INTERACTIVE COLLEGE OF TECHNOLOGY

www.ict.edu

Student Catalog
Georgia & Kentucky 2022-2023

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

(signature)

**Elmer R. Smith, Chief Executive Officer
Interactive College of Technology**

Revised June 2022

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

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INTERACTIVE COLLEGE OF TECHNOLOGY
5220-5303 New Peachtree Road
Chamblee, Georgia 30341
Phone (770) 216-2960
FAX (678) 287-3474
INTERNET http://www.ict.edu

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
Phone (859) 282-8989
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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 Schools, Commission on Occupational Education. The initial six-year grant has been followed by four subsequent grants through 2018. In 1995, the Main Campus was approved to offer the Associate of Science 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.

In 2001, the campus added Roberts Hall, named in honor of Board of Directors Chairman, Richard D. Roberts. In 2007, the college purchased an adjacent property for future expansion. In late 2010, the College acquired an additional thirty thousand square foot building that enabled the College to begin considering a new long-term Campus Master Plan.

Also in 2010, Interactive College of Technology and Morehead State University (MSU), Morehead, Kentucky, completed work on a comprehensive articulation agreement with side-by-side course matchings in several program areas. This agreement has enabled a number of qualified graduates to seamlessly transfer significant credits to this prestigious public university and work toward a bachelor's degree in Business Administration. Students may complete the MSU enrollment application and initial financial aid process on the ICT campus. The academic work is done on-line. Additional agreements are available with other universities, such as DeVry University and University of Phoenix.

ICT has branch campuses in Morrow and Gainesville, Georgia, as well as Newport, Kentucky. These campuses offer three-semester diploma programs in Office Technology and Medical Office Administration, and a comprehensive Vocational English as a Second Language program (excluding Kentucky). Additionally, Associate of Science Degrees are available in Office Technology through the use of Synchronous Online Hybrid Learning classes. Also, a residential HVAC diploma program is offered at the Newport Campus.

The institution was founded as one of the nation's first post-secondary institutions to utilize Computer Based Training, with an instructor working side-by-side with each student. This platform is still widely used by the institution. This "learn by doing" method remains very effective.

Another unique feature offered by Interactive College of Technology is that in all program areas, where there is a national certification, the passing of the certification is required to successfully pass the course. This high academic standard validates our graduate's skill and competencies. The faculty, staff, and industry 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.

ICT is a CompTia Certified Training Institute and a Microsoft approved testing center.

In June 2016, the Chamblee campus completed renovation of a new administration, classroom, and office building named Donna N. Smith Memorial Hall. Also, a new parking facility opened simultaneously. These additions increased the size of the campus to enable the institution to serve an enrollment of 2,300-2,500 students and staff.

The College continues to evaluate the needs of area employers to determine additional and strategic opportunities.

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-five 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.

Various classes are delivered using multi-media platforms such as Join.Me and Zoom, along with live broadcasts using the Polycom system.

The technical divisions of Information Technology (taught at the main campus in Chamblee), and Heating and Air Conditioning Technology (also taught at the main campus in Chamblee and HVAC-Residential taught at the Newport, Kentucky campus) emphasize 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 experience 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 course 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 ensure a successful transition into the work force.

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 access 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 STATEMENT

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 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.

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 – Degree Programs

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

Spring Semester 2022			Spring Semester 2023		
April 28-May 3	Thurs-Tues	Spring Semester Initial / Late Registration	April 28-May 3	Fri-Wed	Spring Semester Initial / Late Registration
April 28	Thurs	Spring Semester Begins	April 28	Fri	Spring Semester Begins
May 30	Mon	Memorial Day Break-No Classes	May 29	Mon	Memorial Day Break-No Classes
June 20	Mon	Spring Semester Intercession Begins	June 23	Thurs	Spring Semester Intercession Begins
July 4	Mon	Independence Day Break (Observed) – No Classes	July 4	Tues	Independence Day Break (Observed) – No Classes
August 11-17	Thurs-Wed	Final Exam Week	August 14-18	Mon-Fri	Final Exam Week
August 17	Wed	Spring Semester Ends	August 18	Fri	Spring Semester Ends

Fall Semester 2022			Fall Semester 2023		
August 25-30	Thurs-Tues	Fall Semester Initial / Late Registration	August 24-29	Thurs-Tues	Fall Semester Initial / Late Registration
August 25	Thurs	Fall Semester Begins	August 24	Thurs	Fall Semester Begins
September 5	Mon	Labor Day Break – No Classes	September 4	Mon	Labor Day Break – No Classes
October 18	Tues	Fall Semester Intercession Begins	October 19	Thurs	Fall Semester Intercession Begins
November 24-25	Thurs-Fri	Thanksgiving Break – No Classes	November 23-24	Thurs-Fri	Thanksgiving Break – No Classes
December 12-15	Mon-Thurs	Final Exam Week	December 8-14	Fri-Thurs	Final Exam Week
Dec 15	Thurs	Fall Semester Ends	December 14	Thurs	Fall Semester Ends

Winter Semester 2023			Winter Semester 2024		
January 5-10	Thurs-Tues	Winter Semester Initial / Late Registration	January 4-9	Thurs-Tues	Winter Semester Initial / Late Registration
January 5	Thurs	Winter Semester Begins	January 4	Thurs	Winter Semester Begins
February 28	Tues	Winter Semester Intercession Begins	February 27	Tues	Winter Semester Intercession Begins
April 18-24	Tues-Mon	Final Exam Week	April 16-22	Tues-Mon	Final Exam Week
April 24	Mon	Winter Semester Ends	April 22	Mon	Winter Semester Ends

ACADEMIC CALENDAR – Diploma Programs

Applicants may register on one of the above semester or intersession dates. In addition, to these dates, applicants may also register on one of the following dates based on program of study.

Diploma Programs & AS Degree – Office Technology (Minimester) - 07/18/2022, 09/20/2022, 11/14/2022, 03/27/2023, 05/24/2023, 07/20/2023, 09/21/2023, 11/15/2023

HVAC (Evening Classes) Chamblee & Kentucky Campuses – 09/29/2022, 02/09/2023, 06/06/2023, 09/28/2023

Vocational English as a Second Language (Morning, Afternoon and Evening Classes) – 07/13/2022, 08/23/2022, 10/04/2022, 11/11/2022, 01/05/2023, 02/15/2023, 03/28/2023, 05/05/2023, 06/15/2023, 07/26/2023, 09/06/2023, 10/17/2023,11/28/2023

Heating, Ventilation, Air Conditioning – Residential (Kentucky) – Day Classes – 07/11/2022, 10/31/2022, 03/06/2023, 06/29/2023, 10/26/2023

Continuing Education Classes, TOEFL Preparation, Advanced Conversation, as well as GED Preparation (call the campus for current class offerings).

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 or four days per week. (VESL is five 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 branch campuses in Gainesville and Morrow, Georgia; a branch campus in 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 fourteen-acre site that provides a comfortable college setting. Three campus buildings, including Roberts Hall, total more than 95,000 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.

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

Morrow Branch 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 Branch Campus
This branch 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 Branch Campus
This branch 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 10,000 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, along with a Residential HVAC Program. These programs are of a hybrid method of delivery that enables a portion of the academic work to be done online.

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.

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 pursuing a student visa. Specific policies apply.

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 to complete the academic program.

2. Provide certification of high school graduation with a regular diploma, OR,

   Submit documented achievement of high school graduation equivalency (required for Degree applicants, as well as Occupational Diploma applicants).

3. Additional requirements for unconditional admission are as follows:

   a) If he/she has attended a post-secondary institution 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 (as compared to the previous academic record).

   b) If the prospect has attended two or more institutions and did not graduate, he/she is normally not eligible for unconditional admission for any program of study. The applicant may submit an appeal to the Campus Director and President of ICT to determine if extenuating circumstances should be considered. 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(a). All applicants (native English speakers) to diploma and degree programs (except VESL), 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.

4(b). Applicants to diploma and A.S. Degree programs whose native language is other than English, will be administered the CaMLA evaluation and other prescribed steps and must meet the required benchmarks to perform at least at a Semester III level of English courses. Qualified applicants will be admitted to the applicable diploma or degree program but must satisfactorily complete the English course which are considered as remedial coursework. Federal Student Aid cannot be used for more than twenty-four credits of English courses. Students may be permitted to simultaneously take other courses from the academic program with Department Chair approval.

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.

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.

Vocational English as a Second Language

(Stand-Alone Program) - Applicants 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 (CaMLA) 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 (who must sign the Enrollment Agreement) 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 been 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.

Students whose native language is other than English must be able to provide evidence of high school completion and must be able to demonstrate basic English proficiency. Evaluations will be administered and if necessary, additional English instruction will be provided.

Applicants seeking a student visa (excluding VESL Program) must also submit documentation of available financial resources. These requirements must be met prior to issuance of the I-20. A tuition deposit is required. Interested applicants should go to the website (www.ict.edu) for specific instructions and steps to follow.

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. 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.

ENROLLMENT CANCELLATION POLICIES

Tuition paid in advance is fully refundable when the student cancels his/her enrollment prior to registration, if the College cancels a course, program, or materially changes a program start date. The refund is made within thirty (30) days of the planned start date.

Any student who enrolls on-line and has not visited the campus may cancel his/her enrollment during the first three (3) days following either attendance at scheduled orientation or following a tour of the campus, and receive a full refund. Refunds are made within thirty (30) days of notification or thirty (30) days from the date of determination he/she did not register as scheduled.

If tuition and fees are paid in advance of the start date of classes and he/she does not begin classes or withdraws on the first day of classes, the College will retain no more than $100 of the tuition and fees.

Refunds, when due, are made without requiring a request from the student.

WITHDRAWAL / EXIT PROCEDURES

When a student decides to withdraw from the College, he/she **MUST** make **DIRECT CONTACT** with the Financial Planner / Business Office in order for the withdrawal to be considered **OFFICIAL**. Contact can be made in person, via email, or fax (no text messages).

This office will arrange a time to complete the exit process to ensure all information is up-to-date and correct. If there is a balance due or refund, this will be explained and if necessary, payment plans arranged.

Students who have received a Federal Direct Loan are **required** by USDE to complete an **Exit Interview**.

This office also reviews and must approve all **Applications for Graduation**.

TUITION REFUND POLICY

Students who complete the **Official Withdrawal Process** (which requires student's direct contact with the Business Office) will have their charges and refunds determined using the last date of academic activity based on the formula described below.

In the absence of **Official Withdrawal**, charges will be assessed by using the semester mid-point, or the last date of academic activity, whichever is later according to the formula outlined as follows:

Tuition refunds are made within thirty (30) days provided official notification of withdrawal is given. Otherwise, refunds will be made within thirty (30) days from the date the institution determines the student to be withdrawn. **Refunds, when due, are made without requiring a request from the student.**

- During the first ten percent (10%) of the semester or shorter period of enrollment (intersession or minimester), the institution shall refund ninety percent (90%) of the tuition.

- After ten percent (10%) of the semester, or shorter period of enrollment (intersession or minimester), but during the first twenty-five (25%), the institution shall refund fifty percent (50%) of the tuition.

