

# ACADEMIC CATALOG Vol. 1.26



**VANTAGE COLLEGE –  
SAN ANTONIO**

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***Changing Lives Through Education & Job Placement Assistance***

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## **PRESIDENT’S STATEMENT**

On behalf of the entire Vantage College staff, please let me welcome you to the Vantage family! We are truly pleased that you have chosen us for your career training. Enrolling in one of our programs will be your first step into an exciting and rewarding career field.

Vantage’s success can only be measured by the accomplishments of our students and graduates. We are a successful school because you are our priority. We strive to provide you with the best opportunities in today’s workforce. We work together as a team to continuously present you with the latest technological developments and field specific curriculum in order to meet the needs of today’s employers.

We are proud to say that our school’s main objective is to provide a quality curriculum and relevant educational career programs. Our overall goal is to help our students obtain gainful employment in a rewarding career while preparing them to adapt to the continuous changes they will face once they become a valued member of the workforce. Our programs are based on more than just theory; you’ll receive hands-on training that gives you the experience that employers look for. Consequently you’ll graduate knowing you can contribute and advance in your new career.

Please step into our classrooms, work with our faculty and staff and envision yourself as a successful graduate. Be confident that we will keep true to our word to closely work with you in order to assist you in achieving your professional goals.

We’re all committed to your success!!!

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

***Eduardo Tribaldos***

President

### **BOARD OF DIRECTORS**

Eduardo Tribaldos, President & Secretary  
Elvia Sofia Perales, Vice-president & Treasurer

### **CORPORATE OFFICERS**

Eduardo Tribaldos, CEO  
Elvia Sofia Perales, CFO

*Vantage College does not discriminate on the basis of race, color, national origin, religion, gender, age or disability.*

## **HOURS OF OPERATION**

Each Vantage Campus has different hours of operations, depending on the best fit for the community they serve. Please refer to the **Addendum** for each campus hours of operations.

## **HOLIDAYS AND VACATIONS**

Each Vantage Campus has different holidays and vacations periods, depending on the best fit for the community they serve. Please refer to the **Addendum** for each campus holidays & vacation schedules.

## **VISION**

Vantage College will be the foremost educational resource in our region, recognized for relevant and innovative programs, student success, affordability, and a partner in the improvement of our community.

## **MISSION**

To promote student success through relevant and affordable educational programs and services responding to economic and workforce development needs, thus empowering our students to obtain gainful employment and career satisfaction, in the shortest time possible.

## **CORE VALUES**

- **ACCOUNTABILITY**  
We value the taking of responsibility for actions and the results of those actions; honoring obligations, expectations, and requirements; delivering what is promised; and owning up to shortcomings and mistakes. We take responsibility for processes, decisions and outcomes within our scope of influence. We work hard to communicate effectively and apply our expertise to continuously improve our systems and strengthen organizational performance.
- **EXCELLENCE**  
We strive to provide excellent education to our students, excellent resources to our community, and excellent administration and management for our employees. We strive for operational excellence through the on-going development of the staff and the organization as a whole.
- **FAIRNESS**  
We treat students and colleagues equitably, without favoritism or prejudice, giving all the benefit of the doubt, and providing opportunities for individual success.
- **HONESTY & INTEGRITY**  
We speak and act truthfully, without hidden agenda – saying when we make mistakes or do not know, avoiding silence when it may be misleading, identifying and working with each other to communicate and solve problems.
- **INNOVATION**  
We strive to develop and implement the most emergent technologies and teaching/learning methods and strategies to create learning environments that are responsive to local, regional and national needs.
- **RESPECT**  
We will consider the talents, feelings and contributions of all in our interactions and behaviors; practice active listening and collaborating in our daily work; base our relationships on the essential dignity of each individual, value diverse cultures, backgrounds, lifestyle and abilities; understand that inclusion makes us stronger and able to perform at higher levels.
- **STUDENT CENTEREDNESS**

We value and respect all students as unique individuals. We assist students in identifying and realizing their educational goals and work hard to create an accessible and dynamic learning environment. This is accomplished by providing flexible educational opportunities accessible to all students, of time or place.

## **PHILOSOPHY**

At Vantage College, we dedicate ourselves to providing our students with a quality, educational experience which will lead to an enriching and profitable career.

In achieving this ideal, each officer, director, staff member, and educator understands the following:

1. The most important people in our organization are our students; without them we would not exist.
2. Our students are not dependent on us; we are dependent on them.
3. The purpose of our work is our students; we are here to serve them.
4. All students who enter our doors are entitled to respect, dignity and the recognition that they have selected a demanding education.
5. Our students deserve all of the assistance that we can provide for the attainment of their personal and professional goals; as our students succeed, so do we.

## **PURPOSE**

The purpose of the school is to build a bridge between students and employers through quality education, ethical training and personal development which will enable our students to live and work responsibly in complex, changing society.

## **EDUCATION AND OCCUPATIONAL OBJECTIVES**

- To recruit professional faculty who are knowledgeable and up to date within their respective fields in order to provide the best training for our students.
- To enhance professional development and training for faculty and staff.
- To continuously customize our curriculum to reflect and address the changing needs of our community.
- To provide a motivational environment and the desire to learn the skills that will lead towards a productive and successful career.
- To develop consistent and long-term relationships with the local business community and employers in order to ensure a strong placement program and employment opportunities for our graduates.
- To consistently evaluate and get feedback from students, graduates and employers to measure satisfaction.

## **VALUE OF CERTIFICATION**

In today's workplace, fewer employees are willing to hire and train applicants. More and more employers are seeking to employ candidates who already have the skills to perform competently.

The certification of specialized skill-sets affirms a knowledge and experience base for students in a particular field, their employers, and the public at large. Certification represents a declaration of a particular individual's professional competence. Industry has often lamented that educational institutions have been so focused on academics and theory that graduates lack the technical, hands on skill necessary to be successful, productive team members in the workplace. Industry certification tests are assessment tools used to allow an individual to demonstrate his or her technical skills and competencies. In a

competitive environment, having a certificate of completion from Vantage College is a recognized way to enhance a resume and launch a great career.

## **ACCREDITATIONS AND APPROVALS**

Each Vantage College campus holds different approvals and accreditations that reinforce our commitment to compliance, continuous improvement and accountability, in the benefit of our students.

San Antonio (SAT-N)

All Locations (ALL)

San Antonio - South (SAT-S)

- Approved and regulated by the Texas Workforce Commission Career Schools and Colleges, Austin, Texas. Campus: ALL
- Approved by US Department of Veterans Affairs and Texas Veterans Commission to serve veterans, and their dependents and survivors. Campus: ALL
- Authorized by US Department of Defense to serve active duty soldiers and military spouses under the MyCAA program. Campus: ALL
- Approved to serve students sponsored by DARS (Texas Department of Assistive and Rehabilitative Services) and DADS (Texas Department of Aging and Disability Services) Campus: ALL
- Accredited by the Council on Occupational Education (COE), a nationally recognized accrediting agency. Campus: ALL
- Approved to participate in the federal student financial aid programs (Title IV) Campus: ALL

## **NON-IMMIGRANTS ALIENS**

This school is authorized under Federal Law to enroll non-immigrants alien students.

## **GENERAL HISTORY**

**Jul 2002** - Excel Learning Center Ltd. Co. was founded in El Paso, TX.

**Feb 2003** - Excel Learning Center, Ltd. Co. receives an exemption to operate under the Texas Education Code, Section 132.055.

**Mar 2006** - Ethos Educational Services, LLC purchases the school and secures a Certificate of Approval from TWC to operate it using the name Excel Learning Center.

**May 2008** - Excel purchases three schools in Central Texas: Job Ready Training – Austin, Job Ready Training – San Antonio North, Job Ready Training – San Antonio South. The first programs offered were in the medical and information technology fields, and has since expanded its offerings to include business programs.

**Apr 2012** - The names of both San Antonio campuses are changed to Excel Learning Center - San Antonio and Excel Learning Center - San Antonio South.

**Sep 2012** - The Council on Occupational Education (COE) accepts Excel Learning Center - San Antonio and Excel Learning Center - San Antonio South as CANDIDATES for ACCREDITATION.

**Jun 2013** - The Council on Occupational Education (COE) grants ACCREDITATION to Excel Learning Center - San Antonio and Excel Learning Center - San Antonio South.

**May 2014** - The campuses at San Antonio receive approval from the US Department of Education to participate in programs under the Higher Education Act of 1965, as amended (HEA) and the Federal student financial assistance programs (Title IV, HEA programs).

**Dec 2014** – Both San Antonio Campuses receive authorization from THECB (Texas Higher Education Coordinating Board) to grant associate degrees.

**Mar 2015** – COE grants approval to San Antonio and San Antonio South campuses to start offering an Associate of Applied Science degree in Medical Assisting program.

**Jun 2015** – Attuned to its new authority to confer degrees at the associate level, Excel Learning Center changes its name to Vantage College.

**Nov 2015** - The San Antonio - South campus relocates to a newly remodeled and larger facility at 1964 SW Military Drive, San Antonio, TX 78221.

## **FACILITIES**

The facilities at each Vantage campus vary depending on the educational programs offered.

### San Antonio Campus

Vantage College – San Antonio (SAT) is located in the Cherry Ridge Office Park Center (3201 Cherry Ridge Drive, Suite B200) in San Antonio, Texas. In addition to administrative offices, there are nine classrooms, two computer labs, a medical lab, a student lounge and a learning resource center. The facility has the capacity to serve over 125 students comfortably during each class schedule (morning, evening).

### San Antonio – South Campus

Vantage College – San Antonio South (SAT-S) is located at 1964 SW Military Drive in San Antonio, Texas. In addition to administrative offices, there are six classrooms, a medical lab, a computer lab, a dental lab, a HVAC lab, a student lounge and a learning resource center. The facility has the capacity to serve over 170 students comfortably during each class schedule (morning, evening).

All facilities have ample parking. Wireless internet access is available to all students during scheduled business hours.

## **FACULTY & STAFF**

For a complete list of the faculty & staff, please refer to the Addendum for each campus.

## **ADMISSIONS REQUIREMENTS**

Any individual wanting to enroll at Vantage College must meet the following criteria:

1. Have a High School Diploma or High School transcript showing a graduation date.
2. Have a recognized equivalent of a High School Diploma such as a Home schooled certificate by the state where the student resided during home school or a General Equivalency Diploma (GED).
3. Are not currently enrolled at a primary or secondary institution.
4. Have a correct social security number.
5. Are at least 17 years of age - applicants under the age of 18 require written permission from a parent or legal guardian in order to enroll, and a parent or legal guardian must sign the enrollment agreement.

### **Policy Regarding ATB Students**

Public Law 112-74 amended HEA section 484(d) states that students who do not have a high school diploma or equivalent (GED) and /or did not complete secondary school in a homeschool setting are no



longer eligible for Title IV funds by passing an “ability to benefit” (ATB) test. A Certificate of Completion does not equal a diploma.

Vantage College which participates in the Federal Title IV programs adheres to all policies and guidelines of the U.S. Department of Education, including the ineligibility of new ability-to-benefit students to participate in Title IV federal financial aid programs after July 1, 2012. As a Title IV institution, Vantage College encourages and refers students without completion of high school or GED equivalency to recognized and independently operated high school completion or GED training programs.

## **PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS**

In addition to the general admissions requirements, applicants seeking enrollment in the College’s Associate of Applied Science in Medical Assisting (AAS in Medical Assisting) program must obtain a minimum score of 12 points in the Wonderlic Scholastic Level Exam (SLE).

If the minimum scores are not achieved, applicants will not be allowed to enroll in the program until they pass, but can be considered for another program of study at the College. Students enrolled in another program at any Vantage College who wish to transfer into the AAS in Medical Assisting Program must meet the minimum score on the Wonderlic Scholastic Level Exam (SLE)

## **HEALTH AND SAFETY PREPARATION**

For placement purposes it is strongly suggested students in the Medical programs meet the same health and safety requirements that potential employers may require of their own employees. Even though we strongly recommend any enrolled student follow these immunizations guidelines, it is only suggested; a **student may decide to refuse any of the immunizations by signing a waiver and release form.**

Immunizations guidelines (proof or evidence of)

1. Tetanus booster within past 10 years
2. Measles, Mumps and Rubella (MMR two)
3. Participants with positive tuberculosis skin test will need to provide a negative chest X-ray and release form.
4. Hepta-vax series

For placement purposes, some students may be required to submit to a criminal background check and drug testing for some programs. The expenses of these requirements are additional student costs.

Besides completing all courses in the program with a passing grade as defined in this catalog, we encourage each student to complete a CPR course during the program. Students are required to maintain a current CPR card on a two-year renewal cycle to comply with affiliating agency requirements.

Nursing Assistants candidates cannot be listed as unemployable on the Employee Misconduct Registry (EMR) and cannot be convicted of a criminal offense as listed in Texas Health and Safety Code 250.006

## **ENROLLMENT / RECRUITMENT PROCEDURES**

Application for admission may be made during normal business hours by applying in person at Vantage College office or by scheduling an appointment with one of our representatives.

Prior to admission, the prospective student is given an enrollment requirements form, an interview with a school official, and is given an enrollment application packet which they are required to read and understand before signing. The interview will elaborate on program description, tuition fees, other expenses, career opportunities, job demands, and the school and State Board requirements. An

explanation on attendance and academic requirements will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition. A staff member will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion. Prospective students are encouraged to apply for financial aid.

The following requirements for admissions are established by Vantage College:

1. Visit the school.
2. Have an informational interview with an admissions representative.
3. Submit a complete enrollment application
  - a. Document proof of age by submitting driver's license, birth certificate or passport.
  - b. Document proof of immigration status by submitting birth or naturalization certificate, resident alien card (green card), appropriate visa issued by USCIS.
4. Complete the financial arrangement prior to the class start
5. Sign the enrollment agreement.
6. Complete a general health form if enrolling in a medical program.

Upon receipt of all the required documents, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. Prospective students are asked to bring a color photo of them and are informed of the appropriate dress code. The student's file will contain evidence that the admissions requirements were met.

## **TRANSFER OF CREDIT FROM ANOTHER INSTITUTION**

Students may transfer from other accredited post-secondary public or private institution.

### **Criteria**

Vantage College grants transfer credit based on:

- **Content, level, and comparability** of the courses taken.
- **Performance** quality of the student in the courses.
- **Accreditation** of the institution at which the work was completed.

Vantage College accepts a maximum of 50 percent (half) of the credits needed to earn a Certificate of Completion.

### **Minimum Grades to Transfer Credit**

Credit is allowed only for those courses in which a grade of C or better has been earned. Some programs may require a grade of B or better. Courses in which "pass" or "credit" (CR) grades are received must be certified as equivalent to a grade of C or higher to be accepted.

### **Acceptance of Credits vs. Grades**

Only credits are accepted in transfer. **Grades do not transfer** and do not affect the student's cumulative grade point average at Vantage College or appear on your Vantage College transcript. Credits from institutions on a system other than the quarter credit hour system are converted to QCH credits.

If the prospective student is a transfer or returning student they must meet the following additional criteria:

- If he/she is transferring hours from another school, he/she will be asked to request an academic transcript. Admission and transfer of credit will be based on an evaluation of the transcript by the School Director. Transcripts must be received within 2 weeks of the enrollment date in order to be considered. A course competency examination may be required
- Transfer students will not be allowed to enroll until they have officially terminated their enrollment at their previous school. Tuition and hourly credit will be allowed as verified by the transcript.
- Tuition charges will be prorated for the remainder of instruction hours needed to complete the course as offered by the school. Remaining tuition charges for the course along with registration fees will be charged accordingly. Transfer students are eligible to receive financial aid, if qualified.
- Students will not receive credit for core courses in any field of study that may have been taken at another school. As an example, courses in the medical field such as: Anatomy and Physiology, Clinical Procedures, Infection Control, Phlebotomy, et cetera are not eligible for credit transfer.
- A student's amount of Title IV funding may be affected by the issuance of credits.

## **TRANSFER OF CREDIT FROM ANOTHER PROGRAM WITHIN THE INSTITUTION**

Students may transfer to another program within the institution. The School Director will evaluate the student written program transfer request and may approve it only if the following criterion is met:

- There is compatibility in the nature, content and level of credit earned in previous program to the appropriate and applicable course in new program.
- The course was successfully completed with a minimum grade of "C".
- It is the first time the student has been allowed to transfer into another program during the course of enrollment at Vantage College (If the student has completed or withdrawn from the school and wishes to enroll into a new program, he/she will be treated as a new enrollment).
- The student meets the financial aid requirements of the program the student will be transferring to.

## **TRANSFER OF CREDIT TO ASSOCIATE DEGREE PROGRAMS**

All candidates for associate degrees who desire transfer of credits from another institution or from another program within the institution must submit those transcripts for review by the Campus Director. All listed criteria in the school catalog will be followed, except all credits transferred must be verified by previous school catalogs, addendums or certification from the previous institution that the faculty credentials who taught the program meet the criteria established by Vantage College. The criteria for Associate degree credits to transfer:

- **Content, level, and comparability** of the courses taken.
- **Performance quality** of the student in the courses.
- **Accreditation** of the institution at which the work was completed.
- **Faculty members** who teach in **technical areas** of the Associate degree program have at least and Associate degree in an area related to the technical courses they teach.
- **Faculty members** who teach **general education** courses in Associate degree programs hold at least a Bachelor's degree and fifteen (15) semester hours or twenty three (23) quarter hours in the teaching discipline.

## **RETURNING STUDENTS**

Students who have previously withdrawn from Vantage College and are in good standings are eligible to re-enroll with the School Director approval.

- A registration fee will be assessed. Tuition will be assessed proportionally based on previous credit earned, using current tuition costs.
- Any and all previous unpaid tuition must be tenured before being allowed to re-enroll and/or complete remainder of required hours.

## **SPECIAL STATUS STUDENTS**

Applicants accepted or enrolled in other accredited institutions of higher education or applicants who wish to enroll in individual courses will be admitted as special status students.

