



BRADFORD SCHOOL

BRADFORD SCHOOL

125 WEST STATION SQUARE DRIVE

SUITE 129

PITTSBURGH, PENNSYLVANIA 15219

(412) 391-6710

SCHOOL YEAR 2011-2012

www.bradfordpittsburgh.edu

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GENERAL INFORMATION

HISTORY

Bradford School was founded in March 1968 as the Berkeley School of Pittsburgh. It operated for one year at 419 Wood Street. The need for additional space prompted the school to seek larger facilities in the Park Building at 355 Fifth Avenue. In September 1970, the school became Bradford School. The need for modern facilities necessitated a move to the Gulf Tower in January 1995. To further accommodate our student body with the most modern and technical facilities and amenities, Bradford School relocated to Station Square in January 2005.

Today Bradford School is widely recognized for its strict adherence to high educational standards. Its academic programs are designed specifically to meet the changing trends and requirements of the modern business world. Educators and business executives alike have come to appreciate Bradford graduates for their superior training and their understanding of the responsibility of service in business.

MISSION STATEMENT

The mission of Bradford School is to provide to young men and women career education and training that can be completed in as short a time as practical, yet be thorough enough to ensure a good entry-level job and a solid base for future progress in a selected career field.

PHILOSOPHY AND OBJECTIVES

We believe that our greatest value and asset is our reputation. This reputation with a goal toward excellence is built on quality of education, professionalism of staff, placement of students, and leadership in meeting the needs of corporate clients with advances in technological training and development.

The Directors and employees have dedicated Bradford School to the education of young people for careers in business and health-related professions. To fulfill this purpose, the Directors have determined that Bradford School shall:

1. Provide training that will enable a student to achieve levels of skill and competency in a chosen business vocation or health-related profession.
2. Assist students in becoming socially competent members of their communities, to the extent that each can appreciate and successfully cope with the human relations problems that will be encountered.
3. Provide a background in business administration and health-related subjects that is broad enough to bring students a fuller realization of the economic facts of life, to the end that each is capable of achieving a satisfactory and rewarding career.
4. Provide a physical plant that will be well maintained and will be attractive/effective in the degree necessary to support the school's philosophies and objectives. Facilities will be well lit, heated and cooled, and characterized by an appearance of orderliness and organization.

LOCATION AND FACILITIES

Bradford School is located on the first and second floors of the Freight House Shops in Station Square. Air-conditioned and carpeted classrooms, offices, a resource library, and a student lounge occupy space at 125 West Station Square Drive, Suite 129.

Station Square is an ideal setting for students to receive their orientation into the business world. Marked by decades of growth and diversification and less than one mile from downtown Pittsburgh, the setting at Station Square provides the students with some of the best cultural and recreational facilities available anywhere.

Bradford School provides a business atmosphere in an educational setting. The facilities are furnished with the latest technology and instructional equipment. The school offers a professional learning and growth environment for today's career-minded students. Bradford School is equipped to handle the handicapped student.

Bradford School offers 19 specialized programs in 9 major areas of study. The institution offers diploma, associate in specialized business degree, and associate in specialized technology degree programs. The academic space contains a total of 16 classrooms. Four (4) of the classrooms are equipped with microcomputers, one is equipped as a medical assisting laboratory, two are equipped as dental assisting laboratories, one is designed as a radiology facility, and the remainder are furnished as lecture rooms. The Learning Resources Center is located on the second floor.

ACCREDITATION

Bradford School is accredited by the Accrediting Council for Independent Colleges and Schools (www.acics.org) to award diplomas and associate's degrees. The address and telephone number of the Accrediting Council for Independent Colleges and Schools are 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, (202) 336-6780. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

The Bradford School Medical Assisting Programs are currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The address and telephone number of the Commission on Accreditation of Allied Health Education Programs are 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

The Bradford School Dental Assisting Program is currently accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is <http://www.ada.org/100.aspx>.

Bradford School is licensed by the Pennsylvania State Board of Private Licensed Schools located at 333 Market Street, Harrisburg, PA 17126-0333.