- After twenty-five percent (25%), or shorter period of enrollment (intersession or minimester), but during the first fifty percent (50%), the institution shall refund twenty-five (25%) of the tuition.

- After fifty percent (50%) of the semester, or shorter period of enrollment (intersession or minimester), there is no refund.

For the HVAC program, the above percentages apply to the program rather than the semester. (See Enrollment Agreement for calendar year allocation.)

Books, materials, and tools are issued as courses are taken. Estimated charges are assessed at the beginning of the enrollment period but are adjusted to actual cost at withdrawal or graduation. Students may purchase textbooks and materials at the place of their choosing. A re-purchase program is available.

A wide number of the courses require the passing of certification examinations. The initial examination vouchers are included in the textbook and material estimate of charges. Some examinations include a free re-take, while others do not. Check with your Academic Advisor.

When an additional voucher is required to be purchased, the student must make advance payment or arrange with the financial planning office. Once approved, the voucher may be ordered.

Note: An increasing number of courses use e-books or require an online code. While a student may acquire a textbook from another source, the online code must be purchased from the publisher.

Academic Activity – As described in the tuition/refund policy, "Last Day of Academic Activity" is a component in determining tuition charges. Academic Activity is described as:

    (i)   attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and student;
    (ii) submitting an academic assignment;
    (iii) taking an assessment or an examination;
    (iv) participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
    (v) participating in a study group, group project, or an online discussion that is assigned by the institution, or
    (vi) interacting with an instructor about academic matters.

FEDERAL TITLE IV RETURN OF FUNDS POLICY

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. 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 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 thirty 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.

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) Institutional Aid, 2) Federal Loan, 3) Pell, 4) SEOG, 5) Private Loan, and 6) Student

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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.

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 Education 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. <u>A student interested in furthering his/her education should not allow financial condition to be a barrier without first obtaining the appropriate information</u>. 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. Additional funds are disbursed monthly after verifying academic activity.

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 <u>The Student Guide</u>, which is available 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 <u>Entrance</u> 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 <u>Exit</u> 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 sources for alternative loans for students who 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 (without penalty) 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
Educational Assistance

The institution is pleased to work with eligible veterans who wish to attend the College under the various programs available for educational assistance. During the admission process, the admissions department will assist the veteran in obtaining proof of eligibility, which is required for admission to any eligible program of study.

Veterans are encouraged to make their admissions decisions early, in order to apply for **advance pay** (documents must be submitted to the V.A. by the institution's certifying official more than thirty days prior to registration).

All financial arrangements are made prior to registration, and the institution will not impose any penalty or require additional borrowing, providing tuition/fees are paid upon the receipt of benefits (could be up to ninety days), according to the V.A. Benefits and Transition Act of 2018.

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.

In 2021, the Veterans Administration, based on new and revised regulations, issued two new policies:

- Veteran students are no longer permitted to take extra courses to increase enrollment status to full- or half-time, if these courses are not needed to meet graduation requirements.

- Institutions must repay any overpayments to the VA that are caused by withdrawal or reduction in course-load during the term or semester. Therefore, any credit balances on the Veteran Student's account will not be refunded to the student until completion of the full term and documentation that all VA funds have been fully earned.

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.

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/he 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. The data for the institution is posted on the website.

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 ensure 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 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.

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).

Student Re-Entry (After Withdrawal)

If a former student plans to re-enroll or re-enter the College, he/she should contact the admissions manager/re-entry coordinator. An appointment will be arranged to review the student records, which will include the academic transcripts and financial records.

If the student withdrew while in **Good Standing Academically**, re-entry is without conditions, providing the financial record is clear. This includes being current with private and federal loan payments or in good standing.

If the withdrawal resulted in financial aid probation or a candidate for dismissal, a detailed appeal must be completed before re-admission may be considered.

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, www.gnpec.georgia.gov.

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 500 Mero Street, 4th Floor, Frankfort, Kentucky 40601. This form can be found on the website at www.kcpe.ky.gov .

Or Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, Georgia 30350 770-396-3898, 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.

ACADEMIC POLICIES AND PROCEDURES
Academic Advisor

Each student is assigned an Academic Advisor. Students normally meet with their Advisor at the beginning of enrollment (registration) during the semester to determine academic progress, as well as for counseling in regard to registration for the subsequent term.

The Advisor makes ongoing notations to the student record. The Advisor is intended to be the primary advocate to assist the student in pursuit of their studies. The Advisor may be an Instructor, Department Chairperson, or another departmental staff member. Advisors are carefully evaluated in regard to student success, retention, and graduation rates.

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 VESL 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.

Media Services

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:

Grade	Definition	Grade	Definition
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 Passing/Without Penalty	R	Repeat
		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.

When a student earns a passing grade in a term, the last date of academic activity will be considered as the end of term date per the academic calendar.

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-VESL 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 may reduce their ability to find acceptable employment. They should also be told that they may not be eligible for an Externship placement.

4.   VESL 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.

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 encourage students whose achievement percentages are below 100% to utilize courtesy time.

INFORMATION TECHNOLOGY REQUIREMENTS

The College provides computer laboratories and media centers throughout the campuses for student use. Students are not required to furnish their own desktop computers, laptops, or tablets during their course(s) of study. However, prior to beginning classes, students will be required to sign an *End User Guidelines* document which explains rules and policies in the digital learning environment, while utilizing the College's labs and media centers.

The College will provide each student with an ICT branded email address and a subscription to Microsoft Office 365. This email address is considered the official communication vehicle between the College and the students. Students are expected to check their ICT email regularly for announcements and other important information related to campus events. The ICT branded email address can also be installed on most smartphones.

For students enrolled in courses offered via synchronous online hybrid learning (SOHL) delivery methods, students should plan to use the College's computer labs to attend classes during the first semester. After the first semester, remote access privileges may be granted on a case-by-case basis and upon approval by the Department Chairperson. Remote access privileges may be revoked at any time, for just cause.

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 planand 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.

A dismissal candidate may be granted only ONE appeal during a continuous enrollment period in the same academic program.

Federal regulations and institutional policy do permit a change of major. When a change of major is approved, the new *Student Information Sheet* (SIS) will show the new major and the actual courses transferred. These courses will be noted as "T". The credits transferred will show those courses as ATTEMPTED and earned.

When entering the new program, the student is restored to good standing and a new 150% timeframe begins. Only one program change is permitted unless the student completes one academic program and decides to enroll in an additional program.

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

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.

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.

HONOR	MINIMUM GRADE POINT AVERAGE
Cum Laude	3.50
Magna Cum Laude	3.75
Summa Cum Laude	3.95

TRANSCRIPTS

The Registrar 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 Systems

Medical Office Administration

BUSINESS MANAGEMENT

COMMERCIAL REFRIGERATION

HUMAN RESOURCE MANAGEMENT

INFORMATION TECHNOLOGY

*The *Associate of Science Degree Program* in Office Technology, Business Management, and Human Resource Management are offered at all campuses. The Information Technology and Commercial Refrigeration 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.

MISSION AND PURPOSE 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 <u>how</u> 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 Systems); Business Management; Commercial Refrigeration; Human Resource Management; and Information 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
SOC	220	Principles of Entrepreneurship	3	45
SOC	230	Organizational Behavior	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.

Main Campus (Chamblee), and Branch Campuses in Gainesville, Morrow, and Newport

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, Business Information Systems, and Medical Office Administration.

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

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	122	Maximizing Microsoft Windows	3	60
AOT	130	Microsoft Word w/ Certification *	3	60
AOT	250	Microsoft Excel w/ Certification *	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	100	Computers for Business	2	40
ICT	299	Externship	3	135

TOTAL FOR BASIC/CORE REQUIREMENTS   **23 CREDITS**

AREA OF EMPHASIS REQUIREMENTS AND ELECTIVES   **31 CREDITS**
(See the following pages for specific areas of emphasis.)

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

* Certification Preparation Course

ASSOCIATE OF SCIENCE DEGREE

OFFICE TECHNOLOGY

Accounting Emphasis

Main Campus (Chamblee), and Branch Campuses in Gainesville, Morrow, and Newport

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. In addition to certifications in Microsoft, Intuit QuickBooks certification is also included in the technical major component. 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 relevant General Education elective (3 credits). See Page 31 – General Education Requirements for course details.

Basic/Core Requirements

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	122	Maximizing Microsoft Windows	3	60
AOT	130	Microsoft Word w/ Certification *	3	60
AOT	250	Microsoft Excel w/ Certification *	3	60
BUS	122	Principles of Accounting I	4	60
ICT	100	Computers for Business	2	40
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60

                                                23 Credits

Technical/Major Requirements for area of emphasis

BUS	123	Principles of Accounting II	4	60
BUS	131	Accounting w/ QuickBooks *	2	40
BUS	132	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
OFT	108	Numeric Entry	2	45

                                                25 Credits

Electives (Choose a minimum of six credits)

AOT	210	Customer Relationship Management	2	40
AOT	220	Professional Publications w/ Publisher	2	40
AOT	230	Cloud Services Using SharePoint	3	60
AOT	260	Microsoft Access w/ Certification *	3	60
AOT	270	Microsoft PowerPoint w/ Certification *	3	60
AOT	290	Microsoft Outlook w/ Certification *	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
* Certification Preparation Course.
** Recommended for Career Track

Objectives of the Program

1. To provide students with the accounting skills required for entry-level positions as account clerks and related occupations in business, industry, and government.

2. To develop an awareness and understanding of the various accounting and automated accounting applications used in business.

3. To provide the student with the skills to use the most popular word processors, databases, and integrated spreadsheets used in today's automated office.

4. 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

5. The 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 <u>how</u> 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.

ASSOCIATE OF SCIENCE DEGREE

OFFICE TECHNOLOGY

Business Information Systems Emphasis

Main Campus (Chamblee), and Branch Campuses in Gainesville, Morrow, and Newport

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 relevant General Education elective (3 credits). See Page 31 – General Education Requirements for course details.

Basic/Core Requirements

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	122	Maximizing Microsoft Windows	3	60
AOT	130	Microsoft Word w/ Certification *	3	60
AOT	250	Microsoft Excel w/ Certification *	3	60
BUS	122	Principles of Accounting I	4	60
ICT	100	Computers for Business	2	40
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60

23 Credits

Technical/Major Requirements

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	210	Customer Relationship Management	2	40
AOT	240	Business Schematics using Visio	3	60
AOT	260	Microsoft Access w/ Certification *	3	60
AOT	270	Microsoft PowerPoint w/ Certification *	3	60
AOT	290	Microsoft Outlook w/ Certification *	3	60
ICT	288	Web Development using Dreamweaver	3	60

17 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 – Graphics Presentation

AOT	220	Professional Publications w/ Publisher	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 – Data Management

AOT	230	Cloud Services Using SharePoint	3	60
AOT	280	Project Management Techniques	3	60
BUS	130	Introduction to Management	3	45
CIS	160	Network+ Certification *	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

*Certification Preparation Course.

Objectives of the Program

1. 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.