- Students enrolled in seminars are considered special status students. Seminars are enrolled by request of employers to meet specific training needs.
- Students enrolled as part of a particular contract and no individual tuition is received are also considered special status students.
- Special status students do not have to meet the entrance requirements of the regular students and are not counted in the overall student population.
- Seminars are not eligible for financial assistance.

## **VA STUDENT TRANSFERS**

Students receiving VA educational benefits must provide transcripts of all post-secondary education to the school for evaluation of potential award of prior credit.

## **OTHER TRANSFER CREDITS**

For Vantage College students who wish to transfer credits elsewhere:

No representations are made whatsoever concerning the transferability of any credits to any institution. Students transferring to other institutions must not assume that the credits earned at Vantage College will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.

## **FINANCIAL AID**

Students enrolled at Vantage College are encouraged to apply for financial aid.

In order to determine eligibility for FSA Funds, students must:

- Comply with our Satisfactory Academic Progress (SAP) policy included in the schools catalog.
- Not be in default on a loan made under any Title IV, HEA Loan program
- Must not have obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, Loan program.
- Be enrolled at least halftime to receive assistance from the Direct Loan Program. (The Pell Grant program does not require half time enrollment, but the student's enrollment status does affect the amount of Pell a student may receive.)

An academic year is defined as 30 weeks of instructional time in which a full time student is expected to complete 36 quarter credits, or more. Attendance for full time students is at least 16 hours per week (day students normally attend 26.5 hours per week; night students 20 hours per week). The minimum course load to qualify for financial aid is 10 hours per week.

Enrollment status is stated on student's enrollment contract. Students have the option to switch enrollment status at the beginning of the month if necessary, by filing out a contract addendum.

Students must be enrolled as regular students in an eligible program in order to participate in Title IV.

A Federal or State drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible. Vantage College is not required to confirm this unless there is evidence of conflicting information.

To be eligible to receive FSA funds, a male student who is subject to registration with the Selective Service must register with the Selective Service (a male student does not have to register with the Selective Service if the student is below the age of 18 or was born before January 1, 1960).

Except as provided in paragraphs (b) and (c) of section 668 of Title 34-Education, to be eligible to receive Title IV, HEA program assistance, a student must meet the following Citizenship and Residency requirements:

- Be a citizen or national of the United States, or
- Provide evidence from the U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the United States, or
- Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident, or
- Be a citizen of the Federated States or Micronesia, Republic of the Marshall Islands, or the Republic of Palau. (These students are eligible under FWS, FSEOG, and Pell programs.)

Our attendance policy specifies that all classes and practical studies are done at the school's physical location; therefore applicants unable to physically attend classes and practical studies, such as incarcerated applicants, are not eligible for admissions.

## **DOCUMENTS MANAGEMENT AND MAINTENANCE**

Vantage College abides by the following rules regarding documentation submitted by applicants when requesting admission to the school:

- Admissions material submitted to the school should be original documents and once received become property of the school.
- Documents will not be returned to students, with few exceptions: original diplomas or foreign transcripts.
- Admission file will be considered complete once all material required for enrollment has been received by the Admissions office.
- Admissions applications and supporting documentation will be retained for a period of six months and then destroyed if the student has not started classes.
- In accordance with provision of the Family Education Rights and Privacy Act (FERPA) of 1974, as amended, third party access to the records or copies of documents therein, will not be permitted without the written consent of the student, unless authorized to do otherwise in 34 CFR § 99.31.

## **NON DISCRIMINATION STATEMENT**

Vantage College, in its admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, gender ethnic origin, age, veteran status or sexual orientation. Vantage College may not recruit students that are currently attending or admitted to another school offering a similar program study.

## **ACADEMIC REGULATIONS**

### **Unit of Credit definition**

One quarter credit is awarded for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities. Excel follows the policy set forth by the Council on Occupational Education (COE) in that “the conversion of clock hours to credit hours for individual courses may be calculated to include a fraction or decimal but must not be inflated by rounding up. The sum of the course credit hours for a program must equal a whole number without rounding up.”

### **Schedule**

Classes are scheduled from 8:00 am to 10:00 pm, Monday thru Friday. One clock hour is equal to 50 – 60 minutes of instruction.

### **Drop/Add**

Students who find it necessary to modify their class schedule may do so during the first week of each course. The student is responsible for officially dropping any course that he/she no longer wishes to attend. Failure to officially drop a course may result in a grade of “F” being assigned.

### **Course Substitutions**

Students may substitute up to two subjects from other programs with approval from the director. This allows students to experience diverse areas and gives them the opportunity to expand their knowledge base.

## **ATTENDANCE POLICY**

Good attendance is one of the most important single factors that contribute to greater levels of achievements by the students and it is required. Vantage College is a business oriented institution. We expect all the students to take that attitude as to attendance and punctuality. The business community does not tolerate excessive tardiness or absences; therefore, Vantage College will enforce that business attitude towards all the students.

### **Attendance Policy**

Successful implementation of this policy will require cooperation among all members including instructors, staff and students.

- Attendance is taken as soon as student walks in to their classroom.
- Students should make up for the hours that he/she missed. There must be written evidence of making up the hours; otherwise will not count.
- Three consecutive absences without make up hours, the student will be required to have a meeting with the Academic Coordinator or School Director before returning to classes.

*Note: Even though taking attendance is not required at our Title IV schools, faculty members are encouraged to take attendance at the beginning of each class and to report any anomalies to the Academic Coordinator or School Director. .*

### **Excuse absence/tardy**

Vantage College's policy regarding "excused absence/tardy" is as follows: personal illness, serious illness or death in the family, impassable roads due to weather conditions, religious observance, quarantine, court appearances, attendance at the health clinics, approved cooperative work programs, approved college visits, military obligations, are acceptable by the School Director.

All instances of an excused absence/tardy require an official written excuse by the proper authority. The excuse must identify the date/time of absence, reason for absence, tardiness or early departure and proper authority signature. For attendance purposes, time missed is still counted as an absence.

### **Unexcused**

Most absences not mentioned above are interpreted under this catalog as "unexcused absences" including but not limited to vacation, shopping, babysitting, over-sleeping, needed at home, cold weather or missing the bus. Any reason not listed as excused shall be deemed unexcused unless the Campus Director determines otherwise.

Student absence due to chronic health or extended medical problems (more than one week) must be documented by a physician's statement. These statements must be submitted to the School Director. Upon receipt of these statements, tutoring will be arranged for students as long as the case manager agrees to the contract arrangements.

### **Make-up work**

Vantage College has a policy to make-up work consistent with the following rules:

- No more than 5% of the total clock hours for a program may be made up.
- Must be approved and supervised by instructor.
- The student will be required to demonstrate the same level of knowledge or competence expected of a student who attended the scheduled class session.
- Make up work must be completed within two weeks from the end of the grading period during which the absence occurred.
- Must be documented by the school as being completed, recording the date, time, duration of make-up session, and signature of supervising instructor.
- Must be signed and dated by the student acknowledging the make-up session.

### **Leave of Absence**

We understand sometimes our students may face some difficulties to attend the educational program for which they have enrolled, so a Leave of Absence policy has been established with the following guidelines:

- The Campus Director may grant a leave of absence after determining that good cause is present.
- In a 12-month calendar period, a student may have no more than two leaves of absence. For a program of 200 clock hours or less, a student may be on leave of absence for a total of 30 calendar days. For programs of more than 200 clock hours, a student may be on leave of absence for a total of 60 calendar days.
- A written statement as to why the leave of absence was granted, signed by both the student and the Campus Director indicating approval, will be placed in the student's permanent file, clearly defining the dates of the leave of absence

### **Attendance-Related Termination Policy**

Students may be terminated from enrollment for any of the following reasons:

- Excessive absenteeism
- More than 10 consecutive days (This applies in the event the student does not have an authorized leave of absence), or
- More than 25% of a course of 200 clock hours, or

- More than 20% of a course in excess of 200 clock hours, or
- The student fails to return as scheduled from an approved leave of absences (LOA)

## **SATISFACTORY ACADEMIC POLICY**

To be eligible for federal financial aid (loans and grants), you must be making Satisfactory Academic Progress (SAP) in accordance with U.S. Department of Education regulations. You must continue to make SAP for units applied toward your degree or certificate program. If you fail to make SAP, you will become ineligible for additional federal financial aid.

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending Vantage College.

### **ACADEMIC YEAR DEFINITION**

Vantage's academic year, for Title IV purpose, is defined as 30 weeks of instructional time in which a full time student is expected to complete 36 quarter credits, or more. For Title IV payments the student must meet both credit hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments.

### **EVALUATION PERIODS**

Student compliance with the policy for Satisfactory Academic Progress is divided into evaluation periods and is assessed at the end of each progress evaluation period. A term or progress evaluation period is defined as twelve weeks. For Title IV purpose, SAP will also be evaluated at the end of each payment period.

### **SAP STANDARDS:**

SAP is assessed against three standards: Qualitative, Quantitative and Maximum Time Frame.

#### **1- QUALITATIVE REQUIREMENT – Cumulative Grade Point Average**

The student's progress will be evaluated at the end of every term or progress evaluation period. Satisfactory progress is constituted by a minimum cumulative G.P.A. of 65%. Students not earning the minimum cumulative GPA will be automatically placed on probation for the next progress evaluation period.

#### **Academic Probation**

The student's progress will be evaluated at the end of every term. Satisfactory progress is constituted by a minimum cumulative G.P.A. of 65%. Students determined to be making unsatisfactory progress at the end of a progress evaluation period shall be placed on academic probation for the next grading period; he/she will be counseled on the terms of such probation.

1. If the student on academic probation achieves satisfactory progress for the subsequent progress evaluation period, but does not achieve the required grades to meet overall satisfactory progress for the program, the student will continue on academic probation for one more progress evaluation period.
2. If a student on academic probation fails to achieve satisfactory progress for the first probationary progress evaluation period, the student's enrollment will be subject to academic dismissal.
3. The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary progress evaluation periods will be subject to academic dismissal.



4. Students achieving a cumulative G.P.A. of 65% at the end of the probation period shall be returned to good standing.

Students placed on academic probation will be counseled prior to returning to class. The date, action taken, and terms of the probationary period shall be clearly documented in the student's academic record. Students on probation meet satisfactory academic progress and will maintain their financial aid eligibility.

If a student is terminated for unsatisfactory progress, he/she may re-enroll after a minimum of one progress evaluation period and will be placed on academic probation for the next grading period. The school shall advise the student of this action and document the student's academic file accordingly. Unsatisfactory progress for this evaluation period could result in academic dismissal in which case the student may not restart for a minimum of one calendar year.

Vantage College will allow a student who has received a grade of incomplete to re-enroll at no additional cost during the twelve month period following the date of withdrawal in order to complete grading in the needed subject.

In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

#### **Reinstatement of Aid**

It is limited to the period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV aid. A student may be paid Pell and Campus-based funds for the payment period in which he/she resumes satisfactory academic progress. For Stafford and PLUS loans, he/she will regain eligibility for the entire payment period, upon meeting SAP standards.

#### **Appeal**

A student, who wishes to appeal the non-satisfactory progress status, must submit a written request to the Campus Director. The request is to be presented within five business (5) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes deserve special consideration. Vantage College shall evaluate the appeal within five (5) business days and will notify the student in writing of the decision. All decisions are final. Any student that prevails upon the appeal process will be deemed to be making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student.

#### **Leave of Absence**

All students, who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the prior withdrawal or leave.

#### **2- QUANTITATIVE REQUIREMENT – Rate of Progress**

Students must complete a minimum of 67% of the credit for which you receive financial aid for your degree or certificate program. Students not completing a minimum of 67% of attempted units will be automatically placed on probation for the next progress evaluation period.

#### **Repeat Courses and Non-Credit Bearing Grades**

Students not meeting course requirements will have to repeat the course and will receive an "F" as the grade for the course, which is equivalent to a "0" Grade Point. Only the most recent grade will count in

your GPA calculation. However, repeated courses will count in the total units attempted toward your maximum time frame allowed to finish a program.

Course incomplete (Grade “I”) is assigned when a student has arranged an extension with the instructor to complete the course requirement. The “I” grade is not computed for purposes of G.P.A. and progress evaluation, but the student has two weeks from the end of the grading period in which the “I” is awarded to complete course requirements as specified in the agreement with the instructor. If the requirements are met the “I” will be converted to a grade and the G.P.A. recalculated, otherwise the grade will be recorded as “F”.

The “W” grade is assigned when students withdraw from a class after the official census date (the sixth day of each grading period) and up to the midpoint of the class. Students receiving a “W” have not met the minimum objectives of the course and must repeat the course in order to receive credit.

"I" (incomplete) and "W" (withdrawal) have no grade point value and are not used in the calculation of your grade point average. However, they are counted toward the calculation of the quantitative standard of progress and will affect student' SAP.

Non-credit remedial courses do not apply to Vantage College's form of instruction. The school does not offer non-credit remedial courses.

### **3- MAXIMUM TIME FRAME**

All students are expected to complete the program requirements within the number of credits and quarters specified for their program, and must complete their educational program in no longer than 150% of the published length of the program. For example, if a student is pursuing a program which requires 60 credits for completion, the maximum timeframe to complete it will be 90 credits attempted.

All credits attempted by the student (regardless of the receipt of aid) at Vantage and any transfer credits from other school(s) will be included in the total credits. You can repeat a course, but the credits will be applied toward the maximum timeframe.

Students must also meet the attendance requirements as outlined in this catalog.

## **GRADING SYSTEM / POLICY**

Vantage uses a Criterion-Referenced Grading System.

### **Criterion-Referenced Grading System**

Our Grading System uses different tools to measure how well individual students do relative to pre-determined performance levels. Instructors use it to determine how well each student has learned specific knowledge or skills.

To receive credit in a course, each student must satisfactorily complete the assigned work, which may include: class recitation, daily written work, short quizzes, readings, research papers, tests, and other requirements that enhance learning and enable the instructor to evaluate the progress of the student.

<b>Letter Grade</b>	<b>Percentage of Total</b>
<b>A</b>	<b>90 - 100% Excellent</b>
<b>B</b>	<b>80 - 89% Good</b>

<b>C</b>	<b>70 - 79% Average</b>
<b>D</b>	<b>65 - 69% Poor</b>
<b>F</b>	<b>Below 65% Fail</b>
<b>I</b>	<b>Incomplete</b>
<b>P</b>	<b>In progress</b>
<b>W</b>	<b>Withdrawal</b>

### **GPA calculation**

Points are assigned to grades along a four-point scale, ranging from 0 to 4. A full-letter grade change is equal to one point. Grades are not weighted by type of course taken. Additionally, any courses taken in the last two years in the subject should be included, unless they were retaken and the grade was replaced. In that case, the grade of record should count.

<b>Letter Grade</b>	<b>Percentage of Total</b>
<b>A</b>	<b>4.0</b>
<b>B</b>	<b>3.0</b>
<b>C</b>	<b>2.0</b>
<b>D</b>	<b>1.0</b>
<b>F</b>	<b>0.0</b>

### **GRADING PERIOD**

In accordance with our Satisfactory Academic Progress policy, Vantage uses a four-week grading period.

### **PROGRESS REPORT**

Each Student is provided with an end of subject grade report in all courses.

### **ACADEMIC TRANSCRIPTS**

An unofficial copy is available upon request by the student. Vantage College reserves the right to withhold an official transcript if the student's financial account is in arrears. Transferability of these credits is limited and rests entirely on the decision of the receiving institution. There is no guarantee that credits earned at Vantage College will be accepted anywhere else.

### **WITHDRAWAL PROCESS**

A student wishing to withdraw from Vantage College prior to the end of a financial aid disbursement period must provide notice to the school via regular mail or e-mail, in person, or by phone if circumstances prevent other delivery methods. The date of determination is based on the postmark date of the letter of cancellation, or the receipt date if the letter is hand delivered to the school, e-mailed, or made verbally.

A student who wishes to withdraw from school for compelling personal reasons should notify the Campus Director. A Student Withdrawal Form should be completed stating the reasons for withdrawal. Students who fail to complete the program will be charged the application fee and a portion of the tuition cost. The Enrollment Agreement is a legally binding document, and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition and applicable fees. If at any time a student desires to know his/her financial obligations in the event he/she should discontinue school, he/she should make an appointment to see the Student Services Representative. Failure to complete classes does not release a student from liability toward repayment of

any student loans obtained to attend school. In summary, the consequences of early withdrawal can be significant, and any decision to do so should be given serious consideration and avoided whenever possible as early withdrawal may result in a tuition balance owed to the school.

A student wishing to withdraw from Vantage College prior to the end of a financial aid disbursement period must provide notice to the school via regular mail or e-mail, in person, or by phone if circumstances prevent other delivery methods. The date of determination is based on the postmark date of the letter of cancellation, or the receipt date if the letter is hand delivered to the school, e-mailed, or made verbally. After this process, the following will ensue:

1. The notice will be immediately forwarded to the financial aid office if the student is on financial aid.
2. The financial aid office will calculate any refunds due to the Title IV program and notify the student in writing within five days.
3. The student will be billed for any refunds due to the Federal Financial Aid programs.
4. If the student has not repaid the funds within 45 days, the repayment due will be posted to the National Student Loan Data Base showing the student is ineligible for further funding.
5. If the student has not repaid the funds within 45 days, the Collection Department of the U.S. Department of Education will be notified.

### **Withdrawal and Dismissal from Program**

1. Students have the right to withdraw from a program of instruction at any time; students withdrawing from a program must submit to the college a signed withdrawal statement form.
2. Students can/may be withdrawn or be dismissed from the program as follows:
  - a) Student has demonstrated poor academic progress. Students failing course work will be evaluated on an individual basis. The Campus Director can expel a student.
  - b) Student has received disciplinary incident report from faculty, staff or externship instructor of unaccepted student conduct. See catalog for more details
  - c) Student fails to attend class for more than ten (10) consecutive “unauthorized” class days without filing a leave of absence. Withdrawal date will be the last day of recorded attendance.

Withdrawal may be performed by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student lack of attendance.

