw must apply through the Director of Education or designee. If the withdrawal occurs within the add/drop period as stated in the Application of Grades and Credits, the course remains on the transcript and is designated with a “W.” A course withdrawal after the add/drop period receives a designator of “WF”.

Effective 04-2011. Vatterott College Sunset Hills Campus.
Transfer Credit

Vatterott College will evaluate the student’s previous education, training and work experience to determine if any subjects or training activities in the student’s program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at a postsecondary accredited institution may be accepted on the basis of a valid transcript provided by the student. Only grades of “C” 2.0 GPA or higher will be eligible for transfer. Credit will be awarded where appropriate. Vatterott College will notify the student and appropriate agencies (i.e. Veterans Administration, Voc. Rehab etc.) upon completion of evaluation and determination of outcome.

Transfer credits must be earned in courses that are similar in nature to the course offered by Vatterott College. Technical course credits from institutions other than Vatterott College that were earned more than five (5) years prior to the current year will not be considered for transfer.

For active duty service members and their adult family members (spouse and college age children) as well as Reservist and National Guardsmen on active duty – Vatterott College will limit academic residency to 25% or less of the degree requirement for all degrees.

In addition, there are no “final year” or “final semester” residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

For all other Vatterott College students – A minimum of 50% of the required program credits must be completed at Vatterott College.

It is the responsibility of the student to request an official transcript be mailed to Vatterott College in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training. Any credit or advanced placement transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of transfer. Transfer credits will appear as a TC on the student’s transcript. Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Courses considered developmental in nature at another institution are not transferrable for credit at Vatterott College.

Prospective students may request transfer credit for developmental courses offered at Vatterott College by providing an official transcript to the campus registrar within the first 2 weeks of the student’s enrollment program start date.

Courses similar in nature and at or above 100-level will be evaluated by the Director of Education to determine course transfer eligibility.

Military Training and Experience

Military Service School Experience – Academic credit for military service school experiences will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

Effective 04-2011. Vatterott College Sunset Hills Campus.
Academic Information

Military Occupational Specialties (MOS) - Academic credit for military occupational specialties will be accepted based on the recommendations prepared by the American Council on Education (ACE) and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services”.

Credit for military training and experience can only be transferred if it is applicable to the students’ degree program requirements at Vatterott College.

Internal Proficiency Credit Test Out

Students are responsible for requesting proficiency examinations. Such a request should be granted if an examination is available and the Director of Education or designee has reason to believe the student’s experience or training warrants such an evaluation. The Director of Education is responsible for developing local proficiency examinations, for examination procedures that ensure the integrity of the examination process. The student shows competency by satisfactorily (minimum of 70%) completing the institution-developed proficiency test. The testing fee is $100.00 per term and is non-refundable.

A student who receives proficiency credit for test out course or courses is awarded a grade of “TO”. The course is noted on the transcript with a grade of “TO” and is not used in the grade point average or rate of progress, but calculated in the timeframe measurement.

Proficiency examination requests will not be honored for students in the following categories:

- Student is currently enrolled in the course beyond the add/drop deadline, which is defined as the first two weeks of the program enrollment;
- Student was previously enrolled in the course for which the exam is being requested; and
- Student previously failed the proficiency exam for that course.

Any student requesting a proficiency exam, who does not have credit for the prerequisite course, must obtain approval from the Director of Education or designee. If the proficiency credit is granted, the student must still earn credit for the prerequisite course through proficiency credit, transfer credit or successful completion of the course. All tests and supporting documentation must be retained in the student’s academic file.

External Proficiency Credit

Proficiency credit for certain undergraduate courses may be granted to students who achieve acceptable scores on specific nationally recognized examinations such as College Level Examination Program (CLEP), Advanced Placement (AP), and Defense Activity for Non-Traditional Education Support (DANTES) program. The American Council on Education (ACE) recommendations should be used when awarding CLEP or DANTES credit.

Credit for AP coursework is based solely upon the student’s performance on the national examination administered by the College Board and not upon the student’s performance in the AP course. A score of three (3) or better on the examination is required for AP credit acceptance.

Professional Training/Certification Credit

Proficiency credit for certain courses may be granted to students who hold current specific industry-recognized professional certification.

Such certifications may be reviewed by the Director of Education or designee for proficiency credit. Where available, the ACE College Credit Recommendation Service
should be used to assess such certifications or training. Evaluations and supporting documentation should be retained in the student’s academic file.

Standards of Satisfactory Academic Progress

All students must meet the standards of the satisfactory academic progress policy in order to remain enrolled. Additionally, these standards of satisfactory academic progress must be maintained in order to remain eligible for federal financial assistance. Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program. Students must meet the standards of both components (CGPA and completion rate) to remain eligible. These are outlined below.

Application of Grades and Credits for Satisfactory Academic Progress

For calculating rate of progress, a grade of W (Withdrawn) will not be counted as hours attempted. This grade is awarded when a student withdraws from a course within the add/drop period of a term.

The following table depicts how all grades and credits are applied to the academic calculations.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Numerical Percentage</th>
<th>Description</th>
<th>Included in Credits/Clock Hours Earned</th>
<th>Included in Credits/Clock Hours Attempted</th>
<th>Included in CGPA</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Outstanding</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Above Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Average</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>Failing</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>Withdrawn</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>WF</td>
<td>N/A</td>
<td>Withdrawn/Failure</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>Incomplete</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TC</td>
<td>N/A</td>
<td>Transfer</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>TO</td>
<td>N/A</td>
<td>Test-Out</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Rate of Progress towards Completion Requirements

In addition to the CGPA requirements, a student must successfully complete a minimum percentage of the cumulative credits or clock hours attempted at specific points in the program to maintain satisfactory academic progress. These rates of progress are outlined along with the CGPA requirements in the tables below.
Academic Information

Credits or clock hours attempted are defined as those credits or clock hours for which students are enrolled in the term and have incurred a financial obligation. As with the CGPA requirements, the rate of progress will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

Certificate/Diploma Program Quarter Credits

<table>
<thead>
<tr>
<th>Quarter Credits</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.0</td>
<td>33%</td>
</tr>
<tr>
<td>16-30</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>31 credits - graduation or maximum allowable credits reached</td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

Associate Degree Program Quarter Credits

<table>
<thead>
<tr>
<th>Quarter Credits</th>
<th>Minimum CGPA Required</th>
<th>Minimum Rate of Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1.0</td>
<td>33%</td>
</tr>
<tr>
<td>16-45</td>
<td>1.5</td>
<td>50%</td>
</tr>
<tr>
<td>46 credits - graduation or maximum allowable credits reached</td>
<td>2.0</td>
<td>66.67%</td>
</tr>
</tbody>
</table>

Maximum Time in Which to Complete

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits or clock hours in their program of study. The requirements for rate of progress are to ensure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credits are noted below.

Program Maximum Allowable Attempted Credits

- Diploma – 108 QCH
- Associate of Occupational Studies – 162 QCH
- Bachelor of Science – 319.5 QCH
- Medical Assistant, Business Management, Medical Billing and Coding - 135 QCH

How Transfer Credits or Change of Program Affect Satisfactory Academic Progress (SAP)

Credit that has been transferred into the institution by the student has no effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the rate of progress towards completion calculation in the SAP and the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180
credits to graduate. Thus, the maximum time frame for this student's new program at institution B will be one and half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated.

When a student elects to change a program at Vatterott College (this does not include moving from a diploma to an Associate's degree in the same program), the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit.

Credits earned at the institution in the original program of study will be used when computing grade point average, rate of progress and maximum time frame. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average, but will be considered as credits attempted and earned in the rate of progress and maximum time frame calculation.

For example, a student transfers from program A to program B, the student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the maximum time frame calculations.

Students who are dismissed for not meeting SAP may not transfer programs and immediately regain eligibility for Federal Student Aid. Eligibility is only regained after completing at least one additional term in the new program and once again meeting the requirements of SAP at the end of at least one completed term of enrollment in the new program.

**Academic Probation**

At the end of each term after grades have been posted, each student's CGPA and rate of progress are reviewed to determine whether the student is meeting the satisfactory academic progress requirements.

Students will be placed on Probation/Financial Aid Warning the first term after the CGPA or the rate of progress falls below the values specified in the CGPA and Rate of Progress Towards Completion requirements sections of this catalog. At the end of the Probation/Financial Aid Warning term in which the student is enrolled, the student will be returned to regular status if he/she meets or exceeds the minimum standards.

If the student fails to meet the minimum CGPA or rate of progress requirements at the end of the Probation/Financial Aid Warning term, the student will be dismissed from the institution. Students dismissed for failing to make Satisfactory Academic Progress can appeal their dismissal in writing to the campus Director of Education. Students allowed an additional appeal term will be placed on one term of Probation/Financial Aid Probation and must achieve Satisfactory Academic Progress at the end of the term of Probation/Financial Aid Probation. Failure to achieve Satisfactory Academic Progress at the end of the one term of Probation/Financial Aid Probation will result in dismissal from the institution.

Students who withdraw from a term of Probation/Financial Aid Warning or Probation/Financial Aid Probation are considered to have failed that term.

If at any point it is determined that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the institution. The institution also reserves the right to place a student on or remove them from
academic monitoring based on their academic performance, not withstanding these published standards.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution’s stated refund policy.

Students not meeting the SAP requirements must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Students who are dismissed for not meeting SAP may regain eligibility for Federal Student Aid only after completing at least one additional term and once again meeting the requirements of SAP or upon successful appeal.

Satisfactory Academic Progress (SAP) Appeal for Reinstatement

All SAP appeals must include:

1. Official SAP Appeal form prepared by the Director of Education
2. A typed letter of appeal prepared by the student;
3. An attached academic plan that would state what the student needs to do specifically to meet SAP within the next term;
4. Attached academic plan documenting progress toward meeting SAP while on Probation/Financial Aid Warning
5. An unofficial transcript with final grades for the term of Probation/Financial Aid Warning
6. Attached documentation of the extenuating circumstance

All appeal documents must be submitted to the Director of Education at the campus within the first week after the term ends. The campus Director of Education will forward the appeal packet to the Chief Academic Officer who will review it for academic approval and the Vice President of Financial Aid who will review it for approval to continue receiving Federal Student Aid, if applicable. A decision on the appeal will be rendered within 2 business days. The decision will be sent to the campus Director of Education and campus Financial Aid Director.

Grade Challenge

Students have the right to appeal a final course grade by submitting their appeal in writing within 10 calendar days after the end of the course. For details on submitting an appeal, please refer to the student grievance policy in the Student Information and Services section of this catalog.

Reinstatement

A student who has been dismissed for any reason other than disciplinary or academic dismissal may apply for reinstatement to the institution by submitting all application materials along with a written request to the Director of Education. The request should be in the form of a typed letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one grading period before they are eligible for reinstatement and financial aid. The decision regarding readmission will be based upon factors such as grades,
attendance, student account balance, conduct, and the student’s commitment to complete the program.

Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

Graduation Requirements

In order to graduate, a student must have earned a minimum of a 2.0 CGPA, must have successfully completed all required credits within the maximum credits that may be attempted and must have completed the exit interview process. Students must also be current on all financial obligations in order to receive final transcripts.

Completers

A completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

1. Achieve a minimum GPA of 2.0; or
2. Complete required competencies and/or Externship; or
3. Satisfy non-academic requirements (e.g., outstanding financial obligations)

Completers are not eligible to receive Federal Financial Aid.

Academic Honors

A graduate who has a minimum cumulative grade point average (CGPA) of 3.30 is eligible for one of the following recognitions:

President’s List: 4.0 Cumulative GPA
Dean’s List: 3.0 – 3.9 Cumulative GPA

Externships or Other Formal Experiential Learning Activities

All externships and other formal experiential learning activities will be registered in the student system. Attendance or participation is to be tracked and posted at least once a week and final grades will be recorded at the end of the enrollment period. Students who are unable to complete their externship or other formal experiential learning activity by the end of the add/drop period of the subsequent term will be awarded a grade of “F.” Only externship hours that are submitted before the student drops or takes a Leave of Absence will be counted as hours towards completion of the externship. A student who receives an “F” may be re-enrolled in the externship or experiential learning activity course for the subsequent term. If a student chooses to re-enroll, the student will not lose hours completed and submitted in the previous term.

For externships or other experiential learning activities that occur at the end of the student’s curriculum and that are required for graduation, the graduation date will coincide with the last day of the term in which the student completes all program requirements, unless the student completes such requirements during the add/drop period, in which case the graduation date may be back dated to the last date of the previous term.
Leave of Absence Policy

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 calendar days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt their education.

Extenuating circumstances include but are not limited to: Medical (including pregnancy), Family Care (including unexpected loss of childcare and medical care of family), Military Obligations and Jury Duty.

In order for the student to be granted an approved LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Director of Education before the start date of the request. An LOA cannot be granted after the start date of the term for which the student is requesting an LOA unless the student is enrolled in a clock hour program. In addition, the student must have completed his/her most recent term and received academic grades (A-F) for that term.

Students in a Clock Hour program may request an LOA at any time. Student enrolled in an externship only may request an LOA at any time during the externship as long as no other Quarter Credit Hour courses are being attempted in the same term. The school reserves the right to award a retroactive LOA under mitigating circumstances where the student was unable to notify the school prior to the deadline to request the LOA. The student must provide the schools with documentation of the mitigating circumstances along with all required LOA paperwork. The school will determine the LDA of the student based on the documentation submitted with the request.

Students who are on an approved LOA will receive no disbursements of federal funds during their LOA.

Re-Admission Following a Leave of Absence

Upon return from a leave, clock hour program students will be required to repeat the term and receive final grades for the courses from which the student took leave when the courses are next offered in normal sequence. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave of absence. Student in non-clock hour programs must re-enter at the beginning of a term and take the course next offered in the normal sequence of course offerings.

The date a student returns to class is normally scheduled for the beginning of the term.

Failure to Return from a Leave of Absence

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, withdrawn from the institution, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student’s last date of attendance prior to the return from approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state or institutional policy. The withdrawal date will be the date the student was required to return and did not.
Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the student’s loan repayment schedules. Federal loan programs provide students with a “grace period” that delays the students’ obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to the institution after the conclusion, some or all of the grace period may be exhausted – forcing the borrower to begin making repayments immediately.

**Effects of Leave of Absence on Satisfactory Academic Progress**

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

- Students returning from a leave of absence are not guaranteed that the phase/course required to maintain the normal progress in their training program will be available at the time of reentry;
- Students may have to wait for the appropriate phase/course to be offered;
- Students may be required to repeat the entire phase/course for which they elected to withdraw prior to receiving a final grade;
- Financial aid may be affected.

**Unit of Credit, Clock/Credit Hour Conversion**

The quarter credit hour is the unit of academic measurement used by Vatterott College. A minimum of 10 lecture hours of not less than 50 minutes each plus outside reading and/or preparation; 20 laboratory hours; or 30 externship hours; or an appropriate combination of all three constitutes one quarter hour of credit.

**Make-Up Work**

Vatterott Education Center is committed to caring for its students. Our policy on graduation clearly spells out the criteria for graduation. Strict enforcement of these requirements is the norm, but since we are committed to the individual needs of our students, there are exceptions. Vatterott may allow the student, at the discretion and supervision of the Director of Education, to perform independent student projects, to make up missed days, or to make up work. The make-up work policy is defined as follows:

Make-up work shall:

- Be supervised by an instructor approved for the subject being made up;
- Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
- Be completed within two weeks of the end of the grading period during which the absence occurred;
- Be documented by the school as being completed, recording the date, time, duration of the make-up session, including the name of the supervising instructor; and
- Be signed and dated by the student to acknowledge the make-up session.
Academic Information

The guiding principle will be the academic progress of the student. If a student can make up his work, then the student will remain academically sound and maintain satisfactory progress. The Director of Education has the responsibility to determine the outcome of these exceptional situations.

NOTE: This make up policy does not apply to Cosmetology Students. Cosmetology Students are required to complete the entire 1,500 clock hours of their program to satisfy the requirements of state licensing.

Attendance Policy

Class attendance, preparation, and participation are integral components to a student’s academic success. Students are strongly encouraged to attend every class session and to spend an appropriate amount of time outside of class reviewing and preparing for each class session. Failure to attend class may result in reduced participation, comprehension, and/or involvement with group projects, which may have an impact upon a student’s overall course performance.

A student who is absent from all classes for two consecutive weeks (14 calendar days) will be automatically withdrawn from the institution unless there are acceptable mitigating circumstances.

A student who is absent from an individual course for two consecutive weeks (14 calendar days) will be automatically withdrawn from the course unless there are acceptable mitigating circumstances.

A student in a Quarter Credit Hour program may be placed on attendance warning if absences exceed 30% of the total scheduled hours for a term/phase of enrollment. Students who withdraw or are removed from a course due to attendance will receive a grade of W or WF; grades of WF count toward the time to completion (quantitative component) when evaluating a student’s satisfactory academic progress, but will not affect the student's cumulative grade point average (qualitative component).

Any initial enrollment student* who fails to attend 50% of the scheduled clock hours or QCH classes in the first two weeks of their initial term of enrollment will have their enrollment cancelled by the institution. Students can appeal their enrollment cancellation in writing to the Director of Education.

Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course and issued a grade of W. Students who are withdrawn from a course for failure to attend within the first two weeks may experience a reduction in their financial aid funding.

*An initial enrollment student is: any student that is starting classes for the first time at a Vatterott Educational Centers, Inc. school, a student that is in their initial period of re-enrollment or a student in their initial period of enrollment in a subsequent program after completing or graduating from the previous program.

Students Receiving Veterans Benefits

Students receiving Veterans education benefits must meet satisfactory academic progress (SAP) and attendance requirements in order to remain eligible to be certified for VA education benefits. Students on academic/attendance probation are considered to be maintaining satisfactory progress and will continue to be certified for education benefits to the U.S. Department of Veterans Affairs (VA). If students fail to meet attendance/academic requirements while on probation, their enrollment certification will be terminated which may result in VA requiring students to repay a portion or all benefits received. Once benefits are terminated, students must wait one (1) term/phase before their enrollment is certified for benefits.

TA term is defined as a consecutive ten-week period of continued instruction.
Placement Testing

Effective 2009, all Vatterott Educational Centers Inc. schools strongly suggest that all newly enrolled students are to complete math and English placement testing. The examinations are to be administered through the LRC manager or Campus Librarian who will be responsible for proctoring the examination. In the event that the LRC Manager/Librarian is unavailable, the Registrar, Retention Officer or Director of Education may administer and proctor the examinations.

Students who do not meet the minimum assessment scores are highly encouraged to take remedial courses in math and English prior to their Algebra or English required courses towards their Degree Program and students in diploma programs will be encouraged to participate in the program. Student will not be charged tuition for these courses, but will be required to purchase the books.

Examination Details

Students are strongly suggested to complete both the mathematics and English assessments. The assessments are timed and last twenty minutes each. In the event that the student does not complete the examination in the designated twenty minutes, the system will lock the student out and all unanswered questions will be graded as incorrect.

Students are not allowed to use calculators, cell phones, dictionaries or glossaries during the examination. Students should be given scratch paper and pencils prior to the examination to use during the mathematics assessment.

Scoring

Remedial courses are structured to lend assistance to students who score less than Level 2 – 265.

Prerequisite Assignment

All students are strongly suggested to complete remedial testing. Although not recommended until the student reaches the Associate’s level, students should be encouraged to complete these courses as soon as possible to ensure the greatest chance for success in their given programs. Prerequisite courses are not covered by Federal Financial Aid, nor do they count towards graduation requirements or SAP requirements.

Program Transfers

Some students wish to change their program of study after they have completed certain coursework toward the completion of a program. Under certain conditions, Vatterott students may transfer between Diploma, Associate and Bachelor level programs within the Vatterott College system by completing a new Enrollment Agreement; and, receive full credit for successfully completed Vatterott College system courses, provided such courses are either in the same program or are comparable to or substantially the same in scope and content, were earned within five (5) years (technical courses only), and meet all other established Vatterott policies and criteria. A student who wants to change from one program to another must initiate the procedure by requesting a Request for Program Transfer form from the Director of Education. The completed Request for Program Transfer form must be processed by the Financial Aid Department and submitted to the Campus Director for final approval.

Students must be making Satisfactory Academic Progress to be eligible for a program transfer.
Student Information & Services

Vatterott College offers students a variety of success-oriented services as well as activities for the benefit of students and the community.

Vatterott College endorses an open-door policy with respect to students and staff. Students have the right to request an appointment with any member of Vatterott College staff regardless of the person's title or function. Office hours for Vatterott College personnel are available from the receptionist.

Career Services

During the admissions interview, prospective students are advised of the many career paths that are available to them upon graduation. Education Coordinators assist students in assessing their talents and discuss the motivation necessary to achieve their career goals.

It must be stressed that Vatterott College cannot and will not guarantee students job, and the ultimate responsibility for securing employment is with the student. Although the school cannot guarantee employment, Career Services is available to assist students with part-time employment while they pursue their studies, as well as, training related employment upon completion of their education. Career Services acts as the liaison between students and employers by promoting Vatterott College to prospective employers. Both students and employers benefit by the referral of qualified employees from Vatterott College.

Even though the ultimate responsibility for securing appropriate employment is with the student, Career Services support students throughout their education. However, the placement process intensifies as students near graduation. Career Services helps students with updating resumes, fine tuning of interviewing skills, and professional networking techniques. Information regarding employment opportunities with both local and nationally recognized organizations is provided to qualified graduates. Students may interview both on and off campus depending on the preference of the employer.

Agencies and institutions that accept our students for internship/externship placement and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these agencies for internship/externship or employment following completion of the program.

Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in certain positions.

Those decisions are outside of the control of Vatterott College.

Academic Assistance

Students seek help and advice during their education for many reasons. At Vatterott College, the student is the primary priority. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance.

The Director of Education is responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may be provided as needed. The administrative staff and the faculty are also available for advising assistance.
Retention Services

It is the responsibility of the Retention department to ensure that students are provided continuous support throughout their academic careers. Following their initial enrollment, each student will be assigned a Retention Officer who will serve as their campus liaison.

The Retention department is responsible for the following duties:

- Administering the primary, midterm and end of phase surveys;
- Providing academic support to include tutoring and advising;
- Administering the V-STAR (Vatterott Student Tutoring Advising and Retention) Program; and
- Monitoring student attendance

Faculty

The faculty members are the keystone of Vatterott College's teaching success. Each member of the faculty has industry or professional experience in addition to appropriate academic credentials.

The faculty members lend an outstanding level of professionalism to the classroom and are recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries.

Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their chosen careers. In essence, faculty members practice what they teach. It is through personal attention that students can reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.

Housing

Vatterott College does not provide on-campus housing, but does assist students in locating suitable housing off campus.

Learning Resource Center/Library

Vatterott College Learning Resource Center (LRC)/Library provide materials to support the mission and curriculum and assist each student to attain his/her educational goals.