AFFILIATIONS

Allegheny County Guidance Counselors Association
American Accounting Association
American Association of Medical Assistants
American Dental Assisting Association
American Dental Hygiene Association
American Library Association
American Management Association
American Society of Training and Development
American Society of Travel Agents
American Vocational Association
Association of Supervision and Curriculum Development
Beaver County Guidance Counselors Association

Better Business Bureau of Western Pennsylvania
Bureau of Wholesale Sales Representatives
Butler County Guidance Counselors Association
Career College Association
Catholic Business Education Association
Council for Higher Education Accreditation
The Credit Bureau, Inc.
Distributive Education Clubs of America
Future Business Leaders of America
Graphics Arts Technical Foundation
Greater Pittsburgh Chamber of Commerce
Indiana County Guidance Counselors Association
MSDN Academic Alliance
National Association for College Admission Counseling
Pennsylvania Association of Marketing and Distributive Education Teachers
Pennsylvania Association of Private School Administrators
Pennsylvania Association of Student Financial Aid Administrators
Pennsylvania Business Education Association
Pittsburgh Club of Printing House Craftsmen
Pittsburgh Technology Council
Pro PC Users Group
Tri-State Business Education Association
Washington/Greene County Guidance Counselors Association
Westmoreland County Guidance Counselors Association

APPROVALS

Bradford School is approved for GI Bill and Pennsylvania State Bureau of Vocational Rehabilitation educational assistance.

LEGAL CONTROL

Bradford School is legally controlled by Bradford Schools, Incorporated, 309 East Morehead Street, Suite 220, Charlotte, North Carolina 28202. Officers of the corporation are Joseph L. Calihan, Chairman; Martin J. Calihan, President and Chief Executive Officer; Jo Ann Travis, Vice President; Jennifer G. Calihan, Secretary; and Steven J. Lynch, Treasurer.

Other affiliated Bradford schools include:

Antonelli Institute, Philadelphia, Pennsylvania
Bradford School, Columbus, Ohio

Fox College, Bedford Park, Illinois
Hickey College, St. Louis, Missouri
International Business College, Fort Wayne, Indiana
International Business College, Indianapolis, Indiana
King's College, Charlotte, North Carolina
Minneapolis Business College, Minneapolis, Minnesota
Vet Tech Institute, Pittsburgh, Pennsylvania
Vet Tech Institute of Houston, Houston, Texas
Wood/Tobe-Coburn School, New York, New York

PROGRAM MODERNIZATION

Bradford School prepares its students for employment in the business and allied health community. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. Bradford School, therefore, reserves the right to add to or delete material from courses; alter program content; change software and equipment; change faculty; adjust tuition, fee, and residence rates; and modify cancellation/refund policies as circumstances indicate, subject to approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

DISASTER AFFECTING THE SCHOOL'S OPERATIONS

In the event of Acts of God affecting operations (i.e., fire, flood, hurricane, tornado, etc.), Bradford School reserves the right to suspend training for a period not to exceed 90 days.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of sex, including sexual harassment; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. Bradford School is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the school. The Director of Education, who is identified in the Administration, Faculty, and

Staff section of this catalog and who may be reached at 412-301-6710, is the coordinator at Bradford School. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the school is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS

Bradford School requires all students, faculty, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship." The owner of copyright has the exclusive rights of reproduction, adaptation, publication, performance, and display. Types of works that are covered by copyright law include, but are not limited to, text, music, art, photographs, graphics, film, and software. Copyright covers all forms of a work, including its digital transmission and subsequent use.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. Copying copyrighted materials in excess of the "fair use" limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner's exclusive right of reproduction and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution's policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution's information technology system, will be subject to discipline by the school, which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.

STUDENT CONSUMER INFORMATION

Federal regulations set forth by the Higher Education Act of 1965 as amended require Bradford School to annually distribute to all enrolled students and to prospective students upon request information about the availability of specific types of consumer information. To comply with these regulations, Bradford School has prepared a "Guide to Student Consumer Information." This report is distributed annually to enrolled students. Copies are available upon request in the office of Student Services.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

The basic requirement for admission to Bradford School is graduation from a valid high school, private school, or equivalent (GED). Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school and/or college. Previous training in business subjects is generally not required.

Students initially applying to the dental assisting program may be required to complete a test for reading comprehension if the applicant's academic transcript indicates a possible deficiency in reading comprehension. Students initially applying to the paralegal program are required to complete a test for reading and written English expression. Test results are used in the admissions decision.