2. To develop the keyboarding skills needed to use common business application programs.

3. 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

4. The 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.

OFFICE TECHNOLOGY

Medical Office Administration Emphasis

Main Campus (Chamblee), and Branch Campuses in Gainesville, Morrow, and Newport

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 program contains certification preparation courses for the *Certified Medical Administrative Assistant* and the *Certified Electronic Health Records Specialist* certifications offered by the National Health Association. 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 relevant General Education elective (3 credits). See Page 31 – General Education Requirements for course details.

Basic/Core Requirements

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	122	Maximizing Microsoft Windows	3	60
AOT	130	Microsoft Word w/ Certification *	3	60
AOT	250	Microsoft Excel w/ Certification *	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	100	Computers for Business	2	40
ICT	299	Externship	3	135

23 Credits

Technical/Major Requirements for area of emphasis

AOT	210	Customer Relationship Management	2	40
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
MED	221	CMAA Certification Preparation *	2	45
MED	222	CEHRS Certification Preparation*	2	45
OFT	100	Business Keyboarding I	3	60

24 Credits

Electives (Choose a minimum of seven credits)

AOT	220	Professional Publications w/ Publisher	2	40
AOT	260	Microsoft Access w/ Certification *	3	60
AOT	270	Microsoft PowerPoint w/ Certification *	3	60
AOT	290	Microsoft Outlook w/ Certification *	3	60
BUS	131	Accounting w/ QuickBooks *	2	40
BUS	132	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
OFT	120	Business Keyboarding II	3	60
OFT	121	Business Keyboarding III	3	60

7 Credits

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

*   Certification Preparation Course

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. The student will earn the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) certifications.

6. 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:

31-9099.00	Healthcare Support Worker	43-6013.00	Medical Receptionist	43-4051.03	Patient Coordinator
43-4199.00	Information and Record Clerk	29-2071.00	Medical Records Technician	29-2071.00	Patient Records Technician
43-1011.00	Medical Front Office Managers	43-6013.00	Medical Secretary	43-4051.03	Patient Relations Representative
43-6013.00	Medical Office Specialist	31-9094.00	Medical Transcriptionist	43-6013.00	Unit Support Representative

7. The 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.

BUSINESS MANAGEMENT
Main Campus (Chamblee), and Branch Campuses in Gainesville, Morrow, and Newport

PROGRAM DESCRIPTION: The program is specifically designed to educate aspiring entrepreneurs who are looking to either start their own business, run a small business, or serve as a functional manager within a medium to large 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 relevant 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
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60

15 Credits

Technical/Major Requirements

COURSE		COURSE TITLE	CREDITS	CONTACT
BUS	130	Introduction to Management	3	45
BUS	150	Principles of Marketing	3	45
BUS	170	Business Law and Ethics	3	45
BUS	230	Human Resources 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	Principles of Microeconomics	3	45

27 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 12 credits from the following):

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	210	Customer Relationship Management	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
SOC	230	Organizational Behavior	3	45

12 Credits

Total Semester Credits Required for Graduation: 72 Credits

Objectives of the Program

1. Students will be able to establish their business under the appropriate business structure and obtain the necessary local, state, and federal licenses and permits to start their own business.

2. Students will be able to run their own small business and/or serve as a functional manager within a medium to large business.

3. Students will be able to produce a business plan, marketing plan, and human resources plan.

4. Students will be able to implement the steps needed to acquire start-up capital for their own small business.

5. Students will learn the fundamental legal regulations, ethical standards, and customer service standards to operate a small business and manage people.

6. Students will learn to establish a 'digital presence' using online commerce to grow their small business or promote their functional unit within a medium to large business.

7. To provide practical training within a small business setting and to develop the job seeking skills necessary to compete in the employment arena for O*NET codes as follows:

11-2011.00	Advertising and Promotions Mgrs.	11-1021.00	General and Operations Managers	11-2021.00	Marketing Managers
11-9021.00	Construction Managers	11-9041.00	Architectural & Engineering Mgrs.		

8. The 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 <u>how</u> 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.

Associate of Science Degree

COMMERCIAL REFRIGERATION
(Chamblee Main Campus Only)

PROGRAM DESCRIPTION: This program offers the student a solid foundation in commercial refrigeration as it relates specifically to the heating, ventilation, and air conditioning industry. The program emphases advanced HVAC concepts such as controls, temperature programming, and computer fundamentals. The program is geared towards the student successfully obtaining the North American Technicians Excellence (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 relevant General Education elective (3 credits). See Page 31 – General Education Requirements for course details.

Basic/Core Requirements

COURSE		COURSE TITLE	CREDITS	CONTACT
CIS	150	Survey of Computer Applications	3	60
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
TEC	100	Principles of Electrical Circuits	4	60
TEC	101	Applied Principles of Electrical Circuits	2	60
TEC	260	Customer Service and Safety	2	45
ICT	299	Externship	3	135

19 Credits

Technical/Major Requirements

MRT	110	Gas, Electric and Heat Pump Heating Systems	4	60
MRT	120	Residential and Commercial Refrigeration Systems	4	60
MRT	210	Essentials of NATE Certification *	2	45
MRT	220	Applied Residential and Commercial Refrigeration Systems	2	60
MRT	230	Advanced NATE Certification *	2	45
MRT	240	Applied Gas, Electric and Heat Pump Heating Systems	2	60
MRT	260	Refrigeration Management and EPA Certification*	4	60
MRT	270	HVAC Controls and Systems	4	60
MRT	280	NATE Light Commercial Refrigeration Certification *	3	60
MRT	285	NATE Commercial Refrigeration Certification *	2	45
MRT	290	Advanced Programmable Logic Controls	2	45
TEC	105	Low Voltage Controls and Thermostats	4	60

35 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 Course.

Objectives of the Program

1. To prepare the student to enter the local labor market in an entry-level position where the various HVAC skills learned in the program are instrumental to success in the occupation.

2. To prepare students for EPA Universal and NATE.

3. To develop the employment-seeking skills necessary to successfully compete in the employment arena for O*NET codes as follows:

47-4011.00	Construction & Building Inspectors	49-1011.00	Helpers, Construction Trades, All Other	49-9021.02	Refrigeration Mechanics & Installers
17-2199.03	Energy Engineers	49-1011.00	Helpers, Construction Trades, All Other	41-9031.00	Sales Engineers
47-3019.00	First-Line Supervisors/Managers of Mechanics, Installers, & Repairers	49-9041.00	Industrial Machinery Mechanics	47-2211.00	Sheet Metal Workers
47-3019.00	First-Line Supervisors/Managers of Mechanics, Installers, & Repairers	37-2011.00	Janitors & Cleaners, Except Maids and Housekeeping Cleaners	51-8021.00	Stationary Engineers & Boiler Operators
49-9099.01	Geothermal Technicians	49-9098.00	Maintenance & Repair Workers, Gen	25-1194.00	Vocational Education Teachers Postsecondary
49-9021.01	Heating & Air Conditioning Mechanics & Installers	17-2141.00	Mechanical Engineers	47-4099.03	Weatherization Installers & Technicians

4. The 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.

HUMAN RESOURCE MANAGEMENT
Main Campus (Chamblee), and Branch Campuses in Gainesville, Morrow, and Newport

PROGRAM DESCRIPTION: The Human Resources 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 relevant 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
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60

15 Credits

Technical/Major Requirements

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	130	Microsoft Word w/ Certification *	3	60
AOT	250	Microsoft Excel w/ Certification *	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):

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	210	Customer Relationship Management	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	175	Advanced Employment Law	3	45
BUS	220	Federal Tax Procedures	3	60
BUS	240	Small Business Finance	3	45
BUS	270	Principles of Compensation	3	45
BUS	280	Understanding Global Commerce	3	45
SOC	220	Principles of Entrepreneurship	3	45
SOC	230	Organizational Behavior	3	45

9 Credits

Total Semester Credits Required for Graduation: **72 Credits**
* Certification Preparation Course.

Objectives of the Program

1. Students will be able to manage the human resource efforts of a small to medium sized organization or serve as a member of the human resources team in a larger corporation.

2. Students will learn the fundamental legal regulations, ethical standards, and customer service standards surrounding managing a labor force.

3. Students will be able to implement the hiring process from sourcing, selecting and screening to recruiting and on-boarding.

4. Students will be able to design job roles, establish training schedules, and implement professional development activities for personnel working in a small to medium sized business.

5. Students will be able to process a company's payroll and administrate an employee benefit program.

6. 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:

13-1071.00	Human Resources Specialists	11-3121.00	Human Resources Managers

7. The 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.

Associate of Science Degree

INFORMATION TECHNOLOGY
(Chamblee Main 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+, Windows Server Administration Fundamentals, and Network Fundamentals certifications can be earned. Systems security and routing technologies are included in the 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. 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 relevant General Education elective (3 credits). See Page 31 – General Education Requirements for course details.

Basic/Core Requirements

COURSE		COURSE TITLE	CREDITS	CONTACT
CIS	111	I.T. Hardware and Networking	4	60
CIS	121	Applied Hardware and Networking	2	60
CIS	131	Devices and Cloud Computing	3	60
CIS	141	Operating Systems and Security	4	60
CIS	150	Survey of Computer Applications	3	60
CIS	161	Applied OS and Security	2	60
CIS	171	Workplace Software Fundamentals	3	60
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60

29 Credits

Technical/Major Requirements

CIS	181	Industry Certification: A+ Core I*	3	60
CIS	191	Industry Certification: A+ Core II*	3	60
CIS	211	Advanced Networking and Protocols	4	60
CIS	221	Applied Advanced Networking (Lab)	2	60
CIS	231	Industry Certification: Network+*	3	60
CIS	240	MTA Server Administration*	3	60
CIS	250	MTA Networking Fundamentals*	3	60
CIS	261	Current Trends in Information Technology	4	60

25 Credits

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

*Certification Preparation Course

Objectives of the Program

1. The student will be prepared for an entry-level position as a computer repair technician, help desk technician, web developer, or project management assistant.

2. The student will practice hands-on skills in the diagnosis and repair of computer and network equipment.

3. 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.

4. The student will earn A+ and Network+ Certifications during training.

5. To develop the employment-seeking skills necessary to successfully compete in the employment arena for O*NET codes as follows:

| 49-2011.00 | Computer Repair Technician | 15-1041.00 | Computer Support Specialist | 15-1041.00 | Help Desk Technician |
| 15-1099.00 | Computer Specialist | 15-1051.00 | Computer Systems Analyst | 15-1151-00 | Computer User Support Specialist |

6. Students will gain hands-on experience with I.T. system security and virtualization.

7. The student will earn the following Microsoft Technology Associate Certifications: Windows Server Administration Fundamentals and Network Fundamentals.

8. The 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.

DIPLOMA PROGRAMS

Accounting & Professional Business Applications

Business Information Systems

HVAC/R Technology

Heating, Ventilation, Air Conditioning Residential

Information Technologies Specialist

Medical Office Administration

Vocational English as a Second Language

ACCOUNTING & PROFESSIONAL BUSINESS APPLICATIONS

Main Campus (Chamblee), and Branch Campuses in Morrow, Gainesville, and Newport

PROGRAM DESCRIPTION: This program is designed to develop essential accounting and bookkeeping skills. Opportunity is provided to learn the two most widely used automated accounting applications, as well as combine the required courses to successfully obtain the Microsoft Office Certification and Intuit QuickBooks certification. Qualified students are also afforded an extern opportunity to gain real-life work experience.

