

GEORGIA - KENTUCKY



**INTERACTIVE  
COLLEGE**  
OF TECHNOLOGY

**GEORGIA:**

Chamblee (Main)  
Morrow  
Gainesville

**KENTUCKY:**

Newport

**2014-2015  
student  
CATALOG**



The information contained in this catalog is true and correct to the best of my knowledge.

A handwritten signature in black ink, reading "Elmer R. Smith". The signature is written in a cursive style with a large initial "E" and "S".

**Elmer R. Smith, President  
Interactive College of Technology**

*Revised March 2013*

*Revised June 2013*

*Revised July 2013*

*Revised November 2013*

*Revised August 2014*



**INTERACTIVE  
COLLEGE**  
OF TECHNOLOGY

**TO REACH ANY CAMPUS OR BRANCH BY EMAIL**  
**adm@ict.edu**

**MAIN CAMPUS  
INTERACTIVE COLLEGE OF TECHNOLOGY**

5220-5303 New Peachtree Road  
Chamblee, Georgia 30341  
Phone (770) 216-2960  
FAX (770) 216-2989  
INTERNET <http://www.ict.edu>

**Extended Classroom Facility**

5522 New Peachtree Road  
Chamblee, Georgia 30341

**BRANCH CAMPUSES**

**INTERACTIVE COLLEGE OF TECHNOLOGY - GAINESVILLE**

2323-C Browns Bridge Road  
Gainesville, Georgia 30504  
Phone (678) 450-0550  
Fax (678) 450-1723

**INTERACTIVE COLLEGE OF TECHNOLOGY - MORROW**

1580 Southlake Parkway, Suite C  
Morrow, Georgia 30260  
Phone (770) 960-1298  
FAX (770) 961-6631

**INTERACTIVE COLLEGE OF TECHNOLOGY - NEWPORT**

76 Carothers Road  
Newport, Kentucky 41071  
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## HISTORY OF INTERACTIVE COLLEGE OF TECHNOLOGY / INTERACTIVE LEARNING SYSTEMS

The institution was founded in Athens, Georgia (as Akers Computerized Learning Centers) on April 12, 1982; approximately two years after development of the educational courseware had begun. The demand and popularity led to the opening of three additional sites in Atlanta in 1983, with a fourth being added in 1985. An initial Texas Campus was opened in Dallas in 1986.

On December 30, 1986, the organization was acquired by Interactive Learning Systems. Under new ownership, campuses were added in Houston, Texas and Florence, Kentucky.

In 1988, the Board of Directors was expanded and the institution received initial accreditation by the Southern Association of Colleges and School, Commission on Occupational Education. The initial six-year grant has been followed by three subsequent grants through 2012. In 1995, the Main Campus was approved to offer the Associate Degree in Office Technology, Computer Programming, and Electronics Repair Technology. These programs allow diploma-completing students to receive full transfer credit into the degree programs.

In 1996, the Main Campus was moved to Chamblee, Georgia, across from the MARTA station, and the name was changed to Interactive College of Technology. This campus, consisting of over 60,000 square feet of classroom and laboratory space, includes "Roberts Hall", dedicated to Board Chairman, Richard D. Roberts. The campus includes laboratory and classroom facilities serving over 1,400 students from all over the world. The campus is easily located by its "court of flags", featuring the flags of most of the countries represented in the student body. In June of 2010, Interactive College of Technology opened an extended classroom facility at Plaza Del Sol located one half mile east of the Main Campus.

In June 2010, Interactive College of Technology (ICT) and Morehead State University (MSU), Morehead, Kentucky, completed work on a comprehensive articulation agreement with side-by-side course matchups to enable ICT graduates and other qualified applicants to transfer significant credits into the Morehead State Bachelor Degree in Business Administration. Students may complete the MSU enrollment and financial aid process on the ICT campus and take a full Academic course load online through the MSU Academic Center on the ICT Campus.

Interactive College of Technology also has branch campuses in Morrow and Gainesville, Georgia and Newport, Kentucky. Formerly located in Florence, KY, the Kentucky Branch Campus moved to Newport, Kentucky in December, 2010. Each of the branch campuses offer one-year programs in the *Office Technology* area, as well as an *Associate of Science Degree in Office Technology*. Additionally, the Morrow and Gainesville branch campuses offer the complete *ESL program*; while the Newport location offers a *Medical Office Administrative Specialist* diploma program.

The institution continues to deliver a significant portion of its Occupational programs through computer-based, hands-on training. Programs are also available in HVAC/R Technology, and the institution offers one of the nation's most comprehensive *English as a Second Language* programs, serving students from virtually all corners of the world.

The faculty, staff, and advisory committees are actively involved in program assessment and evaluation to ensure programs of study continue to keep pace with the rapidly changing and evolving technology. The Occupational programs place a heavy focus on students passing the appropriate national certifications. Interactive College of Technology is a Certified Microsoft Partner, a COMPTIA certified training institute, and one of few institutions in Georgia to become an Authorized Academic Partner offering the Certified Internet Webmaster (CIW) Web Site Manager Program. The institution is also authorized by Pearson/VUE to administer on-site certification examinations.

TODAY, THE COLLEGE SERVES STUDENTS FROM MORE THAN ONE HUNDRED TWENTY COUNTRIES

## INTERACTIVE COLLEGE OF TECHNOLOGY IS UNIQUE...



Within the Office Technology program and all computer and business application courses, Interactive College of Technology principally utilizes an individualized computer-based educational system that has evolved over the past thirty years. The system is constantly under review, rewrite, and enhancement as technology changes. This instructional system is commonly referred to as **COMPETENCY-BASED EDUCATION** - a system that has long been a goal of education; a system that takes the beginning-level student and increases the skill competency each day. This system offers the student exceptional learning flexibility in the most modern, time-efficient, cost-effective manner.

Through individualized instruction, each course can be delivered in a manner that meets the individual needs of each student. The low student/instructor ratio enables the instructor to be constantly available to assist each student. Instructors move about the laboratory checking the progress of each student. Every student is provided with a computer station for each lesson throughout each course. Through computer-monitored instruction, student progress is checked continually during the training process and is formally evaluated at the conclusion of each semester. Instead of the traditional lectures, the student is provided information through the computer with customized educational courseware.

The computer checks and reinforces student learning by having the student respond to questions and quizzes during the entire instructional process. If a student is unable to give the correct responses, the computer will not allow the student to proceed. At this point, an instructor is available to help correct the problem, and the student is able to continue with the course material.

This style of instruction allows the student to learn new concepts and use this new knowledge in application exercises. Learning by doing is the most practical way to master and reinforce new skills and knowledge. Students are learning hands-on throughout the entire learning process. This instructional system should not be confused with tutorial systems. This system requires constant student input, feedback and involvement.

As technology has advanced, the institution has kept pace with the introduction of computer systems designed to allow computer-based training in a multimedia format. This incorporation of learning tools strengthens the educational experience and enhances skill building. In addition, it allows the student to work more independently and challenges him/her to become more efficient at problem solving.

In the Technical division of Computer Information Systems, Heating and Air Conditioning Technology (taught at the main campus in Atlanta) emphasizes hands-on education. Low student-teacher ratios and functioning laboratories enable the student to learn by doing whenever possible and practical.

The institution also includes an **externship** requirement in all its vocational programs of study. This is designed to enhance the learning and development process for the student by placing him/her in a **real life environment** in which the skills acquired in the program of study can be put to practical use. In addition, the



externship module is designed to expose the student to the day-to-day scheduling and productivity demands of a professional business. This overall process is intended to enhance the employability of the graduate and insure a successful transition into the work force. In all courses, where a national industry recognized certification exists, the certification examination must be passed in order to receive a passing grade in the specific course.



## **KEY ADVANTAGES OFFERED BY INTERACTIVE COLLEGE OF TECHNOLOGY**

(Computer-Based Instructional Classes)

- Student learns as much as 1/3 more in 1/3 less time and retains 1/3 more.
- Established individualized class schedule for each semester-change when student's personal situation requires - - no conflicts with job or family responsibilities.
- Student learns at a rate unique to the individual - - not at the pace of a structured class.
- Absences do not cause a student to miss important material.
- The competency-based learning approach ensures a well-trained and qualified graduate. There are no learning gaps.
- The student has unlimited laboratory time during projected time of enrollment. With dedication and determination, graduation is virtually assured.
- Low student/instructor ratio.
- Focus on learning versus preparing for a final examination.
- Lifetime refresher and technology upgrade privileges.

**QUALITY EDUCATION IS AN INVESTMENT THAT LASTS A LIFETIME.**



## MISSION AND PURPOSE

The institution provides training and certification opportunities for in-demand occupations that lead to well-paying positions. Our goal is to educate and train success-driven men and women so they are able to find, obtain and keep better jobs, attain a better life, and be productive citizens of the world. Our values include **INGENUITY, PERFORMANCE, NURTURING, HONESTY, SUCCESS AND TENACITY.**

The above mission and purpose is implemented through the following objectives:

- to employ a recruitment process that is factual and straight-forward, and which evaluates each student individually, achieves the right program choice, and offers the guidance and support needed to achieve success;
- to provide a high value proposition, encourage personal investment, and discourage unnecessary student debt;
- to employ qualified professional and support personnel who understand and embrace the premise that the institution's reason for being is the student; always being willing and available to engage in the extra steps and nurturing that are appropriate for each student;
- to maintain an organizational model that is responsive to change for all stake-holders, including the communities we serve, while adhering to the highest standards of ethics and integrity;
- to offer educational programs that are relevant and current, based on sound education and business principles; and which enable the student to attain a better life while achieving a high success rate with regard to all relevant industry-recognized certifications;
- to deliver essential general education components that complement and expand the student's ability to achieve success, utilizing a wide variety of instructional delivery systems and all available technology;
- to graduate, place into employment or higher education, a high percentage of students enrolled; and
- to achieve reasonable business objectives and investment returns while fully implementing the total mission and purpose.

## INSTITUTION VISION STATEMENT

We are an educational organization that combines superior accredited programs of study with a nurturing environment that creates a better chance for success for every one of our students.

### INTERACTIVE COLLEGE OF TECHNOLOGY / EMPLOYEE-TEAM MEMBER CREED

***As a team member, I pledge to do everything possible consistent with all institutional policy and regulatory requirements, to help ensure the fulfillment of the institution's Mission, Purpose, and Vision Statement.***

***I will take the initiative to ensure each student receives superior service in a nurturing and caring manner. I know that our institution's survival depends on how I and our team consistently perform the above. I will be proactive in seeking solutions to better serve our students and graduates, regardless of age, race, religion, color, national origin, physical challenge, sexual orientation, or socioeconomic background. I understand my position and performance impacts how the total institution performs and is perceived.***



## ACADEMIC CALENDAR

The institution operates with a semester academic calendar, with a semester being a minimum of fifteen weeks. Associate Degree applicants may register on the following semester or intersession dates.

### Degree Program Calendar

Fall Semester 2014			Winter Semester 2016		
August 21-27	Thurs-Wed	Fall Semester Initial/Late Registration	Jan 4-8	Mon-Fri	Winter Semester Initial/Late Registration
August 21	Thurs	Fall Semester Begins	Jan 4	Mon	Winter Semester Begins
Sept 1	Mon	Labor Day Break-No Classes	Feb 24	Wed	Winter Intersession Begins
Oct 14	Tues	Fall Semester Intersession Begins	April 11-15	Mon-Fri	Final Exam Week
Nov 27-28	Thurs-Fri	Thanksgiving Break-No Classes	April 15	Fri	Winter Semester Ends
Dec 2-8	Tues-Mon	Final Exam Week			
Dec 8	Mon	Fall Semester Ends			

Winter Semester 2015			Spring Semester 2016		
Jan 5-9	Mon-Fri	Winter Semester Initial/Late Registration	April 25-29	Mon-Fri	Spring Semester Initial/Late Registration
Jan 5	Mon	Winter Semester Begins	April 25	Mon	Spring Semester Begins
Feb 25	Wed	Winter Intersession Begins	May 30	Mon	Memorial Day-No Classes
April 13-17	Mon-Fri	Final Exam Week	Jun 22	Wed	Spring Semester Intersession Begins
April 17	Fri	Winter Semester Ends	July 4	Mon	Independence Day-No Classes
			Aug 9-15	Tues-Mon	Final Exam Week
			Aug 15	Mon	Spring semester Ends

Spring Semester 2015			Fall Semester 2016		
April 27- May 1	Mon-Fri	Spring Semester Initial/Late Registration	Aug 25-31	Thurs-Mon	Fall Semester Initial/Late Registration Begins
April 27	Mon	Spring Semester Begins	Aug 25	Thurs	Fall Semester Begins
May 25	Mon	Memorial Day-No Classes	Sept 5	Mon	Labor Day-No Classes
June 18	Thurs	Spring Semester Intersession	Oct 18	Tues	Fall Semester Intersession Begins
July 3	Fri	Independence-No Classes	Nov 24-25	Thurs-Fri	Thanksgiving- No Classes
Aug 4-10	Tues-Mon	Final Exam Week	Dec 6-12	Tues-Mon	Final Exam Week
Aug 10	Mon	Spring Semester Ends	Dec 12	Mon	Fall Semester Ends

Fall Semester 2015			<b>NOTES</b>		
Aug 20-26	Thurs-Wed	Fall Semester Initial/Late Registration			
Aug 20	Thurs	Fall Semester Begins			
Sept 7	Mon	Labor Day-No Classes			
Oct 13	Tues	Fall Semester Intersession Begins			
Nov 26-27	Thurs-Fri	Thanksgiving Break-No Classes			
Dec 1-7	Tues-Mon	Final Exam Week			
Dec 7	Mon	Fall Semester Ends			

## **Interactive College of Technology Calendar Diploma Programs - Business, Computer - Main Campus**

These programs operate on a semester system, with new semesters beginning on a monthly basis. Each semester is 15 weeks in length. Contact the admissions department for a specific schedule of start dates.

### **Diploma Programs - Branch Campuses**

These programs begin monthly at each branch campus. Check with the local campus for specific registration dates.

## **Interactive College of Technology Calendar - Technical Division - Main Campus**

Computer Information Systems – Program Start Dates

Day Classes: See Semester and Intersession Dates

Evening Classes: See Semester and Intersession Dates

Heating, Ventilation, Air Conditioning, and Refrigeration – Potential Program Start Dates

Day Classes: See Semester and Intersession Dates

Evening Classes: 10/29/2013-2/24/2014, 3/3/2014-6/16/2014, 6/20/2014-10/6/2014,  
10/16/2014-2/19/2015

## **Interactive College of Technology Calendar – English as a Second Language Program Main Campus; and Morrow and Gainesville Branches.**

All classes are offered on a semester basis. Call the campus nearest you for specific class schedules and course availability.

## **FACILITIES**

Campuses are open Monday through Thursday, 8:30 A.M. - 10:00 P.M., and during the day on Friday. Some Saturday classes are available.

Students are able to enroll on a full or part-time basis and attend as little as one day per week or up to five days per week. Full-time enrollment status can usually be arranged for three days per week.

The organization operates seven campuses consisting of the following: a main campus in North Atlanta, in the Chamblee/Dunwoody area; two additional sites in Gainesville and Morrow, Georgia; Newport, Kentucky; and three campuses in the Houston, Texas area. The Texas campuses are described in a separate catalog and are considered a separate institution.

### **Main Campus – Chamblee (Atlanta)**

The campus is located in Chamblee on a ten-acre site that provides a comfortable college setting. Three campus buildings, including Roberts Hall, total more than 60,000 square feet of available classrooms, laboratories, and offices. There is parking for more than four hundred automobiles, and the Chamblee MARTA station is within walking distance. The campus is air-conditioned, well lighted and is accessible to the physically challenged. In June of 2010 the Main Campus expanded to the nearby Plaza Del Sol. This facility with four classrooms, a student area, and faculty offices is located one half mile from the existing Main Campus facility. This extended classroom space has more than adequate parking, gazebos, nearby restaurants, and shopping centers.

Students enrolled in the Morehead State University Bachelor Degree Program have unqualified access to all campus facilities.

### **Morrow Campus**

This branch is located on Southlake Parkway in Morrow, Georgia adjacent to Southlake Festival and Southlake Mall. The campus is within walking distance of public transportation. The facility is approximately 12,000 square feet of classroom space, computer resource laboratory, and administrative offices. The facility is air-conditioned, well-appointed, and accessible to the physically impaired. There is expansive, well-lighted parking.

### **Gainesville Campus**

This branch, which opened in August 2000, is located on Browns Bridge Road, a major local artery. The campus contains over 12,000 square feet of classrooms, laboratories, and offices. Ample, well-lighted parking is available, and the location is fully accessible to the physically challenged.

### **Newport, Kentucky Campus**

This campus is located in a major commercial area on Carothers Road and is easily accessible from all major thoroughfares including I-471. The campus is in a well-populated and well-lighted area. The facility encompasses 8800 square feet of administrative, classroom, and laboratory space and will accommodate the physically challenged. Programs of study offered are an Associate of Science Degree in Office Technology and diploma programs in the Office Technology and Medical Office Administrative Specialist areas. These programs are of a hybrid method of delivery that enables a portion of the academic work to be done on line.

## **ACCREDITATION**

The institution is accredited by the Commission of the Council on Occupational Education (COE), which is the successor to COEI of the Southern Association of Colleges and Schools (SACS), 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, Georgia 30350. Telephone 770-396-3898.

The above council is recognized by the U.S. Department of Education and by the Council on Regional Post-Secondary Accreditation (CORPA).

COE is also a member of the Commission on International and Transregional Accreditation Alliance (CITA). This alliance, composed of most of the regional accrediting agencies, offers a system of accreditation to over 30,000 public and private institutions in over one hundred countries. By virtue of the institution being accredited by COE, the institution also holds accreditation in the CITA.

## **APPROVALS**

In Georgia, Interactive College of Technology is authorized by the Nonpublic Postsecondary Education Commission. The Kentucky campus is approved by the Kentucky Commission on Proprietary Education.

Certain programs of study in this Catalog are approved for training of eligible veterans.

The institution is authorized to enroll non-immigrant alien applicants.

## **ELIGIBILITIES**

The institution is eligible for, and may participate in, certain federal programs of aid to education including Federal PELL Grant, Federal Supplemental Education Opportunity Grants (SEOG), Federal Work Study Program, and Federal Direct Loans.

## **ADMISSIONS AND FINANCIAL INFORMATION**

### **Admission Information**

Application for admission is open to all persons without discrimination on the basis of race, religion, national origin, sex, or disability.

All applicants desiring to pursue formal programs of study culminating in the award of an academic credential are admitted as regular students. Students are accepted under the following unconditional acceptance requirements.

### **General Requirements**

Each applicant must:

1. Be interviewed by the Admissions Department and demonstrate the desire **and** ability to graduate.
2. Provide certification of high school graduation with a regular diploma, OR,  
Submit documented achievement of high school graduation equivalency (required for Degree applicants).

3. Additional requirements for unconditional admission are as follows:

- a) If he/she has attended a post-secondary institution in the past five years and did **not** graduate, transcripts must be produced to demonstrate satisfactory academic progress of at least a 2.0 GPA.

If the academic record is deficient, a written appeal must be completed and approved by the Director of Education / Department Chairperson. This appeal must demonstrate why, how, etc. the prospect will be a solid, productive student with a high likelihood of graduating.

- b) If the prospect has attended two or more institutions in the **past five years and** did not graduate, he/she is **not eligible** for **unconditional** admission to **any** program of study. He/she may enroll on a conditional basis and take up to six credits (must be two or more courses). The courses can be any that are available other than **developmental courses**. During this period he/she must earn a 2.5 GPA and meet all financial obligations as agreed. Title IV Financial Aid is **not available** due to the admissions status. Single subject payment guidelines will be followed.

- c) Candidates over the compulsory school age who have not received a high school diploma or GED may be considered for conditional admission into non-degree programs, but are not eligible to receive Title IV Federal Aid. These candidates must demonstrate the ability to successfully complete the academic work as determined by the Academic Dean / Department Chairperson. The academic plan may include Developmental Courses. In order to remain enrolled a 2.0 grade point average is required. Extended payment plans are not available.

After the first semester and if the above criteria is met, the student may request a status change to **unconditional** acceptance into his/her selected field of study.

4. All applicants to diploma and degree programs (except ESL), who have not completed one or more years of satisfactory postsecondary education, must take the TABE (Test for Adult Basic Education) to determine the need for improvement in the basic skills areas of reading, English or mathematics. Applicants must enroll and successfully complete these classes in addition to meeting all other general requirements.

These classes are in addition to program requirements outlined in the curriculum section of the Catalog. The courses required will be based upon entrance evaluation scores and selection of major. Tuition and material charges for developmental classes will be assessed at the current rate in effect at time of enrollment. A current Tuition and Fee Schedule is included as a supplement to this Catalog and/or may be obtained from the Admissions Department.

5. Complete an evaluation to determine course exemptions and the most appropriate course of study. This evaluation will also provide assistance to the applicant in determining career goals.
6. Be beyond the age of compulsory school attendance.
7. Make satisfactory arrangements for payment of tuition and fees. The institution expects every student to pay a proportionate share of his/her tuition expense.
8. Complete a Drug-Free Certification Statement and certification that a Campus tour of facilities and equipment has been provided.

Skills assessment evaluations are available to be administered for those students desiring to exempt courses for which they have previously acquired the knowledge or acceptable skill level. Only academic personnel are authorized to approve course exemptions. Evaluations must be administered prior to matriculation into the specific course. Students who exempt courses are accorded advanced standing. Tuition charges and program lengths are adjusted appropriately.

Acceptance of each applicant is based on meeting the above general requirements as well as program or area specific criteria. The institution reserves the right to counsel a student not to attend the institution if previous academic records and/or placement evaluation results indicate the applicant would not benefit from the educational program.



## **OTHER ADMISSIONS REQUIREMENTS**

### **Developmental Classes**

Upon evaluation, applicants who indicate the need for improvement in the basic skills areas of reading, English, or mathematics must enroll and successfully complete these classes in addition to meeting all other general requirements. The TABE Test is the evaluation instrument.

These classes are in addition to program requirements outlined in the curriculum section of the Catalog. The courses required will be based upon entrance evaluation scores and selection of major. Tuition and material charges for developmental classes will be assessed at the current rate in effect at time of enrollment. A current Tuition and Fee Schedule is included as a supplement to this Catalog and/or may be obtained from the Admissions Department.

### **English as a Second Language**

(Stand-Alone Program) - Applicants who plan to seek Title IV Assistance are required to possess an identifiable, occupational skill prior to entry. The applicant, at a minimum must display an understanding of the alphabet and understand some commonly used words. Placement examinations (CELSA) are administered to each applicant. Students must enter on the basis of the proficiency examination. A pre-literacy program is available for high school graduates who cannot meet the basic admission requirements.

### **Transfer Students**

The institution encourages students to exempt any courses for which prior training may allow. In the absence of a degree, the awarding of credit is based on the results of proficiency testing or review of official academic transcripts. Credits are accepted where the student can demonstrate proficiency. Students are required to earn, either through academic pursuit or demonstrated proficiency, the number of credits as specified in each program of study. At least fifty percent of the credits must be earned in residence. Recipients of veteran benefits will be given credit for documented proof of a degree.

### **Transfer Students - Morehead State University**

The institution engages in a partnership with this prestigious state university and can provide a course by course match-up for those students who have completed at least an Associate of Science Degree and have a desire to complete a B.B.A. in Business. For more information, contact the ICT Higher Learning Admissions Department. There are also articulation agreements with DeVry University and ITT Technical Institute.

### **Advanced Standing/Proficiency**

Applicants who have successfully completed prior academic work in an accredited post-secondary institution may schedule a conference with the appropriate department chair. Official transcripts must be provided for evaluation. Courses deemed as similar for which a grade of "C" or higher has been earned may be considered for transfer. A maximum of fifty percent of the program requirements may be met through transfer credit. Transfer credit is not considered in determining overall grade point average. After registering and attending a class, transfer of credits is not acceptable.