### **Withdrawal Date**

The faculty is encouraged to take attendance and notify to the Student Services Office if a student has stopped attending class without any notice for 3 (three) consecutive scheduled class days. The Student Services Office monitors attendance of all enrolled students and will contact students via email, phone call and / or letter. If no response is received within 10 days, the school will assume the student has unofficially withdrawn. The student’s effective date of withdrawal is always the last date that the student attended classes regardless of whether or not the student has told the school of their intention to withdraw. Students will also be considered to be unofficially withdrawn when they fail to return from an authorized Leave of Absence (LOA). In this case the determination of non-official withdrawal will be made on the day the student fails return – with the last day of attendance being their determined day of withdrawal.

A student who wishes to withdraw from school for compelling personal reasons should notify the Director in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. All documentation for a withdrawn student will be kept in the student’s file.

Vantage College grants Leaves of Absence (LOA) as per federal regulations. Students who require a leave of absence from the program must request it in writing and be approved by the Director prior to leaving school. If a student does not return from his/her LOA, the student will be dropped the day following the expiration of the leave of absence, and the Financial Aid office will be notified. This begins the withdrawal process. The office of Financial Aid will complete the R2T4 (Return to Title IV) process as per regulations as described in the manual.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, the student must have completed the required courses in his/her selected program. All students must maintain a cumulative grade point average of 65% or above in order to receive a Certificate of Completion. All candidates must have satisfactorily fulfilled all financial, academic, and other obligations to the school before they will be eligible for graduation.

The maximum time allowed for completion of any program is one and a half times the length of each individual program.

Graduation exercises are held annually the first quarter of the year.

## **STUDENT CODE OF CONDUCT**

The purpose of listing rules for student conduct and disciplinary action which may be taken for violations is as follows:

1. To inform students of what is considered unacceptable behavior; and
2. To inform students of the possible consequences of unacceptable behavior.

Violation on the part of a student of any one or more of the following rules of conduct shall result in disciplinary action. Record of a disciplinary action shall be maintained at Vantage College. Action may include, but not be limited to: verbal and/or written reprimand; confiscation of inappropriate items; loss of extracurricular activity privileges; loss of leadership positions; loss of privileges to attend or participate in assemblies, banquets/ceremonies; loss of awards, letters or recognition; in-school suspension; emergency removal; intervention referral; expulsion; withdrawal; and/or referral to appropriate legal authorities.

The Student Code of Conduct governs student behavior at all times, on or near campus grounds, during all curricular and/or extracurricular activities in any location and at all times during campus related trips.

## **SEXUAL HARRASMENT**

### **1.General Statement**

Sexual harassment undermines the integrity of the academic and work environment, and prevents its victims and their peers from achieving their full potential. All members of Vantage College are entitled to work and study in an atmosphere free from sexual overtures or innuendoes that are unsolicited and unwelcome. It is the particular responsibility of those members of the Vantage College who hold positions of authority over others to avoid actions that are or can be considered sexually abusive or unprofessional.

It shall be a violation of this rule for any officer, employee, student, or agent to sexually harass, as sexual harassment is hereinafter defined, any other officer, employee, student, visitor or agent. Sexual harassment is a type of misconduct which shall result in disciplinary action pursuant to the Vantage College and the terms of any applicable collective bargaining agreement, or other corrective measures such as a requirement to undergo counseling.

## 2. Definition of Sexual Harassment.

For the purpose of this rule, sexual harassment is defined as conduct of a sexual nature which includes:

- Verbal harassment or abuse of a sexual nature, including intimating by way of suggesting a desire for sexual relations, or making jokes or remarks of a sexual nature which are not germane to the workplace or to academic course content.
- Displaying or posting through any medium, including, but not limited to, electronic communication, offensive sexually suggestive pictures or materials in the workplace.
- Use of sexually suggestive terms or gestures to describe a person's body, clothing or sexual activities.
- Unwelcome physical contact of a sexual nature such as patting, pinching or unnecessary touching.
- Overt or implied threats against an individual to induce him or her to provide sexual favors or to engage in an unwelcome sexual relationship.

For purposes of enrollment as a student at Vantage College, sexual harassment is defined as any unwelcome sexual advances, requests for sexual contact, and other verbal or physical conduct of a sexual nature, including, but not limited to:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic achievement; or
- Submission to or rejection of such conduct is used as a basis for decisions regarding the evaluation of a student's academic achievement; or
- Such conduct has the purpose or effect of interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.

## 3. Retaliation.

It shall be a violation of Vantage College's policy against sexual harassment for an employee or student to retaliate against someone who has made or filed a complaint against them alleging they have engaged in sexual harassment.

## 4. Dissemination of Policy.

- (a) Employees. It shall be the responsibility of the Campus Director to disseminate the Vantage College's Sexual Harassment policy to all employees of the campus through the following means: Vantage College's academic catalog(s), Employee Handbook or in other publications of general circulation to faculty and staff. The campus shall publish and widely disseminate notice of changes in the policy.
- (b) Students. Vantage College's Sexual Harassment Policy shall be published in the campus academic catalog(s), Student Information Handbook or in other publications of general circulation to students. The campus shall publish and widely disseminate notice of changes in the policy.

# **STUDENT RESPONSIBILITIES AND DISCIPLINARY ACTION**

## **Section 1- Academic Success**

### **Expected behavior**

To ensure success at Vantage College, you are expected to complete all class and homework assignments on time and to the best of your ability.

### **Reason for Expected Behavior**

Effort and determination are keys to success. Success is earned by putting forth your best efforts and taking pride in your work.

### **Consequence of Misbehavior**

Lack of academic progress will result in student-instructor consultation. Continued lack of diligence may result in disciplinary action such as suspension or referral to administration.

## **Section 2 - Respect for Others**

### **Expected Behavior**

You are expected to treat all people with consideration and respect. Physical or verbal violence towards others is unacceptable, including fighting, pushing, racial harassment, tripping, kicking, horse-play, extortion, or any form of personal harassment of others. Behavior that is sexual in nature, including unwanted physical contact or unwelcome sexual remarks, is sexual harassment and will not be tolerated. The campus is not an appropriate place for displays of affection.

### **Reason for Expected Behavior**

Every person needs a positive self-image and has the right to be treated with respect. Getting along with others is a very important skill in making your way in today's world. In addition, rough behavior may hurt someone physically or emotionally.

### **Consequences of Misbehavior**

Disrespect or inappropriate behavior will result in a conduct form, which is a written account of the incident. Serious or repeated infractions may result in suspensions and possible criminal charges. Appropriate behavior will be determined by Administration and Career counselors will be notified.

## **Section 3 - Appropriate Language**

### **Expected Behavior**

Your language will be such that it shows respect for staff and students. Name calling, swearing, crude, rude, obscene or abusive language spoken, written, implied or gestured are unacceptable. When in dispute, acceptable language or behavior will be determined by the School Director.

### **Reasons for Expected Behavior**

Being able to use appropriate and tasteful language is a valuable life skill. When language is offensive to others, hurt feelings may lead to further conflict.

### **Consequence of Misbehavior**

If you use inappropriate language you will be given a conduct form immediately on which you will be required to write an account of the incident. Serious infractions, as determined by the School Director, will result in suspensions and your career counselor will be notified.

## **Section 4 - Honesty**

### **Expected Behavior**

You are expected to be honest with students and staff. You are expected to submit work which is original and represents your own best efforts. Stealing, lying and cheating are forms of dishonesty and are unacceptable behavior.

### **Reasons for Expected Behavior**

You will benefit from your relations with others only by being open and honest in what you say and do. Dishonesty in your words or actions or written work has a negative effect on your reputation and that of the school.

### **Consequences of Misbehavior**

You must realize that dishonesty carries very serious consequences. In the case of stealing, retribution will be made at your expense and criminal charges may be laid. Cheating on a test or project may result in a retest in a different format. In the case of lying, a meeting will be arranged with you and your instructor to discuss the situation. Lying may jeopardize your enrollment. A student who has been found responsible for serious or repeated misconduct may be formally suspended or possibly expelled.

## **Section 5- Care of School property**

### **Expected Behavior**

You will respect all school property (classrooms, equipment, textbooks, supplies, etc.).

Food and drink should be consumed in the lounge or other designated areas during non-instructional time. Students are responsible for cleaning up after themselves. Please, **NO DRINKS AROUND THE COMPUTER EQUIPMENT!**

### **Reasons for Expected Behavior**

You are expected to pay repair or replacement costs if textbooks or other school materials are destroyed, lost or stolen. Intentional damage is a crime and will be dealt with by the proper authorities. If students do not clean up after themselves, lounge privileges may be suspended. **IT'S YOUR SCHOOL. HANDLE IT WITH PRIDE!**

## **Section 6- Personal Appearance**

### **Expected behavior**

You are expected to dress in a clean, neat, appropriate manner. 'Midriff' and 'Muscle' shirts are prohibited. Clothing with offensive words, slogans, or pictures, as well as any clothing that promotes alcohol, drugs or tobacco products is inappropriate. No short shorts and no miniskirts. Hats are to be removed while you are in the building. Open-toe shoes (flip flops) are not allowed. Medical students are required to wear medical scrubs daily to class.

### **Reasons for Expected Behavior**

Your appearance should reflect good judgment and respect for yourself and others. You must remember that this is a professional establishment.

### **Consequences of Misbehavior**

If you wear inappropriate clothing as determined by Administration, you will be asked to go to your home and change and you will have to make up the time you missed.

## **Section 7- Tobacco, alcohol and drugs**

### **Expected Behavior**



You will not use, distribute, be under the influence of, or be in possession of alcohol or illegal drugs while on the school property. This expectation applies to any school-sponsored function or activity.

### **Reason for Expected Behavior**

We want to help you develop a positive self-esteem and a healthy lifestyle. The use of tobacco, alcohol and illegal drugs is dangerous to your health and those with whom you work. The law prohibits the use of illegal drugs.

### **Consequences of Misbehavior**

Proper authorities will be immediately notified to investigate the incident. The possession or use of alcohol and illegal drugs will result in suspension and likely removal from the school. The career counselor will be notified immediately after any incident.

## **Section 8- Contraband**

### **Expected Behavior**

Certain materials are contraband and are not allowed on campus. This would include such items as weapons, any objects threatening the wellbeing of others, drug paraphernalia, stolen goods, pornographic materials, stink bombs and incendiary items (lighters, matches, fire crackers). The classification of what is contraband will be determined by Administration.

### **Reason for Expected Behavior**

Contraband makes for an unsafe or offensive environment.

### **Consequences of Misbehavior**

Contraband will be confiscated. Appropriate authorities will be contacted and in serious cases students may be removed from the school.

## **Section 9- Student Property**

### **Expected Behavior**

Cellular phones, personal audio players (MP3) and pagers are permitted in the school but they must be off during class sessions.

### **Reason for Expected Behavior**

It is not Vantage College's responsibility if these articles are stolen, lost or damaged. The use of these items at Vantage College is also disruptive to the learning process.

### **Consequences of Misbehavior**

The articles listed above will be confiscated and kept in a safe place until the student finish the class session. This will be at the instructor's discretion.

## **CLASSROOM ETIQUETTE**

### **Instructor Responsibility**

The instructors are responsible for maintaining discipline within the classrooms and provide a healthy and positive learning environment.

### **Student Responsibility**

The student must follow the proper standards of conduct and respect other students, staff and faculty at all times.

### **Students Rights**

Every student at Vantage College is entitled to enjoy the basic rights of citizenship which are recognized and protected by the laws of this country and state.

In the case of any grievance, complaint, or concern, the student should contact the Campus Director or General Manager.

## **STUDENT RECORDS**

Under the authority of the Family Educational Rights and Privacy Act of 1974, as amended, students have the right to examine certain files, records, or documents which pertain to them. The school must permit students to examine such records within 45 days after submission of a written request and to obtain copies of such records upon payment of a reproduction fee of 10 cents per page. The school will retain student records for a minimum five-year period.

### **EDUCATION RECORDS**

Education records and school files or documents which contain information directly related to the students are examples of education records. This also includes the student education files, placement files, and financial aid files. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

### **REVIEW OF RECORDS**

It is the policy of the school to monitor educational records to ensure that they do not contain information which is inaccurate, misleading or otherwise inappropriate. The school may destroy records which are no longer useful or pertinent to the students' circumstances.

## **STUDENT SERVICES**

### **Student Information System**

Vantage College maintain a Student Information System where schedules, calendars and assignments are accessible and limited to students, faculty and staff. Passwords are provided.

### **Copy Machine Services**

Copies are provided of any assignment from the instructors. Students will be charged 10 cents per page on a prepaid cash basis for all other copies.

### **Computer Services**

The e-learning center functions as a service agency for all academic and administrative units of the school. The department provides on-line support for the administrative and student records applications.

### **Tutorial Services**

Tutoring will be afforded to any student, without charge, upon request and by appointment only. Instructors will arrange tutoring hours.

### **New Student Orientation**

All new, transfer and re-admitted students are required to attend a new student orientation. This orientation provides new students with opportunities to acquaint themselves with the campus and available programs. Orientations are held prior to the beginning of each course.

## **PLACEMENT SERVICES**

Vantage College will assist eligible graduates with their job search, including assistance with resume preparation, interviewing skills, identifying job openings, and other job search activities. Having a

criminal background can affect finding employment after graduation. Please notify Vantage College of your circumstances to best assist you in finding employment.

Continuous career services are available to all eligible graduates. Graduates who require assistance after their initial employment should contact Vantage College to provide updated resume information and are encouraged to use the resources available at the school. We will make every effort to assist each individual.

## **INTERNSHIP AND EXTERNSHIP PROGRAM**

Vantage College has internship and externship programs which are on a volunteer basis, unless it is mandated by the educational program for which the student is enrolled. All the students interested in an internship or externship must contact the Placement Coordinator one month prior to graduation.

We have externships available on a first come first serve basis. Students can bring a suggestion for an externship but it must be related to their field of study. Internships/Externships range from one month to three months in duration. Once the internship or externship has been approved, the student is committed to that program. Only the employer can release him/her before the committed time.

## **STUDENT ACTIVITIES**

Professional achievement in any field involves social and community adaptability. Vantage College affords students activities which extend their academic expertise outside the classroom. These activities include field trips to local work places, as well as informal gatherings which promote good interpersonal relationships. Students hear and meet with guest speakers, business owners, experts in various business enterprises and professionals from different fields. Participation in job fairs, trade shows and other special events integrates student skills with current business trends and product knowledge.

## **FINANCIAL ASSISTANCE**

Financial Assistance programs available to our students are listed below.

Under the Texas Workforce Commission Careers School and Colleges the programs available are WIA Youth, WIA Adult, WIA Dislocated Workers, TAA, BRAC, SNAP and CHOICES.

Under the DOD and Veterans Administration, Vantage College accepts students sponsored by MyCAA (Military Spouses), GI Bill (Montgomery and Post 9/11), Tuition Assistance (Active Duty Soldiers), and DARS.

Students can also take advantage of the Institution's Education Payment Plan offered through TFC Financial Services.

All our campuses are approved to participate in Federal Student Aid programs such as the Federal Pell Grant and Federal Direct Student Loan Programs..

## **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

## **REFUND POLICY**

Vantage College follows the refund policies as set forth by the Department of Education, Texas Workforce Commission and the Council on Occupational Education.

Upon completion of the refund calculation(s) it is Vantage College's policy to always follow the calculation that is most beneficial to the student. The policies used are as follows:

### **TEXAS WORKFORCE COMMISSION**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - a) The last day of attendance, if the student is terminated by the school;
  - b) The date of receipt of written notice from the student; or
  - c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>
5. Refunds for items of extra expense(s) to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a) An enrollee is not accepted by the school;
  - b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

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<sup>1</sup> More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.

- c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*Note: A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

#### REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

- 8. A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - 1. satisfactorily completed at least 90 percent of the required coursework for the program; and
    - 2. Demonstrated sufficient mastery of the program material to receive credit for completing the program.
- 9. The payment of refunds for all students will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

#### COUNCIL ON OCCUPATIONAL EDUCATION

##### Refunds for Withdrawal After Class Commences

###### (1) Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

The refund policy for students attending non-public institutions who incur a financial obligation for a period of 12 months or less is as follows:

- (i) During the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition;
- (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition;
- (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition; and,
- (iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

###### (2) Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months

- (i) Institutions with programs longer than 12 months that financially obligate the student for any period of time beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months.

- (ii) The calculation of the refund for the unused portion of the first 12 months is based on section (b)(1) Non-Public Institutions above.
- (iii) If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is based on section (b)(1) Non-Public Institutions above.

**DEPARTMENT OF EDUCATION (R2T4)**

The return of Title IV Funds is determined by calculating the earned and unearned portions of Title IV aid as of the date the student ceased attendance at Vantage College.

The equation for calculating a student's earned and unearned portions is called the "Return Calculation", and it is as follows:

$$\frac{\textit{Number of Calendar Days Completed in the Term as of Date of Withdrawal}}{\textit{Total Number of Calendar Days in Term}}$$

If the resulting percentage is greater than 60 percent, all funds will be used to pay tuition and fees. If the result is 60 percent or less, then this percentage is used to determine how much of the aid that was disbursed (or could have been disbursed) is considered earned. The remainder must be returned to the Title IV program(s).

## **UNIFORM COMPLAINT PROCEDURES**

Vantage College recognizes its responsibility to ensure compliance with state and federal laws and regulation governing educational programs and activities. In accordance with state guidelines, the school has adopted a Uniform Complaint Procedure, which shall be followed when addressing complaints alleging unlawful discrimination, harassment, intimidation, or failure to comply with state and federal laws related to our programs. Persons with a complaint should contact the Campus Director immediately.

## **GRIEVANCE PROCESS**

If a student feels that s/he has a grievance concerning any actions taken by the school or any of its employees, the student should request an appointment with the Campus Director or appointed representative to address any concerns. The Director will consider all grievances and will advise the student of all relevant decisions. A student may request and receive the Director's decision relative to grievances and appeals in writing. The Campus Director's decisions regarding grievances are final.