CORE COURSES

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	122	Maximizing Microsoft Windows	3	60
AOT	130	Microsoft Word w/ Certification *	3	60
AOT	250	Microsoft Excel w/ Certification *	3	60
BUS	122	Principles of Accounting I	4	60
BUS	123	Principles of Accounting II	4	60
BUS	131	Accounting w/ QuickBooks *	2	40
BUS	132	Accounting w/ SAGE	2	40
ICT	100	Computers for Business	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
		Elective from path below	3	45
			36	**725**

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

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	210	Customer Relationship Management	2	40
AOT	220	Professional Publications w/ Publisher	2	40
AOT	260	Microsoft Access w/ Certification *	3	60
AOT	270	Microsoft PowerPoint w/ Certification *	3	60
AOT	280	Project Management Techniques	3	60
AOT	290	Microsoft Outlook w/ Certification *	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.

* Certification Preparation Course.

Objectives of the Program

1. To provide students with the accounting skills required for entry-level positions as account clerks and related occupations in business, industry, and government.
2. To develop an awareness and understanding of the various accounting and automated accounting applications used in business.
3. To provide the student with the skills to use the most popular word processors, databases, and integrated spreadsheets used in today's automated office.
4. 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

BUSINESS INFORMATION SYSTEMS

Main Campus (Chamblee), and Branch Campuses in Morrow, Gainesville, and 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

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	122	Maximizing Microsoft Windows	3	60
AOT	130	Microsoft Word w/ Certification *	3	60
AOT	250	Microsoft Excel w/ Certification *	3	60
AOT	290	Microsoft Outlook w/ Certification *	3	60
ICT	100	Computers for Business	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
			37	795

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.

COURSE		COURSE TITLE	CREDITS	CONTACT
Path #1 – Graphics Presentation				
AOT	220	Professional Publications w/ Publisher	2	40
AOT	230	Cloud Services Using SharePoint	3	60
AOT	270	Microsoft PowerPoint w/ Certification *	3	60
AOT	300	Graphic Design with Adobe Photoshop	3	60
ICT	288	Web Development Using Dreamweaver	3	60
Path #2 – Data Management				
AOT	210	Customer Relationship Management	2	40
AOT	240	Business Schematics Using Visio	3	60
AOT	260	Microsoft Access w/ Certification *	3	60
AOT	280	Project Management Techniques	3	60
ICT	250	Managing Content with SharePoint Server	3	60

*Certification Preparation Course.

Objectives of the Program

1. 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.
2. To develop the keyboarding skills needed to use common business application programs.
3. 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

HVAC/R TECHNOLOGY

Main Campus (Chamblee)

PROGRAM DESCRIPTION: This program offers training in all phases of repair and maintenance of heating, ventilation, air conditioning, and refrigeration systems. The program also prepares the student for the required Environmental Protection Agency (EPA) Certifications in the management of refrigerants and North American Technicians Excellence (NATE) Certifications, designed to recognize truly excellent and capable HVAC/R professionals. The program courses contain a presentation of theory, but are largely taught through hands-on experience for applied technical HVAC/R courses. Excellent employment opportunities exist for entry-level positions as an HVAC/R technician or maintenance technician.

CORE COURSES

COURSE		COURSE TITLE	CREDITS	CONTACT
LAS	050	Career Development	1	20
MRT	110	Gas, Electric and Heat Pump Heating Systems	4	60
MRT	120	Residential and Commercial Refrigeration	4	60
MRT	210	Essentials of NATE Certification *	2	45
MRT	220	Applied Residential and Commercial Refrigeration	2	60
MRT	230	Advanced NATE Certification *	2	45
MRT	240	Applied Gas, Electric and Heat Pump Heating Sys.	2	60
MRT	260	Refrigeration Management and EPA Certification *	4	60
MRT	270	HVAC Controls and Systems	4	60
TEC	100	Principles of Electrical Circuits	4	60
TEC	101	Applied Principles of Electrical Circuits	2	60
TEC	103	HVAC/R Computer Fundamentals	2	45
TEC	105	Low Voltage Controls and Thermostats	4	60
TEC	260	Customer Service and Safety	2	45
ICT	299	Externship	3	135

TOTAL CREDITS/HOURS REQUIRED FOR GRADUATION: **42**   **875**

* Certification Preparation Course.

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

Objectives of the Program

1. To prepare the student to enter the local labor market in an entry-level position where the various HVAC/R skills earned in the program are instrumental to success in the occupation.

2. To prepare students for EPA Universal and NATE.

3. To develop the employment-seeking skills necessary to successfully compete in the employment arena for O*NET codes as follows:

47-4011.00	Construction & Building Inspectors	49-1011.00	Helpers, Construction Trades, All Other	49-9021.02	Refrigeration Mechanics & Installers
17-2199.03	Energy Engineers	49-1011.00	Helpers, Construction Trades, All Other	41-9031.00	Sales Engineers
47-3019.00	First-Line Supervisors/Managers of Mechanics, Installers, & Repairers	49-9041.00	Industrial Machinery Mechanics	47-2211.00	Sheet Metal Workers
47-3019.00	First-Line Supervisors/Managers of Mechanics, Installers, & Repairers	37-2011.00	Janitors & Cleaners, Except Maids and Housekeeping Cleaners	51-8021.00	Stationary Engineers & Boiler Operators
49-9099.01	Geothermal Technicians	49-9098.00	Maintenance & Repair Workers, Gen	25-1194.00	Vocational Education Teachers Postsecondary
49-9021.01	Heating & Air Conditioning Mechanics & Installers	17-2141.00	Mechanical Engineers	47-4099.03	Weatherization Installers & Technicians

HEATING, VENTILATION, AIR CONDITIONING RESIDENTIAL

(Newport Branch Campus)

PROGRAM DESCRIPTION: This program offers training in all phases of repair and maintenance of residential heating, ventilation, and air conditioning, systems. The program also prepares the student for required the Environmental Protection Agency (EPA) Certifications in the management of refrigerants and North American Technicians Excellence (NATE) Certifications, designed to recognize truly excellent and capable HVAC professionals. The program courses contain a presentation of theory, but are largely taught through hands-on experience for applied technical HVAC courses. Excellent employment opportunities exist for entry-level positions as an HVAC technician or maintenance technician.

CORE COURSES

COURSE		COURSE TITLE	CREDITS	CONTACT
LAS	050	Career Development	1	20
MRT	115	Residential Heating Systems	4	60
MRT	125	Residential Air Conditioning Systems	4	60
MRT	225	Applied Residential Air Conditioning Systems	2	60
MRT	235	NATE Certification (Air Conditioning and Gas)*	3	60
MRT	245	Applied Residential Heating Systems	2	60
MRT	260	Refrigeration Management and EPA Certification*	3	60
TEC	100	Principles of Electrical Circuits	4	60
TEC	101	Applied Principles of Electrical Circuits	2	60
TEC	103	HVAC/R Computer Fundamentals	2	45
TEC	105	Low Voltage Controls and Thermostats	4	60
TEC	260	Customer Service and Safety	2	45
ICT	299	Externship	3	135

TOTAL CREDITS/HOURS REQUIRED FOR GRADUATION: **36**   **785**

* Certification Preparation Courses

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

<u>Objectives of the Program</u>

1. To prepare the student to enter the local labor market in an entry-level position where the various HVAC skills learned in the program are instrumental to success in the occupation.

2. To prepare students for EPA Universal and NATE.

3. To develop the employment-seeking skills necessary to successfully compete in the employment arena for O*NET codes as follows:

47-4011.00	Construction & Building Inspectors	49-1011.00	Helpers, Construction Trades, All Other	49-9021.02	Refrigeration Mechanics & Installers
17-2199.03	Energy Engineers	49-1011.00	Helpers, Construction Trades, All Other	41-9031.00	Sales Engineers
47-3019.00	First-Line Supervisors/Managers of Mechanics, Installers, & Repairers	49-9041.00	Industrial Machinery Mechanics	47-2211.00	Sheet Metal Workers
47-3019.00	First-Line Supervisors/Managers of Mechanics, Installers, & Repairers	37-2011.00	Janitors & Cleaners, Except Maids and Housekeeping Cleaners	51-8021.00	Stationary Engineers & Boiler Operators
49-9099.01	Geothermal Technicians	49-9098.00	Maintenance & Repair Workers, Gen	25-1194.00	Vocational Education Teachers Postsecondary
49-9021.01	Heating & Air Conditioning Mechanics & Installers	17-2141.00	Mechanical Engineers	47-4099.03	Weatherization Installers & Technicians

INFORMATION TECHNOLOGIES SPECIALIST

Main Campus-Chamblee (Chamblee Main Campus Only)

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 trouble-shooting skills needed to operate and service computer and network equipment. The program is focused on industry standards, and includes preparation for the A+ Core I, and Core II certification exams. The student learns the employment-seeking skills necessary to successfully enter the employment market.

CORE COURSES

COURSE		COURSE TITLE	CREDITS	CONTACT
CIS	111	I.T. Hardware and Networking	4	60
CIS	121	Applied Hardware and Networking	2	60
CIS	131	Devices and Cloud Computing	3	60
CIS	141	Operating Systems and Security	4	60
CIS	150	Survey of Computer Applications	3	60
CIS	161	Applied OS and Security	2	60
CIS	171	Workplace Software Fundamentals	3	60
CIS	181	Industry Certification: A+ Core I*	3	60
CIS	191	Industry Certification: A+ Core II*	3	60
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
		Elective from below	3	60
			38	**815**

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

* Certification Prep Courses

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

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	130	Microsoft Word w/Certification*	3	60
AOT	250	Microsoft Excel w/Certification*	3	60
AOT	260	Microsoft Access w/Certification*	3	60
AOT	280	Project Management Techniques	3	60
CIS	240	MTA Server Administration*	3	60
CIS	250	MTA Networking Fundamentals*	3	60

**Additional Elective options are: AOT 230, AOT 240, AOT 270, AOT 290, AOT 300, CIS 250, CIS 260, and ICT 288.

Objectives of the Program

1. The student will be prepared for an entry-level position as a computer repair technician, help desk technician, or computer systems analyst.

2. The student will practice hands-on skills in the diagnosis and repair of computer and network equipment.

3. The student will be able to connect computers and other devices to the Internet and perform simple network tasks such as e-mail, Cloud services, etc. using multiple operating systems including Microsoft Windows and Linux.