### **Special Interest Students**

Applicants who are interested in enrolling in single courses may do so by completing an application and paying the appropriate tuition and fees. These students must adhere to all attendance and achievement requirements and are not eligible to participate in federal student financial aid programs. General admission requirements one, four, and five are applicable.

Applicants who are below the compulsory school age must have permission from a parent or guardian and, in addition, must receive approval from the appropriate elementary or secondary school official. These students may not participate in any federal student financial assistance programs. (See page 9.)

### **Continuing Education Courses**

Adults who are not matriculating into a formal program of study may take certain courses for Continuing Education Units (CEU). The student receives no credit, but a final grade of "P" or "NP". There is no refund of tuition for individual courses once attendance in the course is incurred. If the student later desires to convert these units to credit courses, the tuition difference must be paid and additional academic criteria may be prescribed by the Department Chairperson.

## **Guest Students**

Applicants accepted or enrolled in other accredited institutions may register for individual courses after having being admitted as guest student. Applicants desiring to register for classes as guest students are required to provide written authorization from their home institutions as the only requirement for admission.

## **Foreign Students**

Students whose native language is other than English and who have student visa status are required to demonstrate reading and English proficiency in order to be considered for admission. In addition, the student requiring issuance of a student visa must document financial well being and submit a tuition deposit. These requirements must be met in full prior to the release of the Form I-20.

## **Transfer of Credit/Change of Majors**

Students desiring to transfer academic work from this institution should provide official academic transcripts to the institution being considered for admission. The acceptance of credit is a decision made solely by the other institution. In the absence of formal articulation agreements between institutions, students have no assurance that any academic work is transferable. The institution can provide no assurance of any credit transfer to another institution. Students can normally attempt to test out or exempt certain courses for which prior credit has been earned.

Current or former students who change majors will receive credit for all courses/credits completed in original program of study that are contained in the new program and/or that may be considered as electives. The student must have earned a grade of 2.0 or higher to have the course(s) transferred. The appropriate faculty/program advisor will work with each student to complete this process.

The institution currently maintains several articulation agreements whereby all applicable credits can be transferred in order to pursue a higher academic credential.

## **TUITION AND FEES**

The institution publishes a Tuition and Fee Schedule. Due to the various changes which may occur, the institution reserves the right to modify tuition and other charges at any time upon sufficient notice to the students and appropriate agencies. A current Tuition and Fee Schedule is included as a supplement to this Catalog and/or may be obtained from the Admissions Department.

### **Application Fee / Re-Entry Fee**

This fee is assessed and due upon application for admission or upon re-entry if a previous withdrawal. The fee is refundable for three business days provided the student has not registered for classes. The fee is \$50 for program-of-study applicants or \$15 per course for students enrolling in single subjects. The ESL application fee is \$50. I-20 applicants have separate policies.

### **Tuition**

Tuition charges are due and payable upon registration for each enrollment period. Specific charges are outlined in the Tuition and Fee Schedule. Refunds or adjustments are detailed in the TUITION REFUND POLICY section of this Catalog.

### **Textbooks/Materials/Software**

Textbooks, materials, and fees are charged separately. After assessing initial fees for materials issued at enrollment, additional materials are purchased as needed from the Bookstore or may be purchased elsewhere. Students must have all materials prior to registering for a specific class. Software/laboratory fees are charged according to the prescribed policy.

The Institution maintains a book repurchase program and will repurchase textbooks or issue credit to the student's account upon return of unused or undamaged materials.

## **TUITION REFUND POLICY (GEORGIA BUSINESS / COMPUTER DEGREE DIVISION)**

Tuition refunds are made within thirty (30) days provided official notification is given. Otherwise, refunds will be made thirty (30) days from the date the school determines the student to be withdrawn. Tuition charges are assessed based on the **OFFICIAL WITHDRAWAL DATE**. In the absence of an **OFFICIAL WITHDRAWAL**, charges are assessed by using the semester MID-POINT or the last date of academic activity, whichever is later, according to the formula outlined below.

- During the first five percent (5%) of the semester, the institution shall refund ninety-five percent (95%) of the tuition.
- After five percent (5%) of the semester, but before ten percent (10%), the institution shall refund ninety percent (90%) of the tuition.
- After ten percent (10%) of the semester, but before twenty-five percent (25%), the institution shall refund seventy-five percent (75%) of the tuition.
- After twenty-five percent (25%) of the semester, but before fifty percent (50%), the institution shall refund fifty percent (50%) of the tuition.
- After fifty percent (50%) of the semester, there is no refund of the semester's tuition.

The HVAC/R Technology program is assessed charges according to the percentages above, but the percentage applies to the first calendar year. The second calendar year (4 weeks is charged separately (see Enrollment Agreement).

Books and materials are issued separately as courses are taken. Charges are estimated for each semester, but adjusted to actual cost at withdrawal or graduation.

## **TUITION REFUND POLICY FOR THE KENTUCKY CAMPUS AND ESL PROGRAMS**

- During the first ten percent (10%) of the semester, the institution shall refund ninety percent (90%) of the tuition.
- After ten percent (10%) of the semester, but during the first twenty-five (25%), the institution shall refund fifty percent (50%) of the tuition.
- After twenty-five percent (25%), but during the first fifty percent (50%), the institution shall refund twenty-five (25%) of the tuition.
- After fifty percent (50%) of the semester, there is no refund.
- ESL Students who fail to complete two consecutive semesters during the first academic year are assessed a withdrawal fee of \$100. Fee may be waived if withdrawal is caused by documented extenuating circumstances.

Books, fees, and certification examinations (where applicable) are charged separately for each course taken or repeated. These are provided at registration. A repurchase program is available to the student.

There is no refund or adjustment after attendance in an individual course(s).

## **REFUND/WITHDRAWAL AND EXIT PROCEDURE**

When a student decides to withdraw or is ready to graduate, he/she must meet with the Financial Planner to complete the exit interview procedure (Official Withdrawal). This procedure will determine any refunds due the student, a lending institution, or return of unearned federal funds and/or balances due as a result of a withdrawal. Students will be provided with relevant information regarding loan repayment obligations. Students must make arrangements to pay any outstanding balances. Students are required to provide their expected permanent address, as well as that of the expected employer and nearest next of kin.

## **FEDERAL TITLE IV RETURN OF FUNDS POLICY FOR OFFICIAL AND UNOFFICIAL WITHDRAWALS**

### **Official Withdrawal Date**

The official withdrawal date is the date the student notifies the Business Office of the intent to withdraw unless academic activity subsequently occurs. This date is used to determine all tuition charges and/or refunds and all R2T4 amounts earned and unearned. Notification may be made by phone, fax, or in person, however, this is the **only** office authorized to receive and process official withdrawals. Students who officially withdraw prior to attending sixty percent of the semester or intersession, will lose a portion of any Title IV financial aid funds awarded for the enrollment period. At the time of official withdrawal, all calculations will be

completed based on the number of calendar days in the enrollment period. Refunds to the U.S. Department of Education will be determined and all balances due must be paid or satisfactory arrangements made with the business office. Students who withdraw prior to sixty percent of the enrollment period, will receive a non-punitive grade of "W". After sixty percent, the student will receive the earned grade. All missed work will be counted as "zero".

### **Unofficial Withdrawal**

In the absence of formal notification of withdrawal, unofficial withdrawal occurs as follows:

Fifteen days after the end of the enrollment period. Students who have not registered for the subsequent term or who have not otherwise requested a leave of absence, will be considered **unofficial withdrawals**. Students who have earned a passing grade in one or more courses, will be considered as having completed the term. The withdrawal date will be the date the institution determines the student did not register for the subsequent term (not to exceed thirty days).

If a student fails all courses in the term, the institution will determine the student's last date of participation in an academic related activity by reviewing the relevant instructor's academic progress records through the semester or term mid-point and refund the unearned Title IV Aid. All charges will be calculated using the appropriate withdrawal date and tuition refund policy. Refunds are consummated within 45 days of the date of determination of withdrawal. If the relevant date is between fifty and sixty percent of the term, the unearned portion of the aid will be refunded and full tuition charges are due. The student will be notified of any balance due.

All refunds are consummated within forty-five (45) days. If a student must repay Title IV funds, notification will be made within forty-five (45) days.

If a student receives less Federal Student Aid than the amount earned, the institution will calculate a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement.

Additionally, there may be instances when a student is eligible for a post-withdrawal disbursement. For example, if a student initially used personal resources to fund tuition and fees, but s/he subsequently completed the FAFSA and was eligible for a PELL grant. If withdrawal occurred prior to disbursement of the funds, a student may be eligible for a post-withdrawal disbursement.

Refund Allocation (if applicable): 1) Unsubsidized Direct Loans, 2) Subsidized Direct Loans, 3) Direct Plus Loans, 4) Federal Pell Grants, 5) FSEOG, 6) Private Loan, 7) Student, and 8) Institutional Aid.

**Title IV aid is awarded at enrollment but earned and retained only by those students who remain enrolled. If a student withdraws before completing at least sixty percent of the term, a portion of the awarded aid must be refunded. In most all cases, the student will be "personally" responsible for larger amounts due than would occur if the term had been completed. In addition, the student may be required to repay the U.S. Department of Education. Failure to do so if required, or make arrangements, could make the student ineligible for any further grants or loans permanently.**

### **REINSTATEMENT POLICY**

"Reinstatement" indicates that a student has successfully appealed his/her withdrawal or dismissal. The Campus Director and the Education Director/Academic Advisor will conduct the reinstatement process.

#### **Reinstatement**

The following steps must be accomplished for a reinstatement:

1. The student submits a written appeal providing supporting documentation where appropriate.
2. The written appeal assures that the problem(s) causing the withdrawal have been resolved.
3. The student's records, upon the return of the student, are reentered in the database system through the last date of academic participation.
4. All courses for which a satisfactory grade has not been achieved must be repeated in their entirety.
5. The student is referred to the Financial Planning Office for needed re-application. A re-entry fee of \$50 is assessed. The Financial Planner is responsible for advising the lender of the student's re-entry and the new expected graduation date. Prior account balances must be satisfactorily resolved prior to re-entry.

## **Leave of Absence**

After completion of a minimum of one semester, a student may request a leave of absence for up to five weeks for documented medical reasons. The request must be in writing and approved by the Department Chair, Business Office, and Registrar's Office. The leave may be extended one five-week period with appropriate medical documentation. No other leaves will be granted until the completion of at least two semesters. Leaves cannot be granted for any reason once a class or semester has been commenced. The leaver must return on the designated day or be withdrawn on the next school day. All charges are calculated and any refunds are due within thirty days.

## **FINANCIAL AID**

The institution maintains a Financial Planning Department to assist students in obtaining the financial assistance they require for their educational expenses. Available resources include federal aid, part-time employment (administered through the Employment Assistance Office) and student loans from private lenders. Federal assistance programs are administered through the Office of Student Financial Assistance, U.S. Department of Education. Any U.S. citizen, national or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment (on at least half-time basis) may apply for the programs.

Most forms of financial assistance are available for each July 1 to June 30 award period. Students attending beyond June 30 must make arrangements to apply for aid in the new award year. Each student should request a copy of the free "Federal Student Guide to Financial Aid" which will provide the applicant with essential information.

**Financial aid eligibility is determined on an academic year basis. The mid-point of the academic year is the beginning of the second semester.**

**When a student enters subsequent semesters and is in satisfactory academic standing, he/she may apply for additional federal financial aid to meet tuition and fee expenses.**

### **Student Cost of Attendance**

A copy of the current Tuition and Fee Schedule is attached as a separate Catalog addendum and/or may be obtained from the Admissions Office. Additionally all information is available on the institution's website. While this schedule represents direct costs charged to the student, other costs for transportation, living expenses, etc. will be incurred. An estimate of these costs can be received from the Financial Planning Department and are included in the student's budget that is utilized in determining student aid eligibility.

### **Prior Education / Financial Aid History**

When applying for admission, applicants are queried about attendance at other institutions, and whether or not he/she has ever received federal student assistance. The U.S. Department of Education, through the National Student Loan Data System, performs a data match and cross-references information with a number of other agencies, including the Social Security Administration, Veterans Administration, and the Bureau of Citizenship Service. Falsifying or omitting information is grounds for denial of admission and referral to the Office of Inspector General, United States Department of Education. Also, when required aid must be refunded and the applicant is responsible for full payment. The applicant is responsible for full disclosure including attendance at any post-secondary institution outside of the U.S.

## **GRANTS**

### **Federal Pell Grant**

The Federal PELL Grant is an important source of gift aid for students who demonstrate financial need. Applications are available through high school counselors and the Financial Planning Department. The student applies independently and submits the results of his/her application to a Financial Planner. The amount of the award depends upon the student's determination of eligibility, his/her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Graduates of both U.S. and Foreign institutions are not eligible to receive Pell Grants.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

Each year the institution makes a limited number of awards to students through this program. These funds are targeted for those students who qualify, based upon financial need, and who would not be able to attend without this assistance. The Financial Planner determines who will receive Federal SEOG and the amount of the award. The students who are Federal PELL Grant recipients having the lowest family contribution are awarded first.

## FEDERAL COLLEGE WORK STUDY PROGRAM (CWSP)

This limited funds program provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. Federal CWSP employment is arranged at the institution or with a public or private nonprofit agency off campus. Eligibility for participation is determined by the Financial Planner based on the student's financial need and academic progress. Arrangements for employment of eligible students are handled by the Employment Assistance Department. Specific institutional guidelines do apply. Inquire through the campus EAC office.

## INSTITUTIONAL PAYMENT PLANS

It is the goal of the institution that every needy and academically qualified student be able to seek the training necessary to obtain a skilled job. While each student's financial condition and resources may vary, the Financial Planning Department, within certain guidelines and policies, will arrange an affordable financial plan for each applicant. A student interested in furthering his/her education should not allow financial condition to be a barrier without first obtaining the appropriate information. Plans are available for all students.

## STUDENT LOANS - IMPORTANT CONSIDERATIONS

It is a privilege to be part of a country where practically everyone has the opportunity to further his/her education, and in many instances, some type of grant or gift aid is available.

However, grants will not, or were never intended to cover the full cost of education. Interactive College of Technology attempts to only enroll students who have decided that furthering their education is a very high priority - and a priority worth personal investment. The student should also understand that we, as a matter of practice, will discourage the student assuming unnecessary debt and encouraging the student to "pay as you go" if possible. However, we are committed to helping every eligible student obtain the training desired.

The institution, through the Financial Planning Department, reviews each student's situation on a case-by-case basis, but be assured there is a plan available to all qualified applicants.

## DESCRIPTION OF LOAN PROGRAMS

There are numerous general requirements for participation in the Federal Loan Program. The complete description and details of these programs, as well as all federal student aid programs, are outlined in The Student Guide, which is provided to every prospective student.

However, there are generally three types of Federal Loans available at this institution:

1. **Plus Loan** - Parent Loan for undergraduate students. This loan is made to the parent of dependent students. Loan amounts are limited to the total cost of attendance, less all other financial aid.
2. **Subsidized Federal Direct Loan** - Available to dependent and independent students with a limit of \$3,500 for the first academic year and \$4,500 for the second academic year. In addition to all other requirements, the applicant must demonstrate that all funds will be used for educational purposes only.
3. **Unsubsidized Federal Direct Loan** - Available to independent undergraduate students with generally the same terms and conditions as noted above, except there is not an income requirement

All students who are deemed eligible for the above loans must complete the required application and complete Entrance counseling online, which includes an understanding of all loan obligations and responsibilities.

Upon withdrawal, graduation, or a change in enrollment status to less than one-half time, an Exit counseling session is required.

## LOAN REPAYMENT OBLIGATIONS

The above loans permit a six-month grace period before beginning the loan repayments. At the time repayment begins, consolidation of all the loans into one repayment should be done. The institution staff and/or the loan officials will assist you with this process. The institution expects all students to make personal payments and minimize the total amount of student debt.

Students should always be aware that failure to repay the loan(s) will result in serious consequences, up to and including litigation and/or confiscation of any tax refunds.

## **ALTERNATIVE LOANS**

This institution has several sources of alternative loans for students who either are not qualified for federal loans.

These loans have a slightly higher interest rate (currently 9%) and require payments at the time the student begins his/her studies. However, the student has the right and privilege of pre-paying the loan balance at any time.

The financial planning staff will provide all of the necessary information should the student need this type of financing. All lenders available provide precisely the same terms and conditions. There is no preferred lender.

## **SATISFACTORY PROGRESS FOR CONTINUATION OF FINANCIAL AID**

The standards of progress for continuation of financial aid are the same as the standards of satisfactory progress in the ACADEMIC POLICIES AND PROCEDURES sections of this Catalog.

A student with extraordinary or mitigating circumstances to be considered in making a determination on satisfactory academic progress may submit an appeal to the chief academic official at the school. The appeal must be in writing and document the circumstances and the reasons(s) to be considered. The appeal will be considered on its individual merits, and the decision by the chief school academic official is final. A copy of the written decision shall be placed in the student's academic file. The satisfactory academic progress standards described in this Catalog are considered both as academic standards as well as standards for receipt of government financial aid. When a student is dismissed for failure to meet the standards of progress, it is assumed that the student does not have reasonable probability of benefiting from future enrollment, and financial aid will be terminated. If an appeal is granted, financial aid will be reinstated. Specific conditions must exist to merit the granting of an appeal for the subsequent semester only, at which time the student must return to good standing or be academically dismissed.

## **VETERANS' BENEFITS INFORMATION**

### **Education Assistance**

The Veterans Administration administers various programs of educational assistance. The institution will assist potential students who are qualified to receive this form of assistance.

Certain programs of study contained in this Catalog may be approved for veterans training. For specific information, interested persons should inquire at the campus of their choice. Not all programs are approved for veterans training.

Recipients of V.A. benefits with proof of a degree may be exempted from evaluation of basic skills in language and mathematics usage. Any exemptions of other courses will be accomplished through the evaluation process. No more than fifty percent of credits needed to obtain a certificate or diploma may be exempted.

As a result of any course exemptions, the program length, program charges, and eligibility for financial aid will be reduced accordingly. Courses exempted will reduce tuition by the credit-hour charge for the program (except HVAC/R). Any attempt to exempt any course must be done at the point of enrollment.

**Veteran students are strongly encouraged to seek admission early in order to apply for advance pay.**

Veteran students must make arrangements to pay tuition and fees at registration. Payment of tuition/fees is not contingent upon the receipt of Veteran's Benefits. Veteran students should plan to enroll on a date when advance pay can be processed or make the first and second month's tuition payments in full.

## **STUDENT SERVICES AND REGULATIONS**

### **Employment Assistance Department**

The most important objective of this department is to assist each graduate to obtain employment in his/her area of specialization. Satisfactory completion of coursework, including Career Development (LAS050) and fulfillment of all other obligations to the institution, is required in order to receive the assistance of this office. The Employment Assistance Department provides specific training in various job-seeking techniques, including self-placement.

The Employment Assistance Coordinator works with each eligible student prior to graduation to determine areas of employment interest and to explore employment options. Students are then informed as options become available. Continuous employment and re-employment assistance is provided to all eligible graduates. Although it is impossible to guarantee each student a job or a specific wage rate, the Employment Assistance Department works diligently to provide appropriate leads and arrange specific interviews. Records indicate that graduates of Interactive College of Technology and Interactive Learning Systems are well received in the business community.

Students, who complete a proportionate share of their elected course of study, obtain training-related employment, and submit the appropriate documentation, may be termed as having "Completed Objective," and are classified as "completers."

Employment assistance may be withheld unless the student is current with all financial obligations, including loan payments. A release or authorization must be obtained in advance from the finance or collections department.

### **Faculty Involvement with Employment Assistance**

The instructional staff works very closely with the Employment Assistance Department's staff in helping students to realize and meet the requirements of employers in business and industry. Student evaluation reports are filed periodically by the instructor during the coursework. Each evaluation specifically describes several aspects of performance, behavior, and attitude toward learning exhibited and observed by the instructor during the educational process. Through the joint efforts of the Employment Assistance Department and the instructional staff, students are made aware of their skill levels as compared to those desired by employers. Students are advised and guided by the staff to attain the skill levels required to obtain employment. Faculty may advise the Employment Assistance Coordinator to withhold services if attendance and progress are deficient.

### **Part-Time Employment Assistance**

Students desiring part-time employment may contact the Employment Assistance Coordinator and arrange to get an employment packet which provides helpful hints and suggestions as to how the student might proceed in locating a part-time position. Job leads may be provided when available. Assistance in finding suitable part-time employment is an important service provided by the institution. However, the institution believes its first responsibility is to its graduates. Part-time employment assistance is normally not provided until the student has demonstrated diligent attendance and academic pursuit for a minimum of thirty days. The institution reserves the right to refuse assistance to students having deficient attendance or academic standing.

### **Housing**

The campuses are non-residential; however, the staff assists students whenever possible in arranging suitable housing.

### **Orientation**

All new students are required to attend a comprehensive orientation program to assist them in making a smooth entrance into the institution, and in understanding the key elements necessary to achieve the prescribed goals and objectives. This session includes information regarding the student's schedule and other Campus policies and procedures. At the conclusion of the admissions process, the orientation date will be arranged. **Late fees may be assessed for failure to attend orientation as scheduled.**

### **Graduation Ceremony**

Formal commencement exercises are held once each year. This exercise includes all graduates during the year, and also includes all Campuses located in the geographical proximity.





## **Assistance with Alcohol or Substance Abuse**

In accordance with the requirements set forth in the Drug Free Schools and Communities Act of 1989, the institution maintains strict policies regarding student or staff conduct in the unlawful possession, use or distribution of drugs or alcohol on the institution's Campuses or as any part of the institution's activities.

As a condition of enrollment/employment at any campus, each student and employee is required to complete a statement stipulating he/she is drug-free. As a student of the institution, the student should be aware that any use of illegal drugs or excessive alcohol abuse will cause a major impairment in the student's ability to be successful in his/her educational endeavors.

The institution has available informational materials to assist in answering questions students may have regarding the cause and effect of alcohol or substance abuse. Seminars are also conducted periodically to provide additional information.

Each Campus has a staff person who is available to meet privately with students to discuss any assistance or support needed with problems of this nature. Free referral services are available in each campus community to assist students in overcoming any such problems.

Students should be constantly aware that most states have significantly strengthened laws regarding driving under the influence as well as the unlawful use or distribution of an illegal substance. Depending upon the severity, one may be subject to criminal prosecution and incarceration.

If a student has a problem of this type and needs assistance, please go privately to the designated staff person or Campus Director and the matter will be handled discreetly. The student will be eligible for a medical leave of absence and financial assistance will remain intact.

If a student has a second problem of this type, or is caught or suspected of use or distribution of an illegal substance or alcohol, he/she will be dismissed from the institution, financial aid eligibility will be revoked, and the student will be reported to local law enforcement agencies.

## **Campus Crimes**

As of the date of publication for this document, the institution has had no instances of criminal offenses occurring on any campus. Should such offenses occur, such statistics will be presented in the students' orientation process.

## **Emergencies - Campus and Student**

Should a Campus emergency occur, the staff member in charge will exercise appropriate judgment.

## **Student Illness/Emergency**

The nearest relative will be notified, or another individual designated by the student or staff person. If the individual is unable to communicate, the institution will notify the nearest relative, and the staff member in charge will use his/her best professional judgment to determine whether it is appropriate to call for medical assistance.

## **Student Development - Counseling And Advising**

The institution, with its unique instructional system, operates on a semester system whereby each student establishes his/her own semester calendar based on the registration date for the first semester or term. To assist the student in academic planning, an academic advisor whose primary purpose is to assist the student in maintaining academic progress and meeting the prescribed graduation date is assigned to each student (computerized programs only). In addition, each Campus has staff members who organize group activities, educational seminars, or work one-on-one with each student to assist him/her in problem solving. These employees are well-versed in community resources that are available to assist students in achieving success. The institution takes its responsibility to each student seriously and strives to provide the necessary support system.

