



EDUCATIONAL PROGRAMS, INSTRUCTIONAL FACILITIES, FACULTY

Credentials Conferred

Degrees – Degrees are offered in the form of a Specialized Associate Degree-Academic and a Specialized Associate Degree-Occupational. The academic degrees contain 24 hours of general education courses and the occupational degrees contain 20 hours of general education courses. Length of time for completion is normally 18 to 21 months, but this time may vary depending upon the number of credit hours carried each term, and whether the student attends day or evening classes.

Diplomas – Diplomas are offered for completion of all non-degree programs. Generally, diploma programs are 12 months, but this time may vary based on the factors discussed in the degree section above.

Curriculum

Specialized Associate Degree Programs – Academic:

Information Technology
Executive Office Technology
Management
Medical Assisting
Medical Coding Specialist
Legal Office Assistant

Diploma Programs:

Office Technology/Information Processing
Office Technology/Legal Emphasis
Office Technology/Medical Emphasis

Facilities and Equipment

The College's campus facilities are located in a modern, commercial building with conveniently located parking nearby. The facilities are well maintained and periodically updated to meet the changing educational requirements brought about by the rapidly changing demands placed on today's workforce; however, the facilities will always include at a minimum two or more computer labs, a basic resource center, a medical lab, general purpose classrooms, restrooms, a student lounge, a teacher's lounge, and administrative offices. Applicants for admission are required to visit the campus and review the facilities and equipment during or prior to the admissions process and prior to enrolling.

The College maintains computer labs which contain computer hardware and software. The institution periodically updates or changes its hardware and software to meet student educational requirements and local market needs, but each computer lab will normally contain at least twenty computers. Software applications in which the student receives instruction will vary based on the student's specific program; however, the software that the institution utilizes includes common applications such as word processing, database applications and spreadsheet applications, as well as specialized applications for more advanced classes.

The College maintains various types of medical instruments/equipment in its medical lab for the clinical training of medical students in programs that include a clinical component. The equipment includes the type of equipment typically found in a doctor's office or a clinic. The equipment includes: Examination table with stool, supply storage cabinets, examination tools of various kinds, blood pressure cuffs, stethoscopes, sterile processing supplies, various types of minor surgery equipment, and CPR materials.

Building regulations may be posted in the student lounge or other locations throughout the facility. Students are also familiarized with building regulations during orientation. Failure to comply with building regulations may result in disciplinary action, including termination from school. Any student who damages the campus building, grounds or equipment will be held financially responsible. Eating and drinking are permitted only in the student lounge. Smoking is prohibited anywhere in the building.

Academic Information

Program/Class Scheduling, Content and Size

Classes are generally scheduled so that a student will graduate in 18 – 21 months in Associate Degree programs, and in shorter periods of time in diploma programs. Program lengths may vary based upon several factors including, but not limited to, whether the student attends day or night classes, the student's class load, whether the student drops classes or changes programs, etc. The College reserves the right to determine when each course is offered, and which students are assigned to each course each term, and to decide the number of credit hours a student may carry. With rapidly changing employment demands in today's information age, the College periodically updates curriculum. As such, the College reserves the right to make updates, modifications, substitutions or changes in the courses contained in each program, the content of any specific course, the course or program title and/or objectives, graduation requirements, number of instructional or academic credit hours, or any other academic matter at anytime.

Class sizes and student-teacher ratios will vary significantly depending upon the type of class involved, class scheduling, and the number of students required to take that specific class that term, and various other factors. There is no one standard class size or corresponding student teacher ratio. The majority of classes will have thirty-five or fewer scheduled students. Medical clinical classes will generally contain less than twenty-five students per class. The class size in other classes will typically range anywhere from twenty to thirty-five students per class, although some classes may exceed thirty-five.

All courses in all Diploma programs offered by this College are fully acceptable for credit in one or more of this Institution's Associate Degree programs. Individual Diploma courses may be transferred directly, and in some cases, may also be used to substitute for certain courses in Associate Degree programs. Check with the Director for additional information. A student enrolled in any program is entitled to graduate in any other program if the student meets the graduation requirements.

The College strives to have the most qualified faculty instructor available to teach all courses, particularly those in the technology/computer field. As such, some courses may occasionally be scheduled outside of normal time periods to provide students with the best possible instruction. While individual courses are normally scheduled during the day Monday through Thursday for students in day programs, students in some courses, including technology/computer courses, may be scheduled for class periods in the evenings Monday through Thursday or Friday or Saturday during the day. Specific class schedules are determined by the overall scheduling requirements for the entire student body, and the course loads, and scheduling requirements of individual

instructors for specific courses involved. In addition, courses normally scheduled at night may be scheduled during the day or on Friday or Saturday.

Program Objectives/Optional Certifications and Credentials

The objective of this College's programs and courses is to prepare students to obtain the skills and knowledge necessary to pass their classes and ultimately meet graduation requirements so graduates can obtain entry level employment and have the opportunity to advance in their chosen field. As such, graduates will have basic skills and knowledge that will assist the graduate to enter his/her chosen career field. This background will also prepare graduates for more advanced study. To enhance their own employability and career advancement, graduates must strive to become more knowledgeable in their field and obtain optional certifications and credentials (as all people in the workforce should do in today's rapidly changing economy). **This is the graduate's responsibility. Although some courses may include materials designed to help students prepare for certification/credentials available in some career fields, individual programs are not specifically designed to prepare students to obtain any type of computer, medical, technology, or other outside certifications or credentials. Passing written examinations or meeting other requirements necessary to obtain state, national, industry, or other types of certification, licensure, registration, or other credentials available in the computer field, medical field, and in some other fields will require additional out of class study and preparation on the student's part. As with any endeavor, the student is responsible to put forth the time and effort necessary to master the subject matter required to pass written examinations, practical tests, oral examinations, or other requirements.**

PLAN FOR IMPROVING THE INSTITUTION'S ACADEMIC PROGRAMS

The institution is always reviewing its academic programs to provide students with the most current and relevant education necessary to enhance employability. For specific current information on improvement plans to any academic program (if any), please contact the Academic Dean.

FACULTY LISTING

The school catalog contains a current list of faculty members. You may request this listing at any time from the Academic Office on campus.