4. The student will earn the CompTIA A+ Core I and Core II Certifications during training.

5. Students will gain hands-on experience with I.T. system security and virtualization.

6. The student will develop the employment-seeking skills necessary to successfully compete in the employment arena for O*NET codes as follows:

49-2011.00	Computer Repair Technician	15-1041.00	Computer Support Specialist	15-1041.00	Help Desk Technician
15-1099.00	Computer Specialist	15-1051.00	Computer Systems Analyst	15-1151-00	Computer User Support Specialist

MEDICAL OFFICE ADMINISTRATION

Main Campus (Chamblee), and Branch Campuses in Morrow, Gainesville, and 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 and word processing skills, as well as, experience in electronic medical records management, terminology, and medical office procedures. The program contains preparation courses for the *Certified Medical Administrative Assistant* and the *Certified Electronic Health Records Specialist* certifications offered by the National Health Association. 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

COURSE		COURSE TITLE	CREDIT	CONTACT
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
AOT	122	Maximizing Microsoft Windows	3	60
AOT	130	Microsoft Word w/ Certification *	3	60
AOT	250	Microsoft Excel w/ Certification *	3	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
MED	221	CMAA Certification Preparation *	2	45
MED	222	CEHRS Certification Preparation*	2	45
ICT	299	Externship	3	135
OFT	100	Business Keyboarding I	3	60

TOTAL CREDITS/HOURS REQUIRED FOR GRADUATION: **39**   **845**

* Certification Preparation Course.

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. The student will earn the Certified Medical Administrative Assistant (CMAA) and the Certified Electronic Health Records Specialist (CEHRS) certifications.

6. 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:

31-9099.00	Healthcare Support Worker	43-6013.00	Medical Receptionist	43-4051.03	Patient Coordinator
43-4199.00	Information and Record Clerk	29-2071.00	Medical Records Technician	29-2071.00	Patient Records Technician
43-1011.00	Medical Front Office Managers	43-6013.00	Medical Secretary	43-4051.03	Patient Relations Representative
43-6013.00	Medical Office Specialist	31-9094.00	Medical Transcriptionist	43-6013.00	Unit Support Representative

VOCATIONAL ENGLISH AS A SECOND LANGUAGE

Main Campus (Chamblee), and Branch Campuses in Morrow and Gainesville

PROGRAM DESCRIPTION: Consisting solely of Vocational English as a Second Language 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 the development of the seven skill of language: speaking (conversation), listening, pronunciation, grammar, reading, writing, and vocabulary. Courses are designed in such a manner that each course develops the specific skills and each semester integrates the skills together. 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

COURSE		COURSE TITLE	CREDITS	CONTACT	LAB
SLP	101	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**

Objectives of the Program

1.   To develop Vocational English as a Second Language (VESL) 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.

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 TO 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 | 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. This course prepares students to take the QuickBooks certification exam. Prerequisite: BUS 122

BUS 132 | 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

BUS 190 | RECRUITING AND SELECTION | **3 CREDITS**

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 staffing, 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. Prerequisite: None

BUS 200 | INTERMEDIATE ACCOUNTING I | **4 CREDITS**

This course is a continuation of the topics covered in Accounting I, BUS122, and Accounting II, BUS123. This course addresses the theory of financial accounting as well as the accounting process, balance sheet disclosures, financial statements, and the value of money. In addition, detail review and in depth analysis of assets is discussed. Prerequisite: BUS 123

BUS 205 | INTERMEDIATE ACCOUNTING II | **4 CREDITS**

This course is a continuation of the topics covered in Accounting I, BUS122, Accounting II, BUS123, and Intermediate Accounting II, BUS200. This course addresses the theory of liabilities, both current and long term, and leases. Additional information on accounting of income taxes, retirement plans, stockholder's equity and shareholders' compensation are covered. Prerequisite: BUS 200

BUS 210 | INTRODUCTION TO COST ACCOUNTING | **4 CREDITS**

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. Prerequisite: BUS 123

BUS 220 | FEDERAL TAX PROCEDURES | **3 CREDITS**

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. Prerequisite: BUS 123

BUS 230 | HUMAN RESOURCE MANAGEMENT | **3 CREDITS**

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.
Prerequisite: BUS 130

BUS 240 | SMALL BUSINESS FINANCE | **3 CREDITS**

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. Prerequisite: BUS 122

BUS 245 | TRAINING AND PROFESSIONAL DEVELOPMENT | **3 CREDITS**

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 career development. This course addresses the importance of retention and preparation for company growth. Prerequisite: None.

BUS 250 | BUSINESS NEGOTIATIONS | **3 CREDITS**

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. Prerequisite: None

BUS 255 | EMPLOYEE BENEFITS ADMINISTRATION | **3 CREDITS**

With the passage of the Affordable Care Act (ObamaCare), the role of managing group benefits has taken on a new level of importance to businesses and its employees. This course teaches students about how to design group benefit programs, including traditional group benefits and new alternative benefits. Most private sector group benefit 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 plans. Prerequisite: None.

BUS 260 | E-COMMERCE FOR SMALL BUSINESS | **3 CREDITS**

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

| BUS 265 | PRINCIPLES OF PAYROLL | | 3 CREDITS |

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. This student will be fully prepared to manage the payroll functions of a small business or the human resources department of a larger company. Prerequisite: None.

| BUS 270 | PRINCIPLES OF COMPENSATION | | 3 CREDITS |

Small Businesses constantly must 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. Prerequisite: None.

| BUS 275 | STRATEGIC HUMAN RESOURCES MANAGEMENT | | 3 CREDITS |

This is the capstone class for the Human Resources Management program. This course details the methods for reconciling HR activities against the purpose and goals of the company. This course offers student a comprehensive survey of material needed to draft a full human resource plan, including job design, recruitment & selection, training & development, rewards & recognition, compensation & benefits, compliance, and information management. Prerequisite: None.

| BUS 280 | UNDERSTANDING GLOBAL COMMERCE | | 3 CREDITS |

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. Prerequisite: BUS 130

| BUS 290 | ENTREPRENEURSHIP STRATEGY & BUSINESS PLANS | | 3 CREDITS |

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. Prerequisites: BUS 122, BUS 130, BUS 150

Computer Information Systems Division

| CIS 111 | I.T. HARDWARE AND NETWORKING | | 4 CREDITS |

This course introduces the concepts and design of modern computers (desktop and mobile) including their tasks performed, as well as introduces basic concepts of computer networking. Topics includes disassembling and reassembling computers, examining processors, motherboards, hard drives, I/O devices, mobile devices, virtualization, cloud computing, printers and networking technologies, configuration, and troubleshooting. The terminology and skills learned in this course are used in tandem with a corresponding lab class. This class is designed to prepare the student for the A+ Core I certification exam. Prerequisite: None.

| CIS 121 | APPLIED HARDWARE AND NETWORKING | | 2 CREDITS |

This course is designed to provide the student with the hands-on opportunity to assemble computers, troubleshoot hardware, and set up a SOHO network. Exercises in this course include disassembling a PC and putting it back together, researching and designing computers for specific customers, setting up virtual machines, configuring multifunction routers, and networking computers together in a small lab environment. This class is designed to prepare the student for the A+ Core I certification exam and is taken in conjunction with CIS111. Prerequisite: None.

| CIS 131 | DEVICES AND CLOUD COMPUTING | | 3 CREDITS |

This course is designed to demonstrate to students how the concepts learned in CIS 111 and CIS 121 apply in the information technology industry in regard to PC hardware, networking, and cloud computing. Guest speakers, research reports, and additional lab activities are utilized to expand upon established theory. This class, along with CIS 111 and CIS 121, prepares the student for the A+ Core I Certification exam. Prerequisite: None.

| CIS 141 | OPERATING SYSTEMS AND SECURITY | | 4 CREDITS |

This course introduces the concepts of personal and mobile computer systems and security. Topics include choosing the appropriate operating system for a customer's needs, installation, configuration, and troubleshooting of operating systems, macOS, Linux, and scripting. Customer service skills and security topics, strategies, and documentation are also explored. The terminology and skills learned in this course are used in tandem with a corresponding lab class. This class is designed to prepare the student for the A+ Core II certification exam. Prerequisite: None.

| CIS 150 | SURVEY OF COMPUTER APPLICATIONS | 3 CREDITS |

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. Prerequisite: None

| CIS 161 | APPLIED OS AND SECURITY | 2 CREDITS |

This course is designed to provide the student with the hands-on opportunity to install, configure, and troubleshoot operating systems as well as apply security strategies. Exercises in this course include installing Windows, macOS, and Linux, maintaining and troubleshooting errors that occur during user operation, setting up physical security, configuring rights and access on a network, and dealing with malicious software. This class is designed to prepare the student for the A+ Core II certification exam and is taken in conjunction with CIS141. Prerequisite: None.

| CIS 171 | WORKPLACE SOFTWARE FUNDAMENTALS | 3 CREDITS |

This course is designed to demonstrate to students how the concepts learned in CIS 141 and CIS 161 apply in the information technology industry in regard to operating systems and security concepts. Guest speakers, research reports, and additional lab activities are utilized to expand upon established theory. This class, along with CIS 141 and CIS 161, will prepare the student for the A+ Core II Certification exam. Prerequisite: None.

| CIS 181 | INDUSTRY CERTIFICATION: A+ CORE I | 3 CREDITS |

This course will provide the student with the skills and knowledge needed to prepare themselves for the A+ Core I certification exam. Students will learn how the exam is structured, how to appropriately approach and answer the questions provided, and understand the idea of PBQ (Performance Based Questions). The course also provides review of the material studied in CIS 111, CIS 121, and CIS 131 to enable the student to succeed on the certification exam. Successfully passing the A+ Core I exam is required to complete the course. Prerequisites: CIS 111, CIS 121, CIS 131

| CIS 191 | INDUSTRY CERTIFICATION A+ CORE II | 3 CREDITS |

This course will provide the student with the skills and knowledge needed to prepare themselves for the A+ Core II certification exam. Students will learn how the exam is structured, how to appropriately approach and answer the questions provided, and understand the idea of PBQ (Performance Based Questions). The course also provides review of the material studied in CIS 141, CIS 161, and CIS 171 to enable the student to succeed on the certification exam. Successfully passing the A+ Core II exam is required to complete the course. Prerequisites: CIS 141, CIS 161, CIS 171

| CIS 211 | ADVANCED NETWORKING AND PROTOCOLS | 4 CREDITS |

This course establishes theories related to data networking and networking standards. Topics include understanding both the OSI and TCP/IP model, networking hardware, network topologies, key network operating systems, 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, and performing basic network maintenance and upgrades. The terminology and skills learned in this course are used in tandem with a corresponding lab class. This class is designed to prepare the student for the Network+ certification exam. Prerequisites: CIS 181, CIS 191, CIS 250

| CIS 221 | APPLIED ADVANCED NETWORKING (LAB) | 2 CREDITS |

This course is designed to provide the student with the hands-on opportunity to install, configure, and troubleshoot networking systems, as well as apply security strategies. Exercises in this course include, but are not limited to setting up and configuring networking topologies, using Wireshark to examine networking packets, and using switch and router consoles. Setting up physical security for networks is also explored. This class is designed to prepare the student for the Network+ certification exam and is to be taken in conjunction with CIS 211. Prerequisites: CIS 181, CIS 191, CIS 250

| CIS 231 | INDUSTRY CERTIFICATION: NETWORK+ | 3 CREDITS |

This course will provide the student with the skills and knowledge needed to prepare themselves for the Network+ certification exam. Students will learn how the exam is structured, how to appropriately approach and answer the questions provided, and understand the idea of PBQ (Performance Based Questions). The course also provides review of the material studied in CIS 211 and CIS 221 to enable the student to succeed on the certification exam. Successfully passing the Network+ certification exam is required to complete the course. Prerequisites: CIS 181, CIS 191, CIS 250

| CIS 240 | MTA SERVER ADMINISTRATION | 3 CREDITS |

This course is a preparatory course for the Windows Server Administration Fundamentals (98-365) 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, and other administration tools in a Windows environment. Prerequisites: CIS 181 and CIS 191

CIS 250	MTA NETWORKING FUNDAMENTALS	3 CREDITS

This course is a preparatory course for the Microsoft Networking Fundaments (98-366) 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. Prerequisites: CIS 181 and CIS 191

CIS 260	MICROSOFT SECURITY FUNDAMENTALS	3 CREDITS

This course is a preparatory course for the Microsoft Security Fundamentals (98-367) 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 111, CIS 121, CIS 131, CIS 141, CIS 161, and CIS 171

CIS 261	CURRENT TRENDS IN INFORMATION TECHNOLOGY	4 CREDITS

This survey course is designed to expose the student to current trends and technologies used in the field of information technology. The information learned in this course will provide the student with a well-rounded understanding of topics that can and will affect them in the industry. Topics may include but are not limited to CompTIA Security+, CISCO networking, government regulations and data analytics. Prerequisite: None.