The collection includes books and assortments of current periodicals and DVDs/CDs. The LRC/Library schedule is posted in the Learning Resource Center. Students also have access to an electronic library system to support the programs and students of the institution.

The electronic library system will provide online reference databases accessible 24 hours a day via the Internet.

Orientation

Prior to beginning classes at Vatterott College, all new students attend an orientation program. Student orientation facilitates a successful transition from everyday pace into the institution schedule.

New students are required to attend regardless of their prior institution experience. During orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers.
Course Schedules
Applicants and currently enrolled students receive course schedules before the beginning of each term. Tuition payments are due at that time. Schedules cannot be processed until financial obligations are fulfilled.
Students who fail to record attendance for a course during the add/drop period may be withdrawn from the course. Students who fail to record any attendance during the add/drop period may be withdrawn from the program.

Inclement Weather and Campus Closure Policy
In the event that the campus must close due to inclement weather or other issues, the campus must provide students with a schedule of make-up opportunities with as much advanced notice as possible. The school will make the missed instructional time available to all students according to the time missed due to the closure. Student attendance will be monitored during make-up times according to the Vatterott College Attendance Policy.

Hours of Operation
Vatterott College administrative offices are open from 9 a.m. to 6 p.m., Monday through Friday, and 9 a.m. to 1 p.m. on Saturday.

Accommodations for Individuals with Disabilities
Vatterott College is committed to offering reasonable accommodations to students who ask, in order to make its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to request accommodations. Requesting an accommodation is voluntary. A student is not required to disclose a disability or to request an accommodation. However, the student, and not Vatterott College, must initiate the request for accommodation, if the student wants an accommodation.

A student is not entitled to receive any accommodation requested, but Vatterott College will evaluate every request and provide an accommodation if it would be reasonable under the circumstances.

Vatterott College will provide reasonable accommodations for students with disabilities, based on documented conditions, as long as the accommodations would not fundamentally alter the nature of the relevant program or service provided by Vatterott College. A student requesting an accommodation for a disability must contact the Director of Education, complete the “Student Application for Accommodation” form requesting an accommodation, and submit documentation demonstrating the disability and/or past accommodations for that condition. Vatterott College’s Accommodations Committee will thoroughly review each student’s request for accommodation and supporting documentation and will notify the Director of Education and student of the Accommodations Committee’s decision about the student’s request. To ensure that accommodations are provided in a timely fashion, Vatterott College strongly encourages students to submit all completed requests for accommodation, along with supporting documentation, immediately after enrollment and before the first day of classes, or otherwise as soon as possible.

Information pertaining to a student’s disability is confidential. If a student discloses information about a disability, it will be kept as confidential as reasonably possible and will be used only to consider and to act on the student’s request for accommodation.
Student Information & Services

To request an accommodation, please contact the Director of Education. Please contact the Director of Education or the Corporate Administrator of Student Affairs, with any questions or concerns about this policy.

What is a disability?
An individual is considered to have a disability if he or she:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record of such an impairment; or
- Is regarded as having such impairment.

A qualified individual with a disability is defined as an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

What is a reasonable accommodation?
A reasonable accommodation is any modification or adjustment to the learning environment that makes it possible for a qualified individual with a disability to participate in the academic program.

Campus Security
Vatterott College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Financial Aid office during regular business hours.

Vatterott College will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Vatterott College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Drug-Free Environment
As a matter of policy, Vatterott College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any institution activity.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense.

Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject
to successful completion of any prescribed counseling or treatment program. Information on the institution’s drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Financial Aid Office.

**Student Records Access and Release**

Vatterott College has established a policy for the release of and access to records containing information about a student.

Each student enrolled at Vatterott College shall have the right to inspect and review the contents of his/her education records, including grades, records of attendance and other information. Students are not entitled to inspect and review financial records of their parents. Parental access to a student’s records will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.

- A student’s education records are defined as files, materials, or documents, including those in electronic format that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student’s education records is afforded to institution officials who have a legitimate educational interest in the records, such as for purposes of recording grades, attendance, advising, and determining financial aid eligibility.

- Students may request a review of their education records by submitting a written request to the Institution Director. The review will be allowed during regular institution hours under appropriate supervision. Students may also obtain copies of their education records for a nominal charge.

- Copies of education records will only be made available where the parent or eligible student establishes extenuating circumstances that precludes inspection and review at the respective campus. Extenuating circumstances may include, but are not limited to, a serious medical condition, military obligation, or relocation outside of commuting distance to the institution. The request for copies must be made in writing to the Institution Director and must be substantiated through submission of records such as, in the case of relocation, a copy of a utility bill that includes your new address. The decision to provide copies is at the sole discretion of the Institution Director.

- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Registrar or Director of Education, with the reason for the requested change stated fully. Grades, course tests, and evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or staff member involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If a student requests a further review, the Institution Director will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the Director's decision, which will be the final decision of the institution. Copies of student challenges and any written explanations regarding the contents of the student's record will be retained as part of the student’s permanent record.

- Directory information is information on a student that the institution may release to third parties without the consent of the student. Vatterott College has defined directory information as the name, address, telephone number, e-mail address, date and place of birth, dates of attendance, major field of study, credit hours earned, degrees earned, honors and awards received,
Student Information & Services

participation in the official school activities and most recent previous educational agency or institution. To request restriction of directory information, students must complete a "REQUEST TO RESTRICT RELEASE OF STUDENT DIRECTORY INFORMATION" form available in the campus registrar office.

☐ The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.

☐ A student who believes that Vatterott College has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

Non-Discrimination

The institution admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Unlawful Harassment Policy

Vatterott College is committed to the policy that all members of the institution’s community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the institution’s community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the Institution Director and/or the Director of Education.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

Catalog Addendum

See the catalog addendum for current information related to the institution calendar, tuition and fees, listing of faculty, and other updates.

Changes

This catalog is current as of the time of publication. From time to time, it may be necessary or desirable for Vatterott College to make changes to this catalog due to the requirements and standards of the institution’s accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons. Vatterott College reserves the right to make changes at any time to any provision of this catalog, including the amount of tuition and fees, academic programs and courses, institution policies and procedures, faculty and administrative staff, the institution calendar and other dates, and other provisions.

Vatterott College also reserves the right to make changes in equipment and instructional materials, to modify curriculum and, when size and curriculum permit, to combine classes.
Conduct Policy

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local government, and for conducting themselves in a manner consistent with the best interests of the institution and of the student body.

Vatterott College reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay institution fees and/or tuition by applicable deadlines, disruptive behavior, posing a danger to the health or welfare of students or other members of the Vatterott College community, or failure to comply with the policies and procedures of the Vatterott College catalog.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student’s dismissal from the institution. The institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

Rules, Regulations and Expectations

The institution has certain rules and regulations that must be followed. Students attending the institution are preparing for employment and are required to conduct themselves while in the institution in the same manner as they would when working for an employer. While at Vatterott College, you are expected to dress in accord with the skill for which you are training. A uniform may be required for your program of study. Prospective employers unexpectedly visit Vatterott College to recruit potential employees. A student’s appearance is generally the first and most lasting impression on these visitors.

An attempt is made to keep regulations to a minimum. They are established only when they contribute to the welfare and safety of the student body. Cooperation of all students is expected. All instructors have the authority, in a teacher/student relationship, to enforce all institution rules and regulations.

- Students may operate equipment only during institution hours, unless after-hours permission has been given by the instructor and they are supervised.
- Ensure learning and lab areas are neat and free of any trash.
- No fighting, horseplay, profanity, or cheating.
- No alcohol or drugs before, during, or after classes; violators are subject to suspension and termination.
- Do not tamper with other students’ projects or equipment.
- No personal incoming calls. The courtesy telephone is to be used at break time only.
- Cellular phones, beepers, and pagers are a distraction during class and lab time and therefore must be kept in the off position. Calls may be made during break times only.
- Personal business must be handled after institution hours.
- Carelessness in safety will not be tolerated.
- Smoking is allowed only in designated areas.
- All students are expected to attend every class in which they are enrolled.
- All enrolled students are required to wear their issued uniforms to class everyday.
Promptness and preparation are expected. Students are expected to be on time for every class. A student is considered tardy if he/she is 15 minutes late for class. A student may be suspended and, if the pattern is not corrected, expelled if continued tardiness impairs the instructor’s ability to teach or any student's ability to learn.

Professional attitude and professional appearance are expected. All students are encouraged to reflect the proper image of their future careers by dressing appropriately and maintaining personal hygiene. Torn and provocative clothes are not permissible. The following items of clothing are also unacceptable: hats (unless approved by instructors), tank tops, tube tops, halters, and shirts with abusive or offensive language.

Unacceptable behavior will not be tolerated. Unacceptable behavior is any action which hinders an instructor's ability to teach or a student's ability to learn or any action which would endanger other students or staff.

Vatterott College reserves the right to dismiss or suspend any student who is guilty of the above or whose conduct is detrimental to the classroom environment, well-being of fellow students or faculty, or appearance of institutional facilities.

Student Disciplinary Appeal

A student who has been suspended or terminated from training as a result of a disciplinary decision at the campus-level may appeal the determination to the Student Disciplinary Review Committee (“Committee”). The Committee is comprised of the respective Eastern or Western Divisional Senior Vice-President, Senior Vice-President of Academics, Vice-President of Regulatory Affairs and Associate Legal Counsel. The Committee will meet bi-monthly and will review all appeals at that time. The process in which the Committee chooses to review is entirely at their discretion. The decision of the Committee is final and may not be further appealed.

Any and all appeals must be submitted in writing within ten calendar days of the date of written notification of your suspension or termination from training. If mailed, the written letter of appeal must be postmarked within ten calendar days of the date of the written notification of your suspension or termination from training. If you fail to provide a written letter of appeal within ten calendar days, you waive your right to appeal and the campus disciplinary decision becomes final. In your written appeal, you should include your basis for overturning the disciplinary decision.

If you choose to appeal your suspension or termination from training, please mail your written letter of appeal to:

Vatterott Educational Centers, Inc.
Administrator of Student Affairs
P.O. Box 28269
Olivette, Missouri 63132

Suspension means termination of training for a specified time period. During this time, students do not earn any credit toward their grade. Nevertheless, students are encouraged to complete their work during a suspension to ensure understanding of materials.

Termination from training means permanent termination of student status at Vatterott College. Generally, students who are terminated from training are not allowed to return to any campus for any reason without prior written permission from the Campus Director. The decision to provide permission is entirely at the Campus Director's discretion. A Campus Director's denial of permission is final and not appealable.
(This appeals process applies only to student disciplinary decisions.)

**Reinstatement from disciplinary dismissal**

A student who has been terminated from training may apply for reinstatement thirty (30) weeks (or three (3) phases) after the date of the Committee’s written decision. A student may apply for reinstatement by submitting a written request to the Administrator of Student Affairs. The request will be reviewed by the Committee. The request should be in writing explaining the reasons why the student should be readmitted. The decision regarding reinstatement will be based upon factors such as grades, attendance, student account balance, conduct, the student’s commitment to complete the program or any other factor(s) the Committee determines relevant.

The Committee retains sole authority as to whether they will review a student’s application for reinstatement. The process in which the Committee will consider the request is entirely at the Committee’s discretion.

Terminated students who are readmitted will be required to sign a new Enrollment Agreement, a Zero Tolerance Notification, will be charged tuition consistent with the existing published rate, and will be eligible for federal financial aid.

**Safety**

All safety rules and procedures are to be followed without exception.

All machinery and equipment are provided with proper safety devices, which are to be used whenever the machinery and equipment are operated. The instructor is to be notified immediately of any accident, fire, or personal injury.

**Photographs**

While not all photographs in this publication were taken at Vatterott College, they do accurately represent the general type and quality of equipment and facilities found at Vatterott College.

**Institution Policies**

Students are expected to be familiar with the information presented in this institution catalog, in any supplements and addenda to the catalog, and with all institution policies. By enrolling in Vatterott College, students agree to accept and abide by the terms stated in this catalog and all institution policies.

If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement supersedes and is binding.

**Statement of Ownership**

Vatterott College is owned by Vatterott Educational Centers, Inc., principal offices located at 9200 Olive Boulevard, Olivette, Missouri. The corporate officer of Vatterott Educational Centers, INC is Pamela Bell, President.

**Student Grievance Policy**

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers.

If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint.
The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the institution’s Director in writing within 10 days of receiving the decision of the Director of Education.

The institution’s Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution’s Director will formulate a resolution.

Students who wish to contest the Director’s resolution may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc. as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, the student may contact the Vatterott Educational Centers, Inc. Student Affairs division for additional support via email at studentaffairs-sh@vatterott-college.edu.

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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. 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 Blvd. / Suite 302
Arlington, VA  22201
(703) 247-4212

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the school director or director of education.

Students may also contact the following agencies concerning any grievance or complaint about the institution: Office of the Ombudsman, United States Department of Education, Toll-free phone: (877) 557-2575.

Students may also contact the Missouri Department of Higher Education, 3515 Amazonas Dr., Jefferson City, MO 65109-5717, phone: 573-751-2361, fax: 573-751-6635.

All student complaints shall be handled in accordance with the above procedure and, upon exhaustion of the above, are subject to the Arbitration Agreement executed by all students as part of their Enrollment Agreement. The Arbitration Agreement sets forth that the student and Vatterott College agree that the exclusive means of enforcing any state, federal, regulatory or other right(s) will be in accordance with and governed by the Arbitration Agreement. A copy of the Arbitration Agreement can be obtained by requesting a copy in writing directed to the institution’s Director.
Transfer of Credit to Other Institutions

Vatterott College’s Education Department provides information on other institutions that may accept credits for course work completed at Vatterott College towards their programs. However, Vatterott College does not imply or guarantee that credits completed at Vatterott College will be accepted by or transferable to any other college, university, or institution, and it should not be assumed that any credits for any courses described in this catalog can be transferred to another institution. Each institution has its own policies governing the acceptance of credit from other institutions such as Vatterott College. Students seeking to transfer credits earned at Vatterott College to another institution should contact the other institution to which they seek admission to inquire as to that institution’s policies on credit transfer.

Student Portal

The student portal is a secure website that allows a student access to his or her information including schedule, grades, account balance and activity, school events, school contact information, and much more.

Vatterott College is excited to offer this capability, making it easy for our students to be in touch with us and enhance their college experience. Upon acceptance to Vatterott College, students will be issued a student number that can be used to gain access to the student portal. An email will be sent to each student describing how to register and begin using the student portal upon enrollment.

Transcript Request Policy

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar’s Office. After the completion of the form and the payment of a $5.00 fee, the Registrar’s Office will process the request within two calendar weeks.
Program Offerings & Course Descriptions
# Program Offerings & Course Descriptions

Vatterott College:  
Sunset Hills Campus – Program Offerings

## Diploma
- Building Maintenance Mechanic
- Computer Technology
- Electrical Mechanic
- Heating, Air Conditioning & Refrigeration Mechanic
- Information Systems Security – see page 62
- Network and Information Systems

## Associate of Occupational Studies (A.O.S.)
- Applied Electrical Technology
- Building Maintenance Technology
- Business Management – see page 64
- Computer Systems & Network Technology
- Heating, AC & Refrigeration Technology
- Information Systems Technology
- Medical Assistant – see page 62
- Medical Billing and Coding – see page 65

## Bachelor of Science (B.S.)
- Network Engineering and Computer Technology
- Computer Science and Information Systems Technology

## Online Distance Education Programs: Diploma
- Information Systems Security

## Online Distance Education Programs: Associate of Occupational Studies
- Business Management
- Medical Assistant
- Medical Billing & Coding

Vatterott College Sunset Hills Campus only offers those specific programs of study expressly discussed in the curriculum section of this catalog. Other Vatterott College campuses only offer those specific programs of study specified in their respective current catalogs.  
The institution reserves the right to alter the scope and sequence of course offerings at any time.
Program Offerings

Building Maintenance Mechanic Diploma

The objective of this program is to prepare the graduate with the theory and the entry-level working knowledge of the maintenance and repair of a variety of mechanical systems commonly found in office buildings, hospitals, schools, utility companies and industrial plants. In addition, the student will learn fundamental skills in drawing schematics and blueprints as well as proficiencies in environmental control systems.

The program consists of 60 weeks, 72 Quarter Credit Hours of Building Maintenance theory and associated lab work. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 101B</td>
<td>Electricity Principles</td>
<td>12.0</td>
</tr>
<tr>
<td>BM 102B</td>
<td>Plumbing Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>BM 103B</td>
<td>Carpentry</td>
<td>12.0</td>
</tr>
<tr>
<td>BM 104B</td>
<td>Air Conditioning and Refrigeration Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>BM 105B</td>
<td>Electric Motors, Lighting and Control Technology</td>
<td>12.0</td>
</tr>
<tr>
<td>BM 106B</td>
<td>Heating</td>
<td>12.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72

Computer Technology Diploma

This program is designed to meet the ever-increasing need for trained computer service personnel. A graduate of this program will be able to work in an entry-level position in the information technology industry.

The program consists of 60 weeks, 72 Quarter Credit Hours of Computer Technology theory and associated lab work. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 101B</td>
<td>Electronic Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 102B</td>
<td>DOS/Hardware Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 103B</td>
<td>Linux</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 104B</td>
<td>Desktop Operating Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 105B</td>
<td>Peripherals and Data Communications</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 106B</td>
<td>PC Troubleshooting and Configuration</td>
<td>12.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72
Effective 04-2011. Vatterott College Sunset Hills Campus.

**Program Offerings**

**Electrical Mechanic Diploma**

The objective of this program is to provide the graduate with the theory and the working knowledge of electricity needed to enter the work force in an entry-level position.

The program consists of 60 weeks, 72 Quarter Credit Hours of Electrical Mechanic theory and associated lab work. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM 101B</td>
<td>Electrical Principles</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 102B</td>
<td>Residential Wiring</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 103B</td>
<td>Commercial Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 104B</td>
<td>Commercial Applications</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 105B</td>
<td>Industrial AC Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 106B</td>
<td>Industrial DC Systems</td>
<td>12.0</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation 72**

**Heating, Air Conditioning & Refrigeration Mechanic Diploma**

The objective of this program is to prepare the graduate with the theory and working knowledge of heating, air conditioning and refrigeration in order to secure an entry-level position in the industry as a maintenance or service technician.

The program consists of 60 weeks, 72 Quarter Credit Hours of heating, air conditioning, and refrigeration theory and associated lab work. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HV 101B</td>
<td>Electricity Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 102B</td>
<td>Refrigeration Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 103B</td>
<td>Air Conditioning</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 104B</td>
<td>Heating</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 110B</td>
<td>Residential HVAC Systems</td>
<td>9.0</td>
</tr>
<tr>
<td>HV 106B</td>
<td>Boiler/Piping</td>
<td>12.0</td>
</tr>
<tr>
<td>GE 104</td>
<td>Green Awareness</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation 72**
Program Offerings

Network and Information Systems

The objective of this program is to prepare the graduate for entry-level employment as a computer programmer, computer operator, database technician, database administrator, customer service representative, network administrator, or other similar positions in a data processing/information technology environment.

The program consists of 60 weeks, 72 Quarter Credit Hours of Network and Information Systems theory and associated lab work. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP 101B</td>
<td>Introduction to Computer Programming</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 102B</td>
<td>Microsoft Windows 2000 and Office XP</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 103B</td>
<td>Visual C#.NET</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 104B</td>
<td>Database Design and Management</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 105B</td>
<td>Designing and Implementing Web Solutions</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 106B</td>
<td>Local Area Network (LAN)</td>
<td>12.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72

Applied Electrical Technology

The objective of this program is to provide the graduate with the theory and the working knowledge of electricity needed to enter the work force in an entry-level position. This program provides electrical training with a primary emphasis on industrial electrical technology and the application of this technology to the needs of today's employers.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Applied Electrical Technology theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM 101B</td>
<td>Electrical Principles</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 102B</td>
<td>Residential Wiring</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 103B</td>
<td>Commercial Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 104B</td>
<td>Commercial Applications</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 105B</td>
<td>Industrial AC Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 106B</td>
<td>Industrial DC Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>EM 202B</td>
<td>Programmable Logic Controllers</td>
<td>7.5</td>
</tr>
<tr>
<td>EM 203B</td>
<td>Advanced Troubleshooting Techniques</td>
<td>7.5</td>
</tr>
<tr>
<td>EM 220</td>
<td>Blue Print Reading and Application</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108
**Building Maintenance Technology**  **Associate of Occupational Studies**

The objective of this program is to prepare the graduate with the theory and the entry-level working knowledge of the maintenance and repair of a variety of mechanical systems commonly found in office buildings, hospitals, schools, utility companies and industrial plants. In addition, the student will learn fundamental skills in drawing schematics and blueprints as well as proficiencies in environmental control systems.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Building Maintenance Technology theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>BM 101B</td>
<td>Electricity Principles</td>
<td>12.0</td>
</tr>
<tr>
<td>BM 102B</td>
<td>Plumbing Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>BM 103B</td>
<td>Carpentry</td>
<td>12.0</td>
</tr>
<tr>
<td>BM 104B</td>
<td>Air Conditioning and Refrigeration Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>BM 105B</td>
<td>Electric Motors, Lighting and Control Technology</td>
<td>12.0</td>
</tr>
<tr>
<td>BM 106B</td>
<td>Heating</td>
<td>12.0</td>
</tr>
<tr>
<td>BM 201B</td>
<td>Commercial Refrigeration</td>
<td>7.5</td>
</tr>
<tr>
<td>BM 202B</td>
<td>The Business / Challenges of the Skilled Trades Industry</td>
<td>7.5</td>
</tr>
<tr>
<td>BM 203B</td>
<td>Industry Credentials and Certifications</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108

**Computer Systems and Network Technology**  **Associate of Occupational Studies**

This program is designed to meet the ever-increasing need for trained computer service personnel. A graduate of this program will be able to work in an entry-level position in the information technology industry and will acquire knowledge of Novell and Microsoft operating systems as well as TCP/IP router configurations.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Computer Systems and Network Technology theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 101B</td>
<td>Electronic Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 102B</td>
<td>DOS/Hardware Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 103B</td>
<td>Linux</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 104B</td>
<td>Desktop Operating Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 105B</td>
<td>Peripherals and Data Communications</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 106B</td>
<td>PC Troubleshooting and Configuration</td>
<td>12.0</td>
</tr>
</tbody>
</table>
Program Offerings

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 201B</td>
<td>Novell Networking</td>
<td>7.5</td>
</tr>
<tr>
<td>CT 202B</td>
<td>Windows Networking</td>
<td>7.5</td>
</tr>
<tr>
<td>CT 203B</td>
<td>TCP/IP and Routing</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108

Heating, Air Conditioning & Refrigeration Technology Associate of Occupational Studies

The objective of this program is to prepare the graduate with knowledge of advanced refrigeration and HVAC as well as how to start up and manage their own heating and cooling business. The program also offers a general education component to assist graduates with critical thinking skills. Student will be trained to secure an entry level position as a maintenance or service technician.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Heating, Air Conditioning, and Refrigeration Technology theory and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HV 101B</td>
<td>Electricity Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 102B</td>
<td>Refrigeration Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 103B</td>
<td>Air Conditioning</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 104B</td>
<td>Heating</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 110B</td>
<td>Residential HVAC Systems</td>
<td>9.0</td>
</tr>
<tr>
<td>HV 106B</td>
<td>Boiler/Piping</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 201B</td>
<td>Commercial Refrigeration</td>
<td>7.5</td>
</tr>
<tr>
<td>HV 202B</td>
<td>The Business</td>
<td>7.5</td>
</tr>
<tr>
<td>HV 203B</td>
<td>Industry Credentials and Certifications</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 104</td>
<td>Green Awareness</td>
<td>3.0</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108
Program Offerings

Information Systems Technology  Associate of Occupational Studies

The objective of this program is to prepare the graduate for entry-level employment as a computer programmer, computer operator, database technician, database administrator, customer service representative, network administrator, or other similar positions in a data processing/information technology environment.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Information Systems Technology and associated lab work and 13.5 Quarter Credit Hours of General Education totaling 108 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP 101B</td>
<td>Introduction to Computer Programming</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 102B</td>
<td>Microsoft Windows 2000 and Office XP</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 103B</td>
<td>Visual C#.NET</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 104B</td>
<td>Database Design and Management</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 105B</td>
<td>Designing and Implementing Web Solutions</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 106B</td>
<td>Local Area Network (LAN)</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 201B</td>
<td>Systems Analysis</td>
<td>7.5</td>
</tr>
<tr>
<td>CP 202B</td>
<td>Java</td>
<td>7.5</td>
</tr>
<tr>
<td>CP 203B</td>
<td>Advanced VB</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 108
Program Offerings

Computer Science and Information Systems Technology Bachelor of Science, B.S.