Students with unresolved grievances can direct the grievances to:

Texas Workforce Commission  
Career Schools and Colleges  
101 East 15th Street  
Austin, Texas 78778-0001  
[www.twc.state.tx.us](http://www.twc.state.tx.us)

MyCAA (Military Spouses)  
Department of Defense (DOD)  
[mycaafeedback@militaryonesource.com](mailto:mycaafeedback@militaryonesource.com)  
1-800-342-9647

Texas Higher Educ. Coord. Board  
P.O. Box 12788  
Austin, Texas 78711-2788  
[www.theccb.state.tx.us](http://www.theccb.state.tx.us)

Council on Occupational Education  
7840 Roswell Road, Bldg. 300, Ste 325  
Atlanta, GA 30350  
Ph: (770) 396-3898  
[www.council.org](http://www.council.org)

Texas Veterans Commission  
Veterans Education  
PO Box 12277  
Austin, Texas 78711  
[www.tvc.state.tx.us](http://www.tvc.state.tx.us)

# PROGRAMS OFFERED AT VANTAGE COLLEGE

## INFORMATION TECHNOLOGY PROGRAMS

### CSS - COMPUTER SUPPORT SPECIALIST (17 Qtr. Credit Hrs. / 240 Clk Hrs)

*This program is offered at ALL Campuses.*

#### **Program Description:**

The Computer Support Specialist program is designed to prepare individuals for entry-level employment as a computer support technician and prepare them to sit for CompTIA's A+ Certification exam. Students will learn to troubleshoot and repair personal computers (hardware & software). Upon completion of this program, students will be able to install, upgrade, support personal computers and associated peripheral devices in a network environment. The curriculum additionally provides students an opportunity to learn job-seeking and interpersonal skills. Upon graduation, students will receive a certificate of completion.

Duties graduates from this program should expect to perform include, but are not limited to: provide technical assistance to computer system users, answer questions or resolve computer problems for clients in person, via telephone or from remote location, provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

Graduates from this program work in small to large organizations (public or private) in retail, manufacturing or service industries. Examples of work settings where they might expect to find jobs are: schools, computer stores, hospitals, call centers, banks, corporate settings, government agencies and accounting firms.

Sample job titles include: Information Technology Specialist (IT Specialist), Support Specialist, Computer Technician, Computer Support Specialist, Help Desk Analyst, Technical Support Specialist, Network Support Specialist, Network Technician, Computer Specialist, Computer Repair Technician, Field Service Technician, and the like.

The approximate time to complete this program is 10 weeks.

<b>Computer Support Specialist Program Outline</b>					
<b>Subject #</b>	<b>Subject Title</b>	<b>Lec Hrs</b>	<b>Lab Hrs</b>	<b>Clk Hrs</b>	<b>Total QCH</b>
HW111	Computer Hardware	30	10	40	3.5
A+ PREP1	A+ Cert. Lab. - Computer Hardware	10	30	40	2.5
SW111	Computer Software & Applications	30	10	40	3.5
A+ PREP2	A+ Cert. Lab. - Computer Software & Applications	10	30	40	2.5
OS111	Windows Operating Systems	20	20	40	3.0
JP112	Job Readiness for the IT Professional	10	30	40	2.5
<b>Total Hours</b>		<b>110</b>	<b>130</b>	<b>240</b>	<b>17</b>

Information regarding **Tuition & Fees** for this program is provided in the **Addendum**.



**CSecS - COMPUTER SECURITY SPECIALIST (18 Qtr Credit Hrs / 240 Clk Hrs)**

*This program is offered at ALL Campuses.*

**Program Description:**

The Computer Security Specialist program is designed to prepare individuals for entry-level employment and prepare them to sit for CompTIA's Security+ Certification exam. Upon completion of this program, students will be able to plan, coordinate, and implement security measures for information systems to regulate access to computer data files and prevent unauthorized modification, destruction or disclosure of information. The curriculum additionally provides students an opportunity to learn job-seeking and interpersonal skills. Upon graduation, students will receive a certificate of completion.

Duties graduates from this program should expect to perform include, but are not limited to, encrypt data transmissions and erect firewalls to conceal confidential information, develop plans to safeguard computer files against accidental / unauthorized modification, destruction / disclosure, review violations of computer security procedures, monitor use of data files and regulate access to them. They may monitor current reports of computer viruses to determine when to update virus protection systems, modify computer security files to incorporate new software, correct errors, change individual access status, perform risk assessments and execute tests of data processing systems. They may also be expected to confer with users to discuss issues such as computer data access needs, security violations, programming changes, train users, promote security awareness and improve server and network efficiency. They will also coordinate system plans with establishment personnel and outside vendors.

Graduates from this program work in small to large organizations (public or private) in retail, manufacturing or service industries. Examples of work settings where they might expect to find jobs are: schools, computer stores, hospitals, call centers, banks, corporate settings, government agencies and accounting firms.

Sample job titles include: Computer Security Specialist, Information Technology Specialist, Data Security Administrator, Information Security Analyst, Computer Specialist, Information Security Specialist, Information Systems Security Analyst, Computer Security Specialist, Information Security Manager, IT Security Analyst, Network Support Specialist, Computer Technician, Computer Support Specialist, Computer Specialist and the like.

The approximate time to complete this program is 10 weeks.

<b>Computer Security Specialist Program Outline</b>					
<b>Subject #</b>	<b>Subject Title</b>	<b>Lec Hrs</b>	<b>Lab Hrs</b>	<b>Clk Hrs</b>	<b>Total QCH</b>
SEC111	Network, Organizational and Operational Security Principles	30	10	40	3.5
SEC112	Threats, Vulnerability and Cryptography	30	10	40	3.5
SEC113	Application, Data and Host Security	30	10	40	3.5
SEC+ PREP	SECURITY+ Cert. Lab. – Securing the IT Infrastructure	10	30	40	2.5
SVR201	Windows Server Security	20	20	40	3.0
JP112	Job Readiness for the IT Professional	10	30	40	2.5
<b>Total Hours</b>		<b>130</b>	<b>110</b>	<b>240</b>	<b>18</b>

Information regarding **Tuition & Fees** for this program is provided in the **Addendum**.

**NSS - NETWORK SUPPORT SPECIALIST (18 Qtr Credit Hrs / 240 Clock Hrs)**

*This program is offered at ALL Campuses.*

**Program Description:**

The Network Support Specialist program is designed to prepare individuals for entry-level jobs as a network support technician and prepare them to sit for CompTIA's Network+ Certification exam. Upon completion of this program students will be able to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, describe networking technologies, basic design principles, and adhere to wiring standards and use testing tools. The curriculum additionally provides students an opportunity to learn job-seeking and interpersonal skills. Upon graduation, students will receive a certificate of completion.

Duties graduates from this program should expect to perform include but are not limited to: provide technical assistance to computer system users, answer questions or resolve network and computer problems for clients in person, via telephone or from remote location. They will provide assistance concerning the use of computers, printers and other resources in a network environment.

Graduates from this program work in small to large organizations (public or private) in retail, manufacturing or service industries. Examples of work settings where they might expect to find jobs are: schools, computer stores, hospitals, call centers, banks, corporate settings, government agencies and accounting firms.

Sample job titles include: Information Technology Specialist (IT Specialist), Network Support Specialist, Computer Technician, Computer Support Specialist, Help Desk Analyst, Technical Support Specialist, Network Support Technician, Computer Specialist, Computer Repair Technician, Field Service Technician and the like.

The approximate time to complete this program is 10 weeks.

<b>Network Support Specialist Program Outline</b>					
<b>Subject #</b>	<b>Subject Title</b>	<b>Lec Hrs</b>	<b>Lab Hrs</b>	<b>Clk Hrs</b>	<b>Total QCH</b>
NET111	Fundamentals of Computer Networking	30	10	40	3.5
NET112	Network Configuration and Topologies	30	10	40	3.5
NET113	Network Management and Security	30	10	40	3.5
NET+ PREP	NETWORK+ Cert. Lab. - Supporting Users and Troubleshooting Networks	10	30	40	2.5
SVR111	Windows Server Administration	20	20	40	3.0
JP112	Job Readiness for the IT Professional	10	30	40	2.5
	<b>Total Hours / QCH</b>	<b>130</b>	<b>110</b>	<b>240</b>	<b>18</b>

Information regarding **Tuition & Fees** for this program is provided in the **Addendum**.

**NCSA - NETWORK AND COMPUTER SYSTEMS ADMINISTRATOR (73 Qtr Credit Hrs / 920 Clock Hrs)**

*This program is offered at ALL Campuses.*

**Program Description:**

The Network and Computer Systems Administrator is a program of instruction designed to prepare individuals for entry-level employment as a network and computer systems administrator and prepare them to sit for CompTIA's A+, Network+, and Security+ exams along with Cisco's CCENT certification exam. Throughout this program, students will gain the knowledge and skills most needed by an entry level technician in a small enterprise network environment. The curriculum additionally provides students an opportunity to learn job-seeking and interpersonal skills as part of the program. Upon graduation, students will receive a certificate of completion.

Duties graduates from this program should expect to perform include, but are not limited to: provide technical assistance to computer system users, answer questions or resolve network and computer problems for clients in person, via telephone or from remote location. They will also provide assistance concerning the use of computer, printers, and other resources in a network environment. Furthermore, they will provide technical assistance in the planning, implementation, upgrade and support of networking applications and hardware environments.

Graduates from this program work in small to large organizations (public or private) in retail, manufacturing or service industries. Examples of work settings where they might expect to find jobs are: schools, computer stores, hospitals, call centers, banks, corporate settings, government agencies and accounting firms.

Sample job titles include: Systems Administrator, Network Administrator, Network Engineer, Information Technology Specialist (IT Specialist), Local Area Network Administrator (LAN Administrator), Information Technology Manager (IT Manager), Information Technology Director (IT Director), Systems Engineer, Network Manager, Network Specialist and the like.

The approximate time to complete this program is 36 weeks.

<b>Network and Computer Systems Administrator Program Outline</b>					
<b>Subject #</b>	<b>Subject Title</b>	<b>Lec Hrs</b>	<b>Lab Hrs</b>	<b>Clk Hrs</b>	<b>Total QCH</b>
HW111	Computer Hardware	30	10	40	3.5
A+ PREP1	A+ Cert. Lab. - Computer Hardware	10	30	40	2.5
SW111	Computer Software and Applications	30	10	40	3.5
A+ PREP2	A+ Cert. Lab. - Computer Software & Applications	10	30	40	2.5
OS111	Windows Operating Systems	20	20	40	3.0
NET111	Fundamentals of Computer Networking	30	10	40	3.5
NET112	Network Configuration and Topologies	30	10	40	3.5
NET113	Network Management and Security	30	10	40	3.5
NET+ PREP	NETWORK+ Cert. Lab. - Supporting Users and Troubleshooting Networks	10	30	40	2.5
SVR111	Windows Server Administration	20	20	40	3.0
SEC111	Network, Organizational and Operational Security Principles	30	10	40	3.5
SEC112	Threats, Vulnerability and Cryptography	30	10	40	3.5
SEC113	Application, Data and Host Security	30	10	40	3.5

SEC+ PREP	SECURITY+ Cert. Lab. – Securing the IT Infrastructure	10	30	40	2.5
SVR211	Windows Server Security	20	20	40	3.0
CCENT311	Operation of IP Data Networks	30	10	40	3.5
CCENT312	Ethernet LANs and Switching Technologies	30	10	40	3.5
CCENT313	IP Addressing and Subnetting	30	10	40	3.5
CCENT314	IP Routing Technologies	30	10	40	3.5
CCENT315	IP Services	30	10	40	3.5
CCENT316	IPv6 Addressing and Routing Technologies	30	10	40	3.5
CCENT PREP	CISCO CCENT Cert. Lab. - Troubleshooting Ethernet LANs	10	30	40	2.5
JP112	Job Readiness for the IT Professional	10	30	40	2.5
	<b>Total Hours</b>	<b>540</b>	<b>380</b>	<b>920</b>	<b>73</b>

Information regarding **Tuition & Fees** for this program is provided in the **Addendum**.

## BUSINESS AND MANAGEMENT PROGRAMS

### BOM - BUSINESS AND OFFICE MANAGEMENT (58 Qtr Credit Hrs/730 Clock Hrs)

*This program is offered at ALL Campuses.*

#### **Program Description:**

Business & Office Management is a program designed to develop competence in the skills necessary for employment in today's office environment. Office automation and organizational restructuring have led secretaries and administrative assistants to assume responsibilities once reserved for managerial and professional staff. Duties include, but are not limited to: high-level administrative support, research, preparation of statistical reports, handling information requests, performing clerical functions, preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. They may also train and supervise lower-level clerical staff. The curriculum additionally provides students an opportunity to learn job-seeking and interpersonal skills as part of the program. Upon graduation, students will receive a certificate of completion.

Graduates from this program may work in offices of small to large organizations (public or private) in retail, manufacturing or service industries. Examples of work settings where they might expect to find jobs are: schools, hospitals, banks, corporate settings, government agencies and accounting firms.

Sample job titles include: Administrative Assistant, Executive Assistant, Executive Secretary, Administrative Secretary, Office Manager, Administrative Coordinator, Administrative Associate, Executive Administrative Assistant, Administrative Aide, Administrative Services Assistant and the like.

The approximate time to complete this program is 29 weeks

<b>Business &amp; Office Management Program Outline</b>					
<b>Subject #</b>	<b>Subject Title</b>	<b>Lec Hrs</b>	<b>Lab Hrs</b>	<b>Clk Hrs</b>	<b>Total QCH</b>
ACC100	Principles of Accounting	30	10	40	3.5
BCS101	Business Communication – Oral Skills	20	20	40	3.0
BCS102	Business Communication – Writing Skills	30	10	40	3.5
BMA100	Business Mathematics	40	00	40	4.0
COM100	Introduction to Computers	20	20	40	3.0
CS100	Customer Service	20	00	20	2.0
ENTR101	Fundamentals of Small Business Management	50	10	60	5.5
MKT101	Principles of Marketing	20	00	20	2.0
ENTR207	Entrepreneurial Business Plan	30	10	40	3.5
GOP100	General Office Procedures	30	30	60	4.5
INT100	Introduction to Internet	20	20	40	3.0
ISM100	Interpersonal Skills in Management	10	10	20	1.5
JP100	Job Preparation	20	00	20	2.0
KQB101	Introduction to QuickBooks	10	30	40	2.5
PPT100	Microsoft PowerPoint	20	20	40	3.0
PSY010	Personal Development	10	10	20	1.5
SPS101	Supervisory Skills	20	00	20	2.0
TW100	Typewriting/Keyboarding 1	00	20	20	1.0
TW102	Typewriting/Keyboarding 2	00	20	20	1.0
WE010	Work Ethics Workshop	00	10	10	0.5

WP100	Microsoft Word	20	20	40	3.0
XLS100	Microsoft Excel	20	20	40	3.0
<b>Total Hours / QCH</b>		<b>440</b>	<b>290</b>	<b>730</b>	<b>58</b>

Information regarding **Tuition & Fees** for this program is provided in the **Addendum**.

**OA w/ACC - OFFICE ADMINISTRATION w/ACCOUNTING (58 Qtr Credit Hrs / 740 Clock Hrs)**

*This program is offered at ALL Campuses.*

**Program Description:**

As technology continues to change the modern workplace, the role of today's office professional, whether that is in Business or Office Management, or Accounting, continues to evolve. As an office professional, you'll need to excel in written and oral communication, interpersonal proficiency, organizational and management ability, accounting and computer knowledge, and general business administration fundamentals. You'll be the employee that an office of today needs: adaptable, versatile, and ready to take on the challenges of new and ever-changing technologies. Upon graduation, students will receive a certificate of completion.

The Office Administration with Accounting Program is designed to provide you multiple entry-level employment options into the fields of business, accounting or bookkeeping. You will obtain a wide background in both business administration procedures, accounting concepts and bookkeeping procedures. At the end of the program, students will be prepared to sit for the National Bookkeepers Association or National Center for Competency Testing exam.

Graduates from this program usually work in offices of small to large organizations (public or private) in retail, manufacturing or service industries. Examples of work settings where they might expect to find jobs are: schools, hospitals, banks, corporate settings, government agencies and accounting firms.

Sample job titles include: Office Assistant, Administrative Assistant, Bookkeeper, Accounting Technician / Clerk, General Secretary, Accounting Associate, Office Clerk, Office Coordinator and the like.

The approximate time to complete this program is 29 weeks

<b>Office Administration with Accounting Program Outline</b>					
<b>Subject #</b>	<b>Subject Title</b>	<b>Lec Hrs</b>	<b>Lab Hrs</b>	<b>Clk Hrs</b>	<b>Total QCH</b>
ACC100	Principles of Accounting	30	10	40	3.5
BCS101	Business Communication – Oral Skills	20	20	40	3.0
BCS102	Business Communication – Writing Skill	30	10	40	3.5
BMA100	Business Mathematics	40	00	40	4.0
COM100	Introduction to Computers	20	20	40	3.0
CS100	Customer Service	20	00	20	2.0
ENTR101	Fundamentals of Small Business Management	50	10	60	5.5
EXM/BKK	Bookkeeping Certification Capstone	05	15	20	1.0
GOP100	General Office Procedures	30	30	60	4.5
INT100	Introduction to Internet	20	20	40	3.0

ISM100	Interpersonal Skills in Management	10	10	20	1.5
JP100	Job Preparation	20	00	20	2.0
KAA501	Making Accounting Adjustments	10	10	20	1.5
KFR701	Preparing Financial Reports	10	10	20	1.5
KGL601	Maintaining the General Ledger	10	10	20	1.5
KPP301	Processing Purchases and Payments	10	10	20	1.5
KPY401	Processing Payrolls	10	10	20	1.5
KQB101	Introduction to QuickBooks	10	30	40	2.5
KSR201	Processing Sales and Receipts	10	10	20	1.5
PPT100	Microsoft PowerPoint	20	20	40	3.0
TW100	Typewriting/Keyboarding 1	00	20	20	1.0
WP100	Microsoft Word	20	20	40	3.0
XLS100	Microsoft Excel	20	20	40	3.0
	<b>Total Hours / QCH</b>	<b>425</b>	<b>315</b>	<b>740</b>	<b>58</b>

Information regarding **Tuition & Fees** for this program is provided in the **Addendum**.