## **Attendance Policy**

The institution does not have a prescribed attendance policy. Instructors may establish policies that insure the appropriate grade is earned. Students should attend all classes as scheduled and complete the required courses each semester. Students must complete credits for which they are registered each semester or additional charges may be incurred. The faculty advisor may recommend dismissal whenever it is determined that the student is not attending satisfactorily to meet academic standards and graduation requirements. The faculty member will monitor class participation. The institution verifies initial attendance in all courses.

There is no formal make-up policy for absences. Instructors are not required to permit make-up work under any circumstances. However, the institution encourages faculty to work with students to afford them every reasonable opportunity to complete the course. Laboratory assignments must be submitted on the due date to receive academic credit. Instructors will provide a syllabus at the beginning of each course, which will outline the course and grading requirements.

The institution reserves the right to suspend or otherwise penalize any student who is not demonstrating an academic pattern that is likely to lead to satisfactorily meeting all relevant academic requirements.

## **Last Day to Enter Class**

Student enrolling in classes with required starting dates must be in attendance no later than the first day of the second week.

## **Suspension/Dismissal from The Campus**

All students are expected to maintain a satisfactory level of academic achievement, to conduct themselves as responsible adults and to attend classes regularly. The institution reserves the right to dismiss any student who:

1. Fails to maintain satisfactory academic progress, or meet financial obligations to the Campus as agreed upon. This policy includes private loan payments.
2. Exhibits conduct that is found by the administration to be detrimental to the individual, other students, the community, or the campus, including violation of the institution's drug and alcohol abuse policy.
3. Violates any part of the Externship Agreement, including failure to report to the assigned site (or make other arrangements by notification to the Advisor / Department Chair).

## **Re-Entry**

If a student fails to satisfactorily complete two-thirds of the academic work attempted in a semester, he/she is placed on academic probation for the subsequent semester. At the conclusion of the probationary semester the student is subject to dismissal unless more than two-thirds of the work attempted is satisfactorily completed with an acceptable GPA. When dismissed for unsatisfactory progress, the student may apply for re-entry after the lapse of one semester (15-16 weeks).

Re-entry is on a probationary status. The same terms and conditions apply as stated above, except the student is not eligible for re-entry if dismissed a second time.

## **STUDENT ATTIRE**

The Campus considers dress to be each student's responsibility. Each student is required to dress in a professional, business-like manner. The Campus Director may ask a student to leave the Campus if it is deemed the student is dressed inappropriately. Specific policies will be discussed during the orientation session and are outlined further in the Student Handbook.

## LOSS OF PERSONAL PROPERTY

The institution does not assume responsibility for the loss or damage of text material or other personal property. Any recovered article may be claimed from the receptionist.

## HONOR CODE AND CONDUCT

Study is conducted under the assumption that, as responsible adults, students will adhere to generally accepted social standards, college policies, and will refrain from any dishonesty, theft, or defacement of property. Individuals found in violation of standards are subject to disciplinary action that may include dismissal.

General academic standards, policies and information state that no cheating will be tolerated under any circumstance (cheating is helping or being helped from an outside person or source on a test, project or classroom assignment).

## GRIEVANCE PROCEDURE

Students shall have the right to appeal decisions of Campus officials and may present any problems or complaints through appropriate channels for resolution. The final institutional authority in all cases rests with the President of the institution. The procedure for such appeal is listed below:

- A. The student's problem/complaint should be discussed with the instructor or the staff member involved (within five working days).
- B. If the instructor or staff member is unable to resolve the situation at his/her level, the student and instructor should meet with the Education Coordinator/Director in an attempt to resolve the problem (within five working days).
- C. If the Education Coordinator/Director is unable to resolve the situation, the student should be directed to prepare a written complaint (within five working days) to be forwarded to the Director of Education. The Director of Education should forward a summary of the problem to the Campus Director (within three days of receipt of written complaint).
- D. The Campus Director will review the written complaint and the staff summary, examine pertinent files and records, set a date for a meeting with the student (within five working days), and notify appropriate personnel, if any, of the meeting. The Campus Director will consult with the President, if necessary, to resolve the complaint.
- E. The Campus Director, after considering all pertinent facts presented at the meeting, will arrive at a decision that will be communicated to the student within one working day.
- F. If the decision is disputed, all relevant information will be forwarded to the President within one working day. The President will review the complaint and other information and render a binding decision within ten working days. The President's decision will be placed in the student's file, and the student will receive a written response.

Students, who have a grievance that has not been appropriately addressed or resolved, may contact the appropriate institutional licensing and/or accreditation agency as follows:

### **Georgia students:**

*Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place,  
Suite 220, Tucker, Georgia 30084-5305, 770-414-3300*

### **Kentucky students:**

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

Or Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, Georgia 30350  
770-396-3898, <http://www.council.org>.

### **Kentucky Student Protection Fund**

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at [www.kcpe.ky.gov](http://www.kcpe.ky.gov).

## **ACADEMIC POLICIES AND PROCEDURES**

### **Definition of a Unit of Credit**

One semester credit is equivalent to a minimum of fifteen hours of instruction along with appropriate homework, outside study, and a period of final examination. Subjects which include a laboratory application will require a minimum of thirty hours per unit of credit. Course outlines and descriptions provide the necessary breakdown of each course. The ESL Program is based on thirty contact hours per credit. Students should plan to complete additional outside work of at least one hour per two class hours scheduled. Generally, students will be expected to complete one hour of outside study for each hour of in-class attendance. Campus laboratories are available on an expanded schedule in order that students may complete all academic work on a timely basis.

### **Enrollment Status**

Students admitted to some programs are able to establish a personal schedule and make changes as dictated by personal circumstances. Students are expected, regardless of the selected or required schedule, to maintain regular attendance. Enrollment status is determined at the beginning of each semester. Students are charged for and expected to attend all classes for which they registered. Enrollment status may be changed only at the beginning of a semester. There are four categories of enrollment status:

1. **FULL-TIME**: In pursuit of twelve or more credits per semester or equivalent credits for sessions of a shorter length.
2. **THREE-QUARTER TIME**: In pursuit of nine to eleven credits per semester or equivalent credits for sessions of a shorter length.
3. **HALF-TIME**: In pursuit of six to eight credits per semester or equivalent credits for sessions of shorter length.
4. **LESS THAN HALF-TIME**: In pursuit of less than six credits per semester or equivalent credits for sessions of a shorter length.

Financial aid eligibility is determined according to need and the student's enrollment status at the beginning of each semester. If a student changes enrollment status from the previous semester, student aid awards are adjusted accordingly.

### **Library/Media Center**

The institution maintains a library and resource center of curricula-related resources to assist students in augmenting their studies. These materials include books, periodicals, and electronic educational aids. The staff will assist each student in obtaining any materials required or requested that may be beneficial to him/her. Appropriate reference materials are also available. The library is open and accessible for quiet study or for the utilization and checkout of material. Each campus maintains a schedule of hours of availability.

### **Core Courses**

Each program of study has a required number of credits that must be earned through successful completion of the course or exemption through testing. In all cases the student must earn the minimum number of credits or complete an equivalent number of courses if a curriculum is modified.

Minor course substitutions may be made at the convenience of the institution provided they further enhance the student's educational program and do not reduce the general education requirement.

Students may enroll for courses that are in addition to minimum graduation requirements. (Recipients of veterans' benefits are not permitted to enroll for additional courses.)

## STUDENT ACADEMIC PROGRESS

### Grading System

Grades are one formal measure of a student's progress and ability to perform certain tasks and meet employer requirements in the field of study. Students are awarded a performance rating for each class for which they register. This rating is expressed on a four-point scale. Computerized courses include both a subjective and course-specific evaluation. The grading scale is defined as follows:

<u>Grade</u>	<u>Definition</u>	<u>Grade</u>	<u>Definition</u>
4	Outstanding	I	Incomplete
3	Above Average	P	Proficiency (Test)
2	Average	S	Pass
1	Below Average	NP	No Pass
0	Failing	T	Transfer
W	Official Withdrawal	R	Repeat
	Passing/Without Penalty	IP	In Progress

A grade of "W" can only be received by officially withdrawing from the institution prior to completing sixty percent of the term. Students may not withdraw from individual courses after attending the course.

Students who achieve or schedule a minimum of seventy percent (70%) of the hours in a computerized course will be assigned a final grade with all missed work counting as zero ("0").

Incomplete (I) grades may only be assigned upon completion of fifty percent (50%) of course content with mitigating circumstances present and prior approval of the Director of Education/Academic Coordinator. It must be converted to a formal grade within thirty (30) days after completion of the semester. If the Incomplete is not removed by the prescribed time frame, it will be converted to a failing grade "0.0".

Grades may only be changed by a formal challenge from the student and upon approval of the Director of Education/Dean of the College. All grades become final upon the expiration of the next semester period.

### Repeating a Course

1. All students must have a minimum Quality Point Average of 2.0 in order to graduate.
2. All students must achieve the minimum Quality Point Average shown in the Academic Achievement Chart in this Catalog in order to make Satisfactory Academic Progress. Any student not making Satisfactory Academic Progress will be placed on probation.
3. All non-ESL students should be strongly advised to repeat any course in their technical major for which they receive a grade that is less than 2.0. Students should be told explicitly that failure to do so will seriously reduce their ability to find employment. They should also be told that they may not be eligible for an Externship placement.
4. ESL students should be strongly encouraged to repeat any course for which they receive a grade that is less than 2.0. They should be told that failure to master the material in one level will very likely cause serious problems in the following levels.
5. Only one repeated course (for which a passing grade has been received) may be counted in determining enrollment status for financial aid purposes.

## **Grading Period**

The institution offers programs through a formal semester credit system with prescribed matriculation dates.

Diploma programs may begin monthly with each student having a personalized semester calendar. Formal academic reviews are completed at the end of each semester. Informal mid-semester reviews may be conducted also.

## **Schedule Changes**

If a schedule change is necessary, the student must meet with the Faculty Advisor. A schedule change request form is completed, approved by the Academic Coordinator/Director of Education and submitted to the Database Coordinator/Registrar. The schedule change will be effective the subsequent Monday. The schedule change cannot be such that an enrollment status change results.

## **Program Changes**

If a student desires a major change, he/she must meet with the assigned Faculty Advisor to discuss the change. Upon recommendation of the Advisor and approval of the Academic Coordinator/Director of Education, a change can be initiated.

Courses that have been satisfactorily completed in the original program of study that are contained in the new program of study are transferred at full credit. Courses not completed or courses not transferable will be charged at prevailing tuition and fee rates.

## **Contact Hours**

The time a student spends in the classroom with an instructor is expressed in terms of "contact" hours, which represents fifty (50) minutes of instruction in a (60) minute period. Breaks are scheduled and are in addition to the required contact hours for successful completion of academic requirements.

## **Scheduled Hours**

"Scheduled hours" refers to the contact hours a student contracts to spend in class per week based on the class schedule. The total number of hours that a student "should" have completed academic activity attended is on the workslip or roster. The projected graduation date and the maximum time in school are determined by total "scheduled" hours, not the number of hours actually attended. Charges are based on scheduled hours completed.

## **Courtesy Time/Additional Laboratory Time (Computer-Based Programs)**

Many students will require additional work and practice with the computer, or other equipment outside the regularly scheduled classes. Students will be permitted to do so, providing a station is available. This free time is available to students as a courtesy, but instructors are usually not available during courtesy time. When achievement percentage falls below 100%, courtesy time must be used to build the rate of achievement back to 100%. Instructors should check workslips and encourage students whose achievement percentages are below 100% to utilize courtesy time.

## **Satisfactory Academic Progress (SAP)**

### **Quantitative and Qualitative Standards**

The institution operates on a standard term calendar of two fifteen-week semesters per academic year. A full-time student should complete a minimum of twenty-four (24) semester credits in thirty weeks of instruction. All courses begin the first week of the term and end the last week. The maximum time frame for completion and eligibility for Title IV student assistance is one hundred fifty percent (150%) of the program length (total credits required). Once it is determined a student cannot mathematically complete the program of study by the 150% time frame, Title IV student aid eligibility ceases. Students who reach the one hundred fifty percent limit may be permitted to continue (by taking individual courses with no

student aid) with special permission from the Academic Dean. In order to remain in good standing, students must at all points successfully complete at least two-thirds of the credits for which he/she is registered each semester. There are times when a student must pass all courses in a term to raise the overall grade point average and remain on track to graduate within the maximum timeframes allowed.

Courses for which **transfer** or **proficiency** credit has been granted are counted as **credits attempted** and **credits earned**. Courses for which a **withdrawal without penalty** "W" has occurred are not included in the overall **credits** attempted or earned when calculating SAP.

### **SAP Review Process**

The Faculty Advisor / Department Chair consistently reviews each student's progress by monitoring academic activity. A formal academic review is completed at the end of each semester. In order to remain in good standing, a student must earn the minimum grade point average and minimum number of credits as shown in the Academic Achievement Chart.

When the student fails to meet either of the minimums at the end of the semester, the student is placed on **Financial Aid / Academic Warning**. The student retains financial aid eligibility (if applicable); however, counseling must occur and specific conditions must be documented for the student to return to "good standing". Formal written notification is provided to the student.

At the end of the subsequent semester, the student must be returned to "good standing" or is placed on **"Financial Aid Probation / Candidate for Dismissal"**. Formal written notification is provided to the student.

### **Appeal of Financial Aid Probation / Candidate for Dismissal**

If the student desires to continue his/her studies, a formal appeal must be submitted to the Academic Dean / Department Chair. The appeal must describe in detail the reasons for the academically deficient performance, and describe what is expected to change or be different that potentially may resolve the deficiency.

An academic plan must be agreed to between the academic official and the student. This academic plan will outline specific steps / conditions. This plan may involve weekly meetings to evaluate and review student progress. It may also include a required appearance before an Academic Review board.

If the appeal is granted and the academic plan is approved, the student may continue for the subsequent semester and receive Title IV student aid. The student must meet **all** conditions of the academic plan and be restored to good standing. The student must also be on track to complete his/her studies within the one-hundred fifty percent (150%) time frame. Decisions on appeals are granted within (24) hours.

If a student who is on **"Financial Aid Probation / Candidate for Dismissal"** does not meet the conditions of the Academic Plan, dismissal occurs. A dismissed student must remain out of school for a minimum of one semester. The same process as outlined above must be followed in order for the student to seek re-admission. There is no assurance re-admission will be granted. In the event of a denial of the appeal, the student may appeal to the President upon written request.

## ACADEMIC ACHIEVEMENT CHART

<b>CREDITS ATTEMPTED</b>	<b>MINIMUM EARNED CREDITS</b>	<b>MINIMUM OVERALL GRADE POINT AVERAGE</b>
<b>12</b>	<b>6</b>	<b>1.6</b>
<b>18</b>	<b>9</b>	<b>1.8</b>
<b>24</b>	<b>12</b>	<b>2.0</b>
<b>30</b>	<b>18</b>	<b>2.0</b>
<b>36</b>	<b>24</b>	<b>2.0</b>
<b>42</b>	<b>28</b>	<b>2.0</b>
<b>48</b>	<b>32</b>	<b>2.0</b>
<b>54</b>	<b>36</b>	<b>2.0</b>
<b>60</b>	<b>40</b>	<b>2.0</b>
<b>66</b>	<b>44</b>	<b>2.0</b>
<b>72</b>	<b>48</b>	<b>2.0</b>
<b>78</b>	<b>52</b>	<b>2.0</b>
<b>84</b>	<b>56</b>	<b>2.0</b>
<b>90</b>	<b>60</b>	<b>2.0</b>
<b>96</b>	<b>64</b>	<b>2.0</b>
<b>100</b>	<b>68</b>	<b>2.0</b>
<b>104</b>	<b>70</b>	<b>2.0</b>
<b>108</b>	<b>72</b>	<b>2.0</b>



## **Requirements to Remain In Satisfactory Academic Standing**

The above chart demonstrates a progression rate that will enable the student to graduate within one and one-half times the normal time frame. One and one-half times the normal time frame is the maximum period for which the student may be enrolled.

A student will be placed on probation in any semester in which he/she fails to complete two-thirds of the credits attempted or meet other specified conditions. When on probation, the student must complete two-thirds of the credits attempted during the subsequent semester to remain enrolled/receive Title IV Aid.

The Quality Point Average is cumulative as outlined above. Failure to meet the overall cumulative GPA will also result in probation even though the minimum credits may be attained.

## **Achieved Hours and Achievement Percentage - Computerized Courses**

In all classes, including computerized courses, instructors monitor academic progress rate by comparing actual to the planned progress. In order to complete courses satisfactorily, the academic progress rate should be equal to one hundred percent or greater during the semester or term. Instructors may establish additional requirements if student progress is deemed deficient.

## **Attendance Hours and Attendance Percentage**

Instructors monitor completion of all academic related activity and may establish specific course attendance and other academic standards in order to ensure student progress is maintained at an acceptable rate.

## **Graduation Requirements**

Candidates for graduation must:

1. Achieve required hours or credits.
2. Earn a minimum Quality Point Average of 2.0.
3. Achieve acceptable skill level requirements.
4. Be current with all payment plans or loan payments to the institution.
5. Submit a graduation application at the time of registration for the final semester.
6. Complete an exit interview with the Financial Planning or Business Office if a participant in any student loan program.

Students should meet with the Employment Assistance Coordinator at least thirty (30) days prior to the projected completion date. If a student fails to fulfill the requirements listed above, he/she will not be permitted to utilize the Employment Assistance service. Further, no certificates of achievement will be issued and no transcripts will be released for students who are not in good financial standing. The application for graduation/separation form should be initiated by the Academic Coordinator/Director of Education.

If a student who is enrolled in a program of study finds it necessary to discontinue studies, he/she is entitled, upon request, to receive a certificate of completion listing the course(s) for which he/she has earned a satisfactory grade, or receive a diploma if requirements have been met for a lesser program.

## **Dean's and President's List**

At the conclusion of each semester, formal recognition of academic achievement is accorded. Students whose semester grade point average is between 3.25 and 3.74 are named to the Dean's List and those whose grade point average is between 3.75 and 4.0 are named to the President's List. The student may have no grade lower than the average.

## **Graduation With Honors**

Students completing a formal diploma or degree program may be graduated with honors.

<b><u>HONOR</u></b>	<b><u>MINIMUM GRADE POINT AVERAGE</u></b>
Cum Laude	3.50
Magna Cum Laude	3.75
Summa Cum Laude	3.95

## **TRANSCRIPTS**

The Database/Registrar's office maintains an official record of students' academic history. Formal transcripts are originally signed and issued embossed with the institutional seal. One official transcript is provided to each student upon formal written request.

Academic Credential – The formal diploma or degree is withheld until all financial obligations are satisfied or a minimum six-month on-time payment history is established.

The Family Education Rights and Privacy Act of 1974 provides that the institution maintain confidentiality of student records and that students have a right to inspect such records. The institution maintains compliance with this act and, upon written request or authorization, will make these records available for review.

## **ACADEMIC PROGRAMS OF STUDY**

The institution offers a variety of diploma and degree programs. In an effort to insure that programs of study reflect current trends in each field, the institution reserves the right to make modifications as may be in the best interest of the student and as may be necessary.

Curricula evaluation and change is a constant and on-going process. Instructors may recommend changes to course content and program structure by submitting a written proposal to the department chairperson who must approve and recommend to the campus Academic Coordinator/Director of Education. The Director of Education must recommend approval to the Campus Director. The Campus Director will then submit the recommendation to the Curricula Development and Evaluation Committee. This committee will review proposals each semester. Curricula changes cannot be implemented unless and until the above process is completed. Once a change has been approved, the modification will be implemented at all institutional locations.

# **ASSOCIATE OF SCIENCE DEGREE PROGRAMS\***

## **OFFICE TECHNOLOGY**

Areas of Emphasis:

*Accounting*  
*Business Information Management*  
*Medical Office Administration*

## **COMPUTER INFORMATION SYSTEMS TECHNOLOGY**

## **ELECTRONICS REPAIR TECHNOLOGY**

## **ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT**

## **HUMAN RESOURCES MANAGEMENT**

\*The *Associate of Science Degree Program* in Office Technology is offered at all campuses. The *Computer Information Systems Technology, Electronics Repair Technology, Human Resources Management, and Entrepreneurship & Small Business Management* programs are offered at the Main Campus in Chamblee, Georgia. All courses completed in the Diploma Programs are fully transferable to these degree programs.

\*Students desiring to complete an Associate of Science Degree and enter the B.B.A. Program offered by *Morehead State University* are provided optional course selections in order to maximize the number of credits being accepted for transfer.

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## MISSION AND PURPOSES OF THE ASSOCIATE OF SCIENCE DEGREE PROGRAM







The technology explosion has created the need for highly trained and educated paraprofessionals and technicians. In a service economy reliant on technology and information management, a wealth of opportunity exists for persons who have more than a high school education but less than a Baccalaureate Degree.

The degree programs at Interactive College of Technology are intended to meet this unique need for workers who know not only how to perform occupational or technical tasks but also how to communicate oral or written information correctly and effectively, to think critically, to keep up with ever-changing technology, to work cooperatively in teams, and to use technology to increase productivity and meet the demands of employers and customers.

The general education component of the degree programs consists of 18 hours of an academic core designed to assist the development of the knowledge and skills necessary for graduates to enter, prosper, and advance in their chosen occupations as well as to function more effectively in other areas of their lives.

Selected General Education courses are offered, from time to time, via synchronous distance learning using a hybrid delivery method. Students are encouraged to seek assistance from their faculty advisor / Department Chair prior to registration.

General education class offerings prepare students to:

-  improve their writing, speaking, and listening skills.
-  solve problems through logical reasoning and analysis, synthesis, and evaluation.
-  understand and use quantification and scientific knowledge and methods to solve problems.
-  increase their understanding and appreciation of themselves and others and enhance their interpersonal communication skills.
-  improve their ability to learn how to learn and to strengthen their commitment to lifelong learning.
-  better comprehend the world in which they live so that they can function more effectively in it.

Each program offers students both requirements and recommended electives from the general education core. Students must earn a total of eighteen semester credit hours in general education including a minimum of three semester credit hours from each of the following four areas:

- A. Humanities
- B. Natural Sciences
- C. Behavioral Sciences
- D. Mathematics

## ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

The degree program requires the completion of the prescribed minimum semester hours and may be completed in a minimum of five semesters depending on the student's academic load per semester. In each program a minimum of eighteen credits in general education courses is required. The remaining credits are composed of major and major-related courses. Courses designated as a requirement in one area may not be taken to fulfill a requirement in a different area. A minimum of fifty percent of the required credits must be completed in residence to gain the credential. The degree is awarded in the following areas: Office Technology (with emphasis in Accounting, Medical Office Administration or Business Information Management); Computer Information Systems Technology; and Electronics Repair Technology.

## GENERAL EDUCATION REQUIREMENTS

All students enrolled in the degree program must complete 18 credit hours from the four groups shown below, including at least three credit hours from each group.

### General Education\*

#### Group A Humanities

			CREDITS	CONTACT
LAS	190	College Composition ** +	3	45
LAS	200	Oral Presentation and Communication** +	3	45
LAS	210	Conversational Spanish +	3	45
LAS	212	Spanish for Society +	3	45
LAS	214	Spanish for Business +	3	45

#### Group B Natural Sciences

SCI	100	Introduction to Science +	3	45
SCI	180	Anatomy and Physiology +	3	45
PHY	190	Physics	4	75

#### Group C Behavioral Sciences

SOC	100	Principles of Psychology +	3	45
SOC	110	Principles of Sociology ** +	3	45
SOC	120	Principles of Macroeconomics +	3	45
SOC	130	Principles of Microeconomics +	3	45
SOC	190	Interpersonal Communication +	3	45
SOC	200	Current World Issues and Topics	3	45

#### Group D Mathematics

MAT	120	Essentials of Algebra +	3	45
MAT	140	Essentials of Trigonometry	3	45
MAT	180	Introduction to Applied Statistics	3	45

**Total General Education Requirement: 18 Credits**

\* Any course in these groups which is listed as a Requirement for a specific program may NOT be used to fulfill the elective portion of the General Education Requirement for that degree.