The objective of this program is to prepare the student for entry-level employment in the information systems field by using diverse educational and training approaches including lecture, hands-on lab experience, and general education. The student will learn to build applications in Oracle including creating forms, and charts; will be able to utilize the project management process to ensure timely completion of complex projects; will be able to provide security for network systems and internet sites; and will be able to develop robust applications using the Java programming language. Upon successful completion the student will be prepared for entry-level employment as a systems analyst, project manager, computer programmer, a database administrator or network administrator; or other similar positions in a data processing/information systems environment.

The program consists of 170 weeks, 168 Quarter Credit Hours of theory and associated lab work and 45 Quarter Credit Hours of General Education totaling 213 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP 101B</td>
<td>Introduction to Computer Programming</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 102B</td>
<td>Microsoft Windows 2000 and Office XP</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 103B</td>
<td>Visual C#.NET</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 104B</td>
<td>Database Design and Management</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 105B</td>
<td>Designing and Implementing Web Solutions</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 106B</td>
<td>Local Area Network (LAN)</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 201B</td>
<td>Systems Analysis</td>
<td>7.5</td>
</tr>
<tr>
<td>CP 202B</td>
<td>Java</td>
<td>7.5</td>
</tr>
<tr>
<td>CP 203B</td>
<td>Advanced VB</td>
<td>7.5</td>
</tr>
<tr>
<td>CP 401A</td>
<td>Dynamic Web Applications</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 402</td>
<td>Information Security</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 403</td>
<td>Oracle Programming</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 404</td>
<td>Advanced Relational Database with Oracle</td>
<td>12.0</td>
</tr>
<tr>
<td>CP 405</td>
<td>Advanced System Analysis and Project Management</td>
<td>12.0</td>
</tr>
<tr>
<td>PM-406</td>
<td>Computer Science Capstone</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-105</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-110</td>
<td>Introduction to Sociology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-303</td>
<td>American History I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-305</td>
<td>American History II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-307</td>
<td>Environmental Science</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-311</td>
<td>Logic</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-315</td>
<td>Speech and Communication</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 213
Network Engineering and Computer Technology Bachelor of Science, B.S.

The objective of this program is to prepare the student with diverse education and training in network engineering and computer technology. The student will be prepared for entry-level employment as a local area or wide area network designer or network administrator. Graduates may enter positions that entail database technologies, data communications, operating system environments, and hardware platforms.

The program consists of 170 weeks, 168 Quarter Credit Hours of theory and associated lab work and 45 Quarter Credit Hours of General Education totaling 213 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT 101B</td>
<td>Electronic Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 102B</td>
<td>DOS/Hardware Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 103B</td>
<td>Linux</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 104B</td>
<td>Desktop Operating Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 105B</td>
<td>Peripherals and Data Communications</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 106B</td>
<td>PC Troubleshooting and Configuration</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 201B</td>
<td>Novell Networking</td>
<td>7.5</td>
</tr>
<tr>
<td>CT 202B</td>
<td>Windows Networking</td>
<td>7.5</td>
</tr>
<tr>
<td>CT 203B</td>
<td>TCP/IP and Routing</td>
<td>7.5</td>
</tr>
<tr>
<td>CT 400</td>
<td>Advanced Linux</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 401</td>
<td>Database Concepts</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 402</td>
<td>Cisco Routing and Switching</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 403</td>
<td>Network Security</td>
<td>12.0</td>
</tr>
<tr>
<td>CT 404</td>
<td>Microsoft Server</td>
<td>12.0</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-105</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-110</td>
<td>Introduction to Sociology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-303</td>
<td>American History I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-305</td>
<td>American History II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-307</td>
<td>Environmental Science</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-311</td>
<td>Logic</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-315</td>
<td>Speech and Communication</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 213
Program Offerings

Online Distance Education Programs

Instruction in the online program involves asynchronous learning activities conducted over the Internet. All of the online program classes will be delivered and conducted in the eCollege online learning environment. Students interested in online education should have a high degree of self-discipline, be committed to a significant amount of coursework, and have knowledge of the Internet and how to use it as well as Microsoft Office. The institution reserves the right to deny acceptance to the online program due to a student’s lack of technological skill.

Information Systems Security Diploma

This program is designed to meet the ever-increasing need for trained computer professionals in the area of information systems security. The program addresses the more popular security needs today and focuses on business security issues. The completion of this program will assist the student’s preparation for the Security+ and CISSP certifications.

The program consists of 60 weeks, 72 Quarter Credit Hours of Information Systems Security and associated lab work. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS 101</td>
<td>Network Essentials</td>
<td>12.0</td>
</tr>
<tr>
<td>IS 103</td>
<td>Security Essentials</td>
<td>12.0</td>
</tr>
<tr>
<td>IS 105</td>
<td>Computer Forensics</td>
<td>12.0</td>
</tr>
<tr>
<td>IS 107</td>
<td>Cyber Security</td>
<td>12.0</td>
</tr>
<tr>
<td>IS 109</td>
<td>Recovery Planning</td>
<td>12.0</td>
</tr>
<tr>
<td>IS 111</td>
<td>Ethical Hacking</td>
<td>12.0</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 72
Medical Assistant Associate of Occupational Studies

The objective of this program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the necessary skills to obtain employment in the medical field working in both administrative and clinical areas within the health care field.

The program consists of 70 weeks, 72 Quarter Credit hours of medical theory (including five medical electives and two general electives), 13.5 Quarter Credit Hours of General Education, and 4.5 Quarter Credit Hours of Externship, totaling 90 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

Students may select an on-ground, online or a blended version of study. In the on-ground version of the program, both theory and lab work are taught at the campus. In the online and blended versions, theory is taught online and lab work is taught at the campus. In all options, a residential 160-hour externship is required at a medical facility.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 140</td>
<td>Intro to Billing and Coding</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 160</td>
<td>Pharmacology and Office Emergencies</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 175</td>
<td>Law &amp; Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 178</td>
<td>Medical Assisting Clinical Duties I</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 195</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 215</td>
<td>Medical Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 236</td>
<td>Terminology and Anatomy</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 240</td>
<td>Laboratory Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 250</td>
<td>Medical Assisting Clinical Duties II</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 290</td>
<td>Medical Assisting Externship</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students Must Select 5 Of The Following 7 Medical Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 150</td>
<td>Medical Assisting Financial Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 180</td>
<td>Phlebotomy &amp; IV Theory</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 185</td>
<td>Microbiology Theory</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 197</td>
<td>Patient Education and Safety in the Medical Office</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 200</td>
<td>Computers and Healthcare Delivery Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 205</td>
<td>Electrocardiography</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 205</td>
<td>Medical Transcription</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students Must Select 2 General Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Elective</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>General Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

General Education Classes

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 105</td>
<td>Intro to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 90

Effective 04-2011. Vatterott College Sunset Hills Campus.
Program Offerings

Business Management  Associate of Occupational Studies
The objective of this program is to prepare the student for entry level employment in the field of business management. Graduates of this program will have a working knowledge of fundamental business principles, financial accountability, business ethics, organizational behavior, business law, marketing, retail management, and customer service.
The program consists of 70 weeks, 76.5 Quarter Credit hours of Business Management theory (including five business electives and 13.5 Quarter Credit Hours of General Education (including two general electives), totaling 90 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 102</td>
<td>Intro to Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 110</td>
<td>Intro to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 200</td>
<td>Business Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 210</td>
<td>Business Information Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Organizational Behavior</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 222</td>
<td>Business Law</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Retail Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 240</td>
<td>Customer Service</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 290</td>
<td>Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MKT 102</td>
<td>Intro to Marketing</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students Must Select 5 Of The Following 7 Business Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 107</td>
<td>Intro to E-Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Office Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 125</td>
<td>Motivating Employees</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 130</td>
<td>Multi-Media</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 215</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 228</td>
<td>Small Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BUS 234</td>
<td>Advanced Office Systems</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students Must Select 2 General Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 101</td>
<td>English Composition 1</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 105</td>
<td>Intro to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 90
Medical Billing & Coding Associate of Occupational Studies

The objective of this program is designed to prepare the student for entry level employment as a Medical Biller/Coder performing administrative duties including Medical Billing and Coding within the healthcare field. Graduates from the Medical Billing/Coding program will have a working knowledge of administrative duties such as ICD-9 coding, hospital and insurance billing; a fundamental knowledge of medical terminology and healthcare delivery systems, an understanding of anatomy, physiology, and pathology/pharmacology, and a comprehensive knowledge of current procedural terminology.

The program consists of 70 weeks, 76.5 Quarter Credit hours of medical theory (including five medical electives) and 13.5 Quarter Credit Hours of General Education (including two general electives), totaling 90 Quarter Credit Hours.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 112</td>
<td>Intro to ICD 9 CM Coding &amp; CPT Coding</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 114</td>
<td>Intro to Current Procedural Terminology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 175</td>
<td>Law &amp; Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 200</td>
<td>Computers and Healthcare Delivery Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 215</td>
<td>Medical Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 222</td>
<td>Medical Terminology and Anatomy and Physiology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 230</td>
<td>Pathology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 240</td>
<td>Pharmacology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 250</td>
<td>Comprehensive Insurance Billing</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students Must Select 5 Of The Following 7 Medical Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 117</td>
<td>Auditing</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 130</td>
<td>Insurance and Coding Exam Review</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 190</td>
<td>Intro to Health Information Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 195</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 201</td>
<td>Communication in the Healthcare Setting</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 205</td>
<td>Medical Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 260</td>
<td>Advanced Computers</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students Must Select 2 General Electives

<table>
<thead>
<tr>
<th>General Elective</th>
<th>4.5</th>
</tr>
</thead>
</table>

General Education Classes

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 101</td>
<td>English Composition 1</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 105</td>
<td>Intro to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 90

Effective 04-2011. Vatterott College Sunset Hills Campus.
Course Descriptions

ACC 102: Intro to Accounting 4.5 Quarter Credit Hours
Intro to Accounting I provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships.

BM 101B: Electricity Principles 12 Quarter Credit Hours
Students will study electrical safety techniques as well as basic electrical principles and the theories needed to understand various electrical circuits. Students will participate in team dynamics exercises in a self-directed work environment designed to convey the importance of teamwork in highly effective organizations.

- Electrical Safety
- Basic Math and Basic Quantities
- Ohm's Law and Usage
- Series and Parallel Circuits
- Introduction to Electrical Motors
- Circuit Characteristics

- Equipment Lockouts
- Electrical Materials and Devices
- Transformers and Electromagnetism
- Different Types of Electrical Circuits
- Circuits Requirements
- Electrical Instrumentation and Measurements

BM 102B: Plumbing Fundamentals 12 Quarter Credit Hours
Students will learn installation, repair, maintenance and design aspects of common plumbing systems found in residential and commercial buildings. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.

- Plumbing Math
- Clearing Stoppages
- PVC Pressure Fittings
- Threading Pipe
- Venting
- Fitting specifications and Identification

- Drains and Sewers
- Fixture Installation
- Backflow Prevention
- Blueprint and Sketch Reading
- Soldering

BM 103B: Carpentry 12 Quarter Credit Hours
Students will learn fundamental carpentry skills with emphasis on framing, repair, ADA requirements, safety and finish. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context.

- Blueprints, Codes, and Building Layout
- Hand Tools
- Framing
- Wall Finish and Repair
- Safety

- Power Tools
- Window and Door Trim
- Roof Systems
- Drywall and Taping

BM 104B: Air Conditioning & Refrigeration Systems 12 Quarter Credit Hours
Students will understand the refrigeration cycle and its basic components, in addition to principles of installing and troubleshooting basic problems. Students will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills.

- Introduction to Air Conditioning & Refrigeration Cycle
- Recovering, Recycling, and Reclaiming
- Refrigeration Components
- Metering Components
- Soldering and Brazing
- Dehydration-Evacuation-Charging

- Saturation Temperature versus Pressure
- Refrigeration Accessories
- Flaring and Swaging
- Cycle Controls

BM 105B: Electric Motors, Lighting and Control Technology 12 Quarter Credit Hours
Students will study the National Electrical Code requirements and installation procedures for commercial building lighting, heating and air conditioning, power distribution, hazardous location circuits and other commercial three-phase circuits. Motors and controls will also be
introduced. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment.

Alignment and Balancing
Blueprint and Electrical Symbols

Safety
Electrical AC Motors
Electrical DC Motors

Communications Circuits
Lighting Systems

Emergency Lighting
Capacitors
Preventive Maintenance and Troubleshooting Procedures

BM 106B: Heating 12 Quarter Credit Hours

Students will be able to troubleshoot combustion and electrical problems in fossil fuel equipment, and will understand the theories and principles of condensing furnaces. Students will explore today's business realities relating to effective communications designed to provide quality services to business customers and clients.

Condensing Furnaces
Furnace Components and Piping Installation
Gas Controls
Oil and Electrical Heat
Hydronic Heat
Safety Controls

Principles of Combustion
Gas Heat and Combustion Principles
Troubleshooting all Heat Systems
Venting of Furnaces
Wiring Diagrams

BM 201B: Commercial Refrigeration 7.5 Quarter Credit Hours

Students will be exposed to various commercial refrigeration systems and equipment representing different pressures and temperatures found with low and medium temperature applications. Students will learn more complex wiring diagrams and accessories found with commercial refrigeration food handling equipment. Students will also be introduced to commercial building systems and controls.

Commercial Refrigeration Equipment & Systems
Three Phase Panels, Breakers, Motors
Economizers
Refrigeration Dehydration, Recovery, Recycle
Commercial Wiring Diagrams and Controls

Three Phase Panels, Breakers, Motors
Rooftop Systems and Controls
Refrigerant Piping
Air Handlers / Variable Volume Systems

BM 202B: The Business / Challenges of the Skilled Trades Industry 7.5 Quarter Credit Hours

Students will study the fundamentals of controlled building systems and equipment. In addition, the students will study the basic elements of managing and owning a business in the skilled trades industry.

Introduction to DDC and PLC Controls
Estimating, Bidding, Scheduling
Project Management
Drawings, Plans, Permits, Licenses
Lien Waivers

Proprietorships, Partnerships, Corporations
Building Design and Code Considerations
Developing a Business Plan
Financing Options
Budgets and Profit / Loss Statements

BM 203B: Industry Credentials and Certifications 7.5 Quarter Credit Hours

This course is designed to prepare the students to qualify for certification testing that could enhance their career opportunities through industry recognized credentials of achievement. Certification testing includes those offered through the Air Conditioning and Refrigeration Institute (ARI) series of Industry Competency Exams (ICE) tests as qualifiers for certification tests offered under the North American Technical Excellence (NATE) standards.

Relevance of Credentials and Certifications
ICE Review and Training with Certification Tests
Trac Pipe Training and Certification Test
NATE Review and Training with Certification Tests
LP Gas Training and Certification Test
## Course Descriptions

### BUS 107: Intro to E-Business  4.5 Quarter Credit Hours
This course provides an introduction to the opportunities, challenges and strategies for conducting successful E-Commerce ventures. Students will explore the impact of E-Commerce on business models, consumer behavior, and market segmentation for both Business-to-Business and Business-to-Consumer operations. The technical and infrastructure requirements for conducting business on the Internet, including security systems, payment systems and client/product support will be explored. Laws, regulations and ethical issues related to E-Commerce business practices will also be discussed.

### BUS 110: Intro to Business  4.5 Quarter Credit Hours
This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship and global business, management, marketing, production, information systems, and financial elements of business. The course provides a solid business foundation for more detailed and higher-level study in subsequent courses.

### BUS 115: Office Systems  4.5 Quarter Credit Hours
This course provides the student with an in-depth knowledge of Microsoft Word, PowerPoint, and Excel. Emphasis is placed on applications in a business environment and on reports used to support decision-making.

### BUS 125: Motivating Employees  4.5 Quarter Credit Hours
This course focuses on motivating employees to recognize business opportunities. Topics covered include changing markets, customer service, sales, sales management and employee performance.

### BUS 130: Multi-Media  4.5 Quarter Credit Hours
This course provides the student with the fundamentals of using multimedia in a business environment. Topics covered include video, online media services, TV, audio, and software systems to support their applications.

### BUS 200: Business Management  4.5 Quarter Credit Hours
This course introduces students to management philosophies in today's changing world. It includes coverage of globalization, ethics, diversity, customer service, and innovation from a managerial perspective.

### BUS 210: Business Information Systems  4.5 Quarter Credit Hours
The purpose of this course is to introduce the various information and communications technologies and to explain how information systems are used to solve problems and make better business decisions.

### BUS 215: Human Resource Management  4.5 Quarter Credit Hours
This course focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied.

### BUS 220: Organizational Behavior  4.5 Quarter Credit Hours
This course examines organizational theory and application. A comprehensive review is made of individual, group, and organizational performance in relation to organizational structures in contemporary business settings.

### BUS 222: Business Law  4.5 Quarter Credit Hours
This business course introduces students to the multiple facets of business law including online commerce. The course emphasizes the basic concepts of how businesses are organized and operate within a legal environment.

### BUS 228: Small Business  4.5 Quarter Credit Hours
This course provides the basic principles of operating a small business. Topics include buying, pricing, promotions, location decisions, and planning.
Course Descriptions

BUS 230: Retail Management 4.5 Quarter Credit Hours
This business course covers the principles and practices used in managing a retail business. Topics covered include site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the critical buying function.

BUS 234: Advanced Office Systems 4.5 Quarter Credit Hours
This course provides the student with an in-depth knowledge of Microsoft Access and how Access is used in managing data and report development. Emphasis is placed on medical office systems.

BUS 240: Customer Service 4.5 Quarter Credit Hours
This course presents the foundations required for developing skills and knowledge to work effectively with internal and external customers.

BUS 290: Business Ethics 4.5 Quarter Credit Hours
This course examines the dynamic role of ethics in modern society. Throughout the course, students analyze ethical standards through philosophical beliefs and values in personal and professional settings.

CP 101B: Introduction to Computer Programming 12 Quarter Credit Hours
Students are introduced to basic concepts of computing, computer hardware and software. This course introduces the procedures and tools used by computer programmers to design, develop, test, debug and document programs using the QBASIC language. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.

<table>
<thead>
<tr>
<th>Variables</th>
<th>Introductory Microcomputer Concepts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Hardware &amp; Software</td>
<td>Constants/Flow Charts</td>
</tr>
<tr>
<td>Selection</td>
<td>Structured Programming</td>
</tr>
<tr>
<td>Iteration</td>
<td>Read Data Statements</td>
</tr>
<tr>
<td>Arrays</td>
<td>Subroutines</td>
</tr>
<tr>
<td>Modular Programming</td>
<td></td>
</tr>
</tbody>
</table>

CP 102B: Microsoft Windows 2000 and Office XP 12 Quarter Credit Hours
In this course, the students will learn to effectively use Windows 2000 operating systems and a command line environment to manage computer resources. Using Microsoft Office XP, the student becomes proficient in Microsoft Word, Excel, and Access. The student is introduced to website design and HTML through the use of Microsoft Front Page. Students will participate in team dynamics exercises in a self-directed work environment designed to convey the importance of teamwork in highly effective organizations.

<table>
<thead>
<tr>
<th>Introduction to Windows 2000</th>
<th>Windows 2000 Command Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Management</td>
<td>Beginning and Advanced Word Techniques</td>
</tr>
<tr>
<td>Beginning and Advanced Excel Techniques</td>
<td>Web Site design using Front Page</td>
</tr>
<tr>
<td>Introduction to HTML</td>
<td>Beginning and Advanced Access Techniques</td>
</tr>
</tbody>
</table>

CP 103B: Visual C# .NET 12 Quarter Credit Hours
This course introduces students to the concepts of programming using the C# .NET language. C# provides tools that make it easy to create graphical user interfaces similar to the tools that Visual Basic programmers have employed for years. C# also provides the ability to powerfully process data much like C++. Students will explore today’s business realities relating to effective communications designed to provide quality services to business customers and clients.

<table>
<thead>
<tr>
<th>Computing and Programming</th>
<th>Data Types and Expressions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methods and Behaviors</td>
<td>Arrays and Collections</td>
</tr>
<tr>
<td>Making Decisions &amp; Repeating Instructions</td>
<td>Introduction to Windows Programming</td>
</tr>
<tr>
<td>Advanced Object-Oriented Programming</td>
<td>Handling Exceptions and Stored Data</td>
</tr>
<tr>
<td>Programming Based on Events</td>
<td></td>
</tr>
</tbody>
</table>

CP 104B: Database Design and Management 12 Quarter Credit Hours
This course introduces students to enterprise Database Management Systems, using relational database systems. Students design, develop, and implement database solutions using the application life cycle. Proper database design techniques are emphasized. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context.

<table>
<thead>
<tr>
<th>Database models</th>
<th>Relational Database Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structured Query Language (SQL)</td>
<td>Database maintenance</td>
</tr>
</tbody>
</table>
Course Descriptions

Fundamentals of SQL Server
Table Creation
Normalization
Database design
Sorting and Filtering
Conceptual, Logic, and Physical Models

CP 105B: Designing and Implementing Web Solutions  12 Quarter Credit Hours
The focus of this class is to give the students a foundation of knowledge of web site development and implementation. The course will teach students how to assess the needs of a business web site, develop conceptual and logical models, design and create the user interface, test, and publish the site. The class will teach HTML, JavaScript, and FLASH. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment.