## HEALTHCARE PROGRAMS

### MAHIA - MEDICAL ADMINISTRATIVE & HEALTH INFORMATION ASSISTANT (31 Qtr Credit Hrs / 400 Clock Hrs)

*This program is offered at ALL Campuses.*

#### **Program Description:**

The Medical Administrative & Health Information Assistant program prepares individuals to assist physicians in their offices or other medical settings. Medical Administrative & Health Information Assistants perform a wide range of duties. The business / administrative duties include patient reception, appointment making, record keeping, filing, bookkeeping, insurance handling, medical correspondence, transcription and microcomputer applications. Upon graduation, students will receive a certificate of completion.

Graduates from this program usually work in medical offices, clinics, HMO's, hospitals, or other health care setting.

Sample job titles include: Medical Secretary, Medical Office Specialist, Patients Relations Representative, Medical Records Assistant, Billing & Coding Specialist and the like.

The approximate time to complete this program is 16 weeks.

<b>Medical Administrative &amp; Health Information Assistant Program Outline</b>					
Subject #	Subject Title	Lec Hrs	Lab Hrs	Clk Hrs	Total QCH
PS101	Productivity Applications	20	20	40	3.0
MOP111	Medical Office Procedures	20	20	40	3.0
MLE211	Medical Law and Ethics	30	10	40	3.5
MDT111	Medical Terminology	20	20	40	3.0
MAP111	Basic Anatomy & Physiology	30	10	40	3.5
MCI201	Managed Care / Insurance	10	10	20	1.5
MBC111	Billing, Claims and Collections	20	20	40	3.0
MBC211	Medical Coding	20	20	40	3.0
EMR111	Electronic Medical Records	20	20	40	3.0
JP111	Job Readiness for the Medical Professional	20	20	40	3.0
CERT101	Certification Preparation I	10	10	20	1.5
<b>Total Hours / QCH</b>		<b>220</b>	<b>180</b>	<b>400</b>	<b>31</b>

Information regarding **Tuition & Fees** for this program is provided in the Addendum.

### MA - MEDICAL ASSISTANT (65 Qtr Credit Hrs / 940 Clock Hrs)

*This program is offered at ALL Campuses.*

#### **Program Description:**

The Medical Assistant program involves the study of the structure and function of the body's systems. Students also study: medical terminology, diagnostics, therapeutic procedures, computer skills, administrative processes, bookkeeping, accounting and the processing of health insurance claims.



Among those dependent on Medical Assistants for their front and back office skills are: physicians, ambulatory care centers, clinics, hospitals, urgent care centers, nursing homes, medical supply companies, home health agencies, insurance providers, blood donation centers, pharmaceutical companies and offices of other healthcare practitioners such as optometrists and dentists. Upon graduation, students receive a certificate of completion.

The Medical Assistant certificate allows the graduate to fill various entry level positions, such as: medical, administrative or clinical assistant; medical receptionist; medical insurance biller; and medical records manager. Graduates find jobs as medical assistants, medical office assistants, medical laboratory assistants, receptionists and medical insurance clerks.

The approximate time to complete this program is 38 weeks

<b>Medical Assistant Program Outline</b>						
<b>Subject #</b>	<b>Subject Title</b>	<b>Lec Hrs</b>	<b>Lab Hrs</b>	<b>EXT Hrs</b>	<b>Clk Hrs</b>	<b>Total QCH</b>
PS101	Productivity Applications	20	20	0	40	3.0
MOP111	Medical Office Procedures	20	20	0	40	3.0
MLE211	Medical Law and Ethics	30	10	0	40	3.5
MDT111	Medical Terminology	20	20	0	40	3.0
MAP111	Basic Anatomy & Physiology	30	10	0	40	3.5
MCI201	Managed Care / Insurance	10	10	0	20	1.5
MBC111	Billing, Claims and Collections	20	20	0	40	3.0
MBC211	Medical Coding	20	20	0	40	3.0
EMR111	Electronic Medical Records	20	20	0	40	3.0
JP111	Job Readiness for the Allied Healthcare Professional	20	20	0	40	3.0
CERT101	Certification Preparation I	10	10	0	20	1.5
MAP211	Anatomy & Physiology I	30	10	0	40	3.5
MAP212	Anatomy & Physiology II	30	10	0	40	3.5
MDG211	Medical Diagnostic Procedures	30	10	0	40	3.5
EKG101	Electrocardiography (EKG/ECG)	20	20	0	40	3.0
MCP211	Clinical Procedures I	10	30	0	40	2.5
MCP212	Clinical Procedures II	10	30	0	40	2.5
MCP213	Clinical Procedures III	10	30	0	40	2.5
PHA101	Pharmacology	30	10	0	40	3.5
PLB101	Phlebotomy	20	20	0	40	3.0
CERT102	Certification Preparation II	10	10	0	20	1.5
MA-EXT	Medical Assistant Externship	0	0	160	0	5.0
<b>Total Hours / QCH</b>		<b>420</b>	<b>360</b>	<b>160</b>	<b>940</b>	<b>65</b>

Information regarding **Tuition & Fees** for this program is provided in the **Addendum**.

**AAS MA – ASSOCIATE OF APPLIED SCIENCE DEGREE IN MEDICAL ASSISTING (92 Qtr Credit Hrs / 1220 Clock Hrs)**

*This program is offered at ALL Campuses.*

**Program Description:**

The Associate of Applied Science Degree in Medical Assisting Program is designed to provide a combination of academic theory through the general education courses and technical skills through the technical courses to provide graduates with the skills to competently assist doctors in their offices and other health care settings. The AAS MA Assistant program involves the study of the structure and function of the body's systems, medical terminology, diagnostics, therapeutic procedures, computer skills, administrative processes, bookkeeping, and the processing of health insurance claims. Among those dependent on Medical Assistants for their front and back office skills are: physicians, ambulatory care centers, clinics, hospitals, urgent care centers, nursing homes, medical supply companies, home health agencies, insurance providers, blood donation centers, pharmaceutical companies and offices of other healthcare practitioners such as optometrists and dentists. Upon graduation, students receive an Associate of Applied Science.

The Associate of Applied Science Degree in Medical Assisting program allows the graduate to fill various positions, such as: Medical Assistant, Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Office Assistant, Ophthalmic Technician, Optometric Assistant, Optometric Technician.

The approximate time to complete this program is 54 weeks

<b>Associate of Applied Science in Medical Assisting Program Outline</b>						
<b>Subject #</b>	<b>Subject Title</b>	<b>Lec Hrs</b>	<b>Lab Hrs</b>	<b>EXT Hrs</b>	<b>Clk Hrs</b>	<b>Total QCH</b>
PS101	Productivity Applications	20	20	0	40	3.0
MOP111	Medical Office Procedures	20	20	0	40	3.0
MLE211	Medical Law and Ethics	30	10	0	40	3.5
MDT111	Medical Terminology	20	20	0	40	3.0
MAP111	Basic Anatomy & Physiology	30	10	0	40	3.5
MCI201	Managed Care / Insurance	10	10	0	20	1.5
MBC111	Billing, Claims and Collections	20	20	0	40	3.0
MBC211	Medical Coding	20	20	0	40	3.0
EMR111	Electronic Medical Records	20	20	0	40	3.0
JP111	Job Readiness for the Allied Healthcare Professional	20	20	0	40	3.0
CERT101	Certification Preparation I	10	10	0	20	1.5
MAP211	Anatomy & Physiology I	30	10	0	40	3.5
MAP212	Anatomy & Physiology II	30	10	0	40	3.5
MDG211	Medical Diagnostic Procedures	30	10	0	40	3.5
EKG101	Electrocardiography (EKG/ECG)	20	20	0	40	3.0
MCP211	Clinical Procedures I	10	30	0	40	2.5
MCP212	Clinical Procedures II	10	30	0	40	2.5
MCP213	Clinical Procedures III	10	30	0	40	2.5
PHA101	Pharmacology	30	10	0	40	3.5
PLB101	Phlebotomy	20	20	0	40	3.0
CERT102	Certification Preparation II	10	10	0	20	1.5
MA-EXT	Medical Assistant Externship	0	0	160	0	5.0
ENGL301	English Composition	40	0	0	40	4.0
ENGL302	Business English	40	0	0	40	4.0
COMP301	Introduction to Computing	30	10	0	40	3.5
PSYC301	General Psychology	40	0	0	40	4.0
MATH301	College Algebra	40	0	0	40	4.0
SPAN301	Career Spanish	40	0	0	40	4.0

CRIT201	Critical Thinking	40	0	0	40	4.0
<b>Total Hours / QCH</b>		<b>690</b>	<b>370</b>	<b>160</b>	<b>1220</b>	<b>92</b>

Information regarding **Tuition & Fees** for this program is provided in the **Addendum**.

**NA - NURSING ASSISTANT (4 Qtr Credit Hrs / 75 Clock Hrs)**

*This program is offered at ALL Campuses.*

**Program Description:**

The Nursing Assistant Program prepares a graduate to work as an entry-level Nursing Assistant in a clinic, hospital, wound care center or long-term care facility. This program includes lecture, hands-on practice of skills sets performed in the nursing lab, and real-world experience during the clinical training portion conducted off-campus at a long-term care facility. NA's work under the supervision of nursing or medical staff to provide basic patient care, including assisting in planning and assessments. NA's also help patients with nutritional needs - check and deliver food trays, assist with feeding the patient if necessary, and refill water and ice. They assist patients with their mobility - turn and positioning, do range of motion exercises, the transferring of patients to and from a wheelchair and assist with ambulation. Graduates of this program will also be able to check vital signs, document levels of care and perform CPR and First Aid. Upon graduation, students will receive a certificate of completion.

The results-oriented sessions will cover key nursing skills and abilities to assist the trainee in understanding the professional and caring performance requirements of a Certified Nursing Assistant. The skills and comprehension training will prepare the student for the Texas State Competency Evaluation Examination, which will be administered by state certified agency.

The Nursing Assistant can also be called Hospital Attendants, Clinical Support Associate, and Health Care Assistant, among others, depending on the nature of the facility.

The approximate time to complete this program is 5 weeks.

<b>Nursing Assistant Program Outline</b>						
<b>Subject #</b>	<b>Subject Title</b>	<b>Lec Hrs</b>	<b>Lab Hrs</b>	<b>Cli Hrs</b>	<b>Clk Hrs</b>	<b>Total QCH</b>
LTC100	Long Term Care	12	4	0	16	1.0
PCS100	Personal Care Skills	5	13	0	18	1.0
BNS100	Basic Nursing Skills	0	10	0	10	0.5
RS100	Restorative Services	5	0	0	5	0.5
SS100	Mental Health and Social Service Needs	6	0	0	6	0.5
SSK100	Social Skills	5	0	0	5	0.5
NA-EXT	Externship/Clinicals	0	0	15	15	0.5
<b>Total Hours / QCH</b>		<b>33</b>	<b>27</b>	<b>15</b>	<b>75</b>	<b>4</b>

Information regarding **Tuition & Fees** for this program is provided in the **Addendum**.

**PCT - PATIENT CARE TECHNICIAN (21 Qtr Credit Hrs / 300 Clock Hrs)**

*This program is offered at ALL Campuses.*

**Program Description:**

The PCT Program prepares a graduate to work as an entry-level Patient Care Technician in a clinic, hospital or wound care center. Graduates will be able to check vital signs, perform CPR and First Aid, as well as assist in medical examinations and perform electrocardiograms (EKGs) and basic laboratory procedures. This program is taught with a combination of lecture, practical exercises in the medical laboratory and with real-world experience during the externship portion of training conducted off-campus at medical facilities. PCT's work under the supervision of medical staff to provide basic patient care, including assisting in planning and assessments. They help patients with nutritional needs, assist with feeding, ambulation, range of motion and positioning. Upon graduation, students will receive a certificate of completion.

The Patient Care Technician can also be called a hospital attendant, clinical support associate and health care assistant depending on the nature of the facility.

**Notice:** Graduates from this program are **not** eligible to sit for the Texas state CNA exam.

The approximate time to complete this program is 12 weeks.

<b>Patient Care Technician Program Outline</b>						
<b>Subject #</b>	<b>Subject Title</b>	<b>Lec Hrs</b>	<b>Lab Hrs</b>	<b>Cli Hrs</b>	<b>Clk Hrs</b>	<b>Total QCH</b>
NA111	Basic Nursing Competencies for PCT's	40	20	0	60	5.0
NA112	Externship/Clinicals for PCT's	0	0	40	40	1.0
MAP111	Basic Anatomy & Physiology	30	10	0	40	3.5
MCP211	Clinical Procedures I	10	30	0	40	2.5
MDT111	Medical Terminology	20	20	0	40	3.0
EKG101	Electrocardiography (EKG/ECG)	20	20	0	40	3.0
PLB101	Phlebotomy	20	20	0	40	3.0
	Total Hours / QCH	140	120	40	300	21

Information regarding **Tuition & Fees** for this program is provided in the **Addendum**.

## PROGRAM(S) OFFERED BY CAMPUS LOCATION

Availability of programs may vary by campus. Program offerings and starting dates are subject to change based on availability.

San Antonio (SAT-N)

All Locations (ALL)

San Antonio - South (SAT-S)

Computer Security Specialist.....	ALL
Computer Support Specialist.....	ALL
Network Support Specialist.....	ALL
Network and Computer Systems Administrator.....	ALL
Business & Office Management.....	ALL
Office Administration w/Accounting.....	ALL
Associate of Applied Science in Medical Assisting.....	ALL
Medical Administrative & Health Information Assistant.....	ALL
Medical Assistant.....	ALL
Nursing Assistant.....	ALL
Patient Care Technician.....	ALL

## LIST OF SUBJECTS

### **A+ Prep – A+ & MCTS Cert. Lab. - Supporting Users and Troubleshooting OS**

This hands-on course provides individuals with the knowledge and test-taking skills necessary to prepare for the A+ and MCTS (Windows 7, Configuring) Certification exam. Through simulation, the student will troubleshoot and resolve basic problems end users face while running on a Microsoft Windows Platform environment.

(Lec 10 Clk Hrs, Lab 30 Hrs – QCH 2.5) [Prerequisites: Last subject of CSS program or hands-on knowledge of hardware and software troubleshooting]

### **A+ Prep1 – A+ Cert. Lab. – Computer Hardware**

This hands-on course provides individuals with the knowledge and test-taking skills necessary to prepare for the CompTIA's A+ Certification exam (part 1). Through hands-on exercises and simulations, the student will troubleshoot and resolve basic problems end users face when working with PC Hardware, Networks, Laptops and Printers, while running on a Microsoft Windows Platform environment.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 2.5) [Prerequisites: HW111 or hands-on knowledge of hardware troubleshooting]

### **A+ Prep2 – A+ Cert. Lab. – Computer Software & Applications**

This hands-on course provides individuals with the knowledge and test-taking skills necessary to prepare for the CompTIA's A+ Certification exam (part 2). Through hands-on exercises and simulations, the student will troubleshoot and resolve basic problems end users face when working with PCs, such as: Issues with Operating Systems, Security and Mobile devices.

(Lec 10 Clk Hrs, Lab 30 Hrs – QCH 2.5) [Prerequisites: SW111 or hands-on knowledge of software troubleshooting]

### **ACC090 – Bookkeeping**

Students will learn introductory theory and application of the double-entry accounting cycle for service and merchandising sole-proprietorship, including special journals, payroll, and banking procedures.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: None]

### **ACC100 – Principles of Accounting:**

The purpose of this course is to provide students with an understanding of the environment in which accounting information is developed and used. The preparation of accounting information is emphasized by focusing on recording and posting, preparation of the trial balance, worksheet and financial statements. The valuation of assets and accounting for liabilities are introduced. Accounting is presented as a tool for decision making. The primary objective is to illustrate accounting concepts that will help students make good personal and business decisions.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: None]

### **BCS101 - Business Communication - Oral Skills:**

The objective of this class is to provide an introduction to public speaking through a discussion of theory and application of communication theory to a number of different speaking situations. The importance of communications in business will be stressed as well as how to organize and express ideas verbally and in writing. You will be required to research and present at least three prepared- in-class speeches. At the end of this class, you should be more comfortable presenting public speeches in your personal and professional life and be able to present a well-reasoned, well-presented speech that is appropriate for the situation in which it is presented.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: None]

### **BCS102 – Business Communication – Writing Skills:**

Writing in Business is designed to teach business students the fundamental written communication skills that will allow them to express their ideas effectively and efficiently, preparing them for the demands of the business workplace. This course focuses on three areas central to professional writing in business: knowledge of the types of writing central to business communication, mastery of the techniques for persuasive argumentation, and understanding of the fundamentals of writing clearly, specifically, and concisely. Business spelling, punctuation, and grammar skills will be updated.  
(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: None]

### **BIO100 - Applied Microbiology**

The student learns what pathogens are, along with viruses, parasites, fungi and bacteria. How to obtain specimens of blood, urine, and throat cultures are demonstrated in the laboratory. Finally the student does “hand on” training of urine samples (Urinalysis), dipstick and microscopic, blood samples (Blood Smears), throat saliva samples (Quick Strep Testing) in their laboratory time. (Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: None]

### **BMA100 - Business Mathematics:**

This course is designed to provide a review of basic mathematic skills and to provide a mathematic background for accounting. The course includes instruction on fractions, decimals, banking, simple equations, percentage, discounts, markups and markdowns, payroll, simple interest, promissory notes, and compound interest. Also, includes the use of pocket calculators.  
(Lec 40 Clk Hrs, Lab 0 Hrs – QCH 4) [Prerequisites: None]

### **BNS100 – Basic Nursing Skills**

This course will introduce students to the necessary skills in caring for residents in long-term care facilities. Topics covered are: Promoting a restraint-proper environment, vital signs, height/weight, observing & reporting, charting, admission, transfer, discharge and coping with death.  
(Lec 0 Clk Hrs, Lab 10 Hrs, Clinical Hrs 0 – QCH 0.5) [Prerequisites: None]

### **CCENT201 – Data Networks Fundamentals**

This intermediate hands-on course focuses on networking terminology and protocols, local area networks (LANs), wide area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, IP addressing, and network standards.  
(Lec 40 Clk Hrs, Lab 20 Hrs – QCH 5.0) [Prerequisites: NET101 or hands-on knowledge of networking troubleshooting]

### **CCENT301 – LAN Switching**

This course introduces the student to the technology and media access control methods utilize in Ethernet networks and explains in detail basic switching concepts utilized in small network environments. Furthermore, presents the student with tools and utilities used by Network Administrators to verify the network status and switches operations.  
(Lec 50 Clk Hrs, Lab 30 Hrs – QCH 6.5) [Prerequisites: CCENT201 or hands-on knowledge of networking troubleshooting]

### **CCENT302 – IP Addressing and Routing**

This course introduces the student to IP Addressing and IP services required to meet the network requirements for a small branch office. It also cover basic routing concepts a Network Administrator would use when implementing a robust small routed network.  
(Lec 50 Clk Hrs, Lab 30 Hrs – QCH 6.5) [Prerequisites: CCENT201 or hands-on knowledge of networking troubleshooting]

### **CCENT303 – Wireless and WAN Networks**

This course introduces the student to the concepts and components of wireless networking and the knowledge necessary to configure and troubleshoot such a network. The course also covers basic Wide Area Network (WAN) topics.