\*\* **Required**

+ Potentially offered as a synchronous hybrid course.

**ASSOCIATE OF SCIENCE DEGREE****OFFICE TECHNOLOGY**

**PROGRAM DESCRIPTION:** This program prepares the graduate for a career in the automated environment of a modern business office. The core program requirements provide a solid foundation in office skills including the theory and use of the basic computer applications and operating systems. The general education components help the graduate to develop effective oral and written communication skills and to develop the ability to work cooperatively with individuals from a diversity of backgrounds. In addition, the graduate selects one of three areas of emphasis in which to pursue the more specialized skills that greatly increase employment and career advancement opportunities. The areas of emphasis are Accounting, Medical Office Administration, and Business Information Management.

The core and electives, when appropriately chosen, will provide the required courses to prepare for successfully completing the Microsoft Office Specialist (MOS) Certification, providing the required scores are achieved in the examination(s).

**General Educational Requirements****18 Credits**

(See the specific areas of emphasis for required and recommended courses.)

**Basic/Core Requirements**

<b>COURSE</b>		<b>COURSE TITLE</b>	<b>CREDITS</b>	<b>CONTACT</b>
AOT	122	Fundamentals Of Computer Usage	3	60
AOT	130	Professional Document Management I	3	60
AOT	250	Professional Document Management II	3	60
BUS	122	Principles Of Accounting I	4	60
LAS	050	Career Development	1	20
LAS	106	Communication And Learning Skills	4	60
ICT	299	Externship	3	135

**TOTAL FOR BASIC/CORE REQUIREMENTS****21 CREDITS****AREA OF EMPHASIS REQUIREMENTS AND ELECTIVES****33 CREDITS**

(See the following pages for specific areas of emphasis.)

**TOTAL SEMESTER CREDITS REQUIRED FOR GRADUATION:****72 CREDITS**

**ASSOCIATE OF SCIENCE DEGREE****OFFICE TECHNOLOGY****Accounting Emphasis**

**PROGRAM DESCRIPTION:** This program offers the student a solid foundation in the general knowledge, practices, and procedures required to work effectively in the accounting field. The courses in the accounting component provide a foundation in all phases of basic accounting and prepare the student for later study of more advanced accounting topics. The general education component is designed to enhance the student's knowledge and awareness of significant issues in the workplace and in the student's personal development. The career objective for this program is to give the graduates the general knowledge and specific skills needed to obtain entry-level employment in the accounting departments of businesses and governmental entities.

**General Educational Requirements****18 Credits**

LAS190 – College Composition (3 credits), LAS200 – Oral Presentation and Communication (3 credits), SOC110 – Principles of Sociology, (3 credits), Group B – Natural Science (3 credits), Group D – Mathematics (3 credits), and free General Education elective (3 credits). See Page 31 – General Education Requirements for course details.

**Basic/Core Requirements**

<u>COURSE</u>		<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>CONTACT</u>
AOT	122	Fundamentals of Computer Usage	3	60
AOT	130	Professional Document Management I*	3	60
AOT	250	Professional Document Management II*	3	60
BUS	122	Principles of Accounting I	4	60
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60

**21 Credits****Technical/Major Requirements for area of emphasis**

BUS	123	Principles of Accounting II	4	60
BUS	131	Computerized Accounting w/QuickBooks	2	40
BUS	132	Computerized Accounting w/ SAGE	2	40
BUS	200	Intermediate Accounting I	4	60
BUS	205	Intermediate Accounting II	4	60
BUS	210	Introduction to Cost Accounting	4	60
BUS	220	Federal Tax Procedures	3	60
ICT	100	Information Design & Utilization	2	40
OFT	108	Numeric Entry	2	45

**27 Credits****Electives (Choose a minimum of six credits)**

AOT	210	Managing Customer Relationships **	2	40
AOT	220	Professional Publications	2	40
AOT	230	Website Design Using SharePoint	3	60
AOT	260	Database Management * ** †	3	60
AOT	270	Graphics Presentations*	3	60
AOT	290	Computerized Organization Skills* **	3	60
BUS	160	Business Mathematics **	1	25
OFT	100	Business Keyboarding I	3	60
OFT	120	Business Keyboarding II	3	60
SOC	220	Principles of Entrepreneurship †	3	45

**6 Credits****TOTAL SEMESTER CREDITS REQUIRED FOR GRADUATION: 72 CREDITS**

† Recommended for Bachelor's Degree Track

\* Preparation courses for MOS Certification.

\*\* Recommended for Career Track

## ASSOCIATE OF SCIENCE DEGREE

### OFFICE TECHNOLOGY

#### Business Information Management Emphasis

**PROGRAM DESCRIPTION:** This program offers the student a solid foundation in the advanced knowledge, practices, and procedures required to work effectively in a modern automated office. The area of emphasis includes courses in the most widely used business and information management software packages, the most widely used commercial and business operating system, and working knowledge in using the Internet as a business tool. Certification in key Microsoft software applications enhances the value of this program. The general education component is designed to enhance the student's knowledge and awareness of significant issues in the workplace and in the student's personal development. The career objective for this program is to give the graduate the general knowledge and specific skills needed to obtain employment and advance in a variety of computer-related career fields.

#### General Educational Requirements

**18 Credits**

LAS190 – College Composition (3 credits), LAS200 – Oral Presentation and Communication (3 credits), SOC110 – Principles of Sociology, (3 credits), Group B – Natural Science (3 credits), Group D – Mathematics (3 credits), and free General Education elective (3 credits). See Page 31 – General Education Requirements for course details.

#### Basic/Core Requirements

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	122	Fundamentals of Computer Usage	3	60
AOT	130	Professional Document Management I *	3	60
AOT	250	Professional Document Management II *	3	60
BUS	122	Principles of Accounting I	4	60
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60

**21 Credits**

#### Technical/Major Requirements

AOT	210	Managing Customer Relationships	2	40
AOT	240	Business Schematics Using Visio	3	60
AOT	260	Database Management *	3	60
AOT	270	Graphics Presentations *	3	60
AOT	290	Computerized Organization Skills *	3	60
ICT	100	Information Design & Utilization	2	40
ICT	288	Web Development using Dreamweaver	3	60

**19 Credits**

**Electives (Choose a minimum of 14 credits from the following):** Students are encouraged to take electives in one of the three career paths, listed below, in order to achieve optimal employment outcomes. However, any combination of electives may be chosen, with approval of the Academic Dean, to meet individual student's needs.

#### Degree Option #1 – Information Presentation

AOT	220	Professional Publications	2	40
AOT	300	Graphic Design with Adobe Photoshop	3	60
OFT	100	Business Keyboarding I	3	60
OFT	120	Business Keyboarding II	3	60
OFT	121	Business Keyboarding III	3	60

#### Degree Option #2 – Information Control

AOT	230	Website Design using SharePoint	3	60
AOT	280	Project Management Techniques	3	60
BUS	130	Introduction to Management	3	45
CIS	160	Introduction to Networking *	3	60
ICT	250	Managing Content with SharePoint Server	3	60

#### Degree Option #3 – Bachelor's Degree

BUS	123	Principles of Accounting II	4	60
BUS	210	Introduction to Cost Accounting	4	60
SOC	220	Principles of Entrepreneurship	3	45
SCI	180	Anatomy and Physiology	3	45

**14 Credits**

**Total Semester Credits Required for Graduation: 72 Credits**

\*Preparation courses for MOS Certification.



**ASSOCIATE OF SCIENCE DEGREE****OFFICE TECHNOLOGY****Medical Office Administration Emphasis**

**PROGRAM DESCRIPTION:** This program offers the student a wide foundation in the general knowledge, practices, and procedures required to work effectively in today's modern medical office. The area of emphasis component includes courses in key medical areas and advanced office skills. The general education component is designed to enhance the student's knowledge and awareness of significant issues in the workplace and in the student's personal development. The career objective for this program is to give the graduate the general knowledge and specific skills needed to obtain entry-level employment in a medical office.

**General Educational Requirements****18 Credits**

LAS190 – College Composition (3 credits), LAS200 – Oral Presentation and Communication (3 credits), SOC110 – Principles of Sociology, (3 credits), Group B – Natural Science (3 credits), Group D – Mathematics (3 credits), and free General Education elective (3 credits). See Page 31 – General Education Requirements for course details.

**Basic/Core Requirements**

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>CONTACT</u>
AOT 122	Fundamentals of Computer Usage	3	60
AOT 130	Professional Document Management I*	3	60
AOT 250	Professional Document Management II*	3	60
BUS 122	Principles of Accounting I	4	60
LAS 050	Career Development	1	20
LAS 106	Communication and Learning Skills	4	60
ICT 299	Externship	3	135

**21 Credits****Technical/Major Requirements for area of emphasis**

MED 101	Medical Office Applications	3	60
MED 102	Introduction to Healthcare Insurance & Billing	3	60
MED 104	Medical Terminology	3	60
MED 133	Medical Law and Ethics	3	60
MED 211	Electronic Health Records	3	60
OFT 100	Business Keyboarding I	3	60
OFT 120	Business Keyboarding II	3	60
OFT 121	Business Keyboarding III	3	60

**24 Credits****Electives (Choose a minimum of nine credits)**

AOT 210	Managing Customer Relationships	2	40
AOT 220	Professional Publications	2	40
AOT 230	Website Design Using SharePoint	3	60
AOT 260	Database Management*	3	60
AOT 270	Graphics Presentations*	3	60
AOT 280	Project Management Techniques	3	60
AOT 290	Computerized Organization Skills*	3	60
BUS 123	Principles of Accounting II	4	60
BUS 131	Computerized Accounting w/QuickBooks	2	40
BUS 132	Computerized Accounting w/SAGE	2	40
LAS 210	Conversational Spanish	3	45
LAS 212	Spanish for Society	3	45
LAS 214	Spanish for Business	3	45

**9 Credits****TOTAL SEMESTER CREDITS REQUIRED FOR GRADUATION: 72 CREDITS**

\* Preparation courses for MOS Certification.

## Associate of Science Degree

### COMPUTER INFORMATION SYSTEMS TECHNOLOGY

(Chamblee Campus Only)

**PROGRAM DESCRIPTION:** This program provides a solid foundation for the operation, design, and management of computer systems. The Degree is constructed so that the CompTIA A+ & Network+, Microsoft Enterprise Desktop Administrator, and Microsoft Server Administrator certifications can be earned. In addition, students acquire the skills necessary to administer database and Internet servers, including handling the security risks involved. The general education component is designed to enhance the student's knowledge and awareness of significant issues in the workplace and in the student's personal development. This comprehensive program will prepare the graduate for entry-level employment and create the opportunity for advancement in this cutting edge technology area.

#### General Educational Requirements

**18 Credits**

LAS190 – College Composition (3 credits), LAS200 – Oral Presentation and Communication (3 credits), SOC110 – Principles of Sociology, (3 credits), Group B – Natural Science (3 credits), Group D – Mathematics (3 credits), and free General Education elective (3 credits). See Page 31 – General Education Requirements for course details.

#### Basic/Core Requirements

COURSE		COURSE TITLE	CREDITS	CONTACT
BUS	122	Principles of Accounting I	4	60
CIS	110	Computer Design	3	60
CIS	120	Introduction to Operating Systems	3	60
CIS	130	A+ Essentials *	3	60
CIS	140	A+ Practical Application *	3	60
CIS	150	Survey of Computer Applications	3	60
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60

**27 Credits**

#### Technical/Major Requirements

CIS	160	Introduction to Networking *	3	60
CIS	170	Telecom and the Net	3	60
CIS	210	Configuring Microsoft Windows *	3	60
CIS	220	Desktop Administration *	3	60
CIS	230	Network & Information Security	3	60
		Degree Certification Options Listed Below	12	240

**27 Credits**

### DEGREE CERTIFICATION OPTIONS

#### ***Degree Option #1 – Microsoft Certified Systems Administrator***

CIS	240	Windows Server Administration *	3	60
CIS	250	Network Infrastructure *	3	60
CIS	260	Configuring Active Directory *	3	60
CIS	290	IT Project Management & Implementation	3	60

#### ***Degree Option #2 – Website Design***

ICT	136	Programming Fundamentals with VB.Net	3	60
ICT	288	Web Development using Dreamweaver	3	60
AOT	250	Professional Document Management II *	3	60
AOT	260	Database Management *	3	60

**Total Semester Credits Required for Graduation: 72 Credits**

\*Certification Prep Course

## Associates of Science Degree

### ELECTRONICS REPAIR TECHNOLOGY

(Chamblee Campus Only)

**PROGRAM DESCRIPTION:** This program offers the student a solid foundation in basic electronics as it relates specifically to the heating, ventilation, and air conditioning industry. The program emphasizes advanced HVAC concepts such as controls, temperature programming, and computer fundamentals. The program is geared towards the student successfully obtaining the NATE certification upon completion of the program. The general education component is designed to broaden the student's understanding of the issues that may impact his or her professional and personal development. The career goal is to prepare the graduate for employment as an HVAC technician or associate engineer.

#### General Educational Requirements

**18 Credits**

LAS190 – College Composition (3 credits), LAS200 – Oral Presentation and Communication (3 credits), SOC110 – Principles of Sociology, (3 credits), Group B – Natural Science (3 credits), Group D – Mathematics (3 credits), and free General Education elective (3 credits). See Page 31 – General Education Requirements for course details.

#### Basic/Core Requirements

COURSE		COURSE TITLE	CREDITS	CONTACT
BUS	122	Principles of Accounting I	4	60
CIS	150	Survey of Computer Applications	3	60
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
MAT	120	Essentials of Algebra	3	45
TEC	260	Customer Service and Safety	2	45
ICT	299	Externship	3	135

**20 Credits**

#### Technical/Major Requirements

MRT	110	Gas/Electric Heat	4	60
MRT	120	Principles of Refrigeration	4	60
MRT	210	Essentials of NATE Certification *	2	45
MRT	220	Applied Principles of Refrigeration	2	60
MRT	230	Advanced NATE Certification *	2	45
MRT	240	Applied Gas/Electric Heat	2	60
MRT	260	EPA Certification Prep *	4	60
MRT	270	HVAC Controls and Commercial Applications	4	60
TEC	100	Principles of Electrical Circuits	4	60
TEC	101	Applied Principles of Electrical Circuits	2	60
TEC	105	Low Voltage Controls and Thermostats	4	60

**34 Credits**

Core Courses can be replaced only with demonstrated proficiency and replacements must be approved by the Education Coordinator or Director.

**Total Semester Credits Required for Graduation: 72 Credits**

\* Certification Preparation Courses

**ASSOCIATE OF SCIENCE DEGREE****ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT***(Chamblee Campus Only)*

**PROGRAM DESCRIPTION:** This program is designed for individuals interested in starting a small business. The program guides the student through the process of structuring a business plan, developing marketing strategies, and managing the business for success. Students will learn the fundamental legal regulations, ethical requirements, and customer service standards to operate a business and manage people. The course includes an externship component to gain real life managerial experience. The general education component is designed to enhance the student's knowledge and awareness of significant issues in the workplace and in the student's personal development.

**General Educational Requirements****18 Credits**

LAS190 – College Composition (3 credits), LAS200 – Oral Presentation and Communication (3 credits), SOC110 – Principles of Sociology, (3 credits), Group B – Natural Science (3 credits), Group D – Mathematics (3 credits), and free General Education elective (3 credits). See Page 31 – General Education Requirements for course details.

**Basic/Core Requirements**

<u>COURSE</u>		<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>CONTACT</u>
BUS	122	Principles of Accounting I	4	60
CIS	150	Survey of Computer Applications	3	60
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communications and Learning Skills	4	60

**15 Credits****Technical/Major Requirements**

BUS	130	Introduction of Management	3	45
BUS	150	Principles of Marketing	3	45
BUS	170	Business Law and Ethics	3	45
BUS	230	Human Resource Management	3	45
BUS	240	Small Business Finance	3	60
BUS	250	Business Negotiations	3	45
BUS	260	E-Commerce for Small Business	3	60
BUS	290	Entrepreneurship Strategy & Business Plans	3	60
SOC	130	Principle of Microeconomics	3	45
SOC	220	Principles of Entrepreneurship	3	45

**30 Credits**

Core Courses can be replaced only with demonstrated proficiency and replacements must be approved by the Education Coordinator or Director.

**Electives (Choose a minimum of 9 credits from the following):**

AOT	210	Managing Customer Relationship	2	40
AOT	240	Business Schematics Using Visio	3	60
AOT	280	Project Management Techniques	3	60
BUS	123	Principles of Accounting II	4	60
BUS	160	Business Mathematics	1	25
BUS	200	Intermediate Accounting I	4	60
BUS	205	Intermediate Accounting II	4	60
BUS	210	Introduction to Cost Accounting	4	60
BUS	220	Federal Tax Procedures	3	60
BUS	280	Understanding Global Commerce	3	45

**9 Credits**

**Total Semester Credits Required for Graduation: 72 Credits**

**ASSOCIATE OF SCIENCE DEGREE****HUMAN RESOURCES MANAGEMENT***(Chamblee Campus Only - AVAILABLE JANUARY 2015)*

**PROGRAM DESCRIPTION:** The Human Resource Management program is designed for individuals seeking to prepare for a career in Human Resources. Graduates will be prepared to manage the human resource efforts of a smaller company, or serve as a valuable member of a Human Resource Management team in a larger organization. Upon completion of the program, students will be knowledgeable about job design, recruiting and staffing, training and career development, compensation and employee benefits, as well as other topics related to the strategic use of human resource assets necessary to assure their company's strategic goals are met.

**General Educational Requirements****18 Credits**

LAS190 – College Composition (3 credits), LAS200 – Oral Presentation and Communication (3 credits), SOC110 – Principles of Sociology, (3 credits), Group B – Natural Science (3 credits), Group D – Mathematics (3 credits), and free General Education elective (3 credits). See Page 31 – General Education Requirements for course details.

**Basic/Core Requirements**

<u>COURSE</u>		<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>CONTACT</u>
BUS	122	Principles of Accounting I	4	60
CIS	150	Survey of Computer Applications	3	60
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60

**15 Credits****Technical/Major Requirements**

AOT	130	Professional Document Management I	3	60
AOT	250	Professional Document Management II	3	60
BUS	130	Introduction to Management	3	45
BUS	170	Business Law & Ethics	3	45
BUS	190	Recruiting and Selection	3	45
BUS	230	Human Resources Management	3	45
BUS	245	Training and Professional Development	3	45
BUS	255	Employee Benefits Administration	3	60
BUS	265	Principles of Payroll	3	60
BUS	275	Strategic HR Management	3	45

**30 Credits**

Core Courses can be replaced only with demonstrated proficiency and replacements must be approved by the Education Coordinator or Director.

**Electives (Choose a minimum of 9 credits from the following):**

AOT	210	Managing Customer Relationship	2	40
AOT	240	Business Schematics Using Visio	3	60
AOT	280	Project Management Techniques	3	60
BUS	123	Principles of Accounting II	4	60
BUS	160	Business Mathematics	1	25
BUS	200	Intermediate Accounting I	4	60
BUS	205	Intermediate Accounting II	4	60
BUS	220	Federal Tax Procedures	3	60
BUS	240	Business Finance	3	45
BUS	280	Understanding Global Commerce	3	45
BUS	270	Principles of Compensation	3	45
SOC	130	Principle of Microeconomics	3	45
SOC	220	Principles of Entrepreneurship	3	45

**9 Credits****Total Semester Credits Required for Graduation: 72 Credits**

## **DIPLOMA PROGRAMS**

**Accounting and Automated Office Systems**

**Bilingual Administrative Support**

**Business Information Management**

**English as a Second Language**

**HVAC/R Technology\***

**Information Technologies Specialist**

**Medical Office Administrative Specialist**

# ACCOUNTING AND AUTOMATED OFFICE SYSTEMS

*Main Campus (Chamblee), Gainesville, Morrow, Newport*

**PROGRAM DESCRIPTION:** This program is designed to develop essential accounting and office automation and application skills. Opportunity is provided to learn the two most widely used automated accounting applications, as well as combine the required courses to successfully pursue the Microsoft Office Specialist (MOS) Certification. Qualified students are also afforded an extern opportunity to gain real-life work experience.

## CORE COURSES

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	122	Fundamentals of Computer Usage	3	60
AOT	130	Professional Document Management I*	3	60
AOT	250	Professional Document Management II*	3	60
BUS	122	Principles of Accounting I	4	60
BUS	123	Principles of Accounting II	4	60
BUS	131	Computerized Accounting w/QuickBooks	2	40
BUS	132	Computerized Accounting w/SAGE	2	40
ICT	100	Information Design and Utilization	2	40
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
OFT	108	Numeric Entry	2	45
ICT	299	Externship	3	135
		Electives	3	45
			<b>36</b>	<b>725</b>

**Recommended Electives: Choose a minimum of three credits from the following.**

COURSE	COURSE TITLE	CREDITS	CONTACT
AOT 210	Managing Customer Relationships	2	40
AOT 220	Professional Publications	2	40
AOT 260	Database Management*	3	60
AOT 270	Graphics Presentations*	3	60
AOT 280	Project Management Techniques	3	60
AOT 290	Computerized Organization Skills*	3	60
BUS 160	Business Mathematics	1	25

Core Courses can be replaced only with demonstrated proficiency and replacements must be approved by the Education Coordinator or Director.

*\*Preparation courses for MOS Certification Exams*

## Objectives of the Program

- To provide students with the accounting skills required for entry-level positions as account clerks and related occupations in business, industry, and government.
- To develop an awareness and understanding of the various accounting and automated accounting applications used in business.
- To provide the student with the skills to use the most popular word processors, databases, and integrated spreadsheets used in today's automated office.
- To develop the employment-seeking skills necessary to successfully compete in the employment arena for O\*NET codes as follows:

43-3031.00	Accounting Clerk	43-3031.00	Bookkeeping Clerk	43-3031.00	General Ledger Bookkeeper
43-3031.00	Auditing Clerk	43-3021.03	Calculating Machine Operator	43-4161.00	Human Resources Assistant
43-3011.00	Bill & Accounting Collectors	41-2011.00	Cashier	43-3051.00	Payroll Clerk
43-3021.02	Billing Clerk	43-9011.00	Comp. Peripheral Equip. Operator	43-3021.01	Statement Clerk
43-3021.03	Billing Machine Operator	43-3021.02	Cost Rate Clerk	43-9111.00	Statistical Assistant

# BILINGUAL ADMINISTRATIVE SUPPORT

*Main Campus (Chamblee), Gainesville, Morrow, Newport*

**PROGRAM DESCRIPTION:** The world is growing much smaller and the demand for bilingual administrative assistants is increasing. Administrative personnel with word processing, spreadsheet, and presentation skills combined with high typing speed and basic knowledge of another language prepare the graduate for advanced or supervisory positions. This program provides the essential tools for such successful employment and advancement. The core and electives, when properly chosen, will prepare the graduate to pursue the Microsoft Office Specialist (MOS) Certification examination. The extern component, if qualified, provides a real-life work experience.