Continuing Education Division

CED 310	SPEAKING AND LISTENING FOR ACADEMIC SUCCESS	3 CREDITS

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

CED 320	READING AND WRITING FOR ACADEMIC SUCCESS	3 CREDITS

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

CED 330	ADVANCED ENGLISH PRONUNCIATION	3 CREDITS

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

CED 340	ADVANCED ENGLISH CONVERSATION	3 CREDITS

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

CED 360	BUSINESS ENGLISH FOR WORKING PROFESSIONALS	3 CREDITS

This course is designed for adult VESL students, Au Pairs, and business people who need to, or will soon need to, use Business English in their work. It is designed for students who may be entering the world of business at the end of their course studies.

Vocational English as a Second Language Division

VESL 090	FOUNDATIONS IN ENGLISH	3 CREDITS

This course is designed for the non-English speaker who is unable to grasp the basics necessary for unconditional entry into the VESL Program. The alphabet and basic monosyllabic word usage is presented. Prerequisite: None

GRA 101	GRAMMAR I: FUNDAMENTALS OF THE ENGLISH LANGUAGE	4 CREDITS

This course is designed to help VESL 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

GRA 102	GRAMMAR II: ENGLISH IN EVERYDAY LIFE	4 CREDITS

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

GRA 203	GRAMMAR III: UNDERSTANDING AMERICAN CULTURE	4 CREDITS

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. Prerequisite: GRA 102

GRA 204	GRAMMAR IV: CONTEMPORARY TOPICS	4 CREDITS

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. Prerequisite: GRA 203

RWV 101	READING, WRITING, AND VOCABULARY I: FUNDAMENTALS OF THE ENGLISH LANGUAGE	4 CREDITS

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. Prerequisite: None

RWV 102	READING, WRITING, AND VOCABULARY II: ENGLISH IN EVERYDAY LIFE	4 CREDITS

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. Prerequisite: RWV 101

RWV 203	READING, WRITING, AND VOCABULARY III: UNDERSTANDING AMERICAN CULTURE	4 CREDITS

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. Prerequisite: RWV 102

RWV 204	READING, WRITING, AND VOCABULARY IV: CONTEMPORARY TOPICS	4 CREDITS

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. Prerequisite: RWV 203

SLP 101	SPEAKING, LISTENING, PRONUNCIATION I: FUNDAMENTALS OF THE ENGLISH LANGUAGE	4 CREDITS

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. Prerequisite: None.

SLP 102	SPEAKING, LISTENING, PRONUNCIATION II: ENGLISH IN EVERYDAY LIFE	4 CREDITS

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. Prerequisite: SLP 101

SLP 203	**SPEAKING, LISTENING, PRONUNCIATION III: UNDERSTANDING AMERICAN CULTURE**	**4 CREDITS**

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. Prerequisite: SLP 102

SLP 204	**SPEAKING, LISTENING, PRONUNCIATION IV: CONTEMPORARY TOPICS**	**4 CREDITS**

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. Prerequisite: SLP 203

Information Computer Technology Division

ICT 100	**COMPUTERS FOR BUSINESS**	**2 CREDITS**

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, Maximizing Microsoft Windows. Prerequisite: None

ICT 136	**PROGRAMMING FUNDAMENTALS WITH VB.NET**	**3 CREDITS**

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

ICT 250	**MANAGING CONTENT WITH SHAREPOINT SERVER**	**3 CREDITS**

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

ICT 288	**WEB DEVELOPMENT USING DREAMWEAVER**	**3 CREDITS**

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

ICT 299	**EXTERNSHIP**	**3 CREDITS**

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

LAS 050	**CAREER DEVELOPMENT**	**1 CREDIT**

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

LAS 060	**BASIC MATHEMATICS**	**3 CREDITS**

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

| **LAS 070** | **ESSENTIAL MATHEMATICS** | **3 CREDITS** |

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

| **LAS 080** | **BASIC LANGUAGE SKILLS** | **3 CREDITS** |

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

| **LAS 090** | **ESSENTIAL LANGUAGE SKILLS** | **3 CREDITS** |

This course extends and enhances the vocabulary, spelling, reading, grammar, and punctuation skills that were developed in LAS 080, Basic Language Skills. Prerequisite: LAS 080 or equivalent

| **LAS 106** | **COMMUNICATION AND LEARNING SKILLS** | **4 CREDITS** |

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. Prerequisite: None

| **LAS 190** | **COLLEGE COMPOSITION** | **3 CREDITS** |

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. Prerequisite: None

| **LAS 200** | **ORAL PRESENTATION & COMMUNICATION** | **3 CREDITS** |

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. Prerequisite: None

| **LAS 210** | **CONVERSATIONAL SPANISH** | **3 CREDITS** |

This course is designed to provide students with the basic skills needed to navigate simple social interactions. Common scenarios will be presented and students will have the opportunity to use conversation skills immediately in class through dialogues and group discussions. Students will be guided to gradually acquire practical vocabulary, phrases, questions and responses. Prerequisite: None

| **LAS 212** | **SPANISH FOR SOCIETY** | **3 CREDITS** |

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. Prerequisite: None

| **LAS 214** | **SPANISH FOR BUSINESS** | **3 CREDITS** |

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. Prerequisite: None

| **MAT 120** | **ESSENTIALS OF ALGEBRA** | **3 CREDITS** |

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. Prerequisite: None

| **MAT 140** | **ESSENTIALS OF TRIGONOMETRY** | **3 CREDITS** |

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. Prerequisite: MAT 120

| **MAT 180** | **INTRODUCTION TO APPLIED STATISTICS** | **3 CREDITS** |

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. Prerequisite: LAS 070 or equivalent

| **PHY 190** | **PHYSICS** | **4 CREDITS** |

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. Prerequisite: MAT 140 or equivalent

SCI 100 | **INTRODUCTION TO SCIENCE** | **3 CREDITS**

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.
Prerequisite: None

SCI 180 | **ANATOMY AND PHYSIOLOGY** | **3 CREDITS**

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. Prerequisite: None

SOC 100 | **PRINCIPLES OF PSYCHOLOGY** | **3 CREDITS**

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. Prerequisite: None

SOC 110 | **PRINCIPLES OF SOCIOLOGY** | **3 CREDITS**

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. Prerequisite: None

SOC 120 | **PRINCIPLES OF MACROECONOMICS** | **3 CREDITS**

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. Prerequisite: None

SOC 130 | **PRINCIPLES OF MICROECONOMICS** | **3 CREDITS**

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. Prerequisite: None

SOC 190 | **INTERPERSONAL COMMUNICATION** | **3 CREDITS**

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. Prerequisite: None

SOC 200 | **CURRENT WORLD ISSUES AND TOPICS** | **3 CREDITS**

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. Prerequisite: None

SOC 220 | **PRINCIPLES OF ENTREPRENEURSHIP** | **3 CREDITS**

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." Prerequisite: None

Medical Division

MED 101 | **MEDICAL OFFICE APPLICATIONS** | **3 CREDITS**

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. Prerequisite: None

MED 102 | **INTRODUCTION TO HEALTHCARE INSURANCE AND BILLING** | **3 CREDITS**

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

MED 104 | **MEDICAL TERMINOLOGY** | **3 CREDITS**

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

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MED 133 | **MEDICAL LAW AND ETHICS** | **3 CREDITS**

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

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MED 211 | **ELECTRONIC HEALTH RECORDS** | **3 CREDITS**

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

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MED 221 | **CMAA CERTIFICATION** | **2 CREDITS**

This course is designed to assist students in ensuring that they meet the industry standards in the allied health industry. Both theory and case studies will be covered using video and audio components as well as simulated exams to help the student achieve certification as a Medical Administrative Assistant or CMAA. Prerequisites: MED 101 and MED 104

MED 222 | **CEHRS CERTIFICATION** | **2 CREDITS**

This course is designed to assist students in ensuring that they meet the industry standards in the allied health industry. Both theory and case studies will be covered using video and audio components as well as simulated exams to help the student achieve certification as an Electronic Health Records Specialist, CEHRS. Prerequisites: MED 102 and MED 211