(Lec 50 Clk Hrs, Lab 30 Hrs – QCH 6.5) [Prerequisites: CCENT201 or hands-on knowledge of networking troubleshooting]

### **CCENT311 – Operation of IP Data Networks**

This subject helps students prepare for Cisco's CCENT Certification and builds a hands-on understanding of the TCP/IP and OSI Networking Models, Fundamentals of Ethernet LANs, WANs, IPv4 Addressing and Routing, TCP/IP Transport and Applications.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: NET101 or hands-on experience with networks]

### **CCENT312 – Ethernet LANs and Switching Technologies**

This subject helps students prepare for Cisco's CCENT Certification and builds a hands-on understanding of Building Ethernet LANs with Switches, Installing and Operating Cisco LAN Switches, Configuring Ethernet Switching, Implementing Ethernet Virtual LANs, Troubleshooting Ethernet LANs.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: NET101 or hands-on experience with networks]

### **CCENT313 – IP Addressing and Subnetting**

This subject helps students prepare for Cisco's CCENT Certification and builds a hands-on understanding of Perspectives on IPv4 Subnetting, Analyzing Classful IPv4 Networks, Analyzing Subnet Masks, Analyzing Existing Subnets, Subnet Design, Variable-Length Subnet Masks, and Route Summarization.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: NET101 or hands-on experience with networks]

### **CCENT314 – IP Routing Technologies**

This subject helps students prepare for Cisco's CCENT Certification and builds a hands-on understanding of Operating Cisco Routers, Configuring IPv4 Addresses and Routes, Learning IPv4 Routes with OSPFv2, Configuring and Verifying Host Connectivity.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: NET101 or hands-on experience with networks]

### **CCENT315 – IP Services**

This subject helps students prepare for Cisco's CCENT Certification and builds a hands-on understanding of Basic IPv4 Access Control Lists, Advanced IPv4 ACLs and Device Security, Network Address Translation.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: NET101 or hands-on experience with networks]

### **CCENT316 – IPv6 Addressing and Routing Technologies**

This subject helps students prepare for Cisco's CCENT Certification and builds a hands-on understanding of Fundamentals of IP Version 6, IPv6 Addressing and Subnetting, Implementing IPv6 Addressing on Routers, Implementing IPv6 Addressing on Hosts, Implementing IPv6 Routing

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: NET101 or hands-on experience with networks]

### **CCENT PREP– CISCO CCENT Cert. Lab. – Troubleshooting Ethernet LANs**

This hands-on course provides individuals with the knowledge and test-taking skills necessary to prepare for Cisco's CCENT Certification exam. Through hands-on exercises and simulations, the student will learn how to successfully install, operate and troubleshoot a small branch office network using Cisco devices. This course will teach the student how to design a basic IPv4 and IPv6 network, configure a LAN switch, configure a router, connect to a WAN and manage network device security.

(Lec 10 Clk Hrs, Lab 30 Hrs – QCH 2.5) [Prerequisites: CCENT316]



### **CERT101 – Certification Preparation I**

Students will prepare for their national certification exam. They will review practice questions and take practice exams to ensure content mastery.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5)

### **CERT102 – Certification Preparation II**

Students will prepare for their second national certification exam. They will review practice questions and take practice exams to ensure content mastery.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5)

### **CMP102 – Computers and Networking Concepts**

The course is designed to take a student from a beginning level and to look at the major concepts concerning computers including access and using networks, hardware and software information, and security and reliability concerns and provides an introduction to computers. Personal computing is emphasized, and students are introduced to word processing and spreadsheets.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: None]

### **COM100 - Introduction to Computers**

The introduction to computers course gives a comprehensive, up-to-date overview of the computer information systems used in today's business world. Students will learn about the computer processing cycle and types of devices: Input, Output, Processing and Storage.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: None]

### **COMP301 - Introduction to Computing**

This course focuses on the effect of computers on society, the history and use of computers, computer applications in various segments of society, programming concepts, and hardware and software terminology. *This is a required general education course for AAS students.*

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: None]

### **CRIT201 – Critical Thinking**

This course is an introduction to critical thinking and provides students with the basic tools of analytical reasoning with an emphasis on learning how to think effectively. The course includes reasoning skills including verbal argument analysis, formal logic, visual and statistical reasoning, scientific methodology, and creative thinking.

(Lec 40 Clk Hrs, Lab 0 Hrs – QCH 4.0) [Prerequisites: None]

### **CS100 - Customer Service**

Students will learn the concepts and skills needed for future employment as customer service representatives. Students will learn to handle different types of personalities, identify diverse speech styles, respond to objection, understand complex instructions, handle work as a customer service team member and develop skills in customer service.

(Lec 20 Clk Hrs, Lab 0 Hrs – QCH 2.0) [Prerequisites: None]

### **CS101 – Service Industry Business Environment**

In this class the students will learn about the Service Industry, covering topics as: Learning for Success, Language of Business, Positive Work Ethic, Customer Service Overview, Working Together, Introduction to Business Principles, among others.

(Lec 20 Clk Hrs, Lab 0 Hrs – QCH 2.0) [Prerequisites: CS100]

### **CS102 – The Customer Satisfaction System**

Students will learn how to design a customer satisfaction system and learn the principles of effective customer service and the importance of them upon employees. Concentrates in elements needed to build lasting Customer Relationships. Topics to be covered include: understanding of the products or services

the firm offers, assess customer needs and educate customer, meet customer's needs and provide ongoing support.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: CS100]

### **CS103 – Telephone Communications Skills**

This course is designed to teach the skills that will help improve customer service representative telephone interactions through an increased understanding of who the customer is and how to treat them effectively. The focus of this course is to develop an understanding of what constitutes quality customer service and the correct way to provide these services over the telephone.

(Lec 20 Clk Hrs, Lab 0 Hrs – QCH 2.0) [Prerequisites: CS100]

### **CSA101 – Supporting Application in Operating Systems**

This course introduces students to the knowledge and skills necessary to troubleshoot basic problems end users will face related to configuring and maintaining applications such as Microsoft Office, Outlook Express, Internet Explorer and other applications that run on a Microsoft Windows Platform.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: CMP102]

### **DTP100 - Microsoft Publisher**

In this course the student will learn creating newsletters, brochures, business cards, postcards, and flyers, among others, for print, email, and the Web. In this course, student will look at how to create a publication from scratch or use one of the hundreds of business and personal designs available in Publisher. This course was designed for persons with a basic understanding of Microsoft Windows and Microsoft Word who need to learn how to use Microsoft Publisher to create, lay out, and edit publications.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: WP100]

### **EKG101 – Electrocardiography (EKG/ECG)**

This course of instruction will cover the allied health professional's role in electrocardiography. Students will learn the basic principles of electrocardiography and will learn how to perform an electrocardiograph (ECG).

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: None]

### **EMR101 – Electronic Medical Records**

This course introduces the student to the basic concepts of Patient's Electronic Medical / Health Records in a physician's office, or in a hospital, and expands on the privacy and security issues related to EMR.

(Lec 30 Clk Hrs, Lab 15 Hrs – QCH 3.5) [Prerequisites: None]

### **EMR111 – Electronic Medical Records**

This course introduces the student to the basic concepts of Patient's Electronic Medical / Health Records in a physician's office, or in a hospital. The students will learn efficient and professional office communication skills. There will be an emphasis on privacy and security issues related to electronic medical records.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: None]

### **ENGL301 – English Composition**

This course focuses on the principles and techniques of written, expository, and persuasive composition; analysis of literary, expository, and persuasive texts; and critical thinking. *This is a required general education course for AAS students.*

(Lec 40 Clk Hrs, Lab 0 Hrs – QCH 4.0) [Prerequisites: None]

### **ENGL302 – Business English**

This course is an introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. ***This is a required general education course for AAS students.***

(Lec 40 Clk Hrs, Lab 0 Hrs – QCH 4.0) [Prerequisites: None]

### **ENTR101 – Fundamentals of Small Business Management**

The purpose of this course is to provide students with an understanding of the business operation and organization, showing the dynamics and relationship of all parts of an enterprise to one another, and to the whole small business. It introduces the student to the principles of small business management and the functions of planning, organizing, directing, controlling, financing and staffing a small business enterprise.

(Lec 50 Clk Hrs, Lab 10 Hrs – QCH 5.5) [Prerequisites: None]

### **ENTR201 - Entrepreneurial Introduction**

This course is designed to provide students with an understanding of the process for identifying and evaluating entrepreneurial opportunities. Students will also learn how strategy, marketing, financing, legal matters, and cash flow impact opportunities in terms of execution and growth, and how to position a new firm for success.

(Lec 40 Clk Hrs, Lab 20 Hrs – QCH 5.0) [Prerequisites: None]

### **ENTR205 - Entrepreneurial Revenue and Marketing**

This course will cover revenue projections for businesses while focusing on pricing and marketing strategies. Students will focus on the development of a marketing plan for a business, looking at issues that are relevant for new ventures and also for small and growing organizations. Topics include the design of products and services, the evaluation of market potential, pricing, the development of distribution relationships, and communication.

(Lec 20 Clk Hrs, Lab 0 Hrs – QCH 2.0) [Prerequisites: ENTR101]

### **ENTR206 - Entrepreneurial Costs and Budgets**

Topics covered include: cost research and relationships between income, balance sheets, cash flow, capital budgets, and operating budget statements. The course teaches procedures involved in the development, presentation and interpretation of accounting information as an aid to evaluate and control operations, and the budgeting process.

(Lec 20 Clk Hrs, Lab 0 Hrs – QCH 2.0) [Prerequisites: ENTR101]

### **ENTR207 - Entrepreneurial Business Plan**

Topics covered include: development of a business plan for entrepreneurs. This course is design to develop skills the students will need to start and operate a new small business while avoiding common pitfalls. The course will focus upon the student as the entrepreneur, financial feasibility, creating the business, marketing, various specific decisions, legalities & paperwork, and the formal and informal business plan.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: ENTR101]

### **ENTR208 - Entrepreneurial Organizations and Funding**

Topics covered include: concepts and issues in legal forms of organizations, capitalization choices, and sources of funding. Course cover topics on sources and uses of short- and long-term funds, determination of capital requirements, obtaining capital, financial forecasting, Business structures, Franchising, Equity and Funding Sources, US SBA resources.

(Lec 20 Clk Hrs, Lab 0 Hrs – QCH 2.0) [Prerequisites: ENTR101]

### **ENTR301 - Implementation of Entrepreneurial Business Plan**

Topics covered include: presentations to active business persons to evaluate the business plan. Throughout this course the students will interact with seasoned entrepreneurs to present their business plans and receive feedback from them regarding the perceived feasibility and success potential. (Lec 10 Clk Hrs, Lab 30 Hrs – QCH 1.5) [Prerequisites: ENTR207]

### **ESLBA - English Basic Skills**

The class will enable limited English proficient students to become competent in the comprehension, speaking reading and composition of the English language methods, providing a fundamental understanding of the Basic Skills needed to become a productive member of modern society. Students will be placed in accordance of their level of understanding. (Lec 65 Clk Hrs, Lab 65 Hrs – QCH 9.5) [Prerequisites: None]

### **ESLAS - English Academic Skills**

The class will enable limited English proficient students to become competent in the comprehension, speaking reading and composition of the English language methods, providing a required Academic Skills knowledge that would allow them to communicate effectively in the English language. Students will be placed in accordance of their level of understanding. (Lec 130 Clk Hrs, Lab 130 Hrs – QCH 19.5) [Prerequisites: None]

### **ESLWFD - English Workforce Skills**

The class will enable limited English proficient students to become competent in the comprehension, speaking reading and composition of the English language methods, providing a required Workforce Skills knowledge to perform in any business environment. Students will be placed in accordance of their level of understanding. (Lec 65 Clk Hrs, Lab 65 Hrs – QCH 9.5) [Prerequisites: None]

### **EXM-BKK – Bookkeeping Certification Capstone**

This certification review course will prepare the student to sit for the NBA (National Bookkeepers Association) certification exam. The objective of the Bookkeeper Certification is to assure small business and nonprofit owners and employees that the bookkeeper possesses the knowledge and skills to perform bookkeeping accurately and productively. (Lec 05 Clk Hrs, Lab 15 Hrs – QCH 1.0) [Prerequisites: ACC100 or Previous Bookkeeping experience]

### **GOP050 - Basic Office Procedures**

This course is designed to develop professional skills and attitudes needed in today's global business environment. Record management, note/minute-taking, mail processing, appointment setting, travel arrangements, and prepare reports and memos will be included. (Lec 15 Clk Hrs, Lab 05 Hrs – QCH 1.5) [Prerequisites: None]

### **GOP100 - General Office Procedures**

This course is designed to develop professional skills and attitudes needed in today's global business environment. Topics include making ethical decisions, working independently and as a team member, and managing time. Telecommunications, mail processing, travel arrangements and conferences, public relations, and ergonomics will be included. (Lec 30 Clk Hrs, Lab 30 Hrs – QCH 4.5) [Prerequisites: None]

### **HW101 – Computer Hardware**

Students will learn how to build, upgrade, configure, troubleshoot, optimize, diagnose and perform preventative maintenance of a personal computer. They will disassemble and assemble all major parts of the computer during hands on labs which will enhance what is learned during the lecture section of this course. Students will be able to successfully identify all key components and their characteristics. (Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: CMP102]

### **HW111 – Computer Hardware**

This course provides students with the knowledge and skills necessary to prepare for the CompTIA's A+ Certification exam (part 1). Students will have the knowledge required to assemble components based on customer requirements. Students will learn computer and networking concepts. They will be able to install, configure and maintain devices and PCs for end users, understand the basics of networking and security/forensics. They will learn how to properly and safely diagnose, resolve and document common hardware issues while applying troubleshooting skills. Graduates will also provide appropriate customer support; understand the basics of virtualization, desktop imaging and deployment.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: None]

### **INT100 - Introduction to Internet**

How does the internet work? How do I make a web page? Does WWW really stand for World Wide Wait? This course examines the technologies and uses of the internet, as well as practicing basic computer skills with text, images, and networks. Topics will include HTML and CSS (which web pages are written in), HTTP and TCP/IP (the web's infrastructure), internet security, web page design ideas, as well as many examples of popular sites.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: COM100 or PS101]

### **ISM100 – Interpersonal Skills in Management**

This course is designed to help students enhance their job effectiveness, career development, and general well-being. This class gives students an opportunity to: Increase their self-awareness (e.g., goals, styles, strengths, weaknesses, how you are perceived by others), develop a deeper understanding of and appreciation for the complexity of human relationships in organizations, understand the importance of high-quality relationships at work, learn skills that will help them develop effective and enjoyable work relationships.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: None]

### **JP050 - Job Preparation (Customer Service)**

Students will learn the importance of a professional appearance, proper communication skills, telephone etiquette and desirable work habits. Emphasis is placed on completion of the employment application, development of the personal resume, and proper techniques for a successful employment interview.

(Lec 24 Clk Hrs, Lab 0 Hrs – QCH 2.0) [Prerequisites: None]

### **JP100 - Job Preparation**

Students will learn the importance of a professional appearance, proper communication skills, telephone etiquette and desirable work habits. Emphasis is placed on completion of the employment application, development of the personal resume, proper techniques for a successful employment interview, as well as retention after employment.

(Lec 20 Clk Hrs, Lab 0 Hrs – QCH 2.0) [Prerequisites: None]

### **JP111 - Job Readiness for the Medical Professional**

Students will learn the importance of professional appearance, proper communication skills, and desirable work habits. Emphasis is placed on completion of the employment application, development of the medical resume and cover letter. Students will participate in mock interviews, and learn about retention after employment. Field trips and guest speakers may be planned in order for students to experience what it would be like working in the field.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: None]

### **JP112 - Job Readiness for the IT Professional**

Students will learn the importance of professional appearance, proper communication skills, and desirable work habits. Emphasis is placed on completion of the employment application, development of

the IT professional resume and cover letter. Students will participate in mock interviews, and learn about retention after employment. Field trips and guest speakers may be planned in order for students to experience what it would be like working in the field.