Analyzing Business Requirements
Designing the User Interface
Conceptual and Logic Design
Testing the Solution
Managing a Web Site
Macromedia Flash MX
JavaScript
Typography, Graphics, and Multimedia
The Design Process

CP 106B: Local Area Network (LAN)  12 Quarter Credit Hours
Students learn the fundamentals of network technology, focusing on networking hardware, topology, and schema. Students will learn to setup Microsoft Windows 2000 networks, manage the users, and install and maintain the system. Students will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills.

Basics of Local Area Networks
Different Topologies
Workstation Installation
Data Recovery
User Setup/Windows 2000
Types of Network Cabling
File Server Installation
Windows Setup on the Network
Network Printing

CP 201B: Systems Analysis  7.5 Quarter Credit Hours
This class will teach the students how to analyze business requirements and define technical solution architectures that optimize business results. The students will learn how to define the project scope, security requirements, performance and maintainability requirements, define the technical architecture for a solution, develop conceptual and logical models, and develop the solution.

System Analysis and Design
Client-Server Technology
Microsoft Solutions Framework
Project Management
Application Development
Analyzing Business Needs

CP 202B: Java  7.5 Quarter Credit Hours
This course is designed to enable the student to develop applications and applets using the Java programming language. The course introduces students to object-oriented programming concepts along with the Java syntax. Fundamentals of structured logic are reinforced along with object-oriented programming techniques.

Using Methods in Java
Using Classes in Java
Using Objects in Java
Inheritance
Applet Creation
Animation and Multi-threading
Input, Selection and Repetition
JavaScript Objects and Events
Creating JavaScript Programs
Exception Handling

CP 203B: Advanced VB (VB.NET)  7.5 Quarter Credit Hours
VB.NET is centered on creating desktop applications in the .NET development environment. Students gain an understanding of the .NET framework, and how VB.NET integrates with the framework. The course focuses on developing desktop solutions utilizing new .NET technologies and functionality.

.NET Framework
CLR
JIT Compiler
ADO.NET
Windows Common Controls
Class Modules
SQL
MDI

CP 401A: Dynamic Web Applications  12 Quarter Credit Hours
This course will familiarize students with ways to create dynamic (Active Server Pages, or ASP) Web applications using server side technologies. This course will focus upon the techniques of using ASP.net to process form data from the client, the techniques of sending out emails from a web page and using ASP.net to read and write information to server files. Also, this course will demonstrate how ASP.
net can be used to interact with other computer applications on the server, build web applications that interact with a database, and the techniques and theory in developing Web services and mobile applications.

### CP 402: Information Security 12 Quarter Credit Hours

Students will become knowledgeable regarding various security technologies. Through extensive hands on projects and case studies, graduates of this class will be proficient in industry standard security technologies. This course prepares the student to take the CompTIA Security+ exam.

- Networking Security Fundamentals
- Firewalls and Intrusion Detection
- Operating Systems Security
- Network Defense and Countermeasures
- Web Security

### CP 403: Oracle Programming 12 Quarter Credit Hours

Students will learn the fundamentals of Oracle and understand PL/SQL. This course prepares students to take the Oracle Certified Application Developer Exam (1Z0-001 and 1Z0-101).

- Introduction to Oracle
- Introduction to PL/SQL
- Creating and Modifying Database Objects
- Advanced PL/SQL Programming

### CP 404: Advanced Relational Database with Oracle 12 Quarter Credit Hours

Students will learn to use the Oracle Application Developing Tools to generate forms, reports, and charts in a unified application. This course prepares the students to take the Oracle Certified Application Developer Exams (1Z0-121, 1Z0-122, and 1Z0-123).

- Creating Oracle Data Block Forms
- Advanced Form Builder Topics
- Using Graphics Builder
- Creating an Integrated Database Application

### CP 405: Advanced System Analysis and Project Management 12 Quarter Credit Hours

This course will provide students with a foundation in Object-Oriented design and development, as well as providing necessary project management skills for the IT professional. This course will prepare the student to take the IT Project+ Certification exam from CompTIA.

- Models and UML Notation
- Risk Management
- Object Oriented Design and Development
- Planning, Executing, Controlling, and Closing a Project

### CT 101B: Electronic Fundamentals 12 Quarter Credit Hours

Students will understand the theory and operation of basic analog and digital circuitry. Students will participate in team dynamics exercises in a self-directed work environment designed to convey the importance of teamwork in highly effective organizations.

- DC Theory
- Concepts of Electricity
- Ohm's Law
- Series Circuits/Parallel Circuits
- Series-Parallel Circuits
- IC Specifications
- Flip Flops
- Memory Circuits
- Counters
- Registers
- Reactive Components
- Semiconductor Materials

- Basic Power Supply Principles
- Digital Theory
- Number Systems
- Digital Logic
- Gates
- Electrical Quantities and Components
- AC Theory
- Magnetism and Electromagnetism
- AC Quantities
- The Oscilloscope
- Semiconductor Theory
- P-N Junctions
Course Descriptions

CT 102B: DOS/Hardware Fundamentals 12 Quarter Credit Hours
Students will understand the theory of computer operation and computer terminology. Students will become familiar with aspects of the MS-DOS operating system. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences. DOS:

Operating System Concepts
Directory Structure
Syntax
File Management
Batch Files
Installation and Configuration

Troubleshooting
Hardware Fundamentals
Computer Terminology
Disk Drive Types
Diskette Capacities

CT 103B: Linux 12 Quarter Credit Hours
Students will understand the operation of Linux and will become familiar with the installation and configuration of several Linux distributions. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context.

Creating Users
History
Command Line Commands
Partitioning
Logging In and Out

GUI (Graphical User Interface)
Initialization Files
Passwords
Text Editing

CT 104B: Desktop Operating Systems 12 Quarter Credit Hours
Students will learn many aspects of the Microsoft desktop operating systems, and Microsoft Office software. Students will explore today’s business realities relating to effective communications designed to provide quality services to business customers and clients.

Installation and Upgrading
Profiles
Networking
Troubleshooting
Microsoft Office: Access, Word, Excel

Customizing the Desktop
Editing the Registry
Configuration
OS Architecture

CT 105B: Peripherals and Data Communications 12 Quarter Credit Hours
Students will learn to install and troubleshoot computer peripherals, utilize the internet, and be introduced to data communications technology. Students will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills.

Laptop/Notebook Computers
Printers: Laser / Dot Matrix / Ink Jet
Scanners OCR Software
Communication Software
CD-Writer

Network Communications
Internet
Modem Standards
Communications Standards
Zip Drives

CT 106B: PC Troubleshooting and Configuration 12 Quarter Credit Hours
Students will learn to build, configure and troubleshoot IBM compatible computers. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment.

Configuration
Floppy Drives
Hard Drives
SCSI Devices
Bus Architecture
Diagnostic Tools
Motherboard Architecture

Resolving Resource Conflicts
Troubleshooting Techniques
Hard Drive Interfaces
Software Installation and Troubleshooting
Multimedia Devices
Keyboards
Microprocessor Architecture
Course Descriptions

CT 201B: Novell Networking 7.5 Quarter Credit Hours
Students will learn the basics of local area networking using the Novell Netware operating system.
- LAN Basics
- Cable Standards
- LAN Topologies
- Cable Termination
- User Management
- Network Printing
- Troubleshooting
- Netware 5.x
- Server Installation
- Client Installation
- Security
- Directory Services
- Performance Monitoring

CT 202B: Windows Networking 7.5 Quarter Credit Hours
Students will learn local area networking using the Microsoft Server operating systems.
- Windows 2000
- TCP/IP
- User Setup
- Peer-to-Peer Configuration
- Sub-netting
- DHCP
- Troubleshooting
- MS Exchange Installation
- Domain Controllers
- Network Security
- Client/Server Configuration

CT 203B: TCP/IP and Routing 7.5 Quarter Credit Hours
Students will learn the TCP/IP protocol stack and Cisco router configuration.
- TCP/IP Stack
- Application Layer Protocols
- Network Layer Protocols
- IP Addressing
- Sub-netting
- DNS
- Routing Fundamentals
- Routing Protocols
- Router Configuration
- Routing TCP/IP
- Troubleshooting
- Address Resolution

CT 400: Advanced Linux 12 Quarter Credit Hours
Students will learn how to install, configure and manage Linux servers in a variety of configurations.
Students who successfully complete this course will have sufficient knowledge to obtain a Linux + or LPI level 1 certification.
- Partitioning strategies
- Basic shell scripts
- Daemon and process management
- Network Services (SSH, Samba, NFS, etc.)
- Internet Services (Apache, DNS, FTP, etc.)
- Software Management (RPM, deb, compile)
- Display Managers (e.g., KDE, GNOME)
- Logging and Monitoring
- Installation and configuration
- Printing Services (ldp, CUPS, etc.)

CT 401: Database Concepts 12 Quarter Credit Hours
Students will gain a broad overview of the database industry and learn basic design and management concepts.
- Database technology
- Data Modeling
- Database Technology Life Cycles
- Transaction Analysis
- Intelligence-Building Processes
- Ethics for Database Professionals
- Transaction analysis
- Risk Management
- Data Access
- Database Market Statistics
- Project Management

CT 402: Cisco Routing and Switching 12 Quarter Credit Hours
Students will learn advanced routing and switching configurations in a Cisco environment. The curriculum covers all exam objectives for the Cisco CCNA certification.
- VLAN configuration
- IP addressing
- IP routing & routing protocols
- Frame Relay
- Dial-on-demand routing (DDR)
- Access lists
- VTP and trunking
- OSI model & layered communication
- Configure static and default routes
- WAN services
- Network Management
- Configure CHAP/PAP on PPP links
Course Descriptions

CT 403: Network Security 12 Quarter Credit Hours
Students will learn how to secure a variety of network configurations. Students will learn how networks are compromised and the appropriate countermeasures. The curriculum covers all exam objectives necessary to obtain the Security + certification or Security Certified Network Professional.
- Authentication techniques
- Social Engineering
- Firewalls
- Incident Response
- Concepts of Cryptography
- IP Spoofing
- IPSEC
- Intrusion Detection
- Security Baselines
- Security Policies

CT 404: Microsoft Server 12 Quarter Credit Hours
This course will teach students a variety of advanced server topics. The curriculum maps to the MCP exam objectives for the current Microsoft server product.
- Server Installation
- Migration techniques
- Configure and manage distributed file system
- Configure and troubleshoot storage use
- Implement and monitor security
- Configure driver signing
- NT4 to Windows 2000 upgrade
- Active Directory
- Troubleshoot network connections
- Monitor and optimize system performance

EM 101B: Electrical Principles 12 Quarter Credit Hours
Students will study electrical safety techniques, basic electrical principles, electrical hardware, and the theories needed to understand various electrical circuits. Students will participate in team dynamics exercises in a self-directed work environment designed to convey the importance of teamwork in highly effective organizations.
- Equipment Lockouts
- Electron Flow
- Electrical Materials and Devices
- Ohm's Law and Usage
- Different Types of Electrical Circuits
- Circuit Requirements and Overcurrent Protection
- Circuit Characteristics
- Transformer Connections
- Electrical Safety & Fire Extinguishers
- Electrical Instrumentation and Measurements
- Transformers and Electromagnetism
- Series and Parallel Circuits
- Introduction to Electrical Motors
- Electrical Conductors

EM 102B: Residential Wiring 12 Quarter Credit Hours
This course is unique in that it includes a full set of actual house plans. The format is for the student to simultaneously use the National Electrical Code (NEC), the textbook, and the plans. The student will use typical house plans to calculate the service, size the overcurrent protection, and draw and wire the branch circuits. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.
- Safety
- National Electrical Code (Introduction)
- Conductors (Sizing, Temperature Limits, and Color Code)
- Outlets, Devices and Fixtures
- Calculations (Service, Overcurrent Protection and Branch Circuits)
- Box and Conduit Fill
- TV, Telephone and Door Chimes
- Circuit Requirements – 120 /240 volts Smoke and Carbon Monoxide Detectors
- Plans and Specifications
- Symbols and Notations
- Remodeling
- Transformer Connections
- Grounded, Grounding, & Bonding

EM 103B: Commercial Systems 12 Quarter Credit Hours
Students will study the National Electrical Code requirements and installation procedures for commercial building lighting, heating and air conditioning, power distribution, hazardous location circuits and other commercial three-phase circuits. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context.
- Math
- Cutting and Bending Conduit
- NEC Rules and Regulations
- Industrial Power Panels
- Wiring Methods
- Equipment Control Circuits
- Circuit Overcurrent Protection
- Conductor Selection
Course Descriptions

EM 104B: Commercial Applications  12 Quarter Credit Hours
The student will study commercial electrical hardware items and how to install them. Electrical
drawings and the symbols that are used on the drawings, commercial electrical systems, motor and
transformer installation and control, lighting and circuit overcurrent protection will be studied.
Students will explore today’s business realities relating to effective communications designed to
provide quality services to business customers and clients.
  Conduit Bending  Wiring Raceways
  Short Circuit Calculations  Transformer Operation
  Power Distribution Systems  Wire Sizing
  Overcurrent Devices  Power Factor
  Commercial Blueprint Reading  Wiring Methods
  NEC Requirements  Math
  Electrical Schematics

EM 105B: Industrial AC Systems  12 Quarter Credit Hours
Students will study various three-phase motor installations, electro-mechanical motor controls,
and control systems wiring that are used in modern industrial plants and machinery. Mechanical
input control devices and industrial voltage transformer connections and systems are also studied.
Students will focus on effective communication styles and techniques designed to enhance leadership,
organizational, and problem-solving skills.
  Power Usage in Industry  Across-the-line AC Starters
  Three-Phase Induction AC Motors  Pilot Control Devices
  Three Wire Motor Control  Two Wire Motor Control
  Electrical Braking of Motors  Special Types of AC Motors
  Complex Machine Control Circuits  Math

EM 106B: Industrial DC Systems  12 Quarter Credit Hours
Students will study troubleshooting techniques for electrical controls. Multiple topics related to
industrial DC systems will also be covered. Students will study human behavior as it relates to career
responsibility, accountability, professionalism and performance in the business environment.
  DC Motors  PLC Installations
  PLC Maintenance  PLC Control Diagrams
  DC Motor Control Methods  Solid State Variable Frequency Control
  Digital Logic  Semi-Conductor Concepts
  Ladder Control Logic Techniques  Solid State Sensors and Transducers
  Oscilloscope Techniques  Fiber Optic Techniques
  Math

EM 202B: Programmable Logic Controllers (PLC's)  7.5 Quarter Credit Hours
Students will study PLC's. Operation, configuration, and programming will be examined. Hands-on
training will include system set-up, programming, and trouble-shooting.
  Introduction to PLC's  Numbering Systems
  Programming Devices  Processor Units
  Memory Organization  Basic Ladder Diagrams
  Inputs/Outputs (I/O)  Relay Type Instructions
  Programming Considerations  Latching/Unlatching Instructions
  MCR Instructions  Timer Instructions
  Counter Instructions  Comparative Instructions
  Shift Registers and Sequencers  Program Flow Instructions
  Math Functions  PLC Networking
  Jump Instructions

EM 203B: Advanced Troubleshooting Techniques  7.5 Quarter Credit Hours
Students will utilize troubleshooting flow charts identifying problems causes- remedies in the
systematic elimination of malfunctions of systems or processes. System designs, components,
equipment and controls will be examined to study proper sequence of events and desired results.
  Emphasis on Workplace Safety  Electrical Drawings and Symbols
  Motor Control Circuits  Meter Symbols and Terminology

Effective 04-2011. Vatterott College Sunset Hills Campus.
Course Descriptions

Special Meters  Mechanical and Solid-State Switches
Programmable Controller Input/Output (I/O)   Human-Machine Interface (HMI) Development
Motor Starters and Relays  AC Motor Electrical Problems
HMI as a Troubleshooting tool  AC Motor Mechanical Considerations
Programmable Controller Networking  Information Gathering for Repairs
Visual Basic Programming  Sections
Troubleshooting Methods and Procedures

EM-220: Blueprint Reading and Application  7.5 Quarter Credit Hours
Students will be introduced to the basic concepts and skills needed to read blueprints and house designs. The students will be exposed to basic computer skills. The students will gain the ability to supply documentation for electrical and HVAC installations and operations that can be used as a reference by others. Students will learn the building codes related to their field.

<table>
<thead>
<tr>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Math</td>
</tr>
<tr>
<td>Sketching &amp; Lettering</td>
</tr>
<tr>
<td>Basic House Design</td>
</tr>
<tr>
<td>Blueprint Reading</td>
</tr>
<tr>
<td>HVAC Plans</td>
</tr>
<tr>
<td>Working Drawings</td>
</tr>
<tr>
<td>Geometry</td>
</tr>
<tr>
<td>Dimensioning</td>
</tr>
<tr>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>Building Codes</td>
</tr>
<tr>
<td>Job Packet/Workflow</td>
</tr>
</tbody>
</table>

ENG 099: Introduction to Writing  7.5 Quarter Credit Hours
This course is designed as an introduction to the basic tools of effective writing and communication. The course will prepare the student for the demands of writing at the college level. The course is intended to provide the tools necessary to succeed in writing at this level and achieve basic competence in proper sentence construction, the development of cogent paragraphs and essays providing the building blocks for successful writing at a more advanced level.

GE 101: English Composition I  4.5 Quarter Credit Hours
In this English Composition I course, students develop written communication skills. The course materials place an emphasis on the principles of communication which includes understanding the writing process and analysis of readings, as can be applied personally and professionally. This is an intensive review of the English language and its use in college-level writing, including written discourse, sentence structure, paragraph development, essay organization, all in concert with critical thinking processes.

GE 104: Green Awareness  3 Quarter Credit Hours
Designed for technicians, multi-craft trade personnel, building managers, or anyone interested in understanding the fundamentals of energy conservation and management. Attendees will learn to define new "green" energy terminology and understand the role of green awareness in reducing a personal and commercial carbon footprint, identify decisions and actions that impact the environment, and describe the life cycle phases of a building and the impacts on the green environment over its life cycle. Participants will also learn to conduct appropriate energy audits, energy consumption and demand analyses, and life cycle cost analyses to determine the energy efficiency of a building or system, identify green alternatives to conventional building practices and describe the pros and cons of those alternatives and ways to maximize the energy efficiency and water conservation of existing equipment in a given project, specifying the most efficient systems available for the application and the available budget.

GE 105: Introduction to Psychology  4.5 Quarter Credit Hours
This psychology course is provides a foundation to understand human behavior. Course covers theories and concepts including: scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning/memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology

GE 110: Introduction to Sociology  4.5 Quarter Credit Hours
This Sociology course explores sociological processes that underlie everyday life. The course focuses on globalization, cultural diversity, critical thinking, new technology and the growing influence of mass media.
Course Descriptions

GE 201: English Composition II 4.5 Quarter Credit Hours
This English Composition II course builds on lessons learned in English Composition I. In addition to reviewing the writing process, students learn research techniques, citation techniques, documentation formats, and critical analysis of written topics. Students give special attention to the development of a mature style of writing and to the research, mechanics.

GE 205: College Algebra 4.5 Quarter Credit Hours
This college algebra course focuses on algebraic concepts essential for success in the workplace and other courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, functions.

GE 300: Oral Communication 15 Quarter Credit Hours
This course will focus on the communication skills essential when talking with one person, in a group, or in front of an audience. Students will learn and understand the different channels and manners in which we communicate verbally and non-verbally. The communication process, perception, language, active listening, and non-verbal messages will be presented. The student will learn to plan, research, organize and deliver effective presentations.

Written Business Correspondence Impromptu Speech
Developing Business Plans Presentations Using Visual Aids
Budget Development and Analysis Informative Speech
Business Proposals Persuasive Speech

GE 301: Business Organization & Dynamics 15 Quarter Credit Hours
This course prepares the student for the business world by providing a foundation in general business concepts and philosophies. Students will learn to identify and solve common business dilemmas, formulate business plans, manage employees, evaluate ethical decisions, and assess economic, industry, and global conditions. Fundamental principles of management, marketing, and financial analysis are also included.

Group & Organizational Dynamics Software Copyright Laws
Philosophy and Application of Organized Labor Email/Internet Ethical Practices
Multicultural Organizations Cultural Sensitivity Email Authentication
Quality Management Principles

GE 303: American History I 4.5 Quarter Credit Hours
This American history course covers a broad survey of American History from New World exploration and settlement through the Civil War (American history to 1877). This course will present a clear, relevant, and balanced history of the United States.

GE 305: American History II 4.5 Quarter Credit Hours
This American history course covers a broad survey of American history from 1865 through the New Millennium. Essay material explores the roles different ethnic groups have played in shaping the nation. This course will examine change and consistency in the American population.

GE 307: Environmental Science 4.5 Quarter Credit Hours
This environmental science course explores the relationship between man and the environment. Students examine the balance between natural resources and the needs of mankind. Also in this course, students explore the scientific, political, economic, and social implications of environmental science.

GE 311: Logic 4.5 Quarter Credit Hours
This course covers the fundamentals of logical thinking and logic theory. Course topics include logic and truth, inference, logical and conditional operators, truth tables, natural deduction, and inductive analysis.

GE 315: Speech and Communications 4.5 Quarter Credit Hours
This course covers direct variations in communication, and the development of speaking and interpersonal communications skills. Students practice planning and presenting speeches using effective style, purpose, and composition through planning, organization and final delivery. This course is designed to improve a student’s ability to speak, listen, and communicate clearly and effectively.
Course Descriptions

GE 400: Advanced Composition & Communications  
15 Quarter Credit Hours
This course enables the student to build upon the basic writing principles presented in the previous communication courses. This course expands upon the essentials of communication utilizing a unique and dynamic model that integrates context, audience, message, purpose and product. This model provides a consistent tool and strategy that can be used in every communication situation, enabling the student to convey complex concepts and ideas in a clear and concise manner.

- Ethics in Communications
- Editing and Practice Writing
- Video Techniques
- Public Relations
- Media Releases
- Technical Publications
- Specialized Publications

HV 101B: Electricity Fundamentals  
12 Quarter Credit Hours
Students will understand electricity theory as it applies to heating and air conditioning. Students will explore their creativity in solving issues and problems common to their personal and professional life experiences.

- Introduction to Electricity
- Schematic and Pictorial Diagrams
- Motors and Motor Protection
- Troubleshooting and Capacitors
- Troubleshooting Electric Circuits
- Ohm’s Law
- Alternating Current Fundamentals
- Controls and Loads
- Series and Parallel Circuits
- Electric Meters and Uses
- Electrical Components and Symbols
- Electronic Devices and Circuits

HV 102B: Refrigeration Fundamentals  
12 Quarter Credit Hours
Students will understand the refrigeration cycle and its basic components, in addition to principles of installing and troubleshooting basic problems. Students will participate in team dynamics exercises in a self-directed work environment designed to convey the importance of teamwork in highly effective organizations.