## CORE COURSES

<u>COURSE</u>		<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>CONTACT</u>
AOT	122	Fundamentals of Computer Usage	3	60
AOT	130	Professional Document Management I*	3	60
AOT	250	Professional Document Management II*	3	60
AOT	270	Graphics Presentations*	3	60
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
OFT	100	Business Keyboarding I	3	60
OFT	120	Business Keyboarding II	3	60
OFT	121	Business Keyboarding III	3	60
ICT	299	Externship	3	135
		One of the Language Options Listed Below	9	135
			<b>38</b>	<b>770</b>

Core Courses can be replaced only with demonstrated proficiency and replacements must be approved by the Education Coordinator or Director.

**Required Language Options: Choose one of the following.**

### Language Option #1 - Spanish

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>CONTACT</u>
LAS 210	Conversational Spanish	3	45
LAS 212	Spanish for Society	3	45
LAS 214	Spanish for Business	3	45

### Language Option #2 - English

LAS 190	College Composition	3	45
LAS 200	Oral Presentation	3	45
SOC 190	Interpersonal Communication Skills	3	45

\*Preparation courses for MOS Certification Exams

### Objectives of the Program

- To provide the graduate with the wide range of skills necessary to secure a position with advancement potential in today's demanding office environment.
- To provide the graduate with excellent keyboarding skills, extensive word-processing knowledge, electronic spreadsheets, presentation software, and computer operating systems.
- To develop basic knowledge of business and social communication in another language.
- To develop employment-seeking skills necessary to successfully compete in the employment arena for O\*NET codes as follows:

43-6011.00	Administrative Assistant	43-9021.00	Data Entry	43-4151.00	Order Clerk
41-2011.00	Cashier	43-3021.02	Documentation Billing Clerk	43-4171.00	Receptionist
43-9011.00	Comp. Peripheral Equip. Oper.	43-4071.00	File Clerk	43-6014.00	Secretary
43-9011.00	Computer Terminal Operator	43-4161.00	Human Resources Assistant	43-3021.01	Statement Clerk
43-4051.00	Customer Service Representative	43-9061.00	Office Clerk, General	43-9022.00	Word Processor / Typist



# BUSINESS INFORMATION MANAGEMENT

*Main Campus (Chamblee), Gainesville, Morrow, Newport*

**PROGRAM DESCRIPTION:** This program is designed to develop the knowledge and skills necessary for entry level positions and/or professional opportunities in a variety of business settings. The student acquires the essential skills in the most popular applications software, as well as additional software skills that are critical to the successful day-to-day usage, sharing, and management of information for many enterprises. The program is designed to give the student multiple options in selecting a career path. Certification in key Microsoft software applications enhances the value of this program. Further, for those students who qualify, the program includes an externship component to provide a real-life work experience.

## CORE COURSES

<u>COURSE</u>		<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>CONTACT</u>
AOT	122	Fundamentals of Computer Usage	3	60
AOT	130	Professional Document Management I*	3	60
AOT	250	Professional Document Management II*	3	60
AOT	290	Computerized Organization Skills*	3	60
ICT	100	Information Design and Utilization	2	40
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
OFT	100	Business Keyboarding I	3	60
		Electives from paths below	12	240
			<b>37</b>	<b>795</b>

Core Courses can be replaced only with demonstrated proficiency and replacements must be approved by the Education Coordinator or Director.

**Recommended Elective Paths: Choose a minimum of twelve credits from the following.**

Students are encouraged to take electives in one of the two career paths listed below, in order to achieve optimal employment outcomes. However, any combination of electives may be chosen, with approval of the Education Coordinator or Campus Director, to meet individual student's needs.

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>CONTACT</u>
<b>Path #1 – Information Presentation</b>			
AOT 220	Professional Publications	2	40
AOT 230	Website Design Using SharePoint	3	60
AOT 270	Graphics Presentations*	3	60
AOT 300	Graphic Design with Adobe Photoshop	3	60
ICT 288	Web Development Using Dreamweaver	3	60
<b>Path #2 – Information Control</b>			
AOT 210	Managing Customer Relationships	2	40
AOT 240	Business Schematics Using Visio	3	60
AOT 260	Database Management*	3	60
AOT 280	Project Management Techniques	3	60
ICT 250	Managing Content with SharePoint Server	3	60

\*Preparation courses for MOS Certification Exams.

### Objectives of the Program

- To prepare the student to enter the local labor market in an entry-level position where the various computer skills learned in the program are instrumental to success in the occupation.
- To develop the keyboarding skills needed to use common business application programs.
- To develop the employment-seeking skills necessary to successfully compete in the employment arena for O\*NET codes as follows:

43-6011.00	Administrative Assistant	43-4051.00	Customer Service Representative	43-9061.00	Office Clerk
43-3021.03	Calculating Machine Operator	43-9021.00	Data Entry	43-4151.00	Order Clerk
41-2011.00	Check Cashier	43-3021.02	Documentation Billing Clerk	43-3051.00	Payroll Clerk
43-9011.00	Comp. Peripheral Equip. Operator	43-4071.00	File Clerk	43-6014.00	Secretary
43-9011.00	Computer Terminal Operator	43-4161.00	Human Resources Assistant	43-9022.00	Word Processing / Typist

# ENGLISH AS A SECOND LANGUAGE

*Main Campus (Chamblee), Morrow, Gainesville*

**PROGRAM DESCRIPTION:** Consisting solely of English as a Second Language (ESL) instruction, this program is designed for only those students who require English language development to use already existing vocational knowledge, training, or skills. This instructional program focuses upon development of listening, reading, writing, speaking (conversation), and grammar at all levels of the curriculum. Courses are designed in such a manner that skills are developed sequentially, with the English elements identified and taught in order of difficulty to include those necessary for English language success in the beginning, low intermediate, and high intermediate levels. Included within the programs interactive guided methodology are a combination of lecture/laboratory, class discussion, and group activities designed to provide English language skills as well as cultural transference.

## CORE COURSES

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>CONTACT</u>	<u>COURSE</u>
SLP101	Speaking, Listening, Pronunciation I: Fundamentals of the English Language	4	120	0
GRA 101	Grammar I: Fundamentals of the English Language	4	120	0
RWV 101	Reading, Writing, and Vocabulary I: Fundamentals of the English Language	4	60	60
SLP 102	Speaking, Listening, Pronunciation II: English in Everyday Life	4	120	0
GRA 102	Grammar II: English in Everyday Life	4	120	0
RWV 102	Reading, Writing, and Vocabulary II: English in Everyday Life	4	60	60
SLP 203	Speaking, Listening, Pronunciation III: Understanding American Culture	4	120	0
GRA 203	Grammar III: Understanding American Culture	4	120	0
RWV 203	Reading, Writing, and Vocabulary III: Understanding American Culture	4	60	60
SLP 204	Speaking, Listening, and Pronunciation IV: Contemporary Topics	4	120	0
GRA 204	Grammar IV: Contemporary Topics	4	120	0
RWV 204	Reading, Writing, and Vocabulary IV: Contemporary Topics	4	60	60

**TOTAL CREDITS/HOURS REQUIRED FOR GRADUATION:                      48                      1200                      240**

\* These courses may be taken in any sequence during Semester Three.

\*\* These courses may be taken in any sequence during Semester Four.

### **Objectives of the Program**

1. To develop English as a Second Language (ESL) skills for those students having existing knowledge, training, and/or skills.
2. To develop English language proficiency in speaking (conversation), listening, pronunciation, grammar, reading, writing, and vocabulary at the beginning, intermediate, advanced, and master levels.
3. To develop an awareness and understanding of the various cultural aspects of the United States, as well as health and safety standards.
4. To enhance career opportunities by removing the English language barrier, allowing graduates to utilize existing vocational and/or professional knowledge or skills.
5. To develop employment-seeking skills necessary to successfully compete in the employment market using existing knowledge, training, and/or skills.



# INFORMATION TECHNOLOGIES SPECIALIST

*Main Campus-Chamblee (Approved for Morrow and Gainesville - but not currently offered)*

**PROGRAM DESCRIPTION:** This program prepares the student for an entry-level position as a computer service technician in the area of service and maintenance of both industry and consumer computer products. The student will develop a basic understanding of the personal computer. Hands-on skills are highly emphasized in diagnosis and repair of related equipment. The student develops the knowledge and troubleshooting skills needed to operate and service computer and network equipment. The program is focused on industry standards, and includes preparation for the A+ and Net+ Certification exams with an understanding necessary to perform simple network administration tasks. The student learns the employment-seeking skills necessary to successfully enter the employment market.

## CORE COURSES

<u>COURSE</u>		<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>CONTACT</u>
CIS	110	Computer Design	3	60
CIS	120	Introduction to Operating Systems	3	60
CIS	130	A+ Essentials *	3	60
CIS	140	A+ Practical Application *	3	60
CIS	150	Survey of Computer Applications	3	60
CIS	160	Introduction to Networking *	3	60
CIS	170	Telecom and the Net	3	60
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
		Electives from paths below	9	180
			<b>38</b>	<b>815</b>

Core Courses can be replaced only with demonstrated proficiency and replacements must be approved by the Education Coordinator or Director.

**Recommended Elective Paths:** Choose a minimum of nine credits from the following.

Students are encouraged to take electives in one of the two career paths, listed below, in order to achieve optimal employment outcomes. However, any combination of electives may be chosen, with approval of the Department Chair or Academic Dean, to meet individual student's needs.

### Path #1 – Help Desk Career Option

<u>COURSE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>CONTACT</u>
AOT 130	Professional Document Management I *	3	60
AOT 250	Professional Document Management II *	3	60
AOT 290	Computerized Organization Skills *	3	60

### Path #2 – Web Design Career Option

AOT 260	Database Management *	3	60
ICT 136	Programming Fundamentals with VB.NET	3	60
ICT 288	Web Development Using Dreamweaver	3	60

### Path #3 – Project Management Career Option

AOT 230	Website Design Using SharePoint Server	3	60
AOT 240	Business Schematics Using Visio	3	60
AOT 280	Project Management Techniques	3	60

\* Certification Prep Courses

## Objectives of the Program

- The student will be prepared for an entry-level position as a computer repair technician, help desk technician, web developer, or project management assistant.
- The student will practice hands-on skills in the diagnosis and repair of computer and network equipment.
- The student will be able to connect computers and other devices to the Internet and perform simple network tasks such as e-mail, World Wide Web services, etc. using multiple operating systems including Microsoft Windows and Linux.
- The student will earn A+ and Net+ Certifications at the end of training.
- To develop the employment-seeking skills necessary to successfully compete in the employment arena for O\*NET codes as follows:

15-1041.00	Computer Support Specialist	15-1121.00	Computer Systems Analysts	15-1152.00	Computer Network Support Specialists
15-1051.00	Computer Systems Analyst	15-1143.01	Telecom. Engineering Specialists	15-1199.00	Computer Occupations, All Other
15-1081.01	Telecommunications Specialist	15-1151.00	Computer User Support Specialists	49-2011.00	Computer, Automated Teller, and Office Machine Repairers
15-1099.00	Computer Specialists, All Other				

# MEDICAL OFFICE ADMINISTRATIVE SPECIALIST

*Main Campus (Chamblee), Gainesville, Morrow, Newport*

**PROGRAM DESCRIPTION:** The healthcare field is one of the fastest growing segments of the labor force. Aside from patient care and patient services, the processing of documents is a critical task that requires a well-trained professional. Abundant career possibilities are available for the graduate with excellent keyboarding, word processing skills as well as experience in electronic medical records management, terminology, and medical office procedures. The career objective of this program is to provide the graduate the general knowledge and specific skills needed to obtain entry-level employment in the healthcare environment.

## CORE COURSES

<u>COURSE</u>		<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>CONTACT</u>
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
AOT	122	Fundamentals of Computer Usage	3	60
AOT	130	Professional Document Management I *	3	60
AOT	250	Professional Document Management II *	3	60
BUS	122	Principles of Accounting I	4	60
MED	101	Medical Office Applications	3	60
MED	102	Introduction to Healthcare Insurance and Billing	3	60
MED	104	Medical Terminology	3	60
MED	133	Medical Law and Ethics	3	60
MED	211	Electronic Health Records	3	60
ICT	299	Externship	3	135
ICT	100	Information Design and Utilization	2	40

**TOTAL CREDITS/HOURS REQUIRED FOR GRADUATION:                        38                        795**

### Objectives of the Program

1. The graduate will be familiar with the components of healthcare data and data sets and how these components relate to primary and secondary patient record systems.
2. The graduate will be able to identify and discuss the legal and ethical issues applicable to patient health information.
3. The graduate will have competencies in common medical terminology, be able to manage electronic medical record systems and will become proficient in the proper procedures of medical front office management.
4. The student will be given an opportunity to experience an externship allowing him/her to acquire hands-on experience in healthcare offices.
5. To provide practical training within the healthcare setting and to develop the job seeking skills necessary to compete in the employment arena for O\*NET codes as follows:

29-2071.00	Medical Records and Health Information Technicians	43-1011.00	First-Line Supervisors of Office and Administrative Support Workers	43-4199.00	Information and Record Clerks, All Other
31-9094.00	Medical Transcriptionist	43-4171.00	Receptionists and Information Clerks	43-6013.00	Medical Secretary
31-9099.00	Healthcare Support Workers, All Other				

# COURSE DESCRIPTIONS

## Business Division

### **BUS 122 | PRINCIPLES OF ACCOUNTING I**

**4 CREDITS**

This course introduces all aspects of record-keeping found in a typical business. The overall equation of accounting including assets, liabilities, and owners' equity are introduced. Topics include the accounting cycle, general ledger, accounts receivable, accounts payable, and payroll. The skills developed in this course include analyzing financial statements, determining depreciation, setting up and closing of books, and procedures for preparing other related documents. *Prerequisite: None*

### **BUS 123 | PRINCIPLES OF ACCOUNTING II**

**4 CREDITS**

This course is a continuation of BUS 122, Principles of Accounting I, and includes accounting for purchases, sales, accruals, end-of-year reports, and annual statements. Other topics include accounting for partnerships and the partners' equity account. Advanced topics include the accounting procedures used in accounting for investments, intangible assets, and manufacturing, identifying the problems specific to businesses with several branches, and the procedure used to prepare branch financial statements as well as combined financial statements. The skills developed in this course include record-keeping of a corporation including corporate record books, accounting for capital stock, corporate earnings, and corporate bonds. *Prerequisite: BUS 122*

### **BUS 130 | INTRODUCTION OF MANAGEMENT**

**3 CREDITS**

This course introduces the student to the fundamentals of today's business environment by providing comprehensive lessons on organizational and process planning, and organizing through an understanding of individual behavior, the business setting, and larger market dynamics. Students will learn the value of leadership in motivating employees, and managing communications. This course addresses the importance of measuring the business and its employees' performance and quality of their work. *Prerequisite: None*

### **BUS 131 | COMPUTERIZED ACCOUNTING w/QUICKBOOKS**

**2 CREDITS**

This course introduces the skills necessary to use and interpret accounting information in the QuickBooks environment. Topics include why automated accounting software is a necessity in today's business world. Skills developed in this course include how to manage bank accounts, customers, vendors, inventory, and employees. Advanced skills include record keeping, financial and managerial reports, charts, graphs, sales, purchases, payroll, schedules of depreciation, and exporting data. *Prerequisite: BUS 122*

### **BUS 132 | COMPUTERIZED ACCOUNTING w/SAGE**

**2 CREDIT**

This course introduces the skills necessary to use and interpret accounting information in the SAGE Accounting environment. Topics include why automated accounting software is a necessity in today's business world. Skills developed in this course include how to manage bank accounts, customers, vendors, inventory, and employees. Advanced skills include record keeping, financial and managerial reports, charts, graphs, sales, purchases, payroll, schedules of depreciation, and exporting data. *Prerequisite: BUS 122*

### **BUS 150 | PRINCIPLES OF MARKETING**

**3 CREDITS**

This course covers a wide variety of basic marketing concepts through a rich combination of fundamental information, situational analysis, and case studies. This course will survey vital topics such as product branding, pricing strategies, market positioning, and how to influence customers through advertising and promotions. This course will require students to develop a complete marketing plan for their business ideas. *Prerequisite: None*

### **BUS 160 | BUSINESS MATHEMATICS**

**1 CREDIT**

Taught in self-paced style through the use of computer-assisted instruction, this course covers all the basic components of business mathematics including fractions, decimals, percents, ratio and proportion as well as business applications. This course gives the student a well-rounded background in the mathematics of a business-related nature. *Prerequisite: None*

### **BUS 170 | BUSINESS LAW & ETHICS**

**3 CREDITS**

This course introduces the student to a variety of topics that help shape the legal environment of a small business. A survey of those topics includes ethics, laws, negligence, and liability, with an emphasis on contracts and dispute resolution. Students will learn about business organizational types. Property and consumer law topics, including intellectual property, will be discussed. *Prerequisite: None*

<b>BUS 190   Recruiting and Selection I</b>	<b>3 CREDITS</b>
This course is designed to prepare the student to successfully engage in a critical role of the human resources function, finding the right employees. This class teaches students techniques for effective recruitment and selection, and reviews best practices in planning, recruiting, interviewing, selecting, and hiring employees. The student will be fully prepared to find and identify the best employees for the job.. <i>Prerequisite: None</i>	
<b>BUS 200   INTERMEDIATE ACCOUNTING I</b>	<b>4 CREDITS</b>
This course presents an investigation of Generally Accepted Accounting Principles (GAAP) underlying corporate financial statements. The course covers the accounting and reporting requirements for receivables, inventories, and fund statements. <i>Prerequisite: BUS 123</i>	
<b>BUS 205   INTERMEDIATE ACCOUNTING II</b>	<b>4 CREDITS</b>
This course is a continuation of BUS 200, Intermediate Accounting II and includes the accounting... <i>Prerequisite: BUS 200</i>	
<b>BUS 210   INTRODUCTION TO COST ACCOUNTING</b>	<b>4 CREDITS</b>
This course introduces the theory and practice of cost accounting. Topics include cost concepts, cost behavior, and cost accounting techniques for manufacturing and service based businesses. Product costing (job-order and process), standard costs, overhead costs, inventory control and validation, budgeting, and the effect of various costing methods on income are examined. <i>Prerequisite: BUS 123</i>	
<b>BUS 220   FEDERAL TAX PROCEDURES</b>	<b>3 CREDITS</b>
This course introduces the student to the concepts and practices needed in preparing federal tax returns for individuals and sole proprietorships. Other topics include the additional procedures and skills needed to deal with small businesses organized as partnerships or corporations. <i>Prerequisite: BUS 123</i>	
<b>BUS 230   HUMAN RESOURCE MANAGEMENT</b>	<b>3 CREDITS</b>
This course is designed to provide students the fundamentals of human resource planning, from job design to employee recruitment, training and career development, including the different types of employees. This course also provides students the resources needed to design a meaningful compensation program, including benefits and incentives, as well as the rights of employees and employers, and how disciplinary actions and discharge are done ethically and legally. <i>Prerequisite: BUS 130</i>	
<b>BUS 240   SMALL BUSINESS FINANCE</b>	<b>3 CREDITS</b>
Funding a small business venture is often the most difficult task for the entrepreneur. This course will introduce students to measuring and evaluating financial performance, as well as the types and costs of financial capital. Students will learn the role of securities laws when seeking venture capital, as well as the underwriting guidelines of lenders when seeking loans. This course will also explore methods of valuing small business ventures. <i>Prerequisite: BUS 122</i>	
<b>BUS 245   Training and Professional Development I</b>	<b>3 CREDITS</b>
This course introduces the student to the fundamentals of developing the talent and bettering the performance of the individuals within an organization. Students will learn the value of job training, education, and professional development. This course addresses the importance of retention and preparation for company growth. <i>Prerequisite: BUS130, BUS230</i>	
<b>BUS 250   BUSINESS NEGOTIATIONS</b>	<b>3 CREDITS</b>
This course surveys the art of selling, including the value of trust-based relationship selling, and the role of ethics in each sale. Students will learn about buyers, the buying process, and the role of good communication when establishing value in the transaction. Students will learn how to work with customers by addressing concerns and how to 'close the deal'. The objective of this course is to prepare students with the knowledge and skills to develop and implement a successful sales strategy and build a successful sales force. <i>Prerequisite: None</i>	
<b>BUS 255   Employee Benefits Administration I</b>	<b>3 CREDITS</b>
With the passage of the Affordable Care Act, the role of designing and managing employee benefits has taken on a new level of importance to businesses and its employees. This course teaches students how to design employee benefits programs, including traditional group benefits and new alternative benefits. Most private sector group benefits plans are covered by the Employee Retirement Income Security Act (ERISA). This course will teach students about ERISA and cover the role and responsibilities of those fiduciaries who manage the plans. <i>Prerequisite: BUS130, BUS230</i>	
<b>BUS 260   E-COMMERCE FOR SMALL BUSINESS</b>	<b>3 CREDITS</b>
The course introduces students to the internet as a complement to a traditional business. Students will learn how to integrate web marketing into the business plan and marketing strategy of the small business.	