(Lec 10 Clk Hrs, Lab 30 Hrs – QCH 2.5) [Prerequisites: None]

### **KAA501 – Making Accounting Adjustments**

Students will learn how the bookkeeper checks the data recorded in the financial records at the end of the operating period, makes adjustment to items that were not recorded during the period, and summarizes the data in the financial statements.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: ACC100]

### **KFR701 – Preparing Financial Reports**

Students will learn how to prepare and record adjusting and closing entries, prepare a post-closing trial balance, and prepare financial statements such as: Income Statement, Owner’s Equity and Balance Sheet.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: ACC100]

### **KGL601 – Maintaining the General Ledger**

Students will learn the steps to classify, record, and summarize data for a business and produce needed financial information. This course of instruction focuses in explaining how to prepare and maintain a record of business transactions.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: ACC100]

### **KPP301 – Processing Purchases and Payments**

Students will learn how to accurately record purchases and payment transactions and how to post them to the correct general ledger accounts. It introduces the accounts payable receivable subsidiary ledger, how to record purchase returns, how to prepare a schedule of accounts payable, internal control for cash receipts and cash payments and how to setup and use a petty cash fund.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: ACC100]

### **KPY401 – Processing Payrolls**

This course of instruction covers how to compute and record employee earnings, how to determine the various amounts that must be withheld from earnings, and how to record the deductions.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: ACC100]

### **KSR201 – Processing Sales and Receipts**

Students will learn how to accurately record sales and receipts transactions and how to post them to the correct General Ledger accounts. It introduces the accounts receivable subsidiary ledger, how to record sales returns, how to prepare a schedule of accounts receivable.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: ACC100]

### **KQB101 – Introduction to QuickBooks**

This QuickBooks training class covers the fundamentals of using QuickBooks to track the finances of a small business. Students will learn how to set up a new company, work with lists, set up inventory, process invoices, work with bank accounts, process payments, enter and pay bills, and use online banking.

(Lec 10 Clk Hrs, Lab 30 Hrs – QCH 2.5) [Prerequisites: ACC100 or previous Bookkeeping experience]

### **LASS010 - Literature and the Arts, Science, and Social Studies \***

The main objective of this course is to provide the student with the knowledge, skills and abilities to pass each of the following GED tests: Literature & the Arts, Science and Social Studies. Because of their relatively similar nature, the preparation for these three GED tests is combined into one course.

Following a placement test, the student will begin course work at the appropriate level. The lessons and exercises in this course include:

*Literature & the Arts:* Popular literature, classical literature, and literature commentary.

*Science:* Life sciences and physical sciences

*Social Studies:* History, economics, political science, geography, behavioral sciences. Lec. 125 Hrs / Lab. 125 Hrs [Prerequisites: None]

\*This class is part of a GED program that is not regulated or approved by the Texas Workforce Commission Career Schools and Colleges.

### **LTC100 – Introduction to Long Term Care (LTC)**

This course will introduce students to the role of the nursing assistant. Topics covered are: Introduction to long term care, introduction to Nursing Assistant, role of the nurse aid in LTC, safety measures, emergency measures, infection control, resident's rights & independence, communication & interpersonal skills and taking care of yourself.

(Lec 12 Clk Hrs, Lab 4 Hrs – QCH 1.0) [Prerequisites: None]

### **MA-EXT – Medical Assistant Externship**

The Medical Assistant externship serves as an unpaid practicum to help students medical assistant solidify and refine skills learned in the classroom in an actual medical office work environment. It is a unique learning opportunity to receive short practical experiences in the field.

(Lec 0 Clk Hrs, Lab 0 Hrs, Cli 160 hrs – QCH 5.0) [Prerequisites: all MA courses]

### **MA010 – Mathematics \***

The main objective of this course is to provide the student with the knowledge, skills and abilities to pass the GED Math test. Following a placement test, the student will begin course work at the appropriate level. The lessons and exercises in this course include arithmetic, measurement, geometry, and pre-algebra. The participant will develop an understanding of math and related terminology. Lec. 70 Hrs / Lab. 70 Hrs [Prerequisites: None]

\*This class is part of a GED program that is not regulated or approved by the Texas Workforce Commission Career Schools and Colleges.

### **MAP101 – Basic Anatomy & Physiology**

This course provides a basic understanding of the levels of organization of the human body, along with familiarization with Pronunciation, Prefixes, Suffixes, and Root Words in Medical Terminology. It also describes the basic anatomy and physiology of each of the organ systems, including the study of the various regions and parts of the human body using proper anatomical terminology. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

(Lec 20 Clk Hrs, Lab 10 Hrs – QCH 2.5) [Prerequisites: None]

### **MAP111 – Basic Anatomy & Physiology**

This course provides a basic understanding of the levels of organization of the human body (body systems). Students will become familiar with definitions, pronunciation of medical terminology, prefixes, suffixes and root words. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: None]

### **MAP201 – Anatomy & Physiology I**

This course provides a basic study of the structure and function of the human body, specifically of the Muscular & Skeletal Systems, Upper and Lower Body. Medical Terminology for the Muscular and Skeletal systems is emphasized.

(Lec 20 Clk Hrs, Lab 10 Hrs – QCH 2.5) [Prerequisites: None]

### **MAP202 - Anatomy & Physiology II**

The student will learn the structure and function of the nervous, endocrine and reproductive systems. The autonomic nervous and somatic nervous systems are explained in detail. Students will learn about cranial nerves, dermatomes and the structure and function of the neuron and synapse space. All glands of the endocrine system and the hormones they produce, including those of reproduction are covered and explained.

(Lec 20 Clk Hrs, Lab 10 Hrs – QCH 2.5) [Prerequisites: None]

### **MAP203 - Anatomy & Physiology III**

The student learns the urinary, reproductive, digestive and endocrine systems. Delivery methods include lecture, lab, videos, handouts and PowerPoint presentations. Topics include urine formation, reproductive diseases, nutrient absorption and hormone production.

(Lec 20 Clk Hrs, Lab 10 Hrs – QCH 2.5) [Prerequisites: None]

### **MAP211 – Anatomy & Physiology I**

This course provides a basic study and overview of the structure and function of the human body systems. The student will learn medical terminology including prefixes, suffixes and root words. Abbreviations are emphasized throughout the course. The students will cover the integumentary, skeletal, muscular and cardiovascular systems. Topics include skin structure, bone structure, muscle types and circulation.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: None]

### **MAP212 - Anatomy & Physiology II**

The student will learn the structure and function of the nervous and somatic nervous systems which are explained in detail. The students will cover the blood, lymphatic, immune, respiratory and nervous systems. Topics include components of blood, antibodies, and organs of the respiratory system, neuron structure and nerve impulse synapse.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: None]

### **MATH301 – College Algebra**

This course focuses on the Study of quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.

*This is a required general education course for AAS students.*

(Lec 40 Clk Hrs, Lab 0 Hrs – QCH 4.0) [Prerequisites: None]

### **MBC101 – Principles of Medical Coding and Insurance**

In this comprehensive course, the student will gain an understanding of the preparation, submission and follow-up strategies for insurance claims along with techniques for analyzing different insurance contracts, policies and procedures to improve your reimbursement results. Participants whether beginners or experienced insurance claims personnel, can expect to receive current and expert advice that can be utilized immediately following the course.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: None]

### **MBC111 – Billing, Claims and Collections**

In this comprehensive course, the student will gain an understanding of the preparation, submission / follow-up strategies for insurance claims, billing & coding, along with techniques for analyzing different insurance contracts, policies and procedures. They will focus on reimbursement results with special attention on accuracy. Participants whether beginners or experienced insurance claims personnel, can expect to receive current and expert advice that can be utilized immediately following the course.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: None]



### **MBC201 – Billing and Coding Procedures**

This program is designed to serve those students who are interested in gaining access to entry-level positions in the medical field related to reimbursement procedures. Students will focus on the fundamentals of medical office protocol and specialized training in Current Procedural Terminology (CPT), International Classification of Diseases (ICD), and Healthcare Common Procedural Coding System (HCPCS).

(Lec 20 Clk Hrs, Lab 10 Hrs – QCH 2.5) [Prerequisites: None]

### **MBC211 – Medical Coding**

This course is designed to inform students of entry-level positions in the medical field related to reimbursement procedures. Students will focus on the fundamentals of medical office protocols and will receive specialized training in Billing & Coding including Current Procedural Terminology (CPT), International Classification of Diseases (ICD), and Healthcare Common Procedural Coding System (HCPCS).

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0 [Prerequisites: None]

### **MCI201 – Managed Care / Insurance**

This course provides an overview of major issues related to the design, function, management, regulation, and evaluation of health insurance programs and managed care organizations, including HMOs. The focus will be on both private and public sector programs.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: None]

### **MCP201 - Clinical Procedures I**

The student learns Medical Charting, SOAP Method of Charting, Medical History Taking, Injections, (IM, IV, ID, SC), Assisting with Medical Examinations, Patient Draping and Sterile Tray Preparation. All topics are done “hands on” in the laboratory, after lecture discussion of the topic covered.

(Lec 10 Clk Hrs, Lab 20 Hrs – QCH 2.0) [Prerequisites: None]

### **MCP202 - Clinical Procedures II**

The student learns Basic Life Support (CPR), AED use, and is tested for certification. Hot and Cold Packs, Ultrasound Treatment, EKG Preparation, First Aid, and Medical Office Emergencies are also covered. Charting in Medical Emergencies, Vital Signs, normal and abnormal values are learned and practiced as well.

(Lec 10 Clk Hrs, Lab 20 Hrs – QCH 2.0) [Prerequisites: None]

### **MCP211 - Clinical Procedures I**

The student learns Medical Charting (SOAP Method) and record patient history. Students will perform eye exams, ear exams and will learn how to check vitals. All skills are practiced “hands on” in the laboratory, after instruction on safety, procedures and infection control.

(Lec 10 Clk Hrs, Lab 30 Hrs – QCH 2.5) [Prerequisites: None]

### **MCP212 - Clinical Procedures II**

The student learns Range of Motion (ROM), positioning, gait assessment, gait patterns and patient ambulation. All skills are practiced “hands on” in the laboratory, after instruction on safety, procedures and infection control.

(Lec 10 Clk Hrs, Lab 30 Hrs – QCH 2.5) [Prerequisites: None]

### **MCP213 - Clinical Procedures III**

The student learns how to collect specimens and observe them under microscope. Tests that students should expect to run are: streptococcus, urine, pregnancy, mononucleosis and Helicobacter pylori. All skills are practiced “hands on” in the laboratory, after instruction on safety, procedures and infection control.

(Lec 10 Clk Hrs, Lab 30 Hrs – QCH 2.5) [Prerequisites: None]

### **MDG201 - Diagnostic Procedures**

The student learns what constitutes Hematology Testing, Chemistry Testing, and Immunology Testing. Minor Surgery Assisting, Screen Tests Protocols and Results, Suture Removal and setting up a Sterile Field are also covered in the course. Autoclaving techniques, Laboratory and Radiology Procedures, Testing and Results are learned and practiced.

(Lec 20 Clk Hrs, Lab 10 Hrs – QCH 2.5) [Prerequisites: None]

### **MDG211 – Medical Diagnostic Procedures**

The student learns about hematology, chemistry, and immunology testing. Students will learn minor surgery assisting, screen test protocols/results, suture removal, microbiology and setting up a sterile field. Students will assist with medical examinations, patient draping autoclaving and sterile tray preparation.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: None]

### **MDT101 – Intro to Medical Terminology**

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols are included in the content. A programmed learning, word building system will be used to learn word parts that are used to construct or analyze new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: None]

### **MDT111 – Medical Terminology**

This course presents a study of basic medical terminology. Prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols will be covered. A programmed learning, word building system will be used to learn word parts that are used to construct or analyze new terms. This provides the opportunity to decipher unfamiliar terms and check their spelling. Emphasis is placed on spelling, definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: None]

### **MED101 – Medical Concepts**

Students will overview a synopsis of all the concepts in the medical field. This course will include Medical Mathematics, HIPAA compliance, Medical Law and Ethics. In this course, we'll demystify the compliance process. We'll focus specifically on the Administrative Simplification portion of HIPAA, starting by defining the lingo of HIPAA and identifying the important players. Then we'll cover transactions, code sets and identifiers, which are all key elements in electronic health care transmissions.

(Lec 10 Clk Hrs, Lab 0 Hrs – QCH 1.0) [Prerequisites: None]

### **MGM100 – Customer Contact Skills**

This class is designed to teach students the skills needed to develop, establish and maintain good customer relationship. Service: Face-to-Face, Critical Thinking Skills/Problem Solving, Communicating with Customers and Information Sharing, Telephone Service Skills, Sales Skills in a Service Environment, Managing the Difficult Customer, Serving the Multicultural Customer.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: CS100]

### **MIC201 - Infection Control I**

The student learns the Principals of Asepsis, Hand Washing Techniques, Applying Universal Precautions, Standard Operating Procedures, and other Infection Control Techniques. Then the student practices “hand on” training of the techniques in the Laboratory.  
(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: None]

### **MIC301 - Infection Control II**

The student reviews the principles of Asepsis, the use of Sharps containers in the medical office and other infection control procedures. Blood borne pathogen transmission is studied, as is blood in dental cleaning procedures and the risks it entails. Specimen collection using ‘Universal Operating Precautions’ is also discussed, as is Mother-Fetus blood borne pathogen transmission.  
(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: None]

### **MKT101 - Principles of Marketing**

This course is an introduction to the field of marketing, and will focus on the marketing issues with which a typical organization deals. It involves identifying customer needs and then satisfying those needs with the right product, priced at the right level, promoted to customers in ways to motivate purchases, and available to them through the right distribution channels.  
(Lec 20 Clk Hrs, Lab 0 Hrs – QCH 2.0) [Prerequisites: None]

### **MLE201 - Medical Law and Ethics**

The student learns the legal and ethical issues of the medical practice, quality control and assurance issues and confidentiality parameters. OSHA, CLIA, HIPAA and Medical Law aspects are also covered and clarified.  
(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: None]

### **MLE211 - Medical Law and Ethics**

The students will learn the legal and ethical issues of the medical practice, quality control/assurance issues and confidentiality parameters. OSHA, CLIA, HIPAA and medical law aspects are also covered and clarified.  
(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: None]

### **MLV201 - Medical Math**

The student learns Basic Math Computations, understanding Charts, Graphs, Dosage Calculations, Normal Laboratory Test Results and how to calculate Medication Dosaging. Pediatric Growth Charts, Pediatric Weight/Height, and Flow sheets in Laboratory Testing, along with the Normal/Abnormal Test Values are also covered.  
(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: None]

### **MOP101 – Medical Office Procedures**

This course introduces medical assistant students to office management and business administration by scheduling appointments, filing, record keeping, performing telephone and reception duties and communicating effectively with patients and other medical office staff.  
(Lec 20 Clk Hrs, Lab 10 Hrs – QCH 2.5) [Prerequisites: None]

### **MOP111 – Medical Office Procedures**

This course introduces students to front and back office management and procedures. The basics of accounting will be taught along with business administration skills, appointment scheduling, filing, record keeping, performing telephone/reception duties and communicating effectively with patients and other medical office staff.  
(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: None]

### **MPC203 - Protective Clinical Procedures**

The student learns about laboratory equipment, safety practices, and the use of personal protective equipment in the laboratory. The precautions and parameters of safe laboratory work are also discussed and practiced.

(Lec 0 Clk Hrs, Lab 20 Hrs – QCH 1.0) [Prerequisites: None]

### **NA-EXT – NA Externship/Clinicals**

The NA clinical training is a hands-on subject where students will experience in real life about the care of residents in a nursing facility. The clinical training provides the opportunity for the trainee to learn to apply the classroom training to the care of residents with the assistance and direct supervision of the instructor.

(Lec 0 Clk Hrs, Lab 0 Hrs, Cli 15 hrs QCH 0.5)[Prerequisites: all NA subjects]

### **NA101 – Nursing Assistant Competencies**

This course covers the mandatory 51 hours (37 lecture / 14 lab) classroom and skills training as defined by Texas DADS for any Nurses Aides Training Program in the State, which does not involve direct care of residents / patients by students.

(Lec 37 Clk Hrs, Lab 14 Hrs – QCH 4.0) [Prerequisites: None]

### **NA102 – Nursing Assistant Skills**

This course covers the mandatory 24 hours of clinical training as defined by Texas DADS for any Nurses Aides Training Program in the State, which involve hands-on direct care of residents / patients by students.

(Lec 0 Clk Hrs, Lab 0 Hrs, 24 Clinical hrs – QCH 0.5) [Prerequisites: NA101]

### **NA111 – Basic Nursing Competencies for PCT's**

This subject prepares the students with the knowledge essential for the provision of basic care to patients at a clinic / hospital setting. It covers topics on: basic care to patients; communicating and interacting with patients and their families; protecting; supporting and promoting the rights of patients; providing safety and preventive measures in the care of patients; and how to function effectively as a member of the health care team.

(Lec 40 Clk Hrs, Lab 20 Hrs – QCH 5.0) [Prerequisites: None]

### **NA112 – Externship/Clinicals for PCT's**

This hands-on subject allows the students to put in practice the skills and abilities learned in the Basic Nursing Competencies for PCT's where they will solidify and refine the skills they learned in the classroom. It is a unique learning opportunity to receive short practical experiences in the field.

(Lec 0 Clk Hrs, Lab 0 Hrs, 40 Clinical hrs – QCH 1.0) [Prerequisites: NA111]

### **NET+ Prep – NETWORK+ Cert. Lab. – Supporting Users and Troubleshooting Networks**

This hands-on course provides individuals with the knowledge and test-taking skills necessary to get prepared for the NET+ certification exam. Through simulation, the student will troubleshoot and resolve basic problems end users face while running on a Microsoft Windows Server Platform / Network environment.

(Lec 10 Clk Hrs, Lab 30 Hrs – QCH 2.5) [Prerequisites: NET113]

### **NET111 – Fundamentals of Computer Networking**

This course introduces students to the skills necessary to create, troubleshoot and maintain a LAN (Local Area Network). Upon completion of this subject students will learn to install a LAN OS, and to design, wire, troubleshoot and secure the network. The student also will learn the fundamentals of computer networking including how to share different resources (printer, scanners, and hard drives) in the network. (Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: None]

### **NET112 – Network Configuration and Topologies**

This subject helps students prepare for CompTIA's NETWORK+ certification exam and builds a hands-on understanding of hardware and software tools to troubleshoot connectivity issues and analyze traffic and performance. Additional topics include wireless security measures, network access security, user authentication, firewall, common threats, and vulnerability techniques.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: NET111 or hands-on experience with networks.]