- Introduction to Air Conditioning & Refrigeration Cycle
- Refrigeration Components
- Saturation Temperature versus Pressure
- Soldering and Brazing
- Dehydration-Evacuation-Charging
- Recovering, Recycling, and Reclaiming
- Metering Components
- Refrigeration Accessories
- Flaring and Swagging
- Cycle Controls

HV 103B: Air Conditioning  
12 Quarter Credit Hours
Students will understand air properties, load calculations, and how to check and troubleshoot refrigeration and electrical problems on air conditioning equipment. Students will explore today’s business realities relating to effective communications designed to provide quality services to business customers and clients.

- Charging, Recovering, Recycling & Reclaiming
- Psychrometrics
- Theory and Components
- Charging Procedures
- Wiring Diagrams
- Installation
- Split System Troubleshooting Heat Pump
- Residential Load Calculations
- Duct Sizing and Design

HV 104B: Heating  
12 Quarter Credit Hours
Students will be able to troubleshoot combustion and electrical problems in fossil fuel equipment, and will understand the theories and principles of condensing furnaces. Students will study basic language principles through written communication with techniques of gathering, organizing and processing information in a written context.

- Condensing Furnaces
- Gas Heat and Combustion Principles
- Oil and Electrical Heat
- Safety Controls
- Trac Pipe
- Furnace Components and Piping Installation
- Principles of Combustion
- Gas Controls
- Troubleshooting all Heat Systems
- Venting of Furnaces
- Wiring Diagrams
HV 106B: Boiler/Piping  12 Quarter Credit Hours
Students will understand piping and boiler design, fabrication, and installation as it pertains to residential buildings. Students will also become familiar with the tools used for servicing and installing boilers and piping systems. Electric controls will be used to zone and balance the entire system. Students will focus on effective communication styles and techniques designed to enhance leadership, organizational, and problem-solving skills.

- Piping Fundamentals and Safety
- Piping Layout and Design
- Piping Installation and Applications
- Boiler Fundamentals and Safety/Boiler Water Systems
- Boiler Fittings and Components
- Boiler Fuel and Draft Systems
- Piping and Waste Water Systems

HV 110B: Residential HVAC Systems  9 Quarter Credit Hours
Students will understand both theory and application of residential HVAC systems and components allowing them to properly diagnose, troubleshoot, and maintain according to specifications. Students will study human behavior as it relates to career responsibility, accountability, professionalism and performance in the business environment.

- Basic Residential HVAC Equipment Installation
- R-410A-The Transition to Environmentally Safe Guidelines and Considerations
- Refrigerants and Oils
- Refrigerant Leak Testing Procedures, Techniques and Modern Air Distribution Basics and Air Flow Dynamics
- Test Equipment
- Evaluating & Measuring Residential Duct Pressure Fundamentals & Importance of Refrigerant Circuit Dehydration
- Residential Duct Design and Engineering for the Installer
- Indoor Air Quality & Its Role in Comfort & Health
- Duct Fabrication, Fittings and Layout
- Customary and Accepted Trade Installation Practices

HV 201B: Commercial Refrigeration  7.5 Quarter Credit Hours
Students will be exposed to various commercial refrigeration systems and equipment representing different pressures and temperatures found with low and medium temperature applications. Students will learn more complex wiring diagrams and accessories found with commercial refrigeration food handling equipment. Students will also be introduced to commercial building systems and controls.

- Commercial Refrigeration Equipment and Systems
- Three Phase Panels, Breakers, Motors
- Commercial Wiring Diagrams and Controls
- Rooftop Systems and Controls
- Refrigeration Dehydration, Recovery, Recycle
- Economizers
- Refrigerant Piping
- Commercial Accessories

HV 202B: The Business / Challenges of the Skilled Trade Industry  7.5 Quarter Credit Hours
Students will study the fundamentals of controlled building systems and equipment. In addition, the students will study the basic elements of managing and owning a business in the skilled trades industry.

- Introduction to DDC and PLC Controls
- Estimating, Bidding, Scheduling
- Project Management
- Developing a Business Plan
- Drawings, Plans, Permits, Licenses
- Financing Options
- Lien Waivers
- Budgets and Profit / Loss Statements
- Proprietorships, Partnerships, Corporations
- Building Design and Code Considerations

HV 203B: Industry Credentials and Certifications  7.5 Quarter Credit Hours
This course is designed to prepare the students to qualify for certification testing that could enhance their career opportunities through industry recognized credentials of achievement. Certification testing includes those offered through the Air Conditioning and Refrigeration Institute (ARI) series of Industry Competency Exams (ICE) tests as qualifiers for certification tests offered under the North American Technical Excellence (NATE) standards.

- Relevance of Credentials and Certifications
- ICE Review and Training with Certification Tests

Effective 04-2011. Vatterott College Sunset Hills Campus.
Course Descriptions

Trac Pipe Training and Certification Test
NATE Review and Training with Certification Tests
LP Gas Training and Certification Test

**IS 101: Network Essentials** 12 Quarter Credit Hours
This course covers networking basics including network topology, network hardware, Ethernet, network design and troubleshooting, TCP/IP, switching and routing, e-mail, multimedia networking, the Internet, Windows, UNIX and Linux, and other network operating systems and protocols. This course helps students prepare for the CompTIA Network+ Certification Exam.

**IS 103: Security Essentials** 12 Quarter Credit Hours
This course covers the fundamentals of information security. The course examines topics including network and systems security, risk mitigation and management, IS threats and vulnerabilities, cryptography, and IS security countermeasures. Additional major instructional areas include principals of information security, information system security threats and vulnerabilities, network and systems security, and security maintenance and management. This course covers concepts in the CISSP Body of Knowledge.

**IS 105: Computer Forensics** 12 Quarter Credit Hours
This course covers the tools and techniques of computer forensics and investigations and prepares students to acquire, preserve, and analyze digital evidence. Additional areas of emphasis include forensics tools, policies and procedures, and operating system considerations.

**IS 107: Cyber Security** 12 Quarter Credit Hours
This course covers the basics elements of cyber security threats, vulnerabilities, and controls from a homeland security perspective for protecting yourself and your business from cyberthreats. Key course elements include cybercrime threats, the need for information assurance, controversial cybercrime issues, cyber laws and regulations, and methods of preventing cybercrime.

**IS 109: Recovery Planning** 12 Quarter Credit Hours
This course provides students with the knowledge and ability to develop business continuity plans and disaster recovery plans based on organizational requirements. Additionally, this course covers the roles and responsibilities of key personnel, risk assessment and risk management, and data backup and recovery processes, and key corporate policies and procedures as they pertain to contingency planning and disaster recovery planning.

**IS 111: Ethical Hacking** 12 Quarter Credit Hours
This course covers the tools and techniques of discovering network and computer vulnerabilities through the use of ethical hacking techniques and system security testing procedures. Areas of focus include various computer and network attacks, penetration testing, social engineering, hacking web servers, hacking wireless networks, operating system and application vulnerabilities, and firewalls and intrusion detection systems.

**MA 099: Basic College Mathematics**
This mathematics course focuses on algebraic concepts essential for success in the workplace and future courses. Using practical examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions and linear equations.

**MA 140: Intro to Billing and Coding** 4.5 Quarter Credit Hours
This course provides the student with a basic understanding of the field of medical insurance billing and coding and its impact on the U.S. health care system and economics of health care delivery.

**MA 150: Medical Assisting Financial Management** 4.5 Quarter Credit Hours
This course covers the skills and knowledge required for the medical assistant to perform financial management duties in the medical office. Topics include, but are not limited to, banking and accounting procedures, claims processing, and medical coding and billing.

**MA 160: Pharmacology and Office Emergencies** 4.5 Quarter Credit Hours
This course covers concepts and information required for the medical assistant to demonstrate an understanding of pharmacology, perform drug administration, recognize office emergencies, and perform basic first aid procedures.
Course Descriptions

MA 178: Medical Assisting Clinical Duties I  4.5 Quarter Credit Hours
This course will train the student in basic clinical duties. Topics will include phlebotomy, pre-physical exam preparation, instruments, minor surgery preparation, radiology preparation, vital signs, and measurements. Lab exercises are accompanied by explanations and procedures for performing lab exercises.

MA 180: Phlebotomy & IV Theory  4.5 Quarter Credit Hours
This course will cover equipment, safety procedures, theory in regard to arterial blood gases, and further detail of phlebotomy theory. The theory behind intravenous methods is also explored. This is not a clinical class.

MA 185: Microbiology Theory  4.5 Quarter Credit Hours
This course is devoted to microbiology as it relates to health related professions. Students will get an introduction to microbiology, discussion on the major groups of microorganisms and multicellular parasites, as well as infectious diseases of humans and how to control microorganisms. This is not a clinical class.

MA 197: Patient Education and Safety in the Medical Office  4.5 Quarter Credit Hours
This course covers the skills and knowledge required by the medical assistant to provide patient education and follow safety measures in the medical office environment.

MA 205: Electrocardiography  4.5 Quarter Credit Hours
This course is designed to help students understand and interpret basic dysrhythmias. Topics include: basic electrocardiography, sinus mechanisms, atrial, junctional, and ventricular rhythms, and an introduction to the 12-lead ECG.

MA 236: Terminology and Anatomy  4.5 Quarter Credit Hours
This course covers medical terms and symbols commonly used in health care. In addition, the course covers the terminology, structure, function, and common disorders associated with all the body systems of the human body.

MA 240: Laboratory Techniques  4.5 Quarter Credit Hours
This course is designed to provide students with a complete understanding of the most common procedures and techniques of tests as they apply to the ambulatory care setting. Objectives include a theory overview of urinalysis, blood collection, hematology, chemistry, and immunology. This course will utilize medical simulation programs to expand on basic techniques of lab. This is not a clinical class.

MA 250: Medical Assisting Clinical Duties II  4.5 Quarter Credit Hours
This course covers skills and knowledge required for the medical assistant to identify and practice clinical medical assistant duties in the medical office. Topics include, but are not limited to; phlebotomy, assisting with minor surgery, physical and medical specialty exams; clinical laboratory testing procedures; radiology; electrocardiology and pulmonary function testing, and physical therapy and rehabilitation. Lab exercises are accompanied by explanations and procedures for performing lab exercises.

MA 290: Medical Assisting Externship  4.5 Quarter Credit Hours
This course covers concepts and information required for the medical assistant to identify and practice administrative and clinical medical assistant duties in the medical office.

MC 112: Intro to ICD 9 CM Coding & CPT Coding  4.5 Quarter Credit Hours
This course provides the student with a basic understanding of coding and classification systems in order to assign valid diagnostic and procedural codes.

MC 114: Intro to Current Procedural Terminology  4.5 Quarter Credit Hours
This course provides the student with a basic understanding of the general principles of CPT and HCPCS coding systems.
Course Descriptions

**MC 117: Auditing**  
4.5 Quarter Credit Hours  
This course will help familiarize students in the field of Evaluation & Management for billing & coding. Course covers concepts & theories including: an introduction to E/M coding and breakdown with practice and application of those concepts. Physicians bill evaluation and management (E/M) codes every day and is an essential part of a practice’s revenue cycle.

**MC 130: Insurance and Coding Exam Review**  
4.5 Quarter Credit Hours  
This course will aid in preparing for the CPC Certification and highlights important content necessary to pass the CPC exam. Content areas include anatomy and terminology, reimbursement issues, and an overview of CPT, ICD-9-CM, and HCPCS coding. This course will simulate the examination experience to give added confidence when taking the CPC exam.

**MC 175: Law & Ethics**  
4.5 Quarter Credit Hours  
This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include: international & quasi-international torts, professional liability insurance, and documentation of allied health professional. Ethical components of the course include those that a professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

**MC 190: Intro to Health Information Technology**  
4.5 Quarter Credit Hours  
This course is designed as an introduction to health information technology - both as a work-based task-oriented function and as part of a larger profession of health information management. Theories and concepts covered in this course include: environment of health information, structure and processing of health information, maintenance and analysis of health information, and legal and supervisory issues.

**MC 195: Medical Office Procedures**  
4.5 Quarter Credit Hours  
This course covers the skills and knowledge required to perform administrative tasks in the administrative department of a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, and processing insurance claims.

**MC 200: Computers and Healthcare Delivery Systems**  
4.5 Quarter Credit Hours  
This course provides the student with a historical development of healthcare delivery systems, including concepts and theory related to financing, regulatory agencies and organizations related to the providing of healthcare. Students are also introduced to software such as Medisoft for patient file creation, file maintenance, and insurance billing.

**MC 201: Communication in the Healthcare Setting**  
4.5 Quarter Credit Hours  
This course is designed to provide students with all the necessary tools to effectively communicate with patients and other health care professionals. Course covers theories and concepts including: building a framework for communication, challenges of communication and overcoming those obstacles, gathering information about the patient, educating patients, written communication, communicating in the workplace, and communicating to get the job you want.

**MC 205: Medical Transcription**  
4.5 Quarter Credit Hours  
This course is designed to help understand medical transcription and prepare for workplace success. Students will learn the fundamentals of medical transcription, understanding medical documents, proofreading, and the transcription process. The course will also build the skills needed in transcription through use of simulations.

**MC 215: Medical Office Management**  
4.5 Quarter Credit Hours  
This course is an overview of both effective patient care and sound business practices in the medical facility. This course will include instruction on emerging developments in billing and coding, documentation, ethical and legal issues, and technological advances. Other topics that will be covered include: the medical record, fraud & compliance, responsibilities of the manager, and medical marketing.
# Course Descriptions

**MC 222: Medical Terminology and Anatomy and Physiology** 4.5 Quarter Credit Hours
This course provides the student with a basic understanding of medical terminology and its relationship to disease processes, diagnostic procedures, laboratory tests, abbreviations, drug, and treatment modalities. This course provides the student with a basic understanding of the structures and functions of the human body.

**MC 230: Pathology** 4.5 Quarter Credit Hours
This course provides the student with a basic understanding pharmacology and its relationship to specific pathology of the human body, with an emphasis on pathology.

**MC 240: Pharmacology** 4.5 Quarter Credit Hours
This course provides the student with a basic understanding pharmacology and its relationship to specific pathology of the human body, with an emphasis on pharmacology.

**MC 250: Comprehensive Insurance Billing** 4.5 Quarter Credit Hours
This course provides the student with a basic understanding of hospital medical billing procedures. Also covered are procedures to comply with insurance billing regulations.

**MC 260: Advanced Computers** 4.5 Quarter Credit Hours
This course will build upon skills learned in the Computers and Healthcare Delivery Systems course. Advanced computer systems to include medical software programs such as Medisoft will be explored. This course will include comprehensive HIPPA coverage.

**MC 290: Advanced Current Procedural Terminology & ICD 9** 4.5 Quarter Credit Hours
This course builds upon the introductory module by providing information on the classifications of evaluation and management services and documentation. The course also addresses higher level methodology related to reimbursement.

**MKT 102: Intro to Marketing** 4.5 Quarter Credit Hours
This business course provides an introduction to marketing principles and practices. It covers the marketing process of taking a product from concept to consumer.

**PM 406: Computer Science Capstone** 13.5 Quarter Credit Hours
"Capstone" course is designed for assessing basic and advanced fundamental computer science concepts and for the student to learn to present scientific material, both in written form and orally. In this process a student will develop a project by gathering user requirements, writing a project proposal and a project design specification, and developing a prototype of their project. Students will also maintain a project portfolio, a project blog, and participate in design reviews. Each student will give a progress presentation at the end of the semester.

General Electives can transfer in classes from previous institutions, from classes within other Vatterott Programs, or student can submit CLEP or Challenge tests for transfer credits.
Academic Calendar

<table>
<thead>
<tr>
<th>Start Date</th>
<th>60 Weeks</th>
<th>70 Weeks</th>
<th>90 Weeks</th>
<th>170 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28/2011</td>
<td>04/22/2012</td>
<td>07/01/2012</td>
<td>11/18/2012</td>
<td>06/01/2014</td>
</tr>
<tr>
<td>05/09/2011</td>
<td>07/01/2012</td>
<td>09/09/2012</td>
<td>01/27/2013</td>
<td>08/10/2014</td>
</tr>
<tr>
<td>07/18/2011</td>
<td>09/09/2012</td>
<td>11/18/2012</td>
<td>04/07/2013</td>
<td>10/19/2014</td>
</tr>
<tr>
<td>09/26/2011</td>
<td>11/18/2012</td>
<td>01/27/2013</td>
<td>06/06/2013</td>
<td>12/28/2014</td>
</tr>
<tr>
<td>12/05/2011</td>
<td>01/27/2013</td>
<td>04/07/2013</td>
<td>08/25/2013</td>
<td>03/08/2015</td>
</tr>
</tbody>
</table>

Class Schedule

**Morning Classes**
Monday through Thursday
8:00 a.m. to 12:30 p.m.

**Afternoon Classes**
Monday through Thursday
1:30 p.m. to 6:00 p.m.

**Evening Classes**
Monday through Thursday
6:00 p.m. to 10:30 p.m.

Class hours are subject to change or vary based on student needs.
Advisory Committees

Vatterott College utilizes Program Advisory Committees for each program or each group of related programs. The majority of each Program Advisory Committee is made up of employers representing the major occupation or occupations for which training is provided. At least two regularly scheduled meetings are conducted annually and at least one of these is held at the institution.

The duties of the Program Advisory Committee include, but are not limited to:

- Reviewing, at least annually, the established curricula of the program and comment as to its objectives, content, and length, and the adequacy of the facility and equipment.
- Reviewing and commenting on each new program including the appropriateness of curriculum, objectives, content and length, prior to Accreditation recognition.
- Reviewing and commenting at least annually on student completion, placement, and where required, state licensing and examination outcomes of each program.

Building Maintenance

- Martin Tribl – Comfort Engineering Co. – President
- Alan Arky – CB Richard Ellis – Chief Engineer
- Jim Hilf – Duke Realty Corp. – Sr. Operations Manager
- Don Arendt – Bethesda Health Group – Facility Manager
- Mike Baker – Duke Realty Corp. – Operations Manager
- Jim Doolan – Perfection – Owner / Operator
- Jeff Tribl – Comfort Engineering Co. – Engineer
- John Endebrock – Metro – Senior Project Manager
- Anthony J. Gemaro – Blue Ribbon Inspection Service LLC – Inspector/President

Business Management

- Robert Pauley – Career Strategies, LLC
- Roseann Mabry – Office Team
- Gene Kivett – McGraw Hill
- Julie Krapf – MidWest Bank
- Jeannie Braun – Fenton Chamber of Commerce
- Suzanne Bennett – Liberty Mutual
- Kevin Scott – Visionary IT Services
- Stan Fine – TQM Labs
- Lois Weir-Jungers – CHE Consulting
- Tammy Durbin – Kelly Services

Computer Aided Drafting

- Mark Roberts – MDA Mechanical Dynamics & Analysis – CAD Designer
- Kevin Wallis – Code Consultants, Inc. – Production Manager
- David T. Duncan – Professional Employment Group – Sr. Technical Recruiter
- Brett Rossmannno – Ross & Baruzzini – Mechanical Designer
- Rachel Dazey – Professional Employment Group – Technical Recruiter
- Melanie Perry – BJC Healthcare – CADD Coordinator
- Joe Dale – Dale Architectural Services – Architect
- Mark James – AALCO Manufacturing – Draftsman
- Peter Spack – Studio Spack – Scenic Designer
- Margery Brugdorf – Studio Spack – Senior Designer
Advisory Committees

Computer Technology

John Schmerold – Katy Computer Systems
Jason Balicki – Frontier Financial
Jan Bryzeal – REJIS
Don Schlag – Lindenberg Technologies
Dennis Pyatt – Industrial IT Recruiter
Mike Lecours – The Gund Company
Justin Curless – Anheuser-Busch
Jonathan Koebbe – CHE Consulting

Electrical

Jerry Reinhold – Reinhold Electric – Owner
Lee Holms – Sunnen Products Company – Manager Human Resources
Earl Leach – Cambridge Engineering – Production Manager
Darla Gibson – Cambridge Engineering – Manager of Business Operations
Joe Morgan – Integrity Electric – Owner
John Stacey – City of St. Louis – Chief Electrical Inspector / Acting Chief Trades Manager
Jerry Feagans – City of St. Louis – Lead Electrical Inspector
Amanda Brittingham – Ameren – Talent Sourcing Specialist

Heating, Air Conditioning & Refrigeration

Mark Bemberg – Dawson Dodd – Sales/HVAC Journeyman
Greg Bonebrake – Bonebrake Heating & Cooling – Owner/Service Manager
Paul Brockfield – Mechanical Supply Co. – Hydronics Engineer
Christopher Kunst – Westport Heating & Cooling – Owner/Service Manager
Charles Lizenby – Lizenby Mechanical – Owner
Don Arendt – Bethesda Health Group – Senior Facility Manager
Dan Andrews – St. Louis Sheet Metal Workers – Coordinator
Thomas Hoffmann – Hoffmann Brothers – President
Dan Simorka – Marriott Hotels – Director of Engineering
John Lueken – SMACNA/St. Louis – Exec. V.P.
Terry McDermott – United Refrigeration – Outside Sales
Scott Massa – Colliers Turley Martin Tucker – Maintenance Supervisor

Information Systems

Steve Herzog – American Optometric Association
Keith Hock – AmerenUE Transmission Services Business Center
Matt Phillips – ISA-St. Louis
Mark Risley – Boeing Corporation
Joe Fitzsimmons – Scottrade
Duane Risley – Major Brands
Lisa Martin – Supplies Network