The survey of topics will include effective websites, brand development, and online advertising. Customer privacy issues will also be discussed. *Prerequisite: BUS 150*

<b>BUS 265   Principles of Payroll I</b>	<b>3 CREDITS</b>
<p>This course is designed to prepare the student for proficiency in Payroll Accounting. Course material includes a study of the legal environment, record keeping, and accounting procedures for payroll functions. This class teaches students the proper techniques for independently handling real-world payroll records and procedures. The student will be fully prepared to manage the payroll functions of a small business or the human resources department of a larger company. <i>Prerequisite: BUS122</i></p>	

<b>BUS 270   Principles of Compensation I</b>	<b>3 CREDITS</b>
<p>Small Businesses must constantly strike a balance between offering great compensation packages for top talent, and the need to keep expenses to a minimum. This dynamic requires managers to maintain an understanding of current compensation trends and comparable wages paid by similar companies. <i>Prerequisite: BUS130, BUS230</i></p>	

<b>BUS 275   Strategic Human Resources Management I</b>	<b>3 CREDITS</b>
<p>This is the capstone class for the Human Resources Management program. This course details the methods for reconciling Human Resources activities against the purpose and goals of the company. This course offers students a comprehensive survey of material needed to draft a full human resources plan, including job design, recruitment &amp; selection, training &amp; development, rewards &amp; recognition, compensation &amp; benefits, compliance, and information management. <i>Prerequisite: BUS130, BUS230</i></p>	

<b>BUS 280   UNDERSTANDING GLOBAL COMMERCE</b>	<b>3 CREDITS</b>
<p>This course introduces students to the importance of understanding differences in culture and ethics, and the political and legal environments in order to be successful conducting business with an international party (business owner, customer, supplier, partner, or investor). Several case studies are used throughout the course to exemplify the many dynamics involved in international business. <i>Prerequisite: BUS 130</i></p>	

<b>BUS 290   ENTREPRENEURSHIP STRATEGY &amp; BUSINESS PLANS</b>	<b>3 CREDITS</b>
<p>This is the capstone class for the Entrepreneurship and Small Business Management program. This course offers the student a comprehensive survey of material needed to draft a full business plan, including accounting, finance, management, marketing, and business law, as well as lessons learned during the cohort collaboration. In this course students will fully develop the business plan for his/her new venture in preparation for presentation to investors for funding. <i>Prerequisites: BUS 122, BUS 130, BUS 150</i></p>	

<b>Computer Information Systems Division</b>	
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<b>CIS 110   COMPUTER DESIGN</b>	<b>3 CREDITS</b>
<p>This course introduces the concepts and the design of modern computers including the tasks performed by today's computers. Topics include the boot-up process, microchips, software, data storage, peripheral devices, multimedia, printers, and the Internet. The skills developed in this course include the ability to identify the various components of the computer, recognize the best software for the task, and digital devices in connection with the computer. The technical terms used in the industry are presented and explained to help prepare the student for A+ certification. <i>Prerequisite: None</i></p>	

<b>CIS 120   INTRODUCTION TO OPERATING SYSTEMS</b>	<b>3 CREDITS</b>
<p>This course introduces the concepts of personal computer and network operating systems. Topics include the history, theory, and structure of the most widely used operating systems. The skills developed in this course include how to install, setup, and use the major functional components of various operating systems. Advanced topics include how an operating system interfaces with a network, the concepts of computer security, and memory and disk management. The technical terms used in the industry are presented and explained to help prepare the student for A+ certification. <i>Prerequisite: None</i></p>	

<b>CIS 130   A+ ESSENTIALS</b>	<b>3 CREDITS</b>
<p>This course is a preparatory course for the CompTIA A+ Essentials (220-701) certification exam. Topics presented in this course include the desktop computer, advanced operating systems, basic networking, and security technologies. The skills developed in this course include identifying various computer hardware and peripheral devices, working with networking and security components, troubleshooting, practicing proper safety procedures, and interacting effectively with customers and peers as an entry-level IT professional. <i>Prerequisites: CIS 110 and CIS 120</i></p>	



<b>CIS 140</b>	<b>A+ PRACTICAL APPLICATION</b>	<b>3 CREDITS</b>
<p>This course is a preparatory course for the CompTIA A+ Essentials (220-702) certification exam. Topics presented in this course include the desktop computer, advanced operating systems, basic networking, and security technologies. The skills developed in this course include identifying various computer hardware and peripheral devices, working with networking and security components, troubleshooting, practicing proper safety procedures, and interacting effectively with customers and peers as an entry-level IT professional. <i>Prerequisites: CIS 110 and CIS 120</i></p>		
<b>CIS 150</b>	<b>SURVEY OF COMPUTER APPLICATIONS</b>	<b>3 CREDITS</b>
<p>This course introduces various software applications that are used in today's business world. Topics and software introduced in this course include word processing, spreadsheet, database, graphics design, and personal organizers. The skills developed in this course include the ability to design, create, maintain, and share documents. <i>Prerequisite: None</i></p>		
<b>CIS 160</b>	<b>INTRODUCTION TO NETWORKING</b>	<b>3 CREDITS</b>
<p>This course introduces data networking and networking standards including the OSI model. Topics include networking hardware, network topologies, key network operating systems, and network protocols, and basic network security. The skills developed in this course include designing a local and wide area network, configuring network protocols including TCP/IP, troubleshooting basic network problems, performing basic network maintenance and upgrades. This is a preparation course for the CompTIA Network+ certification exam. <i>Prerequisites: CIS 110 and CIS 120</i></p>		
<b>CIS 170</b>	<b>TELECOM AND THE NET</b>	<b>3 CREDITS</b>
<p>This course introduces private, public and long-distance telecom networks. Topics covered in this course include the history of the telecommunication industry, transmission mediums (POTS, ISDN, ADSL, SDSL, and T-carrier). The skills developed in the course include installing, configuring and troubleshoot data and voice communication devices and services. Advanced skills developed in this course include setting up private phone systems, including handsets, voice mail, auto attendant, and Voice Over IP. <i>Prerequisites: CIS 110 and CIS 120</i></p>		
<b>CIS 210</b>	<b>CONFIGURING MICROSOFT WINDOWS</b>	<b>3 CREDITS</b>
<p>This course is a preparatory course for the Microsoft Configuring Windows 7 (70-680) certification exam. Topics covered in this course include maintaining systems, including monitoring for and resolving performance and reliability issues. Skills developed in this course include installing, deploying, and upgrading to Windows 7, including ensuring hardware and software compatibility. Advanced skills include configuring pre-installation and post-installation system settings, setting Windows security features, working with network connectivity applications included with Windows 7, and using Windows PowerShell syntax. <i>Prerequisites: CIS 130, CIS 140, CIS 160, and CIS 170</i></p>		
<b>CIS 220</b>	<b>DESKTOP ADMINISTRATION</b>	<b>3 CREDITS</b>
<p>This course is a preparatory course for the Microsoft Windows 7, Enterprise Desktop Administrator (70-686) certification exam. Topics covered in this course include installing, configuring, and administering clients in a Windows networked environment and deploying operating systems and applications. Skills developed in this course include basic administration Windows Server and working with the management tools such as the System Center suite of products. <i>Prerequisites: CIS 130, CIS 140, CIS 160, and CIS 170</i></p>		
<b>CIS 230</b>	<b>NETWORK AND INFORMATION SECURITY</b>	<b>3 CREDITS</b>
<p>The course introduces the advanced concepts behind securing an enterprise network infrastructure. Topics include the advanced security principles, establishing security baselines, and the most recent attack and defense techniques and technologies. The skills developed in this course include how to harden a network to resist attacks, use cryptography and Public Key Infrastructure to thwart attackers, and establish security policies and procedures. <i>Prerequisites: CIS 160 and CIS 170</i></p>		
<b>CIS 240</b>	<b>WINDOWS SERVER ADMINISTRATION</b>	<b>3 CREDITS</b>
<p>This course is a preparatory course for the Microsoft Windows Server 2008, Server Administrator (70-646) certification exam. Topics presented in this course include the theory of server administration, the role of a server administrator, and developing plans for the maintenance of server and application software. The skills developed in this course include using Terminal Server, scripts, batch files, other administration tools in a Windows environment. <i>Prerequisites: CIS 130, CIS 140, CIS 160, and CIS 170</i></p>		
<b>CIS 250</b>	<b>NETWORK INFRASTRUCTURE</b>	<b>3 CREDITS</b>
<p>This course is a preparatory course for the Microsoft Windows Server 2008, Configuring Network Infrastructure (70-642) certification exam. Topics presented in this course include the theory of network applications and determining appropriate network applications. The skills developed in this course include working with messaging, databases, file and print services, proxy servers, firewalls, Internet and Intranet applications, and remote access. <i>Prerequisites: CIS 130, CIS 140, CIS 160, and CIS 170</i></p>		

<b>CIS 260</b>	<b>CONFIGURING ACTIVE DIRECTORY</b>	<b>3 CREDITS</b>
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This course is a preparatory course for the Microsoft Windows Server 2008, Configuring Active Directory (70-640) certification exam. Topics presented in this course include the theory of Microsoft Active Directory, LDAP, and determining appropriate distributions of users, groups, domains, sites, services and roles. The skills developed in this course include installing Active Directory, configuring Active Directory, creating Organizational Units, delegating responsibilities, and server roles. *Prerequisites: CIS 130, CIS 140, CIS 160, and CIS 170*

<b>CIS 290</b>	<b>IT PROJECT MANAGEMENT &amp; IMPLEMENTATION</b>	<b>3 CREDITS</b>
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This course introduces the fundamentals of project management. Topics presented in this class include identifying the scope, stakeholders, and requirements of a project along with defining the steps needed to implement the project. *Prerequisites: CIS 130, CIS 140, CIS 160, and CIS 170*

<b>Continuing Education Division</b>	
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<b>CED 310</b>	<b>SPEAKING AND LISTENING FOR ACADEMIC SUCCESS</b>	<b>3 CREDITS</b>
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In this class, students learn about the types of speaking tasks and listening materials that make up the speaking section and the listening section of the TOEFL iBT. They learn strategies that will help them answer the questions and improve their speaking and listening scores. In the speaking section, students learn to state and explain their opinion. In addition to learning how to answer speaking and listening questions, students also develop their pronunciation skills and note taking skills. *Prerequisite: Demonstrated English Language Proficiency*

<b>CED 320</b>	<b>READING AND WRITING FOR ACADEMIC SUCCESS</b>	<b>3 CREDITS</b>
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In this class, students learn about the types of reading questions and writing tasks that make up the reading section and the writing section of the TOEFL iBT. They learn strategies that will help them answer the questions and improve their reading and writing scores. Editing skills are also developed through a review of the English grammar. *Prerequisite: Demonstrated English Language Proficiency*

<b>CED 330</b>	<b>ADVANCED ENGLISH PRONUNCIATION</b>	<b>3 CREDITS</b>
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Students use the International Phonetic Alphabet as a tool for production of consonant and vowel sounds. Students identify and produce intonation patterns, use correct rhythm in phrases and sentences, predict and use accurate word stress in multi-syllabic words, produce correct word-ending sounds, and use accurate thought groups and linking to maintain comprehensibility during speaking activities. These pronunciation rules are applied in classroom and outside of classroom activities to help make it easier to incorporate them into everyday conversation. Students are evaluated regularly to measure progress and they receive instructor feedback throughout the class. *Prerequisite: Demonstrated English Language Proficiency*

<b>CED 340</b>	<b>ADVANCED ENGLISH CONVERSATION</b>	<b>3 CREDITS</b>
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Students learn everyday idioms and expressions and verbal strategies such as expressing opinions, agreeing and disagreeing, making excuses, attracting attention and warning, complimenting and responding, and sustaining a conversation, which will help them communicate more effectively in spoken English. Students learn to participate more confidently in conversations, group discussions, debates, role-plays, presentations. They learn to apply verbal strategies and expressions in all classroom speaking activities and they are required to complete some outside of classroom speaking activities. Students are evaluated regularly to measure progress and they receive instructor feedback throughout the class. *Prerequisite: Demonstrated English Language Proficiency*

<b>English As A Second Language Division</b>	
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<b>GRA 101</b>	<b>GRAMMAR I: FUNDAMENTALS OF THE ENGLISH LANGUAGE</b>	<b>4 CREDITS</b>
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This course is designed to help ESL students learn fundamental grammatical structures accurately and meaningfully. Students will learn the form, meaning and use of basic grammar structures through a variety of pedagogical methods. *Prerequisite: None*

<b>GRA 102</b>	<b>GRAMMAR II: ENGLISH IN EVERYDAY LIFE</b>	<b>4 CREDITS</b>
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This course is intended to assist students in improving and practicing their written grammar. Students will review present and past and also learn about present perfect tense. Students will also learn how to express themselves by engaging in communicative activities that are applicable to everyday situations. *Prerequisite: GRA 101*

<b>GRA 203</b>	<b>GRAMMAR III: UNDERSTANDING AMERICAN CULTURE</b>	<b>4 CREDITS</b>
The focus of this course will be to review grammatical structures and sentence patterns learned and focus on presenting them as a part of a complete system rather than single forms. These structures will be presented in a learner-centered, skills-based approach and will be within the context of understanding American society and culture. <i>Prerequisite: GRA 102</i>		
<b>GRA 204</b>	<b>GRAMMAR IV: CONTEMPORARY TOPICS</b>	<b>4 CREDITS</b>
The purpose of this course is to support emerging academic skills by developing and refining grammar structures and sentence structures that are already taught at earlier semesters. Students will be encouraged to use grammar in a natural context by concentrating on a variety of contemporary topics. <i>Prerequisite: GRA 203</i>		
<b>RWV 101</b>	<b>READING, WRITING, AND VOCABULARY I: FUNDAMENTALS OF THE ENGLISH LANGUAGE</b>	<b>4 CREDITS</b>
This is a fundamentals course intended for students who have very little or no experience with the English language. The focus of this course is on learning basics such as the English alphabet and correct formation of letters in writing, punctuation rules at the word and sentence level, word recognition, the acquisition of foundational vocabulary and the reading and writing of simple phrases and sentences. <i>Prerequisite: NONE</i>		
<b>RWV 102</b>	<b>READING, WRITING, AND VOCABULARY II: ENGLISH IN EVERYDAY LIFE</b>	<b>4 CREDITS</b>
This course is designed for students who are emerging from early stages of English reading skills development and are able to write short, simple paragraphs about basic topics. Students will continue to develop reading skills for better understanding of written texts and extend their vocabulary for everyday life situations. <i>Prerequisite: RWV 101</i>		
<b>RWV 203</b>	<b>READING, WRITING, AND VOCABULARY III: UNDERSTANDING AMERICAN CULTURE</b>	<b>4 CREDITS</b>
The focus of this course is on improving comprehension and reading rate, and on strengthening reading and vocabulary. Study skills will be introduced and practiced. This course reviews the paragraph as a component of the English essay. Emphasis is on the planning, development and revision of multi-paragraph compositions. Students will focus on particular problems with their writing and practice editing. All of these skills will be developed through the context of American culture and customs. <i>Prerequisite: RWV 102</i>		
<b>RWV 204</b>	<b>READING, WRITING, AND VOCABULARY IV: CONTEMPORARY TOPICS</b>	<b>4 CREDITS</b>
In this course students will learn the skills that are necessary to comprehend increasingly more academic texts, news articles and essays, based upon contemporary topics and will also engage in activities that will prepare them for the work place and further education. Critical thinking skills and analytical reading and writing are the focus. <i>Prerequisite: RWV 203</i>		
<b>SLP 101</b>	<b>SPEAKING, LISTENING, PRONUNCIATION I: FUNDAMENTALS OF THE ENGLISH LANGUAGE</b>	<b>4 CREDITS</b>
This course aims to introduce fundamental listening, speaking and pronunciation skills for students to be able to communicate essentials successfully using complete sentences at a basic level at school, work and in the community. <i>Prerequisite: NONE</i>		
<b>SLP 102</b>	<b>SPEAKING, LISTENING, PRONUNCIATION II: ENGLISH IN EVERYDAY LIFE</b>	<b>4 CREDITS</b>
In this course students will practice turn taking techniques and conversational questioning techniques. Students continue modifying their accent with pronunciation exercises. It is aimed at students who are emerging from the early stages of English language skills development and are ready to begin developing limited fluency in conversing about everyday situations. Improving listening comprehension techniques and pronunciation as well as expanding vocabulary are the focus of the course. <i>Prerequisite: SLP 101</i>		
<b>SLP 203</b>	<b>SPEAKING, LISTENING, PRONUNCIATION III: UNDERSTANDING AMERICAN CULTURE</b>	<b>4 CREDITS</b>
This is a high intermediate course for students who have reached a level of conversational proficiency at which they can converse in English about a range of familiar topics. The focus in this course is expanding vocabulary usage in conversations about a wider variety of American social and cultural topics as well as improving listening comprehension and refining pronunciation. <i>Prerequisite: SLP 102</i>		
<b>SLP 204</b>	<b>SPEAKING, LISTENING, AND PRONUNCIATION IV: CONTEMPORARY TOPICS</b>	<b>4 CREDITS</b>
This is an advanced course for students who have reached a level of proficiency at which they are able to converse quite fluently in English about a wide variety of topics. The focus is on expanding vocabulary, further developing the ability to converse about an increasingly wider range of contemporary social and cultural issues and giving academically oriented presentations using correct intonation, rhythm and pronunciation. <i>Prerequisite: SLP 203</i>		

## Information Computer Technology Division

<b>ICT 100</b>	<b>INFORMATION DESIGN AND UTILIZATION</b>	<b>2 CREDITS</b>
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This course introduces the concepts and the design of modern computers including the tasks performed by today's computers. The course guides the user through the fundamentals of hardware and software, file storage, managing the computer, expanding the system, networking, and computer security. This course prepares the students to follow up this course with a variety of computer software. Ideally, this course is followed by a course on the computer operating system such as AOT 122, Fundamentals of Computer Usage. *Prerequisite: None*

<b>ICT 136</b>	<b>PROGRAMMING FUNDAMENTALS WITH VB.NET</b>	<b>3 CREDITS</b>
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During this course, the student will learn the fundamentals of programming theory that are common to all programming languages including both procedural and object-oriented perspectives. The student becomes familiar with the Visual Basic.Net environment and will be introduced to batch files and scripting. *Prerequisite: AOT 122 or equivalent*

<b>ICT 250</b>	<b>MANAGING CONTENT WITH SHAREPOINT SERVER</b>	<b>3 CREDITS</b>
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This course introduces basic collaboration and shared workspace technologies. Concepts include, managing wikis, blogs, RSS feeds, email discussion lists, and teleconferencing. The course introduces Microsoft SharePoint, the fastest growing collaboration tool, to find, create, collect, organize and collaborate relevant business information. *Prerequisite: AOT 122*

<b>ICT 288</b>	<b>WEB DEVELOPMENT USING DREAMWEAVER</b>	<b>3 CREDITS</b>
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The course introduces the theory and practice of website development using Adobe Dreamweaver. Topics include planning and defining a website, choosing image formats, developing site maps, and creating functionality. Skills developed in this course include working with HTML, CSS, templates, hyperlinks, downloads, and FTP. *Prerequisite: AOT 122 or equivalent*

<b>ICT 299</b>	<b>EXTERNSHIP</b>	<b>3 CREDITS</b>
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This course is designed to enhance the learning and development process for the student by placing him/her in a real life environment in which the skills acquired in the program of study can be put to practical use. In addition, the externship program is designed to expose the student to the day-to-day scheduling and productivity demands of a professional business. This overall process is intended to improve the employability of the graduate and insure a successful transition into the work force. *Prerequisite - Satisfactory progress into final semester of program and/or instructor recommendation. (135 Hours Practical Experience)*

## Liberal Arts Division

<b>LAS 040</b>	<b>SKILLS FOR ACHIEVING SUCCESS</b>	<b>2 CREDITS</b>
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This course is designed to assist the student in developing the skills necessary to achieve educational objectives. Topics include Self-Esteem, Problem-Solving, Attitude and Skill Assessment, Individual Learning Styles and Memory, Time-Management/Goal-Setting, Listening and Communication Skills, Customer Service Skills, and Presentation Skills. *Prerequisite: None*

<b>LAS 050</b>	<b>CAREER DEVELOPMENT</b>	<b>1 CREDIT</b>
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This course is essentially designed to assist the student in developing the skills necessary to attain employment upon graduation. Topics include Personal Skills Appraisal, How to Develop a cover letter/T-letter, Employer Expectations, Resume Writing, Referral Letters, Job Search, Interview Skills, Thank You Letter-Writing, and Dressing For Success. *Prerequisite: None*

<b>LAS 060</b>	<b>BASIC MATHEMATICS</b>	<b>3 CREDITS</b>
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This course is designed to develop and reinforce concepts and computational skills in working with whole number arithmetic, prime numbers, the order of operations, fractions, decimals, ratios and proportions. *Prerequisite: None*

<b>LAS 070</b>	<b>ESSENTIAL MATHEMATICS</b>	<b>3 CREDITS</b>
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This course helps the student to develop computational and problem solving skills involving fractions, decimals, percentages, ratios and proportions, graphs, equations and formulas. *Prerequisite: LAS 060 or equivalent*

<b>LAS 080</b>	<b>BASIC LANGUAGE SKILLS</b>	<b>3 CREDITS</b>
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This course is designed to increase the student's vocabulary, spelling, and reading skills. It also includes components that develop an understanding of basic grammar and punctuation. *Prerequisite: None*

<b>LAS 090</b>	<b>ESSENTIAL LANGUAGE SKILLS</b>	<b>3 CREDITS</b>
This course extends and enhances the vocabulary, spelling, reading, grammar, and punctuation skills that were developed in LAS 080, Basic Language Skills. <i>Prerequisite: LAS 080 or equivalent</i>		
<b>LAS 100</b>	<b>EFFECTIVE ENGLISH FOR BUSINESS</b>	<b>3 CREDITS</b>
This course is designed to extend the development of effective communication skills. The student will complete theory presentations and reinforcement applications in the areas of vocabulary development, correct spelling and word usage, grammar, and punctuation. The goal of this course is to improve the student's mechanical skills in order to communicate more effectively and to prepare for composition courses. <i>Prerequisite: None</i>		
<b>LAS 106</b>	<b>COMMUNICATION AND LEARNING SKILLS</b>	<b>4 CREDITS</b>
This course introduces a variety of practical ways to be more efficient and effective in achieving personal, academic, and professional goals. Topics include boosting memorization skills, setting goals, managing time, and improving concentration. The skills developed in this course include the ability to read more efficiently, take better notes, and write more effective business letters, reports, and proposals. <i>Prerequisite: None</i>		
<b>LAS 190</b>	<b>COLLEGE COMPOSITION</b>	<b>3 CREDITS</b>
This course is designed to improve writing skills focusing on planning, drafting, revising, editing, and proofreading. Emphasis is placed on research, pre-writing, thesis development, organization, and revision. Students are encouraged to practice critical thinking, persuasion, and expression. <i>Prerequisite: None</i>		
<b>LAS 200</b>	<b>ORAL PRESENTATION &amp; COMMUNICATION</b>	<b>3 CREDITS</b>
This course is designed to improve public speaking skills focusing on planning, organizing, and delivering tailored speeches to a variety of audiences. The skills developed in this course include overcoming nervousness and delivering effective speeches. Students will be able to express and share their opinions, as well as constructively criticize other public speakers. <i>Prerequisite: None</i>		
<b>LAS 210</b>	<b>SPANISH I: CONVERSATIONAL SPANISH</b>	<b>3 CREDITS</b>
In this class, students learn about the types of reading questions and writing tasks that make up the reading section and the writing section of the TOEFL iBT. They learn strategies that will help them answer the questions and improve their reading and writing scores. Editing skills are also developed through a review of the English grammar. <i>Prerequisite: None</i>		
<b>LAS 212</b>	<b>SPANISH II: SPEAKING IN SOCIETY</b>	<b>3 CREDITS</b>
This course is designed to provide students with the skills to speak Spanish in typical social situations and a basic understanding of Hispanic culture and customs. Each class will focus on interactions taking place in a specific public place and students will be guided to converse with others. <i>Prerequisite: None</i>		
<b>LAS 214</b>	<b>SPANISH III: SPANISH FOR BUSINESS</b>	<b>3 CREDITS</b>
This course is designed to give students the knowledge and skills to conduct business with Spanish speaking clients. Students will be prepared to offer business services, develop successful business relationships, and travel to a Spanish speaking country for business and import and export goods. <i>Prerequisite: None</i>		
<b>MAT 120</b>	<b>ESSENTIALS OF ALGEBRA</b>	<b>3 CREDITS</b>
This course introduces the methods used to solve problems involving equations and formulas. Topics presented include factoring and polynomials, linear and quadratic equations, systems of equations, functions, and graphing. <i>Prerequisite: None</i>		
<b>MAT 140</b>	<b>ESSENTIALS OF TRIGONOMETRY</b>	<b>3 CREDITS</b>
This course presents the trigonometric functions and their applications to solving problems. The topics covered include trigonometric ratios and functions, trigonometric graphs, polar coordinates, vectors, complex numbers, equations, and identities. <i>Prerequisite: MAT 120</i>		
<b>MAT 180</b>	<b>INTRODUCTION TO APPLIED STATISTICS</b>	<b>3 CREDITS</b>
This course introduces the student to basic statistical principles; graphical presentation; descriptive measures of central tendency, dispersion, and location; inferential statistics and hypothesis testing; analysis and inference of the linear correlation coefficient; and the slope of a regression line. <i>Prerequisite: LAS 070 or equivalent</i>		
<b>PHY 190</b>	<b>PHYSICS</b>	<b>4 CREDITS</b>
This course introduces the student to the classical theories of mechanics. The topics covered include measurement and systems of units, vectors, one and two-dimensional motion, Newton's laws of motion, circular motion and gravitation, work energy and power, impulse and momentum, rotational motion and mechanical equilibrium. <i>Prerequisite: MAT 140 or equivalent</i>		