### **NET113 – Network Management and Security**

This subject helps students prepare for CompTIA's NETWORK+ certification exam and builds a hands-on understanding of hardware and software tools to troubleshoot connectivity issues and analyze traffic and performance. Additional topics include wireless security measures, network access security, user authentication, firewall, common threats, vulnerabilities and mitigation techniques.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: NET111 or hands on experience with networks.]

### **NET201 – MS Windows Server / Network Management**

This course introduces students to the knowledge and skills necessary to Configure routing by using the Routing and Remote Access service, Allocate IP addressing by using DHCP, Manage and monitor DHCP, Resolve names, Resolve host names by using DNS, Manage and monitor DNS, Resolve network basic input/output system (NetBIOS) names by using WINS, Secure network traffic by using IPSec and certificates, Configure network access, and Manage and monitor network access.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: CMP102]

### **OFC050 - Basic Communication Skills**

The importance of communications in business will be stressed as well as how to organize and express ideas in writing. A study of the principles, practices and mechanics of all types of business letters, memos and reports.

(Lec 10 Clk Hrs, Lab 10 Hrs – QCH 1.5) [Prerequisites: None]

### **OS101 – Computer Operating Systems**

Upon completion of this subject students will learn the following concepts 1) Identify, Add and Remove System Components, 2) System Resources and Installing and Configuring IDE and SCSI Devices, 3) Installing, Configuring and Optimizing Computers, 4) Diagnosing and Troubleshooting, 5) Memory, Motherboards, and Processors, 6) Printers, Maintenance and Safety Issues, 7) Basic Networking and, 8) provide effective customer support to clients.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: CMP102]

### **OS111 – Windows Operating Systems**

This subject helps students prepare for the Microsoft Technology Associate Exam (Windows Operating Systems) and builds an understanding of these topics: Operating System Configurations, Installing and Upgrading Client Systems, Managing Applications, Managing Files Folders, Managing Devices and Operating System Maintenance.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: None]

### **PSYC301 – General Psychology**

This course surveys the major topics in psychology. Emphasis is placed on an introduction to the study of behavior and the factors that determine and affect behavior. ***This is a required general education course for AAS students.***

(Lec 40 Clk Hrs, Lab 0 Hrs – QCH 4.0) [Prerequisites: None]

### **PCS100 – Personal Care Skills**

This course of instruction will cover the following topics: Personal care skills, body mechanics, positioning & moving residents, care of the resident's environment, assisting residents with bathing, toileting and perineal care, skin care, hygiene & grooming, nutrition, hydration, and elimination.

(Lec 05 Clk Hrs, Lab 13 Hrs – QCH 1.0) [Prerequisites: None]

### **PHA101 – Pharmacology:**

This course of instruction will cover the role of the allied health professional in pharmacology and explain what pharmacology is. Students will learn about drug names, drug categories and medical math while learning FDA regulations.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: None]

### **PLB101 – Phlebotomy**

Student will learn and describe the evolution of phlebotomy and learn the responsibilities when working in this role. Students will learn about microbiology and will practice all safety precautions prior to the study and practice of venipuncture, working with needles and drawing blood. Regulating agencies will be identified along with safety and infection control practices related to phlebotomy.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: None]

### **PPT100 – Microsoft PowerPoint:**

In the past, you have used paper-based overhead systems to give presentations. Now, you want to upgrade those presentations to an electronic format. You can use Microsoft Office PowerPoint to give electronic presentations. In this course students will learn how to create professional-looking PowerPoint presentations using animation, outlining, drawing, graphing, and presentation management tools.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: COM100 or PS101]

### **PS101 – Productivity Applications**

Students will learn about an exciting new world of information. Students will learn that the Internet is a valuable and powerful tool with which they can search and retrieve information that can be applied for the advancement of personal or professional goals. Students will also learn how to communicate via electronic mail.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: None]

### **PSY010 - Personal Development**

This course will provide strategies and techniques for success in education, life, and career. Areas to be covered: Memory improvement, reading more effectively, note-taking, test-taking, techniques for self-development, motivation, attitude, time management, managing stress, goal setting, and introduction to educational resources to provide ongoing academic support.

(Lec 10 Clk Hrs, Lab 10 Hrs– QCH 1.5) [Prerequisites: None]

### **RS100 - Restorative Services**

Restoration is the care given to attain and maintain the highest possible level of independence and functional ability (physical and psychosocial). This course focuses on introduction to restorative services and the role of the Nurse Aide in restoration care.

(Lec 5 Clk Hrs, Lab 0 Hrs – QCH 0.5) [Prerequisites: None]

### **SAL101 – Sales Skills Development**

This course will provide a complete, up-to-date coverage of all aspects of sales in a business setting. It teaches the student how to prepare for selling, gain customer commitment and close sale, develop and implement a sales follow-up plan, etc.

(Lec 20 Clk Hrs, Lab 10 Hrs – QCH 2.5) [Prerequisites: CS100]

### **SCP100 – Personal Care Procedures**

Students are introduced to the patient's environment. It explains the importance of knowing the rules of bed making, along with the importance of daily hygiene and grooming, special skin care, nutrition,

specimen collection and testing, am and pm care. Also during this portion of the program the student will put into practice the skills they have gained in previous classes. They will know their responsibilities as a Nursing Assistant for caring for their patients on a daily basis.

(Lec 9 Clk Hrs, Lab 8 Hrs, Cli 18 Hrs – QCH 1.0) [Prerequisites: None]

### **SEC+ Prep – SECURITY+ Cert. Lab. – Securing the IT Infrastructure**

This hands-on course provides individuals with the knowledge and test-taking skills necessary to get prepared for the SECURITY+ Certification exam. Through simulation, the student will develop and implement plans to avoid and resolve risks and threats to an organization's data, and will also be presented with the opportunity to structure methods of addressing and safeguarding those critical electronic assets.

(Lec 10 Clk Hrs, Lab 30 Hrs – QCH 2.5) [Prerequisites: SEC201 or working knowledge of networking.]

### **SEC101 – Systems Security Principles**

This course introduces the student to the computer security world by presenting systems security concepts and principles. Students will gain competency in such topics as Systems security threats, Security risks pertaining to system hardware and peripherals, OS hardening practices and procedures for workstation and server security, Implement security applications, Virtualization technology, General cryptography concepts, basic hashing and encryption concepts, Core concepts of public key cryptography, PKI and certificate management.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: CMP102]

### **SEC111 – Network, Organizational and Operational Security Principles**

This subject helps students prepare for CompTIA's SECURITY+ certification and builds a hands-on understanding of secure network administration principles, network design elements, components, implementation and use of common protocols. Students will learn about default network ports, implementation of wireless networks in a secure manner, risk mitigation strategies, incident response procedures, security awareness / training, business continuity, environmental controls, recovery plans / procedures, and the concept of CIA (Confidentiality, Integrity and Availability).

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: NET111 or hands-on experience with networks]

### **SEC112 – Threats, Vulnerability and Cryptography**

This subject helps students prepare for CompTIA's SECURITY+ certification and builds a hands-on understanding of types of malware and attacks (including social engineering, wireless and application), mitigation / deterrent techniques, assessment tools and techniques to discover security threats and vulnerabilities. Students will also cover penetration testing, vulnerability scanning, cryptography concepts, tools and products, public key infrastructure, certificate management and components.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: NET111 or hands-on experience with networks]

### **SEC113 – Application, Data and Host Security**

This subject helps students prepare for CompTIA's SECURITY+ certification and builds a hands-on understanding of types of application, host and data security, authentication services, best practices in authentication, authorization and accesses control, security control and account management.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: NET111 or hands-on experience with networks]

### **SEC201 –Organizational and Operational Security**

This course introduces students to the knowledge and skills necessary to implement organization-wide security policies and procedures, best practices for access control methods, conduct risk assessments and implement risk mitigation processes, carry out vulnerability assessments. It will also introduce the concept of and how to reduce the risk of social engineering.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: SEC101]

### **SPAN301 – Career Spanish**

This course focuses on the basic practice in comprehension and production of the Spanish spoken language. *This is a required general education course for AAS students.*

(Lec 40 Clk Hrs, Lab 0 Hrs – QCH 4.0) [Prerequisites: None]

### **SPS100 – Supervisory Skills:**

This course is a general introduction to Supervisory Skills every manager should have to build a positive workplace culture in their organizations. The student will learn how to work with, motivate, and develop individuals and teams through lectures that explore current concepts and provide opportunities for growth.

(Lec 20 Clk Hrs, Lab 0 Hrs – QCH 2.0) [Prerequisites: None]

### **SS100 – Mental Health and Social Service Needs**

This course deals with the psychological needs of patients and specific behavioral problems. The subject covers: Psychosocial needs of residents, culture change, specific behavior problems and cognitive impairment.

(Lec 6 Clk Hrs, Lab 0 Hrs – QCH 0.5) [Prerequisites: None]

### **SS101 – Health Issues in Aging Population**

Introduces the study of aging, its implications for individuals, families, and society, and the background for health policy related to older persons. Students will learn how to act to different situations on aging from different perspectives: demography, biology, epidemiology of diseases, physical and mental disorders, functional capacity and disability, health services, federal and state health policies, social aspects of aging, and ethical issues in the care of older individuals.

(Lec 20 Clk Hrs, Lab 5 Hrs – QCH 2.0) [Prerequisites: SS100]

### **SSK100 – Social Skills**

Whenever people spend day after day together, conflict cannot be avoided completely. Conflict in the work place happens to everyone at some point in their career. This course will teach the skills needed to deal with supervisors, co-workers, residents and even their family members.

(Lec 5 Clk Hrs, Lab 0 Hrs – QCH 0.5) [Prerequisites: None]

### **SVR111 – Windows Server Administration**

This subject helps students prepare for the Microsoft Technology Associate Exam (Windows Server Administration) and builds an understanding of these topics: Server Installation, Server Roles, Active Directory, Storage, Server Performance Management and Server Maintenance.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: NET111 or hands-on experience with networks]

### **SVR211 – Windows Server Security**

This subject helps students prepare for the Microsoft Technology Associate (MTA) exam (Windows Server Security) and builds an understanding of these topics: Security Layers, Operating System Security, Network Security and Security Software.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: NET111 or hands-on experience with networks]

### **SW111 – Computer Software and Applications**

This course provides students with the knowledge and skills necessary to prepare for the CompTIA's A+ certification exam (part 2). Students will have the knowledge required to configure and maintain software for end users, understand the basics of networking and security/forensics, properly and safely diagnose, resolve and document common software issues while applying troubleshooting skills.

Graduates will also provide appropriate customer support; understand the basics of virtualization, desktop imaging and deployment.

(Lec 30 Clk Hrs, Lab 10 Hrs – QCH 3.5) [Prerequisites: None]



**TW100 - Typewriting/Keyboarding 1:**

The major objectives of the course, designed for students who have little or no typewriting/keyboarding experience, are to learn the keyboard and to develop correct keyboarding techniques guided and monitored by the instructor. The course introduces basic word processing concepts applied to report centered texts, letters and memos.

(Lec 0 Clk Hrs, Lab 20 Hrs – QCH 1.0) [Prerequisites: None]

**TW102 - Typewriting/Keyboarding 2:**

In this course students will continue to build speed and accuracy through a wide range of exercises and drills.

(Lec 0 Clk Hrs, Lab 20 Hrs – QCH 1.0) [Prerequisites: TW100]

**WE010 – Work Ethics Workshop:**

As a business ethics course it explores the connection between personal conduct, work-related behavior, and the challenges afforded by working relations in the marketplace and the business environment.

(Lec 0 Clk Hrs, Lab 10 Hrs – QCH 0.5) [Prerequisites: None]

**WP100 - Microsoft Word:**

In this lab course students will learn the concepts and techniques common to all word processing programs, including the formatting of documents, editing, printing and graphics. Proofreading techniques are also stressed throughout. Practice using software is given through the preparation of common business documents.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: COM100 or PS101]

**WS010 - Writing Skills \***

The main objective of this course is to provide the student with the knowledge, skills and abilities to pass the GED Writing Skills test. Following a placement test, the student will begin course work at the appropriate level. The lessons and exercises in this course include grammar, mechanics and sentence structure. The participant will develop an understanding of the English language as well as essay composition. Lec. 65 Hrs / Lab. 65 Hrs [Prerequisites: None]

\*This class is part of a GED program that is not regulated or approved by the Texas Workforce Commission Career Schools and Colleges.

**XLS100 - Microsoft Excel:**

By using spreadsheet software, students will learn how to create a computerized spreadsheet. Students will also learn to examine real life situations through “cases” and determine how to create a spreadsheet that includes all the required information and mathematical formulas. Additionally, the student will learn how to enhance the final document’s professional appearance through the use of charts, graphs and the text formatting capabilities of spreadsheet software.

(Lec 20 Clk Hrs, Lab 20 Hrs – QCH 3.0) [Prerequisites: COM100 or PS101]

**“Approved and Regulated by the Texas Workforce  
Commission, Career Schools and Colleges, Austin, Texas”**

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

*Eduardo Tribaldos*

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President

**VANTAGE COLLEGE -**  
**SAN ANTONIO**  
*(Main Campus)*  
(S2748)

**Catalog Addendum**



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Fax: (210) 855-7722

<http://www.vantage.edu>

***Changing Lives through Education & Job Placement***

**Addendum #1****HOURS OF OPERATION**

The Vantage College currently offers a flexible schedule and open enrollment. It conducts classes Monday through Friday\* from 8:15 a.m. to 1:45 p.m. and 5:45 p.m. to 9:45 p.m. Administrative office hours are: 8:00 a.m. to 6:00 p.m. during weekdays.

*\*Saturdays if a program requires it.*

**Addendum #2****HOLIDAYS AND VACATIONS  
NO CLASS for STUDENTS**

- New Year's Day                      Jan 1, 2016
- Return to school                    Jan 4, 2016
- Spring break                        March 14-17, 2016
- Memorial Day                        May 30, 2016
- Independence Day                July 4, 2016
- Labor Day                            Sep 5, 2016
- Thanksgiving                      Nov 24-25, 2016
- Christmas break                    Dec 19- 31 , 2016

**Addendum #3****FEES & TUITION**

<b>Program</b>	<b>Registra tion</b>	<b>Tuition</b>	<b>Books &amp; Supplies</b>	<b>Job Placement</b>	<b>Total</b>
AAS in Medical Assisting	\$100	\$22,650	\$0	\$0	\$22,750
Business and Off. Management	\$100	\$13,880	\$0	\$0	\$13,980
Computer Security Specialist	\$100	\$7,400	\$0	\$0	\$7,500
Computer Support Specialist	\$100	\$7,400	\$0	\$0	\$7,500
Medical Administrative & Health Information Assistant	\$100	\$8,900	\$0	\$0	\$9,000
Medical Assistant	\$100	\$15,850	\$0	\$0	\$15,950
Network and Computer Systems Administrator	\$100	\$17,350	\$0	\$0	\$17,450
Network Support Specialist	\$100	\$7,400	\$0	\$0	\$7,500
Nursing Assistant	\$100	\$1,200	\$0	\$0	\$1,300
Off Admin. with Accounting	\$100	\$14,300	\$0	\$0	\$14,400
Patient Care Technician	\$100	\$7,100	\$0	\$0	\$7,200

**Cost per Single Subject:** \$25.00 per clock hour of instruction; registration fee will not be charged.

## Addendum #4

### ADMINISTRATION & FACULTY

#### ADMINISTRATORS

Tribaldos, Eduardo <b>President &amp; CEO</b>	M.B.A. Marketing B.S. Computer Science
Perales, Elvia Sofia <b>Chief Financial Officer</b>	M.B.A. Finance B.S. Computer Science
Van Raub, Alfred, <b>Chief Administrative Officer</b>	B.A. Business
Gutierrez, Ray <b>Campus Director</b>	B.A. Social Work
Urbina, Karla <b>Student &amp; Career Services Director</b>	B.B.A.
Ortiz, Manuel <b>Career Services Representative</b>	Administrative Professional

#### FACULTY & STAFF

Mendez, Olivia <b>Director of Nursing</b>	Registered Nurse (RN)
Bernal, Marco <b>I.T. Instructor</b>	B.S. Electrical Engineering CompTIA A+, Net+, Security+ & Microsoft Certified
Villegas, Juan <b>I.T. Instructor</b>	A.S. Business Administration CompTIA A+, Net+ Certified
Olveda, Jessica <b>Allied Healthcare Instructor</b>	Registered Medical Assistant (RMA); Certified Billing & Coding Specialist, CPR, First Aid, AED Instructor -OSHA and HIPAA Trainer
Aguirre, Betty <b>Medical Instructor</b>	A.A.S Pre-Medicine, Certified MA, Certified Medical Interpreter
Silva, Georgina <b>Medical Instructor</b>	A.A.S Health Registration & Medical Office Specialist, Certified Billing & Coding
Belshaw, Kimberly <b>Medical Instructor</b>	Licensed Vocational Nurse (LVN)

Medrano, Jose <b>Admissions Representative</b>	Admissions Professional
Guerra, Caroline <b>Admissions Representative</b>	Admissions Professional
Delp, Serena <b>Admissions Representative</b>	Admissions Professional
Gamez, Roland <b>Admissions Representative</b>	Admissions Professional
Castaneda, Amanda <b>Admissions Representative</b>	Admissions Professional
Santos, Amada <b>Financial Aid Assistant</b>	Administrative Professional
Torio, Sylvia <b>Administrative Assistant</b>	Administrative Professional
Salib, Erica <b>Administrative Assistant</b>	Administrative Professional

**I certify that the information contained in this catalog is true and correct to the best of my knowledge.**

*Eduardo Tribaldos*

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President