Medical

Rachel Greenway – Clinic of Internal Medicine
Noel Casino – Staff Medical Practice Management
Angela DeGroot – Arthritis Consultants
Sue Mathis – Human Resources, Inc.
Jo Ann Merz – Med/Suburban Surgical Association
Mary Bournstein – Sunrise Assisted Living
Kaci Dixon – Radiant Research
## Appendix A - Tuition & Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Reg. Fee</th>
<th>Lab/ Tech Fee</th>
<th>Books &amp; Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Maintenance Mechanic</td>
<td>Diploma</td>
<td>60</td>
<td>$22,800</td>
<td>$100</td>
<td>$1,500</td>
<td>$2,400</td>
<td>$26,800</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>Diploma</td>
<td>60</td>
<td>$22,800</td>
<td>$100</td>
<td>$1,500</td>
<td>$2,000</td>
<td>$26,400</td>
</tr>
<tr>
<td>Electrical Mechanic</td>
<td>Diploma</td>
<td>60</td>
<td>$22,800</td>
<td>$100</td>
<td>$1,500</td>
<td>$2,500</td>
<td>$26,900</td>
</tr>
<tr>
<td>Heating, Air Conditioning, and Refrigeration</td>
<td>Diploma</td>
<td>60</td>
<td>$22,800</td>
<td>$100</td>
<td>$1,500</td>
<td>$2,000</td>
<td>$26,400</td>
</tr>
<tr>
<td>Information Systems Security</td>
<td>Diploma</td>
<td>60</td>
<td>$19,500</td>
<td>$100</td>
<td>$1,500</td>
<td>$1,900</td>
<td>$23,000</td>
</tr>
<tr>
<td>Information Systems Security - Online</td>
<td>Diploma</td>
<td>60</td>
<td>$19,500</td>
<td>$100</td>
<td>$1,500</td>
<td>$1,900</td>
<td>$23,000</td>
</tr>
<tr>
<td>Network and Information Systems</td>
<td>Diploma</td>
<td>60</td>
<td>$22,800</td>
<td>$100</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$25,900</td>
</tr>
<tr>
<td>Business Management</td>
<td>AOS</td>
<td>70</td>
<td>$23,200</td>
<td>$100</td>
<td>$2,000</td>
<td>$3,600</td>
<td>$28,800</td>
</tr>
<tr>
<td>Business Management - Online</td>
<td>AOS</td>
<td>70</td>
<td>$23,200</td>
<td>$100</td>
<td>$2,000</td>
<td>$3,600</td>
<td>$28,800</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>AOS</td>
<td>70</td>
<td>$27,900</td>
<td>$100</td>
<td>$2,000</td>
<td>$3,500</td>
<td>$33,500</td>
</tr>
<tr>
<td>Medical Assistant - Online</td>
<td>AOS</td>
<td>70</td>
<td>$23,200</td>
<td>$100</td>
<td>$2,000</td>
<td>$3,000</td>
<td>$28,300</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>AOS</td>
<td>70</td>
<td>$27,900</td>
<td>$100</td>
<td>$2,000</td>
<td>$3,800</td>
<td>$33,800</td>
</tr>
</tbody>
</table>

### Tuition & Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Reg. Fee</th>
<th>Lab/ Tech Fee</th>
<th>Books &amp; Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Billing and Coding - Online</td>
<td>AOS</td>
<td>70</td>
<td>$23,200</td>
<td>$100</td>
<td>$2,000</td>
<td>$3,000</td>
<td>$28,300</td>
</tr>
<tr>
<td>Applied Electrical Technology</td>
<td>AOS</td>
<td>90</td>
<td>$34,200</td>
<td>$100</td>
<td>$2,250</td>
<td>$3,500</td>
<td>$40,950</td>
</tr>
<tr>
<td>Building Maintenance Technology</td>
<td>AOS</td>
<td>90</td>
<td>$34,200</td>
<td>$100</td>
<td>$2,250</td>
<td>$3,400</td>
<td>$39,950</td>
</tr>
<tr>
<td>Computer Network and Systems Technology</td>
<td>AOS</td>
<td>90</td>
<td>$34,200</td>
<td>$100</td>
<td>$2,250</td>
<td>$2,700</td>
<td>$39,250</td>
</tr>
<tr>
<td>Heating, Air Conditioning and Refrigeration</td>
<td>AOS</td>
<td>90</td>
<td>$34,200</td>
<td>$100</td>
<td>$2,250</td>
<td>$2,800</td>
<td>$39,450</td>
</tr>
<tr>
<td>Information Systems Technology</td>
<td>AOS</td>
<td>90</td>
<td>$34,200</td>
<td>$100</td>
<td>$2,250</td>
<td>$2,400</td>
<td>$38,950</td>
</tr>
<tr>
<td>Computer Science and Information Systems</td>
<td>BS</td>
<td>170</td>
<td>$65,000</td>
<td>$100</td>
<td>$4,250</td>
<td>$4,500</td>
<td>$73,850</td>
</tr>
<tr>
<td>Network Engineering and Computer Technology</td>
<td>BS</td>
<td>170</td>
<td>$65,000</td>
<td>$100</td>
<td>$4,250</td>
<td>$4,800</td>
<td>$74,150</td>
</tr>
</tbody>
</table>

Please note the cost of the A.O.S. programs include the cost of the Diploma program.

* Books and Supplies include the cost of uniforms, toolkits, and other items which are a mandatory part of the program, and applicable sales tax. The amounts in the above fee chart for Books and Supplies are estimates and are subject to change.
### Tuition & Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Reg. Fee</th>
<th>Lab/ Tech Fee</th>
<th>Books &amp; Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Billing and Coding – Online</td>
<td>AOS</td>
<td>70</td>
<td>$23,200</td>
<td>$100</td>
<td>$2,000</td>
<td>$3,000</td>
<td>$28,300</td>
</tr>
<tr>
<td>Applied Electrical Technology</td>
<td>AOS</td>
<td>90</td>
<td>$34,200</td>
<td>$100</td>
<td>$2,250</td>
<td>$3,500</td>
<td>$40,950</td>
</tr>
<tr>
<td>Building Maintenance Technology</td>
<td>AOS</td>
<td>90</td>
<td>$34,200</td>
<td>$100</td>
<td>$2,500</td>
<td>$3,400</td>
<td>$39,950</td>
</tr>
<tr>
<td>Computer Network and Systems Technology</td>
<td>AOS</td>
<td>90</td>
<td>$34,200</td>
<td>$100</td>
<td>$2,250</td>
<td>$2,700</td>
<td>$39,950</td>
</tr>
<tr>
<td>Heating, Air Conditioning, and Refrigeration Mechanic</td>
<td>AOS</td>
<td>90</td>
<td>$34,200</td>
<td>$100</td>
<td>$2,250</td>
<td>$2,700</td>
<td>$39,950</td>
</tr>
<tr>
<td>Information Systems Security</td>
<td>AOS</td>
<td>90</td>
<td>$34,200</td>
<td>$100</td>
<td>$1,900</td>
<td>$1,900</td>
<td>$33,900</td>
</tr>
<tr>
<td>Information Systems Security – Online</td>
<td>AOS</td>
<td>90</td>
<td>$34,200</td>
<td>$100</td>
<td>$1,900</td>
<td>$1,900</td>
<td>$33,900</td>
</tr>
<tr>
<td>Network and Information Systems</td>
<td>Diploma</td>
<td>60</td>
<td>$22,800</td>
<td>$100</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$25,800</td>
</tr>
<tr>
<td>Business Management</td>
<td>AOS</td>
<td>70</td>
<td>$23,200</td>
<td>$100</td>
<td>$2,000</td>
<td>$3,600</td>
<td>$28,900</td>
</tr>
<tr>
<td>Business Management – Online</td>
<td>AOS</td>
<td>70</td>
<td>$23,200</td>
<td>$100</td>
<td>$2,000</td>
<td>$3,600</td>
<td>$28,900</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>AOS</td>
<td>70</td>
<td>$27,900</td>
<td>$100</td>
<td>$2,000</td>
<td>$3,500</td>
<td>$33,500</td>
</tr>
<tr>
<td>Medical Assistant – Online</td>
<td>AOS</td>
<td>70</td>
<td>$23,200</td>
<td>$100</td>
<td>$2,000</td>
<td>$3,000</td>
<td>$28,300</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>AOS</td>
<td>70</td>
<td>$27,900</td>
<td>$100</td>
<td>$2,000</td>
<td>$3,800</td>
<td>$33,800</td>
</tr>
</tbody>
</table>

Please note the cost of the A.O.S. programs include the cost of the Diploma program.

* Books and Supplies include the cost of uniforms, toolkits, and other items which are a mandatory part of the program, and applicable sales tax. The amounts in the above fee chart for Books and Supplies are estimates and are subject to change.
Appendix B - Administrative Staff & Faculty

Administrative Staff
Emily Anderson, Campus Director
Keith Nordmann, Director of Education
Brad Pearson, Director of Admissions
Cynthia Montes, Education Coordinator
Terra Stephens, Education Coordinator
Chasity Cooley, Education Coordinator
Howard Hutton, Education Coordinator/High School Ambassador
Sarah Squires, Retention Specialist
Amber Tucker, Registrar
Linda Johnson, Director of Financial Aid
Ron Taylor, Financial Aid Administrator
Deborah Collier, Financial Aid Administrator
Renee Brakemeyer, Campus Accountant
Ryan Ahillen, Director of Career Services
Marie Vogelsang, Career Services Coordinator
Mike Anderson, Helpdesk Administrator
John Beltram, Librarian
Pam Carissimi, Receptionist
Bonnie Oxenfeld, Receptionist

Online Administrative Staff
Darrell Joy- Director of Online Operations
Je’loni Hall, Director of Education
Jenna Berkwitt-Director of Admissions
Cathy McAfee, Education Coordinator
Robert Webb, Education Coordinator
Angela Rique, Education Coordinator
San Rodriguez, Education Coordinator
KaSondra Stripling, Education Coordinator
Caroline Pratt, Director of Financial Aid
Monica Wiley, Financial Aid Representative
Sue Robinson, Registrar
Edwin Penfold, Career Services
Kimberly Sexton, Campus Accountant
Faculty

Rich Bartman (Building Maintenance Program Director, Instructor)
Rich holds an Associate degree in Industrial Management from Southern Illinois University-Edwardsville’s adult continuing education program. Rich has over 30 years of experience in private industry that has included all phases of building maintenance and construction duties including electrical, HVAC, plumbing, drywall, carpentry, concrete, masonry and blueprint design. Additionally, Rich has owned businesses that focused on property ownership, management, remodeling and renovation. His experience has also included bid preparation and analysis as well as project management.

Lynn Brower (General Education Instructor)
Lynn holds an Associate’s degree in General Studies from Southwest Illinois College and her Bachelor degree in Education from Southern Illinois University-Edwardsville. She has also accumulated an additional 16 graduate hours in Education. She is a certified instructor in the States of Missouri and Illinois. Prior to coming to Vatterott College, Lynn had 10 years of classroom instruction experience plus 2 years with the Teachers Academy of Illinois in working with training programs for elementary and secondary teachers. She has had over 10 years of private industry experience in the fields of customer service, personnel and business management.

Harry Eaton (Computer Technology Instructor)
Harry has a Bachelor’s degree in Computer Information Science from Florida Metropolitan University, Clearwater, Florida. Prior to coming to Vatterott College, Harry taught computer programming and computer languages for three years at an area community college. Harry has over 15 years of experience in private industry working as a contract programmer, computer technician and network support specialist.

William Harvey (Information Systems Instructor)
Bill holds a Master’s degree in Computer Resources and Information Management from Webster University and a Bachelor’s in Business Administration with Computer Information Systems from St. Leo University in Atlanta, GA. For the past 11 years, Bill has taught a variety of courses at a local college and had served for 20 years in the United States Army specializing in Finance and Information Systems. Bill retired from active military duty with the rank of Major.

Brian Myers (Computer Technology Instructor)
Brian holds an Associate’s degree in Computer Systems and Network Technology and a Bachelor’s degree in Network Engineering and Computer Technology from Vatterott College. Brian holds certifications in A+, CCNA, Linux+, and MCP. Brian has 9 years of experience in private industry as a POS Tech, network engineer as well as a network designer and installer.

Bruce Oram (Electrical Instructor)
Bruce studied Electrical Engineering at Ohio University, Parma, Ohio. For the past 24 years, Bruce has served as a field service supervisor and instructor for Allen-Bradley specializing in industrial controls, PLC, SLC and control logic. He also has previous experience as an instructor in basic electronics, industrial electricity, troubleshooting, electrical maintenance and RSLogix software. He has received several awards of recognition for his work in program and curriculum development in his field. Bruce served the United States Navy as Bench Technician, Instructor and Electronics Technician.

Terry Prater (HVAC Instructor)
Terry is a graduate of the Vatterott College HVAC/R diploma program. Prior to coming to Vatterott, he served 2 tours of duty with the United States Navy where his duties included repair and maintenance of heating systems as well as general aviation maintenance. He has experience in private industry that included installation of systems within the construction of electrical power stations. Terry holds an Excellence in Teaching Certification for classroom management, lesson plan development and curriculum consistency.
Faculty

Darrell Risley (Information Systems Instructor)
Darrell holds an Associate’s degree in Business from Wabash Valley Community College, Mt. Carmel, Illinois, and a Bachelor’s degree in Marketing from Eastern Illinois University, Charleston. Darrell holds certifications of training in QS9000/QSA Management, ISO9000/ QS9000 Lead Assessor Training, Dunn and Bradstreet Educational Training, Excel, Access 2002 and the Maynard Research Council’s Certification of Proficiency in Time Study. Darrell has over 25 years of experience in private industry working as a systems analyst, special projects manager, custom software design and support and data base administrator. He also taught computer programming courses for an area community college for 3 years.

Ben Schaper (Electrical Instructor)
Ben is a graduate of the United States Air Force Technical Air Command Electrical School. He has over 40 years of service with the USAF in active and reserve duty spending the majority of that time training airmen in the electrical field. As an IMA, Ben was responsible for supervising the electrical and general maintenance of Vandenburg Air Force Base. Ben has over 25 years of experience in private industry as an electrician and had previously taught electrical and building trades courses for a local community college.

David Seward (Electrical Instructor)
David has attended Lewis and Clark Community College and Belleville Area Community College specializing in electronics and microcomputer programming. He has over 25 years of field experience in private industry in residential, commercial and industrial electricity. Previous to coming to Vatterott College, Dave taught electrical apprentice classes for the Independent Electrical Contractors Association at an area community college as well as electrical theory and NEC courses for the IBEW local #1.

Don Shrum (Program Director Computer Technology, Instructor)
Don is a graduate of Computer Data Institute, St. Louis, and holds an Associate’s degree in Computer Systems and Network Technology from Vatterott College. Don holds certifications in A+, Linux+, MCSE, CNE, CCNA and is a MCCT (Master Certified Computer Technician). Prior to coming to Vatterott, Don was employed in private industry for over 10 years where he provided network support for over 400 users and as a field service technician providing network installation, training and support. His exposure to the technical field resulted from his duty assignments during his tour of duty with the United States Marine Corps.

Rick Myers (Computer Technology Instructor)
Rick holds an Associate’s Degree in Computer Systems and Network Technology and a Bachelor’s Degree in Network Engineering and Computer Technology from Vatterott College. Rick holds a certification in Security+. Prior to coming to Vatterott, Rick served 23 years in the United States Marine Corps as a communications manager, having experience in radio, telephone, satellite, and some exposure to teleconference communications. Rick was also employed at Scott Air Force Base as a Level I & II helpdesk technician.

Frank Smith (HVAC Instructor)
Franklin Smith started his HVAC career in 1981-1983 with Multiplex Corporation assembling refrigeration beverage equipment. In 1983-1990 Frank became a lead person in the refrigeration department. Then in 1990-2001 Frank became the senior lead person with this job title Frank oversaw production, refrigeration troubleshooting and supervised 6-8 production employees. As Maintenance technician and Supervisor Frank worked on electrical, HVAC and other building maintenance jobs from 2002-2008. Frank completed the HVAC/R diploma programs at South County Technical School as well as Vatterott College. In 2004 Frank became Industry Competency Exam Certified (I.C.E.). In addition Frank completed his EPA section 608 universal certification in 1992. In conclusion Frank has approximately 29 years of experience in the HVAC industry with a wide variety of positions and working knowledge.

Donald J Schmeiderer (Electrical Instructor)
Don has over 8 years experience working in the electrical field. He has a 2 year certificate in Control Systems Technology, 5 years experience in Electrical Maintenance and 8 years experience building high voltage electric switches. Don has been an instructor with Vatterott College since 2008.
Faculty

Mario Marciante (Building Maintenance/HVAC instructor)
Mario has been working in the commercial & residential heating and cooling fields since 1981. He holds certificates in universal EPA, Ice/Nat in heat pumps, Geo thermal, Gas heat and air distribution.

Leon Mannings (Trades Director)
Leon attended Southwest Illinois College and received an AAS degree in Aviation Maintenance Engineering. He was employed with ACR Mechanical Services for over 25 years as the facilities maintenance engineer. He also was employed at McDonnell Douglas Aircraft for 15 years as a Logistics Engineer. Leon also served in the US Air Force for 6 years.

Paul Hensler (HVAC Program Director, Instructor)
Paul received his Associate Degree from South Western Illinois College HVAC/R program. Paul comes to Vatterott with over 10 years experience in heating and cooling management and education. Paul was also the owner and operator of Hensler Heating and Cooling, his own HVAC company. He served over 4 years in the United States Army and is the recipient of the Bronze Star.

Lawrence Knickman, MBA, ME (Electrical Program Director, Instructor)
Larry earned a Masters In Management from Fontbonne University, his Masters in Business Administration In Finance from Southern Illinois University, Edwardsville, his Bachelor of Business Administration from Fontbonne, his Associate in Industrial Electronics from St. Louis Community College and his Journeyman Wireman IBEW/NECA Joint Apprenticeship Committee. Larry has served as Senior Adjunct Instructor for Fontbonne, and has 30 years experience in the electrical industry.
Appendix C - Non-Accredited Courses

The following courses are not accredited by ACCSC (Accrediting Commission of Career Schools and Colleges). Students enrolling in the Non-Accredited Continuing Education Courses must be 18 years of age or have written permission of a parent or legal guardian. Payment for these courses must be made at the time of enrollment. The courses listed in Appendix C have not been reviewed by the Accrediting Commission of Career Schools and Colleges (ACCSC) and are not considered part of the accredited offerings of the Sunset Hills campus of Vatterott College. Students completing these courses will not receive any credit which can be used toward other certificates or degree programs offered by Vatterott College.

Your Role in the Green Environment
Your Role in the Green Environment-Online
Better Green Business
Better Green Business-Online
Electronic Evidence Discovery
Electronic Evidence Discovery-Online

Your Role in the Green Environment - Non-Accredited Courses
This course will help learners develop an understanding of their impact on the environment. The course will provide information on what it means to "build green" and provides a broad overview of the ever-changing green environment initiatives. The course also provides an overview of the changes in the construction industry and the environment. Upon completion of this course, learners will receive a certificate of completion. The Course Length is 15 hours over four weeks.

Better Green Business - Non-Accredited Courses
This course will prepare and instruct you on how to help your company prepare for environmental changes and become a more “green” operation. You will learn about proven techniques any business can use, based on IBM’s breakthrough Green Business programs, products, strategies, and Green Sigma™ methodologies. You will study examples of how to establish effective green strategies and transformation plans, link them to operations, apply them, and track the results as well as powerful, new Smarter Planet technologies that deliver value by “instrumenting the planet”. The Course Length is 12 hours over four weeks.

Electronic Evidence Discovery - Non-Accredited Courses
This course is a combination of legal and technological training in one of the most exciting and dynamic subjects in law today. The discovery of electronically stored information is rapidly evolving. Since almost all information is now created in electronic form, paralegals and attorneys are now scrambling to understand how their clients create and maintain their business records. Ranging from word documents and spreadsheets to email and text messages, vast amounts of potentially responsive electronic information is available. You do not need a technical background to take this course. However, you do need to be aware of the fact that electronic evidence plays a role in building and defending a case. The Course Length is 36 hours over eight weeks.

Your Role in the Green Environment-Online - Non-Accredited Courses
This course will help learners develop an understanding of their impact on the environment. The course will provide information on what it means to “build green” and provides a broad overview of the ever-changing green environment initiatives. The course also provides an overview of the changes in the construction industry and the environment. Upon completion of this course, learners will receive a certificate of completion. The Course Length is 15 hours over four weeks.

Better Green Business-Online - Non-Accredited Courses
This course will prepare and instruct you on how to help your company prepare for environmental changes and become a more “green” operation. You will learn about proven techniques any business can use, based on IBM’s breakthrough Green Business programs, products, strategies, and Green Sigma™ methodologies. You will study examples of how to establish effective green strategies and transformation plans, link them to operations, apply them, and track the results as well as powerful, new Smarter Planet technologies that deliver value by “instrumenting the planet”. The Course Length is 12 hours over four weeks.
Non-Accredited Courses

Electronic Evidence Discovery-Online

This course is a combination of legal and technological training in one of the most exciting and dynamic subjects in law today. The discovery of electronically stored information is rapidly evolving. Since almost all information is now created in electronic form, paralegals and attorneys are now scrambling to understand how their clients create and maintain their business records. Ranging from word documents and spreadsheets to email and text messages, vast amounts of potentially responsive electronic information is available. You do not need a technical background to take this course. However, you do need to be aware of the fact that electronic evidence plays a role in building and defending a case. The Course Length is 36 hours over eight weeks.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Degree</th>
<th>Hours</th>
<th>Tuition</th>
<th>Books/Supplies</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Role in the Green Environment</td>
<td>Non-Accredited Courses</td>
<td>15</td>
<td>$250</td>
<td>$75</td>
<td>$10</td>
<td>$335</td>
</tr>
<tr>
<td>Better Green Business</td>
<td>Non-Accredited Courses</td>
<td>12</td>
<td>$250</td>
<td>$75</td>
<td>$10</td>
<td>$335</td>
</tr>
<tr>
<td>Electronic Evidence Discovery</td>
<td>Non-Accredited Courses</td>
<td>36</td>
<td>$625</td>
<td>$750</td>
<td>$70</td>
<td>$1,445</td>
</tr>
<tr>
<td>Your Role in the Green Environment-Online</td>
<td>Non-Accredited Courses</td>
<td>15</td>
<td>$250</td>
<td>$75</td>
<td>$10</td>
<td>$335</td>
</tr>
<tr>
<td>Better Green Business-Online</td>
<td>Non-Accredited Courses</td>
<td>12</td>
<td>$250</td>
<td>$75</td>
<td>$10</td>
<td>$335</td>
</tr>
<tr>
<td>Electronic Evidence Discovery-Online</td>
<td>Non-Accredited Courses</td>
<td>36</td>
<td>$625</td>
<td>$750</td>
<td>$70</td>
<td>$1,445</td>
</tr>
</tbody>
</table>

*In an effort to offer our students every convenience, books and supplies may be purchased at the Vatterott College campus. The amounts in the above fee chart are estimates and are subject to change. Alternatively, students may purchase their books and supplies externally.*
Appendix D - Refund Policy For Des Moines Residents taking Online Courses

After the last day of the add/drop period for each term, as defined in the school catalog, no refunds or adjustments will be made to tuition for STUDENTS withdrawing from individual classes but otherwise still enrolled. Refunds are made for STUDENTS who withdraw or are withdrawn from the COLLEGE prior to the completion of their program. Refunds will be based on the current tuition charge incurred by the STUDENT at the time of withdrawal, not the amount the STUDENT has actually paid. Tuition and fees attributable to any future periods of enrollment that have not yet been charged will not be assessed. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a STUDENT withdraws from the COLLEGE, he/she should complete a STUDENT withdrawal form with the Registrar or Director of Education.