Office Technology Division

AOT 122 | **MAXIMIZING MICROSOFT WINDOWS** | **3 CREDITS**

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

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AOT 130 | **MICROSOFT WORD W/ CERTIFICATION** | **3 CREDITS**

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

AOT 210 | **CUSTOMER RELATIONSHIP MANAGEMENT** | **2 CREDITS**

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

AOT 220 | **PROFESSIONAL PUBLICATIONS W/ PUBLISHER** | **2 CREDITS**

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

| **AOT 230** | **CLOUD SERVICES USING SHAREPOINT** | **3 CREDITS** |

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

| **AOT 240** | **BUSINESS SCHEMATICS USING VISIO** | **3 CREDITS** |

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 & graphs, organization charts, schematics, network diagrams, calendars, Gantt charts, website maps, and UML diagrams. The course includes basic asset management and user experience theories.
Prerequisite AOT 122

| **AOT 250** | **MICROSOFT EXCEL W/ CERTIFICATION** | **3 CREDITS** |

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. Prerequisite: AOT 122

| **AOT 260** | **MICROSOFT ACCESS W/ CERTIFICATION** | **3 CREDITS** |

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. Prerequisite: AOT 122

| **AOT 270** | **MICROSOFT POWERPOINT W/ CERTIFICATION** | **3 CREDITS** |

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. Prerequisite: AOT 122

| **AOT 280** | **PROJECT MANAGEMENT TECHNIQUES** | **3 CREDITS** |

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. Prerequisite: AOT 122

| **AOT 290** | **MICROSOFT OUTLOOK W/ CERTIFICATION** | **3 CREDITS** |

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. Prerequisite: AOT 122

| **AOT 300** | **GRAPHIC DESIGN WITH ADOBE PHOTOSHOP** | **3 CREDITS** |

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. Prerequisite: AOT 122

| **OFT 100** | **BUSINESS KEYBOARDING I** | **3 CREDITS** |

This course introduces the student to proper touch-typing techniques through the use of computer-monitored instruction. Prerequisite: None

| **OFT 108** | **NUMERIC ENTRY** | **2 CREDITS** |

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. Prerequisite: None

| **OFT 120** | **BUSINESS KEYBOARDING II** | **3 CREDITS** |

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. Prerequisite: OFT 100

| **OFT 121** | **BUSINESS KEYBOARDING III** | **3 CREDITS** |

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. Prerequisite: OFT 120

Technical Division

| **MRT 110** | **GAS, ELECTRIC AND HEAT PUMP HEATING SYSTEMS** | **4 CREDITS** |

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

| **MRT 115** | **RESIDENTIAL HEATING SYSTEMS** | **4 CREDITS** |

This course is an introduction to basic gas and electric heating and hydronic systems. Residential gas/electric heating systems are discussed and analyzed. The fundamentals of hydronic HVAC systems are discussed as they relate to residential heating systems. Major emphasis is placed on the sequence of operation of these systems. Gas flue/vent sizing and gas pipe sizing in residential systems are discussed. Prerequisites: TEC 100, TEC 101, and TEC 105

| **MRT 120** | **RESIDENTIAL AND COMMERCIAL REFRIGERATION** | **4 CREDITS** |

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

| **MRT 125** | **RESIDENTIAL AIR CONDITIONING SYSTEMS** | **4 CREDITS** |

This course is an introduction to residential air-conditioning principles and components. Principles of heat transfer and the refrigeration cycle are emphasized. Operating parameters of medium and low temperature air-conditioning systems are discussed. Major emphasis is placed on the relationship of pressures and temperatures and how these systems function. Prerequisites: TEC100, TEC101, TEC105

| **MRT 210** | **ESSENTIALS OF NATE CERTIFICATION** | **2 CREDITS** |

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

| **MRT 220** | **APPLIED RESIDENTIAL AND COMMERCIAL REFRIGERATION** | **2 CREDITS** |

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

| **MRT 225** | **APPLIED RESIDENTIAL AIR CONDITIONING SYSTEMS** | **2 CREDITS** |

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 residential air-conditioning equipment. Students practice on residential HVAC equipment. Prerequisites: TEC 100 and TEC 101

| **MRT 230** | **ADVANCED NATE CERTIFICATION** | **2 CREDITS** |

This course will prepare students to pass the air conditioning, heat pump, and air distribution 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 provides instruction about how air distribution affects the operation of all types of refrigeration and HVAC systems. The student will understand how to structure duct systems, balance air delivery systems, and explain the elements that are required to produce a healthy environment. The student will learn how to use all required tools to achieve and maintain correct air distribution. Prerequisite: MRT120, MRT220, MRT260, TEC100, TEC101, and TEC105

MRT 235 | NATE CERTIFICATION (AIR CONDITIONING & GAS) | **3 CREDITS**

This course will prepare students to pass the air conditioning and gas 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, MRT115, MRT125, MRT225, and MRT245

MRT 240 | APPLIED GAS, ELECTRIC AND HEAT PUMP HEATING SYSTEMS | **2 CREDITS**

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

MRT 245 | APPLIED RESIDENTIAL HEATING SYSTEMS | **2 CREDITS**

This course provides the student the opportunity to practice gas and electric heat theory as they apply to residential HVAC systems. Students practice in a laboratory environment where basic troubleshooting techniques and strategies of gas, electric, and hydronic heating systems are emphasized. Students practice on residential systems. Prerequisites: TEC100, TEC101, and TEC105

MRT 260 | REFRIGERATION MANAGEMENT AND EPA CERTIFICATION | **3 CREDITS**

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: MRT120 and MRT 220

MRT 265 | EPA CERTIFICATION & REFRIGERATION MANAGEMENT | **3 CREDITS**

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: MRT125 and MRT 225

MRT 270 | HVAC CONTROLS AND SYSTEMS | **4 CREDITS**

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 found in commercial and industrial building applications. The student will develop the awareness to recognize different commercial refrigeration and building control systems as well as the practical knowledge needed to troubleshoot and repair these systems. This course includes the fundamentals of heat-load calculations and duct design. This course will emphasize heat transfer, heat reclaim, and how components are used in industrial and commercial environments. The student will be exposed to components on cooling towers, rack compressors, walk in cooler and freezers, chillers, ice machines, and roof top units. Special attention will be given to direct digital control systems as well as hybrids of these systems. Prerequisite: MRT120, MRT220, TEC100, TEC101, and TEC105

MRT 280 | NATE LIGHT COMMERCIAL REFRIGERATION CERTIFICATION | **3 CREDITS**

This course will prepare the student to work on ice machines, roof top units, water source heat pumps, and walk-in coolers and freezers. Upon completion of this course the student will be able to troubleshoot and repair equipment found in light commercial applications. The course will prepare the students to successfully pass the Nate Light Commercial Refrigeration certification exam. Prerequisite: MRT120, MRT220, MRT260, TEC100, TEC101, and TEC105

MRT 285 | NATE COMMERCIAL REFRIGERATION CERTIFICATION | **2 CREDITS**

This course will prepare the student to trouble-shoot and maintain rack compressor systems and other systems used in the supermarket industry. The student will be trained in the operation of various components required to maintain and understand how to repair and perform preventive maintenance on refrigeration systems. This course will cover rack refrigeration and chillers, and what the requirements for efficient operation of these systems. Upon completion of this course the student will be able to successfully pass the Nate Commercial Refrigeration certification exam. Prerequisite: MRT120, MRT220, MRT260, MRT290, TEC100, TEC101, and TEC105

MRT 290 | **ADVANCED PROGRAMMABLE LOGIC CONTROLS** | **2 CREDITS**

This course introduces the student to window based systems designed to monitor enfaced systems. The student will expand their knowledge of windows based software, and learns how other programs interface with them; enabling the student to monitor all systems. This course will provide instruction on how to manipulate and maintain systems, including HVAC systems, refrigeration systems, lighting systems, energy management, and other systems. This course will expose students to real world direct digital control situations. Students taking this course will use simulator programs and field related laboratory equipment. This course is design to train students how to program Programmable Logical Controls (PLC). The student will learn how PLC function in building automation and commercial refrigeration applications. The student will learn to trouble-shoot and maintain control systems. The student will produce working programs and run the programs on a computer-based system. The student will be able to demonstrate and wire various input and output devices required for a closed loop control system. Prerequisite: CIS150,MRT120, MRT220, MRT260, MRT270, TEC100, TEC101, and TEC105

TEC 100 | **PRINCIPLES OF ELECTRICAL CIRCUITS** | **4 CREDITS**

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. Prerequisite: None

TEC 101 | **APPLIED PRINCIPLES OF ELECTRICAL CIRCUITS** | **2 CREDITS**

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. Prerequisite: None

TEC 103 | **HVAC/R COMPUTER FUNDAMENTALS** | **2 CREDITS**

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. Prerequisite: None

TEC 105 | **LOW VOLTAGE CONTROLS AND THERMOSTATS** | **4 CREDITS**

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. Prerequisite: None

TEC 260 | **CUSTOMER SERVICE AND SAFETY** | **2 CREDITS**

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. Prerequisite: None

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 (678) 287-3474
> E-Mail info@ict.edu

STUDENT CONSUMER INFORMATION

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

Financial Planning 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 - 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:

| **Mr. Elmer R. Smith** |
| Chief Executive Officer / Chief Administrative Officer, ILS |

Dr. Ronald G. Eaglin, Chairman Retired President Morehead State University	**Mr. Rollin E. Mallernee** General Counsel Attorney at Law
Mr. Bob Barr, Attorney at Law Retired, Member of Congress 1995-2003	**Mr. Stephen C. Jenkins** Commercial Real Estate Broker The Vanguard Commercial Group
Mark A. Scheinfeld Founding Director Georgia Primary Bank	**Mr. Sumner R. Cahoon,** Retired Board Member/IAC Emeritus
Duane W. Hawkins, Retired Board Member/IAC Emeritus	**Mr. Mark Scheinfeld** Attorney at Law/Real Estate Developer

This Board of Directors/Institutional Advisory Committee, 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	Chief Executive Officer / Chief Executive Officer
Thomas A. Blair	President / Chief Operating Officer
Maria Bontcheva	Federal Funds Accounting Coordinator
Nataliya Chorniy	Student Aid Compliance Manager/Financial Aid Director
David Cohen	Director of Marketing
Alexa De Los Santos	Human Resource Assistant / Administrative Support
Henry Garcia	Field Technician – Texas
Mark Gaston	Field Technician - Georgia
Angelika Gavrielov	Accounts Receivables / Payables Manager
Liana Gavrilova	LMS Coordinator/Curricula Developer
Karen A. Glenn	Executive Assistant to the President/Personnel Administrator
John Hartung	MIS Manager
Trudi Johnson	Accounting Operations Manager
Christina Jones	Director of Compliance
Greg Koch	Vice President – Enrollment Management/Assistant to CEO
Alberto Martinez	COA Manager – Georgia
Damon Mescudi	Social Media/Reputation Coordinator/Graphic Designer
Brittany N. Parker	Administrative Assistant - Marketing
Richard Parker	Technical Services Director
A. Liesa Peavy	Executive Assistant

CENTRAL STAFF - Continued

Samona Roberts	Chief Financial Officer
Adrienne Simmons	Default Prevention Specialist
Margaret P. Smith	Institutional Auditor and Financial Trainer
Orllis Williams	Production Technician
Vera Yarmuratiy	Student Aid Compliance, Administrative Support

CHAMBLEE MAIN CAMPUS – Administrative Staff

Elmer R. Smith	Chief Executive Officer
Thomas A. Blair	President / Chief Operating Officer
Jo Ann Koch	Vice-President / Campus Director
Jeremy Jones	Associate Dean
Stephen Austin	Department Chair – HVAC/R – Commercial Refrigeration
Genet Bartolomeos	Assistant Registrar
Rosana Berenda	Financial Planner
Sandra Biggs	Employment Assistance Director
Regan Blake	Business Office – Co-Manager
Jonathan Bonds	Institutional Improvement Specialist
Nicole Caruso	Director of Admissions – Occupational Division
Maria Castro	Student Retention Specialist – VESL Division
Angelina Chernyatina	VESL Admissions Co-Manager
Sofia Chychla	Facility Maintenance
Irina Danilova	Admissions Associate – Occupational
Bizart (Bebe) Dillard	Student Retention Specialist – VESL Division
Connie Duncan	Assistant Department Chairperson
Fanny M. Fitch	Support Services
Hector Flores	Admissions Management – VESL Division
Mirenge Innocent	Support Services
James Hodgens	Facility Maintenance
Rosalind Holt	Registrar
Elena Kalininskaya	Financial Planner
Svetlana Kaminsky	Student Retention Assistant
Elie Kwazayimbi	Support Services
Mariana Khmil	Financial Planner
Reginald Lewis	Dept. Chairperson – A.S.I.T., Information Tech. Specialist
Nubia Lindeen	VESL Admissions Co-Manager
Nanxi Ma	Admissions Associate – Occupational Department
Orfilia May	Employment Assistance Support
John Miller	Director of Physical Plant
Islaidin (Laly) Miranda Moles	Business Office – Co-Manager
Trang Thuy Nguyen	Admissions Associate – VESL Division
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Mohammed Ouaouali	Financial Planner
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Iryna Petryshyn	Assistant Director of Admissions Occupational Division
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Adriana Rojas	Student Retention Specialist – VESL Division
Jean Sawadogo	Division Manager – Vocational English as a Second Language
Natalia Sokolova	Administrative Assistant – VESL Admissions