<b>SCI 100</b>	<b>INTRODUCTION TO SCIENCE</b>	<b>3 CREDITS</b>
<p>This course is a survey of science that presents a broad overview of the basic sciences and is meant to imbue the student with important elementary information to broaden his or her education. Topics include general scientific methods with examples from astronomy, chemistry, geology, and physics.  <i>Prerequisite: None</i></p>		
<b>SCI 180</b>	<b>ANATOMY AND PHYSIOLOGY</b>	<b>3 CREDITS</b>
<p>This course introduces the essential principles of human anatomy and physiology, including basic chemistry, cell and tissue studies, and an overview of all the body systems. Intended as a survey course for certain occupational programs, and as a general natural science course. <i>Prerequisite: None</i></p>		
<b>SOC 100</b>	<b>PRINCIPLES OF PSYCHOLOGY</b>	<b>3 CREDITS</b>
<p>This course introduces the study of the scientific basis of human behavior and the factors that influence human development. The course provides an overview of the major issues and areas of study in psychology, including learning and perception, personality theories, types and treatment of mental illness, motivation and emotion, human development, and social psychology. <i>Prerequisite: None</i></p>		
<b>SOC 110</b>	<b>PRINCIPLES OF SOCIOLOGY</b>	<b>3 CREDITS</b>
<p>This course offers a descriptive and comparative study of human societies. Topics include social structure and social change, cultural issues, social inequalities, social institutions, and challenges of society.  <i>Prerequisite: None</i></p>		
<b>SOC 120</b>	<b>PRINCIPLES OF MACROECONOMICS</b>	<b>3 CREDITS</b>
<p>This course introduces the concept of how economics permeate everyday lives and why. Topics include the theory of scarcity, opportunity costs, and inflation. The Great Depression and the Keynesian Model are discussed. Advanced topics include the price level and foreign exchange rates. <i>Prerequisite: None</i></p>		
<b>SOC 130</b>	<b>PRINCIPLES OF MICROECONOMICS</b>	<b>3 CREDITS</b>
<p>This course introduces the principles of microeconomic theory, such as supply and demand, consumer choice theory, market structures, labor markets, microeconomic policy issues, and international trade. Supply and demand topics include price and non-price determinants for changes in supply and demand, price elasticity, and how prices are determined in the market. Marginal analysis is examined as a part of consumer choice theory. The market structures of perfect competition, monopoly, monopolistic competition, and oligopoly are discussed. The course examines how labor markets determine wages and hours worked. The microeconomic policy issues of income distribution, poverty, discrimination, antitrust, government regulation, and the environment are introduced. The course concludes with a brief look at international trade. <i>Prerequisite: None</i></p>		
<b>SOC 190</b>	<b>INTERPERSONAL COMMUNICATION</b>	<b>3 CREDITS</b>
<p>This course presents theories and concepts derived from various behavioral sciences as the basis for study of the individual's responses in personal, social, and work environments. The processes of both interpersonal and group communication are stressed. <i>Prerequisite: None</i></p>		
<b>SOC 200</b>	<b>CURRENT WORLD ISSUES AND TOPICS</b>	<b>3 CREDITS</b>
<p>This course helps students understand the complicated issues behind seemingly simple questions. The course offers a current issue, the concepts necessary to analyze the issue, and then an application of the concepts to the issue. The student is asked to analyze and balance the economics of social issues.  <i>Prerequisite: None</i></p>		
<b>SOC 220</b>	<b>PRINCIPLES OF ENTREPRENEURSHIP</b>	<b>3 CREDITS</b>
<p>This course introduces the entrepreneurial process. Topics include starting a new venture, developing a business, and financing and managing a new venture. The objective is to create knowledge, skills, awareness, and involvement to "make it happen." <i>Prerequisite: None</i></p>		

## Medical Division

<b>MED 101</b>	<b>MEDICAL OFFICE APPLICATIONS</b>	<b>3 CREDITS</b>
<p>Prepare for a career as medical administrative professional. This simulation course makes the transition to an on-the-job environment seamless by providing user-friendly practice management software and a presentation of 35 tasks faced in an office setting. All materials needed to complete the simulation are included. <i>Prerequisite: None</i></p>		
<b>MED 102</b>	<b>INTRODUCTION TO HEALTHCARE INSURANCE AND BILLING</b>	<b>3 CREDITS</b>
<p>This course provides a comprehensive, in-depth review of medical insurance reimbursement and the claim filing processes involved in medical billing. Students are introduced to the policies and procedures</p>		

for claim processing, professional fees, credit arrangements, submission of claims, collections and data entry of patient information associated with the billing process. *Prerequisite: None*

<b>MED 104</b>	<b>MEDICAL TERMINOLOGY</b>	<b>3 CREDITS</b>
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This course assumes the student has no previous knowledge of medical terminology and focuses on the pronunciation, spelling, prefixes, suffixes, roots, and word meanings of medical terms as organized by the human body's systems: Skeletal, muscular, cardiovascular, respiratory, lymphatic, digestive, urinary, nervous endocrine, integument, and reproduction. Students become familiar with diagnostic and imaging procedures as well as pharmacology names and references. *Prerequisite: None*

<b>MED 133</b>	<b>MEDICAL LAW AND ETHICS</b>	<b>3 CREDITS</b>
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Medical Law & Ethics, like the other courses in this program, contains important information that will help students pass certifying examinations, and prepare them for the professionalism required of participants in the coding and reimbursement field. In this course, students will be introduced to compliance programs, including the components of these programs. They will explore the legal considerations involved in compliance. The students will review applicable industry and oversight agency standards, as well as enforcement activities. They will explore Medicare program and patient protection activities specific to Medical Fraud and Abuse, with specific attention to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). *Prerequisite: None*

<b>MED 211</b>	<b>ELECTRONIC HEALTH RECORDS</b>	<b>3 CREDITS</b>
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Fundamental components, terminology and functions associated with electronic health record (EHR) systems in the health care provider practice. The roll of the EHR in facilitating complete documentation, efficient workflow and timely communications among clinicians, staff and patients. Strategies and action steps required for successful EHR implementations. Includes practice exercises to provide hands-on experience using EHR software to complete common work tasks in the healthcare provider office setting. *Prerequisite: None*

<b>Office Technology Division</b>	
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<b>AOT 122</b>	<b>FUNDAMENTALS OF COMPUTER USAGE</b>	<b>3 CREDITS</b>
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This course introduces the fundamentals of operating a desktop computer as a productive business tool and to navigate the Internet using Microsoft Windows and the Internet Explorer. Topics include managing files and folders, practicing good security habits, and using the Internet to effectively locate information. Skills developed in this course include how to logon to the computer, customize the look of Windows, start programs, print documents, and manage computer resources. Advanced skills developed in this course include how to use the basic Windows programs such as: WordPad, Notepad, Paint, and Sound Recorder. General networking and Internet skills developed in this course include how to download and install programs, share folders, and use basic and fundamental Internet technologies. *Prerequisite: None*

<b>AOT 130</b>	<b>PROFESSIONAL DOCUMENT MANAGEMENT I</b>	<b>3 CREDITS</b>
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This course introduces the fundamentals of preparing professional business documents using Microsoft Word. Topics include how to prepare, create, and format documents quickly and effectively. The skills developed in this course include using tables, templates, styles, and outlines. Advanced skills developed include performing document collaboration, implementing pictures and images, publishing documents to the Internet, and working with data sources to produce mail merges and forms. This course is a preparation course for the MOS certification exam. *Prerequisite: AOT 122*

<b>AOT 210</b>	<b>MANAGING CUSTOMER RELATIONSHIPS</b>	<b>2 CREDITS</b>
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This course introduces the concepts and processes organizations use to track and organize its contacts with its current and prospective customers. CRM is an information industry term for methodologies, software and usually Internet capabilities that help an enterprise manage customer relationships in an organized way. CRM software is introduced that allows customer contact information to be entered, stored, and accessed by employees in different enterprise departments. *Prerequisite: AOT 122*

<b>AOT 220</b>	<b>PROFESSIONAL PUBLICATIONS</b>	<b>2 CREDITS</b>
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This course presents the fundamental document design concepts and the actual techniques needed to produce quality desktop publishing documents using Publisher from Microsoft. Topics covered include typography, graphic lines and boxes, document grids, and the use of graphic images. *Prerequisite: AOT 130*

<b>AOT 230</b>	<b>WEBSITE DESIGN USING SHAREPOINT</b>	<b>3 CREDITS</b>
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This course introduces the student to the fundamentals of Web Page design and posting. The student learns how to create tables and frames, how to insert text and images, how to create hyperlinks, and how to format a page. Also covered are insertion of marquees, buttons, banner ads, counters, search boxes, symbols, lines, text boxes, check boxes, radio buttons, and more. *Prerequisite: AOT 122*

<b>AOT 240</b>	<b>BUSINESS SCHEMATICS USING VISIO</b>	<b>3 CREDITS</b>
<p>This course introduces the basic concepts of how to easily communicate complex information in a visual diagram. Concepts include diagramming business processes, floor plans, flowcharts, charts &amp; graphs, organization charts, schematics, network diagrams, calendars, Gantt charts, website maps, and UML diagrams. The course includes basic asset management and user experience theories.  <i>Prerequisite: AOT 122</i></p>		
<b>AOT 250</b>	<b>PROFESSIONAL DOCUMENT MANAGEMENT II</b>	<b>3 CREDITS</b>
<p>This course introduces the fundamentals of preparing professional business documents using Microsoft Excel. Topics include how to prepare, create, and format spreadsheets quickly and effectively. The skills developed in this course include formatting a worksheet, functions, formulas, and data analysis. Advanced skills developed include performing document collaboration, working with charts and lists, creating macros, and publishing spreadsheets to the Internet, and working with data from other sources. This is a preparation course for the MOS certification exam. <i>Prerequisite: AOT 122</i></p>		
<b>AOT 260</b>	<b>DATABASE MANAGEMENT</b>	<b>3 CREDITS</b>
<p>This course introduces the fundamentals of effectively performing basic database management functions using Microsoft Access. Topics include how to design, create and maintain electronic databases. The skills developed in this course include working with tables, queries, forms, reports, macros, and Visual Basic for Applications. Advanced skills developed included publishing data to the web, linking tables, and exporting data to Microsoft Word and Excel. This is a preparation course for the MOS certification exam.  <i>Prerequisite: AOT 122</i></p>		
<b>AOT 270</b>	<b>GRAPHICS PRESENTATIONS</b>	<b>3 CREDITS</b>
<p>This course introduces the student with methods to create high-impact presentations that include text, graphics, charts, graphs and clip art, using templates adding clip art, creating and enhancing graphs. It also develops the skills to automate and enhance a slide presentation, customizing the slide master, presenting slides with added and transitional effects, and creating and modifying organizational charts.  <i>Prerequisite: AOT 122</i></p>		
<b>AOT 280</b>	<b>PROJECT MANAGEMENT TECHNIQUES</b>	<b>3 CREDITS</b>
<p>This course introduces basic project management concepts. Concepts include developing project plans, establishing stakeholders, setting deadlines, identifying milestones, assigning resources to tasks, tracking and reporting progress, managing budgets and analyzing workloads. The course introduces Microsoft Project, the dominant project management software. <i>Prerequisite: AOT 122</i></p>		
<b>AOT 290</b>	<b>COMPUTERIZED ORGANIZATION SKILLS</b>	<b>3 CREDITS</b>
<p>This course introduces the basic concepts of using an automated time-management system. Concepts include setting appointments with an automated calendar, jotting notes and journal entries, organizing contacts, and using e-mail. <i>Prerequisite: AOT 122</i></p>		
<b>AOT 300</b>	<b>GRAPHIC DESIGN WITH ADOBE PHOTOSHOP</b>	<b>3 CREDITS</b>
<p>This course introduces the basic concepts for using Adobe Photoshop. The student will learn how to create and modify layers, how to apply formatting effects to items within images, how to resize and crop images and how to finish images for publication. <i>Prerequisite: AOT 122</i></p>		
<b>OFT 100</b>	<b>BUSINESS KEYBOARDING I</b>	<b>3 CREDITS</b>
<p>This course introduces the student to proper touch-typing techniques through the use of computer-monitored instruction. <i>Prerequisite: None</i></p>		
<b>OFT 108</b>	<b>NUMERIC ENTRY</b>	<b>2 CREDITS</b>
<p>This course introduces the student to the 10-key pad. The student will learn to develop speed and accuracy using the 10-key pad. The student is able to use the 10-key pad to perform simple mathematical operations such as addition, subtraction, multiplication, and division. The student is also able to use the 10-key pad for some more advanced business calculations such as percentages of a whole, return interest on investments, etc. <i>Prerequisite: None</i></p>		
<b>OFT 120</b>	<b>BUSINESS KEYBOARDING II</b>	<b>3 CREDITS</b>
<p>The emphasis in this course is on the development of increased typing speed and accuracy while using correct touch-typing technique. The student is expected to achieve a minimum net rate of 40-45 words per minute. The student continues to work on proofreading skills and is also introduced to basic formatting concepts. <i>Prerequisite: OFT 100</i></p>		
<b>OFT 121</b>	<b>BUSINESS KEYBOARDING III</b>	<b>3 CREDITS</b>
<p>This course is a continuation of OFT 120. It places a very strong emphasis on developing greater keyboarding speed and accuracy. Proofreading skills and basic formatting concepts are continued.  <i>Prerequisite: OFT 120</i></p>		



## Technical Division

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<b>MRT 110</b>	<b>GAS, ELECTRIC AND HEAT PUMP HEATING SYSTEMS</b>	<b>4 CREDITS</b>
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This course is an introduction to basic gas and electric heating and hydronic systems. Residential and commercial gas/electric heating systems are discussed and analyzed. The fundamentals of hydronic HVAC systems are discussed as they relate to residential and commercial heating systems. Major emphasis is placed on the sequence of operation of these systems. Gas flue/vent sizing and gas pipe sizing are discussed. *Prerequisites: TEC100, TEC101 and TEC105*

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<b>MRT 120</b>	<b>RESIDENTIAL AND COMMERCIAL REFRIGERATION</b>	<b>4 CREDITS</b>
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This course is an introduction to basic and commercial refrigeration and air-conditioning principles and components. Principles of heat transfer and the refrigeration cycle are emphasized. Operating parameters of high, medium and low temperature refrigeration machines, along with air-conditioning systems are discussed. Major emphasis is placed on the relationship of pressures and temperatures. *Prerequisites: TEC100 and TEC101*

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<b>MRT 210</b>	<b>ESSENTIALS OF NATE CERTIFICATION</b>	<b>2 CREDITS</b>
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This course is designed to cover the core values for electrical requirements and safety procedures for the core section of the NATE Certification. This course will cover both theory and hands on application of electrical and electronics subject content needed to pass the core section of the NATE Certification exam. Students will learn how to properly use their diagnostic tools and how to repair and install systems to code. Students will also be prepared to take the heating portion of the NATE Certification exam. *Prerequisites: TEC100, TEC101 and TEC105*

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<b>MRT 220</b>	<b>APPLIED RESIDENTIAL AND COMMERCIAL REFRIGERATION</b>	<b>2 CREDITS</b>
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This course provides the student the opportunity to practice refrigeration theory as it relates to the HVAC industry. Students practice in a laboratory environment learning how to solder, braze, flare, and swage refrigeration piping. The course emphasizes testing, diagnosing, and repairing and replacing refrigeration and air-conditioning equipment. Students practice on both residential and commercial equipment. *Prerequisites: TEC100 and TEC101*

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<b>MRT 230</b>	<b>ADVANCED NATE CERTIFICATION</b>	<b>2 CREDITS</b>
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This course will prepare students to pass the air conditioning and heat pump sections of the NATE Certification exam. Emphasis will be placed on techniques and skills to repair and service air conditioning and heat pump systems. This course will discuss theory and apply learned concepts in a laboratory environment. *Prerequisites: TEC100, TEC101, TEC105, MRT110, MRT120, MRT210, MRT220 and MRT240*

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<b>MRT 240</b>	<b>APPLIED GAS, ELECTRIC AND HEAT PUMP HEATING SYSTEMS</b>	<b>2 CREDITS</b>
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This course provides the student the opportunity to practice gas and electric heat theory as they apply to the HVAC industry. Students practice in a laboratory environment where basic troubleshooting techniques and strategies of gas, electric and hydronic heating systems are emphasized. Students practice on both residential and commercial equipment. *Prerequisites: TEC100, TEC101 and TEC105*

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<b>MRT 260</b>	<b>REFRIGERATION MANAGEMENT AND EPA CERTIFICATION</b>	<b>4 CREDITS</b>
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This course provides complete coverage of all certification areas required by the EPA, including the four licensing areas for stationary air-conditioning and refrigeration equipment. The directed study of specific certification areas provides thorough coverage of CFC regulations, ozone depletion, the Clean Air Act, and the current EPA rulings and regulations. This course is designed to prepare the student for EPA Refrigerant Transition and Recovery Certification examination. It includes material for Type I, Type II, Type III, and Universal certification. Recovery techniques and required paperwork are practiced. Upon completion the student should have the knowledge and confidence necessary to pass the exams and properly, efficiently, and responsibly handle refrigerants as set forth in the Clean Air Act of 1990. *Prerequisites: MRT 120 and MRT 220*

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<b>MRT 270</b>	<b>HVAC CONTROLS AND SYSTEMS</b>	<b>4 CREDITS</b>
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This course presents the theory, concepts and applications of building controls as they relate to the HVAC industry. The course is designed to introduce the student to HVAC control systems often found in commercial and industrial building applications. The student develops the awareness to recognize different building control systems as well as the practical knowledge needed to troubleshoot and repair these systems. Advanced control components are illustrated along with their applications. Special attention is given to pneumatic and direct digital control systems as well as hybrids of these systems. This course also includes the basic fundamentals of heat-load calculations and duct design. *Prerequisites: MRT 120 and MRT 220*

<b>TEC 100</b>	<b>PRINCIPLES OF ELECTRICAL CIRCUITS</b>	<b>4 CREDITS</b>
<p>This course introduces the student to basic electrical concepts, schematic reading, and troubleshooting procedures. Ohm's law, series circuits, AC instruments, transformers, and three phase motors are also presented. <i>Prerequisite: None</i></p>		
<b>TEC 101</b>	<b>APPLIED BASIC ELECTRICITY AND SCHEMATICS</b>	<b>2 CREDITS</b>
<p>This course provides the student with the opportunity to practice, in a laboratory environment, electrical theory as applied to the field of refrigeration, heating and air-conditioning systems. Electrical circuitry is discussed in detail and augmented with practical experience using volt, ohm and ammeters. Electrical schematics are studied with emphasis on system controls, and troubleshooting. <i>Prerequisite: None</i></p>		
<b>TEC 103</b>	<b>HVAC/R COMPUTER FUNDAMENTALS</b>	<b>2 CREDITS</b>
<p>This course introduces the student to basic computing concepts such as Microsoft Windows, word processors, spreadsheets, keyboarding, the Internet and email. This course is designed to develop basic computer skills that are necessary in the HVAC/R field. The student develops keyboarding skills and performs various Windows tasks. <i>Prerequisite: None</i></p>		
<b>TEC 105</b>	<b>LOW VOLTAGE CONTROLS AND THERMOSTATS</b>	<b>4 CREDITS</b>
<p>This course is designed to train students how to identify and understand low voltage control circuits. Students are introduced to Ohms and Watts law. Students will gain an understanding of how low voltage controls operate within HVAC systems, pilot duty controls, parallel and series circuits, and the role of transformers. Students will be able to draw low voltage control schematics and learn how to use their digital meters. <i>Prerequisite: None</i></p>		
<b>TEC 260</b>	<b>CUSTOMER SERVICE AND SAFETY</b>	<b>2 CREDITS</b>
<p>This course introduces the student to safety and health concerns in the industrial sector and reviews the importance of good customer relations. Topics covered include understanding people, verbal and nonverbal communication, defensiveness and self-concept, customer explanations, persuasion, complaints and perception (especially listening skills). This course is also designed to educate the student concerning work hazards, types of injuries that may occur, and how to maintain a safe working environment. Standards and codes issued by OSHA are also discussed. <i>Prerequisite: None</i></p>		

## EQUAL EDUCATIONAL OPPORTUNITY

The institution declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination, where applicable, in the provision of educational services to the public. The Campuses will make all decisions regarding recruitment, hiring, promotion and all other terms and conditions of employment without discrimination on grounds of race, color, creed, or religion, sex, national origin, age, physical or mental handicap, or other factors which cannot be lawfully the basis for an employment decision.

The institution reaffirms its policy of administering all its educational programs and related supporting services and benefits in a manner, which does not discriminate because of a student's or prospective student's race, color, creed or religion, sex, national origin, age, handicap, or other characteristics which cannot be lawfully the basis for provision of such services.

Further, the institution commits itself to a program of Affirmative Action/Equal Opportunity.

The institution is obligated by and adheres to the provision:

Section 493A, Title IV, Higher Education Act of 1965  
Title 38, United States Code, Veterans Benefits  
Title IX, Educational Amendments of 1972  
Title VI, Civil Rights Act of 1964  
Section 504, Rehabilitation Act of 1973  
Family Educational Rights and Privacy Act of 1974 as amended  
Student Right to Know Act - 1991 - Revised 1995

Inquiries concerning the application of these laws and their implementing regulations may be referred to:

Interactive College of Technology  
5303 New Peachtree Road  
Chamblee, Georgia 30341  
Ph. (770) 216-2960  
FAX (770) 216-2989  
E-Mail [info@ict.edu](mailto:info@ict.edu)

## STUDENT CONSUMER INFORMATION

Students should contact the following Campus staff for the types of information listed:

**Financial Planner Office** - Description of financial aid programs, rights, and responsibilities of financial aid recipients, means and frequency of payments of financial aid awards, terms and schedules of student loan repayment and general terms and conditions of employment provided as financial aid.

**Director of Admissions** - Cost of attendance including tuition, fees, book, housing, transportation and refund policy.

**Campus Director/Dean of The College** - Description of academic programs, facilities, faculty, data on student retention, number and percentage of students completing the programs.

# ORGANIZATION, FACULTY, AND STAFF

## Organization and Structure

Interactive College of Technology / Interactive Learning Systems is a registered trademark of Interactive Learning Systems, Inc., and is a Georgia corporation that is licensed to do business in Texas and Kentucky. Its principal offices are located at 5303 New Peachtree Road, Chamblee, GA 30341. The Officer and governing board are as follows:

<p><b>Mr. Elmer R. Smith</b> President, Chief Executive Officer, ILS</p>	
<p><b>Mr. Rollin E. Mallernee</b> General Counsel Attorney at Law</p> <p><b>Mr. Sumner R. Cahoon,</b> Executive Vice President Family Health Care Services, Inc.</p> <p><b>Mr. Richard D. Roberts</b> (Director Emeritus) Retired President, Scott, Forsman Publishing Company</p>	<p><b>Mr. Michael K. Power, CPA</b> Executive Vice President, Chief Financial Officer</p> <p><b>Dr. Ronald G. Eaglin,</b> Chairman Retired President, Morehead State University</p> <p><b>Duane W. Hawkins,</b> Retired Delta Education Systems</p> <p><b>Bob Barr,</b> Retired Member of Congress 1995-2003</p>

This board, representing a diverse, public oriented group, oversees all activities and is responsible for the implementation of all institutional policies and procedures.