It is understood that any terms extended to any STUDENT are for convenience in paying the tuition and fees and are not in any way to be considered as payment(s) for periods of time. By accepting applications, the COLLEGE has assumed the obligation of furnishing a complete program, instructors, equipment, laboratories, classrooms and other facilities necessary for teaching its program at the stated offered tuition cost for the program and with the understanding that refunds will be made per academic term only as follows:

A. No refund will be made for a completed academic term.
B. The withdrawal date is the date the STUDENT notifies the COLLEGE that he/she is withdrawing or if COLLEGE initiated, the date the COLLEGE determines the STUDENT is withdrawn.
C. A tuition refund of ninety percent (90%) of the unearned tuition and lab/tech fee will be given to a STUDENT that withdraws or is withdrawn during an academic term. Unearned tuition and fees will be calculated by dividing the tuition and lab/tech fee charged for the academic term by the number of days in the academic term and multiplying the resultant by the number of days remaining in the academic term on the withdrawal date.
D. Refunds will be made within 30 days of the date that the COLLEGE determines a STUDENT is withdrawn.

Activity Duty in a Military Service

Catalog provisions applicable to students who withdraw from the College as a result of being called into active duty in a military service of the United States also are applicable to any student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty.
The current Student Grievance Policy is to be replaced with the below policy.

**Student Information & Services**

**Student Grievance Policy**

Should a student have a grievance or complaint concerning any aspect of his or her recruitment, enrollment, attendance, education, or career services assistance, the student should first contact the faculty or staff member to whom the grievance or complaint refers.

If a solution satisfactory to the student is not reached with the faculty or staff member, the student may submit his or her grievance or complaint in writing to the Director of Education, clearly describing the grievance or complaint.

The Director of Education will review the grievance or complaint, seek resolution and notify the student of the remedy within 10 days. In the event the student is not satisfied with the resolution provided by the Director of Education, the student must appeal to the institution’s Director in writing within 10 days of receiving the decision of the Director of Education.

The institution’s Director will review the pertinent facts and evidence presented. Within 10 days of receipt of the student appeal, the institution’s Director will formulate a resolution.

Students who wish to contest the Director’s resolution may submit a written appeal to the Chief Administrator, Vatterott Educational Centers, Inc. as the final entity seeking a favorable resolution to reported grievance or complaint.

At any time, the student may contact the Vatterott Educational Centers, Inc. Student Affairs division for additional support via email at studentaffairs-spring@vatterott-college.edu.

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 considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. 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 Blvd., / 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 school director or director of education.

Students may also contact the following agencies concerning any grievance or complaint about the institution: Office of the Ombudsman, United States Department of Education, Toll-free phone: (877) 557-2575.

Any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, phone 615-741-5293.

All student complaints shall be handled in accordance with the above procedure and, upon exhaustion of the above, are subject to the Arbitration Agreement executed by all students as part of their Enrollment Agreement.

The Arbitration Agreement sets forth that the student and Vatterott College agree that the exclusive means of enforcing any state, federal, regulatory or other right(s) will be in accordance with and governed by the Arbitration Agreement. A copy of the Arbitration Agreement can be obtained by requesting a copy in writing directed to the institution’s Director.
The externships or other formal experiential learning activities & incomplete grade policies will be replaced with the below policies.

Academic Information

Externships or Other Formal Experiential Learning Activities

All externships and other formal experiential learning activities will be registered in the student system. Attendance or participation is to be tracked and posted at least once a week and final grades will be recorded at the end of the enrollment period. Students who are unable to complete their externship or other formal experiential learning activity by the end of the term of enrollment will be granted an Incomplete Grade “I” for up to 10 additional weeks to complete their remaining requirements. The student will not be charged any additional tuition for the externship or other formal experiential learning activity. Once the student completes all of the requirements for the externship or other formal experiential learning activity within the additional 10 week period, the Incomplete Grade “I” will be changed to the appropriate letter grade.

For externships or other experiential learning activities that occur at the end of the student’s curriculum and that are required for graduation, the graduation date will coincide with the last day of the term in which the student completes all program requirements, unless the student completes such requirements during the add/drop period, in which case the graduation date may be back dated to the last date of the previous term.

Only externship hours that are submitted before the student drops or takes a Leave of Absence will be counted as hours towards completion of the externship. A student who receives an “F” for failing to perform essential duties at the site may be re-enrolled in the externship or experiential learning activity course for the subsequent term. If a student chooses to re-enroll, hours completed and submitted in the previous term will not be counted toward the completion of the externship and other formal experiential learning activity.

Incomplete Grade

An incomplete grade “I” signifies that not all the required coursework was completed during the term of enrollment. The “I” grade is not calculated into the term GPA or CGPA at the time it is awarded.

Instructors submitting “I” grades must receive approval from the Director of Education or designee and documentation of the “I” grade must be placed in the student’s academic file. For students not enrolled in an externship or other formal experiential learning activity, all required coursework must be complete and submitted within two weeks after the end of the term. For students enrolled in an externship or other formal experiential learning activity, please refer to the “externship or other formal experiential learning activities” section of the catalog. If course requirements are not satisfied by the deadline, the “I” is converted to an “F.” An “I” grade may be assigned only when all of the following conditions are met:

- The student has been making satisfactory progress in the course, as determined by the instructor;
- The student is unable to complete some coursework because of unusual circumstances that are deemed acceptable by the instructor; and
- The student presents these reasons in writing, with any required documentation prior to the last day of the term.
Academic Information

The below section is to be included after the Leave of Absence Policy.

Leave of Absence Due to Military Obligations

When a service member of the Armed Forces is called to active duty, the student must provide proof of active duty orders. When the student is called to active duty during the term, the institution will:

- Excuse tuition and fees for the term.
- Refund any payments received for the term to the proper source.
- Expunge the student’s record of registration for the term so that the student is not penalized academically.

The below Re-Admission following a Leave of Absence policy is replacing the current policy in the catalog.

Re-Admission Following a Leave of Absence

Upon return from leave, a clock-hour student will be required to re-enroll in the courses from which he/she left upon entering the LOA and receive final grades for the courses. Or, if the term was completed before an LOA was granted, both clock-hour and credit-hour students will be expected to reenroll in next offered courses in normal sequence of the educational program. The student will not be charged any fee for the repeat of courses from which the student took leave or for reentry from the leave. A student whose tuition and fees were reversed due to military obligations, will charged for tuition and fees as applicable to the reentry term.

The date a student returns to class is normally scheduled for the beginning of the term.
The below changes have been made to the Program Offerings and Course Descriptions sections.

Program Offerings

Medical Billing and Coding

The objective of this program is designed to prepare the student for entry-level employment as a Medical Biller/Coder performing administrative duties including Medical Billing and Coding within the health care field. Graduates from the Medical Billing/Coding program will have a working knowledge of administrative duties such as ICD-9 coding, hospital and insurance billing; a fundamental knowledge of medical terminology and healthcare delivery systems, an understanding of anatomy, physiology, and pathology/pharmacology, and a comprehensive knowledge of current procedural terminology.

The program consists of 70 weeks, 76.5 Quarter Credit hours of medical theory (including five medical electives and two general electives), and 13.5 Quarter Credit Hours of General Education, totaling 90 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 112</td>
<td>Intro to ICD 9 CM Coding and CPT Coding</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 114</td>
<td>Intro to Current Procedural Terminology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 175</td>
<td>Law &amp; Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 200</td>
<td>Computers and Healthcare Delivery Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 218</td>
<td>Office Management in the Healthcare Setting</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 222</td>
<td>Medical Terminology and Anatomy and Physiology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 230</td>
<td>Pathology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 240</td>
<td>Pharmacology</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 250</td>
<td>Comprehensive Insurance Billing</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students Must Select 5 Of The Following 7 Medical Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MC 117</td>
<td>Auditing</td>
</tr>
<tr>
<td>MC 130</td>
<td>Insurance and Coding Exam Review</td>
</tr>
<tr>
<td>MC 190</td>
<td>Intro to Health Information Technology</td>
</tr>
</tbody>
</table>

Course Descriptions

MC 195: Medical Office Procedures

This lecture and lab-based course covers the skills and knowledge required to perform administrative tasks in the administrative department of a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, and processing insurance claims.

MC 215: Medical Office Management

This lecture and lab-based course is an overview of both effective patient care and sound business practices in the medical facility. This course will include instruction on emerging developments in billing and coding, documentation, ethical and legal issues, and technological advances. Other topics that will be covered include: the medical record, fraud & compliance, responsibilities of the manager, and medical marketing.

MC 191: Medical Office Administration

This lecture-based course covers the skills and knowledge required to perform administrative tasks in a medical office setting. Topics will include
how to receive patients, schedule appointments, handle medical records, and process insurance claims.

**MC 218: Office Management in the Healthcare Setting**

This lecture-based course is an overview of effective business practices to offer in a medical setting that will result in quality patient care. The course will include instruction on current and emerging developments in medical office management, including billing and coding, documentation, ethical and legal issues, and technological advances. It will also provide an overview of effective management practices.
Please note the below changes have been made to the catalog:

- Page 2 – Remove Emily Anderson, Add Janiece Jones
- Appendix B – Administrative Staff & Faculty, replace current Administrative Staff section with below information:

### Appendix B - Administrative Staff & Faculty

**Administrative Staff**

- Janiece Jones, Campus Director
- Keith Nordmann, Director of Education
- Kevin Asberry, Director of Admissions
- Cynthia Montes, Education Coordinator
- Terra Stephens, Education Coordinator
- Chasity Cooley, Education Coordinator
- Kyley Pruitt-Williams, Education Coordinator
- Sarah Squires, Retention Specialist
- Amber Tucker, Registrar
- Linda Johnson, Director of Financial Aid
- Ron Taylor, Financial Aid Administrator
- Deborah Collier, Financial Aid Administrator
- Renee Brakemeyer, Campus Accountant
- Ryan Ahillen, Director of Career Services
- Marie Vogelsang, Career Services Coordinator
- Mike Anderson, Helpdesk Administrator
- John Beltram, Librarian
- Pam Carissimi, Receptionist
- Bonnie Oxenfeld, Receptionist

**Distance Education Courses**

Students have the option to take select courses via distance education through Vatterott College Sunset Hills, provided the total number of distance education courses taken in this manner does not exceed 50% of the student's program.

Conversely, students enrolled in an online program at Vatterott College Sunset Hills have the option to take select courses on-ground at several Vatterott College campuses, provided the total number of on-ground courses taken in this manner does not exceed 50% of the student's on-line program.

Under certain circumstances, General Education courses also may be taught via distance education by Vatterott College Sunset Hills.

Students should consult with the Director of Education, Registrar, or Campus Director regarding distance learning opportunities.

**Online Administrative Staff**

- Darrell Joy- Director of Online Operations
- Je'Lon Hall, Director of Education
- Cathy McAfee, Education Coordinator
- Robert Webb, Education Coordinator
- Angela Rique, Education Coordinator
- San Rodriguez, Education Coordinator
- KaSondra Stripling, Education Coordinator
- Monica Wiley, Financial Aid Representative
- Sue Robinson, Registrar
The below Academic Probation Policy is to replace the current Academic Probation Policy in the Academic Information section of the catalog.

**Academic Information**

**Academic Probation**

At the end of each term after grades have been posted, each student’s CGPA and rate of progress are reviewed to determine whether the student is meeting the satisfactory academic progress requirements.

Students will be placed on FA Warning - Academic Warning the first term after the CGPA or the rate of progress falls below the values specified in the CGPA and Rate of Progress Towards Completion requirements sections of this catalog. At the end of the FA Warning - Academic Warning term in which the student is enrolled, the student will be returned to regular status if he/she meets or exceeds the minimum standards.

If the student fails to meet the minimum CGPA or rate of progress requirements at the end of the FA Warning - Academic Warning term, the student will be dismissed (dropped) from the institution. Students dismissed for failing to make Satisfactory Academic Progress can appeal their dismissal in writing to the campus Director of Education. Students allowed an additional appeal term by both Financial Aid and Academics will be placed on one term of FA Probation - Academic Probation and must achieve Satisfactory Academic Progress at the end of the term of FA Probation - Academic Probation. Failure to achieve Satisfactory Academic Progress at the end of the one term of FA Probation - Academic Probation will result in dismissal from the institution.

In the case that a student is not allowed an additional appeal term from the FA department but has shown improvement toward meeting SAP and the appeal is approved by the Academics department the student will be placed on FA Suspension - Academic Appeal. Students placed on FA Suspension - Academic Appeal will not receive Title IV funding and will need to find alternative funding to continue in their program.

Students who withdraw from a term of FA Warning - Academic Warning or FA Probation - Academic Probation are considered to have failed that term.
The below information is to be included in the Financial Information & Academic Information sections of the catalog.

Financial Information

Satisfactory Academic Progress (SAP) and new terms associated with SAP

Due to recent changes in policies issued by the Department of Education, Vatterott Educational Centers has revised its Satisfactory Academic Progress policy. This revised policy will go into effect beginning July 1, 2011. This policy affects any student that has or will apply for financial aid.

Standards of Satisfactory Academic Progress

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied specifically, and must include all periods of enrollment, regardless of whether or not aid was received. The student must meet the published SAP standards for all students in order to receive financial aid.

Students must meet both the published qualitative (cumulative GPA) standard and the pace (quantitative completion rate) standard to be eligible to be considered “meeting SAP.” In addition, a student may never receive Federal Student Aid if the 150% maximum timeframe component has been or will be exceeded.

Students who fail to meet SAP standards will automatically receive one additional period of “financial aid warning” to meet SAP and will be eligible to receive Federal Student Aid during that one additional period. Students who fail to meet SAP after the one period of “financial aid warning” will be ineligible to receive further Federal Student Aid unless an appeal is filed and granted, or until the student once again meets SAP after completing at least one term of enrollment for which non-Federal Student Aid was used in financing that period of enrollment.

SAP Appeals for Financial Aid Eligibility

SAP Appeals must include:

- Letter written by the student requesting the appeal and why
- Information on why a student the student failed to make SAP
- What has changed that will allow a student to make SAP after one additional term.
- An academic plan that shows what is required specifically for the student to meet SAP by the end of the next term.
- Documentation of extenuating circumstances (extenuating circumstances, as defined by the Department of Education, include death of family member, injury or illness of student or immediate family member for which the student must assist in care, other equally serious extenuating circumstances)

Appeals should not be submitted and will not be considered unless the student is able to meet SAP after the next period of SAP evaluation. Appeals will be accepted no later than the following Friday after the term end date when the SAP determination was made.

New SAP Terminology for Financial Aid Eligibility

Beginning July 1, 2011, the Federal Regulations that apply to schools who are Title IV eligible have new language regarding Satisfactory Academic Progress (SAP). It is important for all students to understand the new terminology that schools are required to use. When viewing their transcript, students will see four new terms associated with SAP: Financial Aid (FA) Warning, Financial Aid (FA) probation, Financial Aid (FA) suspension.

FA Warning is defined as a status conferred automatically at the end of a term and without action by a student. This status will allow a student to continue receiving Title IV aid for one additional payment period. At the end of that additional payment period, the student should be meeting SAP. If SAP has not been met at the end of that additional payment period, the...
student may be allowed to appeal if extenuating circumstances existed that prevented him/her from meeting SAP.

If a student does not have a basis to appeal, or chooses not to appeal after not meeting SAP following a term of FA warning, the student will be dropped. An enrollment status of “drop” terminates a student’s enrollment, and the student may not continue in classes.

**FA Probation** is a status that is only available to students who have appealed and been granted an approved FA SAP appeal. FA probation status is only available for one term only, and students are eligible to receive Title IV funding during that one term of FA probation.

This financial aid terminology will be combined with academic terminology. When viewing transcripts students may see the following combinations:

- **FA Warning-Academic Warning** (this is used for the first term after which a student has not met SAP)
- **FA Probation-Academic Probation** (this is used for the term after a student has completed one term of FA warning-academic warning, did not yet meet SAP, has filed an appeal, and the student's appeal was approved, allowing the student to be eligible to attend one additional term of enrollment and remain eligible for Federal Student Aid)
- **FA Suspension-Academic Appeal** (this is used for the term after a student has completed one term of FA warning-academic warning, did not yet meet SAP, has filed an appeal, and the student’s appeal was not approved for Federal Student Aid funding; the student is, however, allowed to remain enrolled if using non-Federal funds to pay for educational costs)

It is important to note that an SAP appeal for FA will only be granted if:

- The student is statistically able to once again meet SAP at the end of one additional term
- The student has provided documentation for an extenuating circumstance that prohibited the student from meeting SAP
- All Vatterott paperwork required for the appeal is complete and has been submitted timely, including:
  1. An academic plan that specifies the plan and specific point in time for the student to meet SAP standards
  2. A letter by the student explaining why he/she failed to meet SAP standards and what has changed that would now allow him/her to meet SAP at the end of the next term

Once Title IV eligibility has been lost due to not meeting SAP, students may only regain Title IV eligibility by paying for his/her education using non Title IV funding for a minimum of at least one complete term and until SAP is once again met.
Addendum – Program Offerings
Effective: 07-2011

The below changes have been made to the Program Offerings section of the catalog.

Program Offerings

**Computer Science and Information Systems Technology**

Bachelor of Science, B.S.

The objective of this program is to prepare the student for entry-level employment in the information systems field by using diverse educational and training approaches including lecture, hands-on lab experience, and general education. The student will learn to build applications in Oracle including creating forms, and charts; will be able to utilize the project management process to ensure timely completion of complex projects; will be able to provide security for network systems and internet sites; and will be able to develop robust applications using the Java programming language. Upon successful completion the student will be prepared for entry-level employment as a systems analyst, project manager, computer programmer, a database administrator or network administrator, or other similar positions in a data processing/information systems environment.

The program consists of 170 weeks, 168 Quarter Credit Hours of theory and associated lab work and 45 Quarter Credit Hours of General Education totaling 213 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP-101B</td>
<td>Introduction to Computer Programming</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-102B</td>
<td>Microsoft Windows 2000 and Office XP</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-103B</td>
<td>Visual C# .NET</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-104B</td>
<td>Database Design and Management</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-105B</td>
<td>Designing and Implementing Web Solutions</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-106B</td>
<td>Local Area Network (LAN)</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-201B</td>
<td>Systems Analysis</td>
<td>7.5</td>
</tr>
<tr>
<td>CP-202B</td>
<td>Java</td>
<td>7.5</td>
</tr>
<tr>
<td>CP-203B</td>
<td>Advanced VB</td>
<td>7.5</td>
</tr>
<tr>
<td>CP-401A</td>
<td>Dynamic Web Applications</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-402</td>
<td>Information Security</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-403</td>
<td>Oracle Programming</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-404</td>
<td>Advanced Relational Database with Oracle</td>
<td>12.0</td>
</tr>
<tr>
<td>CP-405</td>
<td>Advanced System Analysis and Project Management</td>
<td>12.0</td>
</tr>
<tr>
<td>PM-406</td>
<td>Computer Science Capstone</td>
<td>13.5</td>
</tr>
<tr>
<td>GE-101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-105</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-110</td>
<td>Introduction to Sociology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-303</td>
<td>American History I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-305</td>
<td>American History II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-307</td>
<td>Environmental Science</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-311</td>
<td>Logic</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-315</td>
<td>Speech and Communication</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 213

**Network Engineering and Computer Technology**

Bachelor of Science, B.S.

The objective of this program is to prepare the student with diverse education and training in network engineering and computer technology. The student will be prepared for entry-level employment as a local area or wide area network designer or network administrator. Graduates may enter positions that entail database technologies, data communications, operating system environments, and hardware platforms.

The program consists of 170 weeks, 168 Quarter Credit Hours of theory and associated lab work and 45 Quarter Credit Hours of General Education totaling 213 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT-101B</td>
<td>Electronic Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-102B</td>
<td>DOS/Hardware Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-103B</td>
<td>Linux</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-104B</td>
<td>Desktop Operating Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-105B</td>
<td>Peripherals and Data Communications</td>
<td>12.0</td>
</tr>
</tbody>
</table>
Addendum – Program Offerings
Effective: 07-2011

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT-106B</td>
<td>PC Troubleshooting and Configuration</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-201B</td>
<td>Novell Networking</td>
<td>7.5</td>
</tr>
<tr>
<td>CT-202B</td>
<td>Windows Networking</td>
<td>7.5</td>
</tr>
<tr>
<td>CT-203B</td>
<td>TCP/IP and Routing</td>
<td>7.5</td>
</tr>
<tr>
<td>CT-400</td>
<td>Advanced Linux</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-401</td>
<td>Database Concepts</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-402</td>
<td>Cisco Routing and Switching</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-403</td>
<td>Network Security</td>
<td>12.0</td>
</tr>
<tr>
<td>CT-404</td>
<td>Microsoft Server</td>
<td>12.0</td>
</tr>
<tr>
<td>PM-406</td>
<td>Computer Science Capstone</td>
<td>13.5</td>
</tr>
<tr>
<td>GE-101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-105</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-110</td>
<td>Introduction to Sociology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-303</td>
<td>American History I</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-305</td>
<td>American History II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-307</td>
<td>Environmental Science</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-311</td>
<td>Logic</td>
<td>4.5</td>
</tr>
<tr>
<td>GE-315</td>
<td>Speech and Communication</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total Number of Quarter Credit Hours Required for Graduation 213**
The below Transcript Request Policy is to replace the current Transcript Request Policy in the Student Information & Services section of the catalog.

**Student Information & Services**

**Transcript Request Policy**

A student wishing to request an official school transcript must complete the Transcript Request Form located in the Registrar’s Office. After the completion of the form and the payment of a $10.00 fee, the Registrar’s office will process the request within two calendar weeks.
The below information has been added to the Program Offerings and Course Descriptions sections.

Program Offerings

**Medical Assistant Occupational Specialist Diploma**

The objective of this program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the skills necessary to help them obtain employment in the medical field working in both administrative and clinical settings.

Proof of Hepatitis B inoculation series initiation is required before starting the second phase.

Note: Past criminal history may affect one’s ability to obtain employment in this field. Students enrolling in this program must sign the Attestation of Understanding regarding state regulations on criminal records and possible background checks prior to the externship. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel. Additional information regarding policies on blood borne and infectious diseases is available upon request.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 114</td>
<td>Technical Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>GE 123</td>
<td>Interpersonal Communications in Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>ME 105</td>
<td>Medical Terminology</td>
<td>3.0</td>
</tr>
<tr>
<td>ME 108</td>
<td>Introduction to Medical Billing and Coding</td>
<td>3.0</td>
</tr>
<tr>
<td>ME 115</td>
<td>Computer Applications for Healthcare</td>
<td>3.0</td>
</tr>
<tr>
<td>ME 121</td>
<td>Anatomy and Physiology</td>
<td>4.0</td>
</tr>
<tr>
<td>ME 125</td>
<td>Clinical Medical Assisting</td>
<td>6.0</td>
</tr>
<tr>
<td>ME 140</td>
<td>Pharmacology</td>
<td>3.0</td>
</tr>
<tr>
<td>ME 150</td>
<td>Medical Law and Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>ME 155</td>
<td>Laboratory Procedures</td>
<td>6.0</td>
</tr>
<tr>
<td>ME 175</td>
<td>Medical Office Procedures</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Course Descriptions**

**GE 114 – Technical Mathematics**

This course provides an introduction to basic mathematical operations and functions as they apply to the technical workplace. The course starts with a review of numbers, their systems, forms, and operations. It then introduces basic algebraic concepts including solving systems of one and two variables, simplifying equations, and practical applications of basic technical formulas. Also included are basic geometric forms and relationships. The course’s emphasis is on providing students with a practical and useful working knowledge of these concepts for use in the rest of their program, and in their careers.