CHAMBLEE MAIN CAMPUS – Administrative Staff Continued

Ray William Sweatman	Division Manager – Vocational English as a Second Language
Irina Tatinashvili	Financial Planner Assistant
Mang Thang	Admissions Associate, VESL Division
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Yaoska Vanessa Vanegas	Financial Planner
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B.A., English Literature and Philosophy, University of Memphis, Memphis, TN

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Duan Zhu*
HVAC/R Technology, Lab Assistant
A.S., Commercial Refrigeration, Interactive College of Technology, Chamblee, GA

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

NEWPORT BRANCH CAMPUS – Administrative Staff

Christina Jones	Acting Campus Administrator / EAC Coordinator
Dianna Mamas	Sr. Admissions Manager
Chasity Ellis	Financial Planner / Business Office
Tamara N. German	Registrar / Support Services

NEWPORT BRANCH CAMPUS – Faculty

Gregory Glahn*
HVAC Residential, Instructor
Universal Refrigeration License

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

GAINESVILLE BRANCH CAMPUS – Administrative Staff

Sofia Lukas	Sr. Campus Director/Director of Admissions
Robert Faver	Director of Education
Lizeth Chaves	Support Services
Stephanie D. Fortuna	Employment Assistance Coordinator
Linda Gonzalez	Media / Language Tech.
Maria Longoria	Sr. Admissions Associate/Manager, VESL Division
Ana Negrette	Student Retention Specialist, VESL Division
Magaly Olivera	Financial Planner
Juan Pardo	Admissions Associate, Occupational Division
Deborah Pruitt	Employment Assistance Coordinator
Alondra Valdez	Financial Planner

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Claudia Laguna	Support Services
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Jose Herrera
Office Technology
A.S., Entrepreneurship and Small Business Mgmt., Interactive College of Technology, Chamblee, GA

Thaddeus Lewis*
Office Technology
M.B.A., Business Administration, Troy University, Troy AL
B.B.A., Accounting, Fort Valley State, Fort Valley, GA

Traci Mask
Director of Education
B.A., Sports Management/Business Administration, University of Tennessee, Knoxville, TN

Crystal Moore
Vocational English as a Second Language, Instructor
B.A., Religion Education, Barnard College, New York City, New York

Thomas Thornton
Vocational English as a Second Language, Instructor
B.A., Psychology/Sociology, Florida International University, Miami, FL
A.A., English, Science, Florida State University, Tallahassee, FL

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

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

INTERACTIVE COLLEGE OF TECHNOLOGY
TUITION AND FEE SCHEDULE
Georgia (Chamblee Main Campus and Branch Campuses in Morrow and Gainesville)
Revised Effective July 1, 2022

ALL PROGRAMS OF STUDY   <u>Application Fee</u>: $50.00   <u>Re-entry Fee</u>: $50.00
(After six months' time lapse)

<u>**ASSOCIATE DEGREE & DIPLOMA PROGRAMS Office Technology**</u>   <u>**TUTION:**</u>

Accounting (Degree) $<u>450</u> per semester credit hour
Business Information Systems (Degree)
Medical Office Administration (Degree)   [1]<u>Estimated Books and Supplies / Certification Examinations</u>: (See Next Page)
Accounting and Professional Business Applications (Diploma)
Business Information Systems (Diploma)
Medical Office Administration (Diploma)

<u>**A.S. (ALL CAMPUSES)**</u>
Business Management $<u>450</u> per semester credit hour
Human Resource Management $<u>450</u> per semester credit hour

<u>**A.S. (CHAMBLEE CAMPUS ONLY)**</u>
Information Technology $<u>460</u> per semester credit hour
Information Technologies Specialist (Diploma) $<u>460</u> per semester credit hour

Commercial Refrigeration (Degree) $<u>495</u> per semester credit hour

[1] [2]<u>Estimated Books and Supplies / Certification Examinations</u>: (See Next Page)

TECHNICAL PROGRAMS		Books/Supplies/Fees Accessories/EPA/NATE		
Heating, Ventilation, Air Conditioning & Refrigeration Technology	<u>Tuition:</u>	<u>Test Vouchers</u>	<u>Tools</u>	<u>Total Inc. App Fee</u>
42 Credits – 54 Weeks	$20,800	[1]$2,107	[3]$1,302	$24,259
(Individual Credits - $495 per credit hour)				

VOCATIONAL ENGLISH AS A SECOND LANGUAGE	<u>Tuition</u>: $267 per semester credit <u>Books / Supplies/Technology Fee</u> $232 per course <u>**Course Repeats for continuing students**</u> – Current Tuition Rate *Plus $130 per course Technology Fee providing no new textbooks are issued.*

[1]**All textbooks, supplies are <u>estimates</u>. Prices are adjusted to actual materials issued to each student. ALL CLASSES REQUIRE A TEXTBOOK, E-BOOK and/or ACCESS CODE. 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, where applicable.**

[2]**Information Technology Majors must pass the required examinations before moving forward toward a higher credential.**

[3]**HVAC Tools are an optional purchase. Student may supply own tools or purchase only those needed**.
Above estimates do not include any developmental courses ($600 per course – includes materials). Prerequisites are the current published credit hour rate.

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
July 1, 2022

	SEMESTER			SEMESTER			SEMESTER		TOTAL
GEORGIA	**1**	**2**		**3**	**4**		**5**	**6**	
Diploma Programs									
ACCOUNTING & PROFESSIONAL BUSINESS APPLICATIONS	849	862		796					2507
BUSINESS INFORMATION SYSTEMS	764	962		912					2638
MEDICAL OFFICE ADMINISTRATION*	933	1036		857					2826
INFORMATION TECHNOLOGIES SPECIALIST* *(Chamblee Campus Only)*	662	934**		680					2276
HVAC/R TECHNOLOGY* *(Chamblee Campus Only)*									
Textbooks and Startup Fees	617	85		1081	324				2107
Tools	289	697		316					1302
Total	**906**	**782**		**1397**	**324**				**3409**
Associate of Science Degree – Office Technology									
EMPHASIS IN ACCOUNTING	874	468		925	656		735	517	4175
EMPHASIS IN BUSINESS INFORMATION SYSTEMS	794	911		739	656		675	816	4591
EMPHASIS IN MEDICAL OFFICE ADMINISTRATION*	912	649		834	734		635	719	4483
Associate of Science Degree									
BUSINESS MANAGEMENT	1086	1038		738	606		518	517	4503
HUMAN RESOURCE MANAGEMENT	1086	999		818	740		673	498	4814
INFORMATION TECHNOLOGY* *(Chamblee Campus Only)*	662	882**		654	959		612	621	4390
COMMERCIAL REFRIGERATION* *(Chamblee Campus Only)*									
Textbooks and Startup Fees	791	562		265	689		781	727	3815
Tools	289	697		316					1302
Total	**1080**	**1259**		**581**	**689**		**781**	**727**	**5117**

All courses can transfer into A.S. Degree based on program outline and choice of electives.

*No free retake on Healthcare Certification, CompTIA, NATE, or EPA Exams
** Includes Tool Kit at $652

<u>NOTE</u>

These estimates are based on the usual program sequence charts. The addition of developmental courses, transfer credits, or advanced standing will cause <u>extensive variations</u>. In these instances, the Director of Education 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. These material estimates are based on current prices listed in the Textbook Price List.

INTERACTIVE COLLEGE OF TECHNOLOGY TUITION AND FEE SCHEDULE
Kentucky Branch Campus
Revised Effective July 1, 2022

ALL PROGRAMS OF STUDY   Application Fee: $50.00   Re-entry Fee: $50.00
(After six months' time lapse)

ASSOCIATE DEGREE & DIPLOMA PROGRAMS
Office Technology

TUITION:

Accounting
Business Information Systems
Medical Office Administration
Accounting and Professional Business Applications (Diploma)
Business Information Systems (Diploma)
Medical Office Administration (Diploma)
Bilingual Administrative Support (Diploma)

$440 per semester credit hour

(1)(2)Estimated Books and Supplies / Certification Examinations

A.S. DEGREE
Business Management
Human Resource Management

$440 per semester credit hour

TECHNICAL PROGRAM
Heating, Ventilation, Air Conditioning -Residential
36 Credits – 45 Weeks
(Individual Credits - $450 per credit hour)

	Tuition:	Books/Supplies Accessories/EPA/NATE Test Vouchers	Tools	Total Including App Fee
	$16,500	(1)$1,654	(3)$1,302	$19,506

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[1]All textbooks, supplies are _estimates_. Prices are adjusted to actual materials issued to each student. **ALL CLASSES REQUIRE A TEXTBOOK, E-BOOK and/or ACCESS CODE.** All certification examinations are included in course material fees. Estimated fees include the certification examinations and one retake (BIS only) examinations not taken are credited to the final student charges. Start-up costs and technology fees are assessed at registration.

[2]**Above estimates do not include any developmental courses ($600 per course – includes materials).**

[3]HVAC tools are an optional purchase. Student may supply his own tools or purchase only those needed.

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
	1	2		3	4		5	6	
Diploma Programs									
ACCOUNTING & PROFESSIONAL BUSINESS APPLICATIONS	849	862		796					2507
BUSINESS INFORMATION SYSTEMS	764	962		912					2638
MEDICAL OFFICE ADMINISTRATION*	933	1036		857					2826
HVAC RESIDENTIAL									
Textbook and Startup Fees	617	85		952					1654
Tools	289	697		316					1302
Total	**906**	**782**		**1268**					**2956**
Associate of Science Degree – Office Technology									
EMPHASIS IN ACCOUNTING	874	468		925	656		735	517	4175
EMPHASIS IN BUSINESS INFORMATION SYSTEMS	794	911		739	656		675	816	4591
EMPHASIS IN MEDICAL OFFICE ADMINISTRATION*	912	649		834	734		635	719	4483
Associate of Science Degree									
BUSINESS MANAGEMENT	1086	1038		738	606		518	517	4503
HUMAN RESOURCE MANAGEMENT	1086	999		818	740		673	498	4814

All courses can transfer into A.S. Degree in Medical Office Administration or Business Information Systems based on program outline and choice of electives.
*No free retake on Healthcare Certification Exams

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. These material estimates are based on current prices listed in the Textbook Price List.