## CENTRAL STAFF

Elmer R. Smith	President
Karen A. Miller	Executive Assistant to the President/Personnel Administrator
Ella R. Carroll	Personnel Assistant – Executive Support
Michael K. Power	Executive Vice-President – Chief Financial Officer
JoAnn Koch	VP Campus Operations
Robert (Doug) Cole	Vice-President-Student Services
Thomas Blair	President, Peachtree Education Services
Kathleen Fluehr	Vice-President/Institutional Services
James C. (Jim) Harris	Vice-President – Campus Operations
Alexis Andrade	Call Center Manager
Tatyana Blair	General Manager – Peachtree Credit Company
Andrea Baldwin	Employment Development Coordinator
Nataliya Chorniy	Federal Funds Coordinator and Trainer
Bridgett Chrysanthis	Accounting Manager
David Flores	Production Manager
Angelika Gavriellov	Junior Bookkeeper
Richard Parker	Technical Services Director
Larissa Nesvetailova	Accounting Assistant
Adrienne Shuler Simmons	Default Prevention Specialist
Tandy, Kevin Turhan	Network Systems Administrator
Edward Villanueva	Curriculum Support Technician

**CHAMBLEE MAIN CAMPUS – Administrative Staff**

Elmer R. Smith	President
Karen A. Miller	Executive Assistant to the President/Personnel Administrator
Ella Carroll	Personnel Assistant – Executive Support
Thomas Blair	Vice President - Dean of College
Tina Crawley	Assistant to the Dean
Larisa Naydenova	Vice-President / Associate Dean – ESL Admissions
Hipolito Garcia	International Student Admission/Student Re-entry Coordinator
Genet Bartolomeos	Assistant Registrar
Margarita Baxter	Language Lab/Media Tech
Sandra Biggs	Administrative Assistant, Roberts Hall
Nicole Caruso	Occupational Admissions Director
Joan Dawkins	Registrar Assistant
Fanny M. Fitch	Staff Support, Employment Assistance
André S. Gipson	Employment Assistance Coordinator
Rosalind Holt	Registrar
Mei Hsieh	Financial Aid Manager
Tiffany Lane	Bookstore Manager
Caudrey Laboard	Maintenance
Reginald Lewis	Maintenance Supervisor
Nubia Lindeen	Senior Admissions Associate, ESL
Marie Mathieu	Administrative Support/Front Desk Manager
Jarvis McClain	Admissions Associate, Occupational
Irene McMorland	Director of Media Services
Islaidin Miranda	Financial Planner
John Miller	Director of Physical Plant
Lucelida Montes	Director of Financial Planning / Business Office
Marguerite Mutombo	Library Technician
Leroy Patrick	Facility Maintenance
Iryna Petryshyn	Director of Admissions, Occupational
Victor Ramirez	Assistant Director of Admissions, ESL
Ingrid Robles	Financial Planner
Julio B. Sosa	Administrative Support
Sonia Sosa	Financial Aid Manager
Carolyn Tate-Robertson	Financial Aid Clerk
Nora Vera	Senior Admissions Associate, ESL
Rodolfo Villamil	Admissions Associate, ESL
Anh Vo	Admissions Associate, ESL
Jenny Yu Qin Wang	Assistant Director of Admissions, ESL
Queenie Wang	Lab Assistant
Nadezda Winbush	Admissions Support

**CHAMBLEE MAIN CAMPUS – Faculty**

**Erko Abdullahi \***

***English as a Second Language***

B.A., Political Science/International Relations, Carleton College, Northfield, MN

**Felicia Anderson\***

***CBT Instructor***

M.T.X., Taxation, Florida Atlantic University, Boca Raton, FL

B.S., Accounting/Computer Science, University of Alabama, Tuscaloosa, AL

**Chad Angell**

***English as a Second Language***

B.A., English Literature, University of Colorado, Boulder, CO

**Cenk (Jake) Aykut**

***English as a Second Language***

M.S., Community Counseling, Mercer University, Atlanta, GA

B.S., English Language Teaching, Dokuz Eylul University, Izmir, Turkey

**Margarita Baxter\***

***English as a Second Language - Media Technician***

B.A., International Affairs, Kennesaw State University, Kennesaw, GA

**Katherine Becker**

***English as a Second Language***

B.A., Elementary Education, Covenant College, Lookout Mountain, GA

**Jamillah D. Booker - Department Chair**

***HVAC/R***

M.B.A., Marketing, University of Phoenix, Phoenix, AZ

B.B.A., Management Information Systems, University of Georgia, Athens, GA

**Bernard Brevick, C.M.A., Department Chair**

***Office Technology***

M.B.A., Finance, St. John's University, Staten Island, NY

B.S., Accounting, Fairleigh Dickinson University, Rutherford, NJ

**Jerry Cassell\***

***HVAC/R***

Certified, HVAC, Refrigeration Service Engineering Society, McDonough, GA

**Kari Charron\***

***English as a Second Language***

B.A., Communication Arts, Georgetown College, Georgetown, KY

Certificate, TEFL-C, Columbia University

Certificate, Teaching, Seminole Community College, Sanford, FL

**Stacy Cheatham**

***English as a Second Language***

B.A., English, Huntington College, Montgomery, AL

Certificate, ESL, Oxford Seminars at Agnes Scott, Decatur, GA

**Anthony Cummings\***

***HVAC/R***

A.S., Social Sciences, Tidewater Community College, Virginia Beach, VA

Diploma, HVAC/R, Interactive College of Technology, Chamblee, GA

Certified, Green HVAC/R Technician

Certified, North American Technician Excellence

Certified, Indoor Air Quality Technician

**Nicholas Cox*****English as a Second Language***

B.A., Applied Linguistics / ESL, Georgia State University, Atlanta, GA

**Allison Edwards - Division Manager*****English as a Second Language***

B.A., English History, St. Thomas University, Fredericton, New Brunswick, Canada

**Elena Emeliyanova*****English as a Second Language***

M.Ed., Secondary Education, Bob Jones University, Greenville, SC

B.A., Linguistics and Intercultural Communications, Amur State Univ., Blagoveshchensk, Russia

Certificate, CELTA/Language Link, Univ. of Cambridge, Beijing, China

**Milena Eneva*****English as a Second Language***

M.Div., Theological Seminary, Nazarene Theological Seminary

M.A., American Literature, St. Kliment Ohndski, Bulgaria

Cross Culture Certificate

**Jerome English*****HVAC/R***

Attended Morris Brown College, Atlanta, GA

Diploma, HVAC/R, Interactive College of Technology, Chamblee, GA

EPA Certified

**Paul Erickson\******HVAC/R***

Certificate, HVAC, Gwinnett Technical College, Lawrenceville, GA

Certification – Warm Air

**Zeynep Evenson*****English as a Second Language***

M.A., ESL/EFL, University of Reading, Reading, UK

B.A., English Literature, Bogazici University, Istanbul, Turkey

**Deborah Gibbs*****Office Technology***

B.S., Business Administration, South Carolina State University, Orangeburg, SC

A.A., Business Administration, Orangeburg-Calhoun Tech College, Orangeburg, SC

**André Gipson*****General Education (Career Development)***

B.A., Business Administration, University of Tennessee, Knoxville, TN

**Kaitlyn Gray\******English as a Second Language***

B.A., Anthropology, University of Georgia, Athens, GA

**Ramdane Guerrouj\******English as a Second Language***

B.A., English Literature, University MED I, Oujda Morocco

Certificate, TEFL, Franco-American Institute, Rennes, France

**Kimberly Hamby*****English as a Second Language***

B.A., Spanish, University of West Georgia, Carrollton, GA

**Alexandra Hassiotis*****English as a Second Language***

B.A., Applied Linguistics, Georgia State University, Atlanta, GA

Certificate, TEFL, Georgia State University, Atlanta, GA

**Yasha Henderson*****CIS Instructor***

B.S., Computer Science, Webster University, St. Louis, MO  
A.S., Computer Networking, Ranken Technical College, St. Louis, MO

**Ekaterina Hernandez\******English as a Second Language***

B.Ed., Linguistics, Russian State Pedagogical University, St. Petersburg, Russia  
Diploma, TESL & Foreign Literature, Russian State Pedagogical University, St. Petersburg, Russia

**Thomas Hogan - Department Chair - Advanced Division Manager*****Entrepreneurship & Small Business Management***

B.B.A., Economics, Georgia State University, Atlanta, GA

**Carol Holmes\******English as a Second Language***

B.A., Political Science, Howard University, Washington, D.C.

**Nilka Huff*****English as a Second Language***

B.A., English, Smith College, North Hampton, MA

**Victoria Jaggar*****English as a Second Language***

B.A., Intercultural Studies, North Greenville University, Tigerville, SC  
Certificate, International TEFL Teacher Training

**Stacy Jenkins - Division Manager*****English as a Second Language***

M.A., International Education, George Washington University, Washington, DC  
B.A., International Affairs, Northwestern University, Boston, MA

**Evgeniya Kelly\******English as a Second Language***

B.A., Public Relations, Russian English Interpreter, Far-Eastern State Technical University, Vladivostok, Russia  
Certificate, ITTT TESOL, International TEFL Teacher Training

**Galina Koleva - Lead Instructor*****Office Technology***

Diploma, Computer Programming, Interactive College of Technology, Chamblee, GA  
Computer Technology, University of Technology, Varna, Bulgaria  
Certified Microsoft Office Specialist

**Michael Leonard\******HVAC/R***

Diploma, HVAC/R, Interactive College of Technology, Chamblee, GA  
EPA Certified

**James Macon*****HVAC/R Instructor***

Diploma, HVAC/R, Interactive College of Technology

**Irene McMorland\******Media Services / General Education***

M.L.S., University of Pittsburgh, Pittsburgh, PA  
M.A., Philosophy, University of Pittsburgh, Pittsburgh, PA  
M.A., Philosophy, Bedford College, University of London, UK  
B.A., Classics, Cambridge University, UK

**Rousseau Mesidor – Department Chair*****Computer Information Systems***

B.S., Computer Science, New York Institute of Technology, Westbury, NY  
A.A.S., Computer Technology, Queensboro Community College, Bayside, NY

**Rafael Miguel*****English as a Second Language***

B.A., English Education, Florida Memorial University, Miami, FL



**Nashwa Mohamed\***

***English as a Second Language***

B.A., English Literature, Cairo University, Cairo, Egypt  
TESOL Certificate

**Muhammad Njie\***

***English as a Second Language***

B.A., Sociology and English, Mercer University, Macon, GA

**Tomasz Owsiak\***

***General Education***

B.A., Mathematics, Queens College, Flushing, NY

**Susan Pahl\***

***General Education***

Ed.S., Education, Georgia State University, Atlanta, GA  
M.Ed., Education, Georgia State University, Atlanta, GA  
B.S., Exercise Science Education, Georgia State University, Atlanta, GA

**Pamela Parry**

***English as a Second Language***

B.S., Elementary Education, Southeastern University, Lakeland, FL

**Steven Rardeen\***

***Computer Information Systems***

B.S., Computer Information Systems, DeVry University, Atlanta, GA  
Certified Microsoft Office Specialist  
COMPTIA Certified

**Sandra Raymond**

***English as a Second Language***

M.Ed., Education (ESL), University of Malaya, Kuala Lumpur, Malaysia  
B.Ed., Education (ESL), University of Malaya, Kuala Lumpur, Malaysia  
Diploma, English as a Second Language, University of Malaya, Kuala Lumpur, Malaysia

**Brittany Rhea\***

***General Education***

B.S., Biological Sciences, Georgia State University, Atlanta, GA

**Sarah Rice\***

***English as a Second Language***

B.A., Linguistics and ESL, Georgia State University, Atlanta, GA

**Karla Roberson\***

***English as a Second Language***

B.A., Spanish, University of Florida, Gainesville, FL  
Certificate, Latin American Studies, University of Florida, Gainesville, FL

**Mahmoud Salehi**

***English as a Second Language***

B.A., English Literature, National University of Tehran, Tehran, Iran

**Assane Sarr**

***English as a Second Language***

B.A., English, Dakar University, Republic of Senegal, West Africa  
Certificate, Translation, Georgia State University, Atlanta, GA

**Jean Sawadogo\***

***English as a Second Language***

B.A., English Applied Linguistics, University of Ouagadougou, Ouagadougou, Burkina Faso

**Timothy Stroud**

***English as a Second Language***

B.A., English, Valdosta State University, Valdosta, GA

**Treshelle Taylor\***

***English as a Second Language***

M.Ed., Educational Administration, University of California, Los Angeles, CA  
M.Ed., Teaching, University of California, Los Angeles, CA  
B.A., Liberal Studies, Sonoma State University, Rohnert Park, CA

**Norma Watts**

***General Education***

Ph.D., Humanities Teaching, Spellman College, Atlanta, GA  
M.A., Fine Arts, Howard University, Washington, DC  
B.A., Humanities, Clark Atlanta University, Atlanta, GA

**Quajavlon Williams\***

***HVAC/R***

M.A., Public Administration, Albany State University, Albany, GA  
B.S., Business Information Systems, Albany State University, Albany, GA

**Regina Williams**

***English as a Second Language***

B.S., Education w/ESL, Atlanta Christian College, East Point, GA

**Oliwia C. Wozniak**

***English as a Second Language***

B.A., English Literature, Richard Stockton College, Pomona, NJ

*\*Indicates Part-Time employment of less than thirty (30) hours per week*

**NEWPORT CAMPUS – Administrative Staff**

Henry Hall	Campus Administrator/Admissions Director
Lynn Smallwood	Database Operator/Staff Support
Leo Dolan	Student Services
Dianna Mamas	Admissions Associate, Occupational
Timothy Plunkett	Employment Assistance Coordinator

**NEWPORT CAMPUS – Faculty****Jennifer Burris-Whitaker\******Accounting Instructor***

B.B.A., Finance Concentration, Thomas More College, Crestview Hills, KY  
Certificate, MBA Essentials – Marketing, Northern Kentucky University, Highland Heights, KY  
Certificate, Project Manager, Xavier University, Cincinnati, OH

**Linda Cahill\******Medical Office Administration***

CPC Certification, Medical Coding, AAPC Home Study Coding Program

**Joann Wilhoit*****Medical Office Administration***

CPC Certification, Medical Coding, AAPC Home Study Coding Program  
Certified Professional Coder - RHIT

*\*Indicates Part-Time employment of less than thirty (30) hours per week*

## GAINESVILLE CAMPUS – Administrative Staff

Sofia Batista	Campus Director/Director of Education
Maria Avila-Casarez	Receptionist
Robert Faver	Director of Education
Jose Gil	Financial Planner/Coordinator
Miguel Florez	Admissions Associate, ESL
Alexandra Perez	Employment Assistance Coordinator
Kelly Perez	Database Coordinator/Receptionist
Ana Salazar	Admissions Associate, ESL
Adrianna Valdivia	Media/Language Lab Tech
Viera Cedeno, Yadira	Media/Language Lab Tech

## GAINESVILLE CAMPUS – Faculty

### **Heather Cash**

*English as a Second Language*

B.S., Psychology, North Georgia College & State University, Dahlonega, GA

A.A., General Art, Gainesville State College, Oakwood, GA

### **Tina Gamble**

***Office Technology***

B.F.A., Graphic Design Photography, North Georgia Technical College, Demorest, GA

Diploma, Business Office Technology, North Georgia Technical College, Clarkesville, GA

### **Nadreika Morris\***

***English as a Second Language***

B.A., International Economic Affairs, University of West Georgia, Carrollton, GA

Certificate, TESOL/TESL/TEFL, Oxford Seminars, Atlanta, GA

### **Marcia Santos Rascona**

***English as a Second Language***

B.A., Literature / Specialization in English & Portuguese, University of Amazonia, Belem, Brazil

### **Stephanie Tanner**

*English as a Second Language*

B.A., Communication Studies, Furman University, Greenville, SC

### **Otoniel Toledo**

***English as a Second Language***

Certificate, English, English Language School, Santa Clara, Cuba

Certificate, Theology, Baptist Theological Seminary, Havana, Cuba

*\*Indicates Part-Time employment of less than thirty (30) hours per week*

## MORROW CAMPUS – Administrative Staff

Bonds, Jonathan	Campus Director
Nicole Caruso	Director Admissions
Katherine Walton	Sr. Financial Planner
Yudelsy Fundora Martinez	Admissions Associate, ESL
Ashley Holt	Registrar
Gilberto Leon-Perez	Receptionist
Gillmary Leon Perez	Receptionist
Minh Gia Nguyen	Admissions Associate, ESL
Ngoc Nguyen	Admissions Associate, ESL
Chasta Phinizee	Media Services Tech
Eduardo Salinas	Admissions Associate, ESL
Rondalene Wright	Media Language Lab Tech

## Morrow Branch – Faculty

### **Desiree Delicer**

#### ***English as a Second Language***

B.A., Business Administration, University of Phoenix, Phoenix, AZ

A.A., Foreign Language, Clayton State University, Morrow, GA

Certificate, Global TESOL, Clayton State University, Morrow, GA

### **Martin Eboma**

#### ***English as a Second Language***

B.A., Business Administration, Georgia State University, Atlanta, GA

Certificate, Global TESOL, Clayton State University, Morrow, GA

### **Jose Gomez**

#### ***English as a Second Language***

B.A., Linguistics, Georgia State University, Atlanta, GA

### **Peter Kolev\***

#### ***Office Technology***

Diploma, Computer Programming & Operations, Interactive College of Technology, Chamblee, GA

### **Lillie Shaw\***

#### ***English as a Second Language***

B.A., English/Technical Management, DeVry University, Naperville, IL

*\*Indicates Part-Time employment of less than thirty (30) hours per week*

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*In making Faculty selections, the institution considers educational background, in-field certifications, and relevant work experience.*

**Call for current Tuition Schedule or visit our website:** [www.ict.edu](http://www.ict.edu)

# INTERACTIVE COLLEGE OF TECHNOLOGY

Georgia

Revised Effective August 20, 2014

(To Reflect Updated Charges in Textbooks and Materials)

## TUITION AND FEE SCHEDULE

**ALL PROGRAMS OF STUDY**                      Application Fee:    \$50.00                      Re-entry Fee:    \$50.00

**ASSOCIATE DEGREE & DIPLOMA  
PROGRAMS - Office Technology**

Tuition:  
\$365 per semester credit hour

<sup>(1)</sup>Estimated Books and Supplies / Certification Examinations  
(See Reverse Side)

**Computer Information Systems**

Tuition:  
\$375 per semester credit hour

<sup>(1) (2)</sup>Estimated Books, Supplies / Certification Examinations:  
(See Reverse Side)

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### TECHNICAL PROGRAMS

**Heating, Ventilation,  
Air Conditioning & Refrigeration Tech.**  
42 Credits – 54 Weeks  
(Ind. Credits - \$390 per cr. hr.)

	Books/Supplies Accessories/EPA/NATE	Tools	Total Inc. App Fee
<u>Tuition:</u>	<u>Test Vouchers</u>	<u>Tools</u>	<u>Fee</u>
\$16,500	<sup>(1)</sup> \$2,979	<sup>(3)</sup> \$1,105	\$20,634

### ENGLISH AS A SECOND LANGUAGE

Tuition:  
\$224 per semester credit

Books / Supplies/Technology Fee  
\$194 per course

**Course Repeats for continuing students** – Current Tuition  
Rate

*Plus \$100 per course Technology Fee providing no new  
textbooks are issued.*

<sup>1</sup>All textbooks, supplies are estimates. Prices are adjusted to actual materials issued to each student. ALL CLASSES REQUIRE A TEXTBOOK. COURSE AND ACTIVITY GUIDES MAY NOT BE RE-ISSUED. Estimated fees include the certification examinations and one retake (Office Tech only). Examinations not taken are credited to the final student charges. Start-up costs and technology fees are assessed at registration.

<sup>2</sup>CIS Majors must pass the required examinations before moving forward toward a higher credential.

<sup>3</sup>HVAC Tools are an optional purchase. Student may supply his own tools or purchase only those needed.

Above estimates do not include any developmental courses (\$350 per course – includes materials). Prerequisites are the current published credit hour rate.

**Note:** A Textbook Repurchase Program is available to all students. Due to the various vendor price changes, the institution reserves the right to modify tuition and other charges at any time upon sufficient notice to the students and appropriate agencies.

## QUICK GUIDE FEES FOR ESTIMATED BOOKS AND SUPPLIES / CERTIFICATION EXAMINATIONS

	SEMESTER		SEMESTER		SEMESTER		TOTAL
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	
<b>GEORGIA</b>							
<i>Diploma Programs</i>							
ACCOUNTING and AUTOMATED OFFICE SYSTEMS	860	732	598				2190
BILINGUAL ADMINISTRATIVE SUPPORT *	645	971	450				2066
BUSINESS INFORMATION MANAGEMENT	507	801	721				2029
MEDICAL OFFICE ADMINISTRATIVE SPECIALIST	635	830	504				1969
INFORMATION TECHNOLOGY SPECIALIST	930	2010**	1087				4027
HVAC/R							
<i>Textbooks</i>	873	477	1320	309			2979
<i>Tools</i>	376	434	295				1105
<i>Associate of Science Degree</i>							
EMPHASIS IN ACCOUNTING	958	340	894	591	760	605	4148
EMPHASIS IN MEDICAL OFFICE ADMINISTRATION	718	556	773	719	366	420	3552
EMPHASIS IN BUSINESS INFORMATION MANAGEMENT	640	703	786	585	580	770	4064
<b>CHAMBLEE MAIN CAMPUS</b>							
<i>Associate of Science Degree</i>							
COMPUTER INFO SYSTEMS (Degree)	876	1698**	1146	1275	1211	538	6744
ELECTRONICS REPAIR TECHNOLOGY	809	854	680	581	1262	454	4640
ENTREPRENEURSHIP / SBM	1005	838	960	885	573	572	4833

\*All courses can transfer into A.S. Degree in Medical Office Administration or Business Information Management based on program outline and choice of electives.

\*\* Includes CIS Tool Kit at \$743

### **NOTE**

These estimates are based on the usual program sequence charts. The addition of developmental courses, transfer credits, or advanced standing will cause extensive variations. In these instances, the Director of Education, Dean or the Department Chair should provide the planned course/semester sequence to the financial planning department. Also, the financial planner(s) should revise the estimates accordingly.

All students are charged only for materials issued, including examinations taken / retaken.

**INTERACTIVE COLLEGE OF TECHNOLOGY – Kentucky**  
**Revised Effective August 20, 2014**  
**(To Reflect Updated Charges in Textbooks and Materials)**

**TUITION AND FEE SCHEDULE**

**ALL PROGRAMS OF STUDY**

Application Fee: \$50.00

Re-entry Fee: \$50.00

<p style="text-align: center;"><b>Associate Degree Programs</b> Office Technology</p> <p style="text-align: center;"><b>Diploma Programs</b> Office Technology Medical Office Administrative Specialist</p>	<p style="text-align: center;"><b><u>Tuition:</u></b> \$360 per semester credit hour</p> <p style="text-align: center;">(1) (2) <u>Estimated Books and Supplies / Certification Examinations</u></p>
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<sup>1</sup>All textbooks, supplies are estimates. Prices are adjusted to actual materials issued to each student. All certification examinations are included in course material fees. Estimated fees include the certification examinations and one retake (BIM) only) examinations not taken are credited to the final student charges. Start-up costs and technology fees are assessed at registration.

<sup>2</sup>Above estimates do not include any developmental courses (\$350 per course – includes materials). Prerequisites are the current published credit hour rate.

**Note:** A Textbook Repurchase Program is available to all students. Due to the various vendor price changes, the institution reserves the right to modify tuition and other charges at any time upon sufficient notice to the students and appropriate agencies.

QUICK GUIDE FEES FOR ESTIMATED BOOKS AND SUPPLIES / CERTIFICATION EXAMINATIONS

<u>KENTUCKY</u>	<u>SEMESTER</u>		<u>SEMESTER</u>		<u>SEMESTER</u>		<u>TOTAL</u>
	1	2	3	4	5	6	
<i>Diploma Programs</i>							
ACCOUNTING and AUTOMATED OFFICE SYSTEMS	860	732	598				2190
BI-LINGUAL ADMINISTRATIVE SUPPORT*	645	971	450				2066
BUSINESS INFORMATION MANAGEMENT	507	801	721				2029
MEDICAL OFFICE ADMINISTRATIVE SPECIALIST	635	830	504				1969
<i>Associate of Science Degree</i>							
OFFICE TECHNOLOGY ACCOUNTING EMPHASIS	958	340	894	591	760	605	4148
MEDICAL OFFICE ADMINISTRATION	718	556	773	719	366	420	3552
BUSINESS INFORMATION MANAGEMENT	640	703	786	585	580	770	4064

*\*All courses can transfer into A.S. Degree in Medical Office Administration or Business Information Management based on program outline and choice of electives.*

**NOTE**

These estimates are based on the usual program sequence charts. The addition of developmental courses, transfer credits, or advanced standing will cause extensive variations. In these instances, the Director of Education, Dean or the Department Chair should provide the planned course/semester sequence to the financial planning department. Also, the financial planner(s) should revise the estimates accordingly.

All students are charged only for materials issued, including examinations taken / retaken. When examinations are not taken, a \$75 credit is given for the cost of materials in the specific courses.