**GE 123 – Interpersonal Communications in Healthcare**

This course will introduce students to the different types of communication needed in healthcare facilities. Topics to be covered include: written communication, body language, verbal and non-verbal communication; the role of culture in communication; human relations; clinical judgment; and the use of electronic media in the healthcare setting. The course will emphasize the importance of excellent customer service.

**ME 105 – Medical Terminology**

This course provides the student with an understanding of medical terminology, using textbooks, videos, and computer applications to understand the use of roots, prefixes, and suffixes. This course will also emphasize medical vocabulary as it applies to anatomy, physiology, and pathology of the human body.

**ME 108 – Introduction to Medical Billing and Coding**

This course will instruct the student in the process of basic medical coding utilizing ICD-9, ICD-10, CPT and HCPCS. Students will be instructed on how accurate coding leads to optimal reimbursement. The student will be able to code diagnostic procedures from case studies and reports.
Addendum – Program Offerings & Course Descriptions
Effective: 01-2012

**ME 115 – Computer Applications for Healthcare**  
3.0 Quarter Credit Hours

This course provides the student with an overview of the historical development of healthcare delivery systems, including concepts and theory related to point-of-care data entry and regulatory agencies and organizations related to the provision of healthcare. Students are introduced to Microsoft Office, using Microsoft Word, Microsoft Excel, Microsoft Access, and Microsoft Power Point. Students are also introduced to Medisoft software and Microsoft office concepts for use in the physician’s office environment.

**ME 121 – Anatomy and Physiology**  
4.0 Quarter Credit Hours

This course is designed to introduce the student to the structures and functions of the various systems of the body and how these systems maintain homeostasis. It will cover introductory terms, chemistry (brief), cells and tissues; and explain the systems from the integumentary to the reproductive. It will also introduce the student to the human body structures related to the cardiovascular and lymphatic system, digestive system, the eyes and ears, the musculoskeletal system, the nervous system, urinary system, the endocrine system and common physiological terms as well as associated pathological conditions. Also covered will be the importance of a good diet and nutrition, and how a poor diet and nutrition can affect the health of the body.

**ME 125 – Clinical Medical Assisting**  
6.0 Quarter Credit Hours

This course will train the student in basic clinical duties. Topics will include administration of injections, pre-physical exam preparation, instruments, minor surgery preparation, specialty procedure preparation, vital signs, and measurements. In addition, this course will include the importance of microbiology theory and infection control techniques within a clinic or lab.

Prerequisite ME 105

**ME 140 – Pharmacology**  
3.0 Quarter Credit Hours

This course will introduce the student to the clinical aspect of the administration, writing prescriptions and dispensing of drugs, as prescribed by the doctor, and the legal and ethical standards regarding these drugs. This course will include the explanation and demonstration of conversion between metric and household systems of measure; medication orders; medication labels, and calculations; of insulin and pediatric dosages.

Prerequisite ME 105

**ME 150 – Medical Law and Ethics**  
3.0 Quarter Credit Hours

This course provides a foundation for handling common legal & ethical challenges in everyday practice. Legal concepts and theories in this course include: international & quasi-international torts, professional liability insurance, and required documentation. Ethical components of the course include issues that a health care professional may face on the job. The course will also cover common areas of liability and litigation in different healthcare settings.

**ME 155 – Laboratory Procedures**  
6.0 Quarter Credit Hours

This course covers skills and knowledge required for medical assistants to identify and practice clinical and/or lab duties in a medical office. Topics include, but are not limited to: phlebotomy, clinical laboratory testing procedures; and electrocardiology. In addition, this course will cover the importance of microbiology theory and infection control techniques within a clinic or lab setting.

Prerequisite ME 105

**ME 175 – Medical Office Procedures**  
3.0 Quarter Credit Hours

This course covers the skills and knowledge required to perform administrative tasks in a medical office. Topics include, but are not limited to, receiving patients, scheduling appointments, patient triage, handling medical records, processing insurance claims, and an introduction to medical office management.

Prerequisite ME 105

**ME 180 - Externship and Exam Preparation**  
4.0 Quarter Credit Hours

This course will prepare the student for their externship experience. It will also culminate all of the learning that has been presented in the program to prepare students to understand employment opportunities and credentialing available to them, job responsibilities, and preparation to sit for one or more exams such as the RMA or the CMA.

Prerequisite ME 125 and ME 155

**ME 190 – Medical Externship**  
8.0 Quarter Credit Hours

Students will use the knowledge and skills learned in the program and complete a minimum of 240 hours of externship at an approved site.

ME 125 and ME 155
The following Tuition & Fees have been added to Appendix A:

Appendix A - Tuition & Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
<th>Weeks</th>
<th>Tuition</th>
<th>Reg. Fee</th>
<th>Lab/Tech Fee</th>
<th>*Books &amp; Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant Occupational Specialist</td>
<td>Diploma</td>
<td>40</td>
<td>$16,120</td>
<td>$100</td>
<td>$1,500</td>
<td>$1,100</td>
<td>$18,820</td>
</tr>
</tbody>
</table>

* Books and Supplies include the cost of uniforms, toolkits, and other items which are a mandatory part of the program, and applicable sales tax. The amounts in the above fee chart for Books and Supplies are estimates and are subject to change.
Addendum – Program Offerings
Effective: 01-2012

The below changes have been made to the Program Offerings section.

Program Offerings

Medical Assistant

The objective of this program is to prepare the student for employment as an entry level Medical Assistant. Students graduating from this program will have the necessary skills to obtain employment in the medical field working in both administrative and clinical areas within the health care field.

The program consists of 70 weeks, 72 Quarter Credit hours of medical theory (including five medical electives and two general electives), 13.5 Quarter Credit Hours of General Education, and 4.5 Quarter Credit Hours of Externship, totaling 90 Quarter Credit Hours. Instruction is designed for entry every 10 weeks.

Students must complete a Criminal Background check through the State of Missouri prior to enrollment. Students are encouraged to be immunized against and tested for infectious diseases, such as mumps, measles, rubella and tuberculosis prior to contact with patients and infectious objects or materials, in an effort to minimize the risk to patients and healthcare personnel.

Students may select an on-ground or an online blended version of study. In the on-ground version of the program, both theory and lab work are taught at the campus. In the blended version, theory is taught online and lab work is taught at the campus. In both options, a residential 160-hour externship is required at a medical facility.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 140</td>
<td>Intro to Billing and Coding</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 160</td>
<td>Pharmacology and Office Emergencies</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 175</td>
<td>Law &amp; Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 178</td>
<td>Medical Assisting Clinical Duties I</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 195</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 215</td>
<td>Medical Office Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 236</td>
<td>Terminology and Anatomy</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 240</td>
<td>Laboratory Techniques</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Associate of Occupational Studies

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 250</td>
<td>Medical Assisting Clinical Duties II</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 290</td>
<td>Medical Assisting Externship</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students Must Select 5 Of The Following 7 Medical Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 150</td>
<td>Medical Assisting Financial Management</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 180</td>
<td>Phlebotomy &amp; IV Theory</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 185</td>
<td>Microbiology Theory</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 197</td>
<td>Patient Education and Safety in the Medical Office</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 200</td>
<td>Computers and Healthcare Delivery Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>MA 205</td>
<td>Electrocardiography</td>
<td>4.5</td>
</tr>
<tr>
<td>MC 205</td>
<td>Medical Transcription</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Students Must Select 2 General Electives

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 101</td>
<td>English Composition 1</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 105</td>
<td>Intro to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

General Education Classes

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE 101</td>
<td>English Composition 1</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 105</td>
<td>Intro to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total Number of Quarter Credit Hours Required for Graduation 90
Addendum – Program Offerings & Course Descriptions
Effective: 01-2012

The below changes have been made to the Program Offerings & Course Descriptions section.

Program Offerings

Heating, Air Conditioning & Refrigeration Mechanic Diploma

The objective of this program is to prepare the graduate with the theory and working knowledge of heating, air conditioning and refrigeration in order to secure an entry-level position in the industry as a maintenance or service technician.

The program consists of 60 weeks, 72 Quarter Credit Hours of heating, air conditioning, and refrigeration theory and associated lab work. Instruction is designed for entry every 10 weeks.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HV 101B</td>
<td>Electricity Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 102B</td>
<td>Refrigeration Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 103B</td>
<td>Air Conditioning</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 104B</td>
<td>Heating</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 110B</td>
<td>Residential HVAC Systems</td>
<td>9.0</td>
</tr>
<tr>
<td>HV 106B</td>
<td>Boiler/Piping</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 201B</td>
<td>Commercial Refrigeration</td>
<td>7.5</td>
</tr>
<tr>
<td>HV 202B</td>
<td>The Business</td>
<td>7.5</td>
</tr>
<tr>
<td>HV 203B</td>
<td>Industry Credentials and Certifications</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GR 104</td>
<td>Green Awareness</td>
<td>3.0</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Total Number of Quarter Credit Hours Required for Graduation 72</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Heating, Air Conditioning & Refrigeration Technology Associate of Occupational Studies

The objective of this program is to prepare the graduate with knowledge of advanced refrigeration and HVAC as well as how to start up and manage their own heating and cooling business. The program also offers a general education component to assist graduates with critical thinking skills. Student will be trained to secure an entry level position as a maintenance or service technician.

The program consists of 90 weeks, 94.5 Quarter Credit Hours of Heating, Air Conditioning, and Refrigeration Technology theory and associated lab work.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>QCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HV 101B</td>
<td>Electricity Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 102B</td>
<td>Refrigeration Fundamentals</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 103B</td>
<td>Air Conditioning</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 104B</td>
<td>Heating</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 110B</td>
<td>Residential HVAC Systems</td>
<td>9.0</td>
</tr>
<tr>
<td>HV 106B</td>
<td>Boiler/Piping</td>
<td>12.0</td>
</tr>
<tr>
<td>HV 201B</td>
<td>Commercial Refrigeration</td>
<td>7.5</td>
</tr>
<tr>
<td>HV 202B</td>
<td>The Business</td>
<td>7.5</td>
</tr>
<tr>
<td>HV 203B</td>
<td>Industry Credentials and Certifications</td>
<td>7.5</td>
</tr>
<tr>
<td>GE 101</td>
<td>English Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>GR 104</td>
<td>Green Awareness</td>
<td>3.0</td>
</tr>
<tr>
<td>GE 201</td>
<td>English Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td>GE 205</td>
<td>College Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Total Number of Quarter Credit Hours Required for Graduation 108</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course Descriptions

GR 104: Green Awareness 3 Quarter Credit Hours

Designed for technicians, multi-craft trade personnel, building managers, or anyone interested in understanding the fundamentals of energy conservation and management. Attendees will learn to define new “green” energy terminology and understand the role of green awareness in reducing a personal and commercial carbon footprint, identify decisions and actions that impact the environment, and describe the life cycle phases of a building and the impacts on the green environment over its life cycle. Participants will also learn to conduct appropriate energy audits, energy consumption and demand analyses, and life cycle cost analyses to determine the energy efficiency of a building or system. Identify green alternatives to conventional building practices and describe the pros and cons of those alternatives and ways to maximize the energy efficiency and water conservation of existing equipment in a given project, specifying the most efficient systems available for the application and the available budget.
Appendix C - Non-Accredited Courses

The certificate courses listed below have not been reviewed by the Accrediting Commission of Career Schools and Colleges (ACCSC) and are not considered a part of the accredited offerings of Vatterott College. They are offered as continuing education/professional development classes only. Students completing these courses will not receive any credit which can be used toward other certificate or degree programs offered by Vatterott College.

Barber Crossover - Day
Barber Crossover - Night
Your Role in the Green Environment
Your Role in the Green Environment-Online
Better Green Business
Better Green Business-Online
Electronic Evidence Discovery
Electronic Evidence Discovery-Online
Basic Fire Alarm Installation
Forklift Operation
Mechanic's Lien
Mechanic's Lien-Online
Smart Phone Programming
Smart Phone Programming-Online

Admissions Requirements (Unless otherwise noted)

Students enrolling in courses listed as part of Appendix C - Non-Accredited Courses must:

- Be 18 years old or have the written consent of a parent or guardian
- Meet course specific enrollment criteria, when applicable, as defined by the course description

A High School Diploma or GED is not required for the courses listed in Appendix C - Non-Accredited Courses.

Basic Fire Alarm Installation - Additional Admissions Requirements

- Prior education or work experience is required. Candidates should submit documentation of training or work experience to complete their enrollment. Experience can be in the form of unofficial transcripts, pay stubs, business card, or letter from an employer.

Enrollment, Cancellation & Refund Policy

By accepting applications, COLLEGE has assumed the obligation of furnishing a complete course, instructors, equipment, laboratories, classrooms and other facilities necessary for teaching such course at the stated, offered tuition cost for the course, and with the understanding that refunds will be made per course, in accordance with the following Cancellation, Withdrawal and Refund Policy:

- REGISTRANTS cancelling this Registration Agreement within three (3) business days of its execution, exclusive of Saturday, Sunday, and holidays (the “Cancellation Period”) will receive a full refund of all monies paid to COLLEGE.
- REGISTRANTS cancelling or withdrawing at any time subsequent to the Cancellation Period but prior to the start of the course for which they are registered will receive a refund of the course cost, less an administrative fee equaling the lesser of (1) 25% of the course cost or (2) $100.
- REGISTRANTS terminating training after the course begins, but prior to the midpoint (50%) of the course scheduled hours, the COLLEGE will refund 25% of the course cost.
- REGISTRANTS terminating training at or after the course midpoint (50%) of the scheduled hours, the COLLEGE may retain the entire contract price of the period of enrollment.
- Refunds will be made within 30 days after COLLEGE determines REGISTRANT has cancelled or withdrawn.
Addendum – Appendix C  
Effective: 01-2012

- Any REGISTRANT who cancels or withdraws from COLLEGE as a result of REGISTRANT being called into active duty in a military service of the United States will receive a refund of any tuition and refundable fees for the course in which the REGISTRANT is enrolled at the time of withdrawal. No refund will be given for any academic course the REGISTRANT has completed.

Payment must be made at the time of enrollment.

Cancellations must be made in writing.

Course Offerings

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAR-101</td>
<td>Barber Crossover-Day</td>
</tr>
<tr>
<td>BAR-101N</td>
<td>Barber Crossover-Night</td>
</tr>
<tr>
<td>C-100</td>
<td>Your Role in the Green Environment</td>
</tr>
<tr>
<td>C-100</td>
<td>Your Role in the Green Environment-Online</td>
</tr>
<tr>
<td>C-101</td>
<td>Better Green Business</td>
</tr>
<tr>
<td>C-101</td>
<td>Better Green Business-Online</td>
</tr>
<tr>
<td>C-104</td>
<td>Electronic Evidence Discovery</td>
</tr>
<tr>
<td>C-104</td>
<td>Electronic Evidence Discovery-Online</td>
</tr>
<tr>
<td>EL-01</td>
<td>Basic Fire Alarm Installation</td>
</tr>
<tr>
<td>FL-01</td>
<td>Forklift Operation</td>
</tr>
<tr>
<td>ML-01</td>
<td>Mechanic's Lien</td>
</tr>
<tr>
<td>ML-01</td>
<td>Mechanic's Lien-Online</td>
</tr>
<tr>
<td>SDP-178</td>
<td>Smart Phone Programming</td>
</tr>
<tr>
<td>SDP-178</td>
<td>Smart Phone Programming-Online</td>
</tr>
</tbody>
</table>

Course Descriptions

**BAR-101: Barber Crossover-Day  Non-Accredited Course**
The objective of this program is to prepare students who currently are Missouri licensed cosmetologists with the necessary education and training they need to prepare for the State Barber Exam. Students who complete this training and receive a Crossover Operating License will be able to perform any standard barber services along with their cosmetology services in a salon setting.

In this program, students will learn the technical skills and theory of shaving, facial hair design, and safety and sanitation along with instruction on the history of barbering.

Daytime barber crossover students will attend five hours per day each Friday, Saturday and Monday over a three week period for a total of 45 clock hours.

**BAR-101N: Barber Crossover-Night  Non-Accredited Course**
The objective of this program is to prepare students who currently are Missouri licensed cosmetologists with the necessary education and training they need to prepare for the State Barber Exam. Students who complete this training and receive a Crossover Operating License will be able to perform any standard barber services along with their cosmetology services in a salon setting.

In this program, students will learn the technical skills and theory of shaving, facial hair design, and safety and sanitation along with instruction on the history of barbering.

Nighttime barber crossover students will attend 4.5 hours per day on Fridays, Saturdays and Mondays over a four week period for a total of 45 clock hours.

**C-100: Your Role in the Green Environment  Non-Accredited Course**
This course will help learners develop an understanding of their impact on the environment. The course will provide information on what it means to “build green” and a broad overview of the ever-changing green environment initiatives. The course will also provide an overview of changes in the construction industry and the environment. Upon completion of this course, learners will receive a certificate of completion. The Course Length is 15 hours over 4 weeks.
This course will help learners develop an understanding of their impact on the environment. The course will provide information on what it means to “build green” and a broad overview of the ever-changing green environment initiatives. The course will also provide an overview of changes in the construction industry and the environment. Upon completion of this course, learners will receive a certificate of completion. The Course Length is 15 hours over 4 weeks.

**C-101: Better Green Business**  
**Non-Accredited Course**

This course will instruct you on how to help your company prepare for environmental changes and become a more “green” operation. You will learn about proven techniques any business can use, based on IBM’s breakthrough Green Business programs, products, strategies, and Green Sigma™ methodologies. You will study examples that illustrate how to establish effective green strategies and transformation plans, link them to operations, apply them, and track the results. In addition, you will learn about powerful, new Smarter Planet technologies that deliver value by “instrumenting the planet”. The Course Length is 12 hours over 4 weeks.

**C-104: Electronic Evidence Discovery**  
**Non-Accredited Course**

This course is a combination of legal and technological training in one of the most exciting and dynamic subjects in law today. The discovery of electronically stored information is rapidly evolving. Since almost all information is now created in electronic form, paralegals and attorneys are scrambling to understand how their clients create and maintain their business records. Ranging from word documents and spreadsheets to email and text messages, vast amounts of potentially responsive electronic information is available. You do not need a technical background to take this course. However, you do need to be aware of the fact that electronic evidence plays a role in building and defending a case. The Course Length is 36 hours over 8 weeks.

**C-103: Forklift Operation**  
**Non-Accredited Course**

In today's commercial world, the forklift truck is the lifting and moving tool of choice. The ability to move items quickly and safely is critical to the success of most businesses in operation today. This program will give the student the knowledge and skills to operate a fork lift in a safe and efficient manner and transport heavy materials in and across building areas. Upon the completion of this course, the student will receive a certificate of operation that will allow them to operate a fork lift for most businesses in the continental United States.

**ML-01: Mechanic’s Lien**  
**Non-Accredited Course**

This course provides an overview of Statutory Liens against Real Estate in Missouri also known as Mechanic’s Liens. It is designed to
provide a basic understanding of the principles and the processes required for filing a Mechanic’s Lien for contractors and subcontractors. This course covers the basic framework with which to assert such rights.

**ML-01: Mechanic’s Lien-Online**  Non-Accredited Course

This course provides an overview of Statutory Liens against Real Estate in Missouri also known as Mechanic’s Liens. It is designed to provide a basic understanding of the principles and the processes required for filing a Mechanic’s Lien for contractors and subcontractors. This course covers the basic framework with which to assert such rights.

**SDP-178: Smart Phone Programming**  Non-Accredited Course

This course introduces students to application development for smart phone operating systems. Students will learn how to begin building robust iPhone and iPad applications using the iPhone SDK and Android enabled devices with the Android SDK. Upon successful completion of this course, students will understand how to develop applications for both iPhone and Android smartphones; recognize software development kits; and debug applications in various SDKs. The course length is 45 hours, completed over 5 weeks, and incorporates both lab and lecture.

### Tuition & Fees

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Award</th>
<th>Hours</th>
<th>Tuition</th>
<th>*Books &amp; Supplies</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barber Crossover- Day</td>
<td>Certificate of Completion</td>
<td>45</td>
<td>$450</td>
<td>$300</td>
<td>$750</td>
</tr>
<tr>
<td>Barber Crossover- Night</td>
<td>Certificate of Completion</td>
<td>45</td>
<td>$450</td>
<td>$300</td>
<td>$750</td>
</tr>
<tr>
<td>Your Role in the Green Environment</td>
<td>Certificate of Completion</td>
<td>15</td>
<td>$250</td>
<td>$85</td>
<td>$335</td>
</tr>
<tr>
<td>Your Role in the Green Environment- Online</td>
<td>Certificate of Completion</td>
<td>15</td>
<td>$250</td>
<td>$85</td>
<td>$335</td>
</tr>
<tr>
<td>Better Green Business</td>
<td>Certificate of Completion</td>
<td>12</td>
<td>$250</td>
<td>$85</td>
<td>$335</td>
</tr>
<tr>
<td>Better Green Business- Online</td>
<td>Certificate of Completion</td>
<td>12</td>
<td>$250</td>
<td>$85</td>
<td>$335</td>
</tr>
<tr>
<td>Electronic Evidence Discovery</td>
<td>Certificate of Completion</td>
<td>36</td>
<td>$625</td>
<td>$820</td>
<td>$1,445</td>
</tr>
<tr>
<td>Electronic Evidence Discovery- Online</td>
<td>Certificate of Completion</td>
<td>36</td>
<td>$625</td>
<td>$820</td>
<td>$1,445</td>
</tr>
<tr>
<td>Basic Fire Alarm Installation</td>
<td>Certificate of Completion</td>
<td>32</td>
<td>$650</td>
<td>$0</td>
<td>$650</td>
</tr>
<tr>
<td>Forklift Operation</td>
<td>Certificate of Completion</td>
<td>8</td>
<td>$250</td>
<td>$0</td>
<td>$250</td>
</tr>
<tr>
<td>Mechanic’s Lien</td>
<td>Certificate of Completion</td>
<td>6</td>
<td>$150</td>
<td>$0</td>
<td>$150</td>
</tr>
<tr>
<td>Mechanic’s Lien-Online</td>
<td>Certificate of Completion</td>
<td>6</td>
<td>$150</td>
<td>$0</td>
<td>$150</td>
</tr>
<tr>
<td>Smart Phone Programming</td>
<td>Certificate of Completion</td>
<td>45</td>
<td>$420</td>
<td>$90</td>
<td>$510</td>
</tr>
<tr>
<td>Smart Phone Programming-Online</td>
<td>Certificate of Completion</td>
<td>45</td>
<td>$420</td>
<td>$90</td>
<td>$510</td>
</tr>
</tbody>
</table>

* The amounts in the above fee chart for books and supplies are estimates and are subject to change. Actual amounts will differ.