Currently enrolled legal secretarial and legal administration students may apply to the Director of Education for transfer to the paralegal program during their third term. Student requests are evaluated on the basis of the student's cumulative grade point average, the student's grade point average in legal courses taken to date, and the student's attendance record. If the application is accepted, students may transfer to the paralegal program at the beginning of their fourth term.

PROCEDURE

Potential students should call or write the Admissions Department to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Director of Admissions, Bradford School, 125 West Station Square Drive, Suite 129, Pittsburgh, Pennsylvania 15219. Potential students may also apply online at www.bradfordpittsburgh.edu.

Prior to application, potential students are expected to receive a tour of the school.

Upon receipt of the application, the school will request a transcript of the applicant's high school record. Any record of post-high school education should be obtained by the applicant and provided to the school. Generally, the applicant is notified of the school's decision within four weeks after submission of the application.

FINANCIAL INFORMATION

TUITION AND FEES

Application Fee \$50

This fee is payable with all applications for admission. Paralegal applicants who are accepted into the school, but who are rejected for the paralegal program, do not qualify for an application fee refund.

Tuition Deposit \$50

A \$50 tuition deposit is due no later than 30 days after an applicant is accepted for admission. This deposit is credited to tuition when the student begins classes. It is not refundable after the due date.*

Confirmation Deposit \$50

A \$50 confirmation deposit is due no later than 30 days after an applicant's financial plan is held. This deposit is credited to tuition when the student begins classes. It is not refundable after the due date.*

Residence Facility Deposit \$100

A fee is required to reserve residence quarters for all students seeking living accommodations in one of Bradford's residence facilities. This deposit was due by February 1, 2011. It is a **nonrefundable** fee.*

Rates are effective for students entering between January 1, 2011, and December 31, 2011.

Tuition

All programs per semester** \$7,410

Residence Facilities

Per semester*** \$3,410

Lab Fees

Medical Assisting Lab Fee (per semester) \$250

This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the program. The student is charged at half the rate for a half-semester term.

Dental Assisting Lab Fee (per semester) \$250

This fee is charged for each semester for which the student is enrolled.

Textbooks and Supplies

Book charges will vary from semester to semester depending upon the program in which the student is enrolled and the courses being taken. These charges will range from \$995-\$1,975 per semester. The actual charges will be disclosed each academic year as the financial plan is completed.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student’s request so that the student may purchase books and supplies.

Rates are effective for students entering between January 1, 2012, and December 31, 2012.

Tuition

All programs per semester** \$7,490

Residence Facilities

Per semester*** \$3,440

Lab Fees

Medical Assisting Lab Fee (per semester) \$120

This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the program. The student is charged at half the rate for a half-semester term.

Dental Assisting Lab Fee (per semester) \$120

This fee is charged for each semester for which the student is enrolled.

Textbooks and Supplies

Book charges will vary from semester to semester depending upon the program in which the student is enrolled and the courses being taken. These charges will range from \$1,045-\$2,074 per semester. The actual charges will be disclosed each academic year as the financial plan is completed.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student’s request so that the student may purchase books and supplies.

*Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.

**The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling midsemester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hour in a stand-alone term will be adjusted proportionately.

***To remain enrolled as a student in school, a student who enters residence must continue in residence or pay minimum charges of two semesters for students enrolled in two-semester programs or two and one-half semesters for students enrolled in other programs. Should a student remain in residence beyond this minimum period of obligation, he or she will be charged for each additional term (half-semester) during which the student continues in residence. For this purpose, any part of a term is considered a full term.

REFUND POLICIES

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance (LDA) and shall be made within 30 days of the last day of attendance. Questions about refunds of tuition and other charges should be referred to the school’s administrative or financial aid office. Examples of refund calculations are available upon request.

Tuition Refund

Students who withdraw or who are dismissed during a semester or stand-alone term may be refunded a portion of the tuition charged. The minimum refund amount will be governed by standards published by the state of Pennsylvania. The expected amount of the refund is illustrated by the table below:

<u>LDA in Semester or Term or Stand-Alone Term</u>	<u>% Refund</u>
Within first 7 calendar days	100%
After first 7 calendar days through first 25%	55%
After 25% through 50%	30%
After 50%	None

The percentage of the semester or stand-alone term is determined by dividing the number of calendar days through the last day of attendance by the number of calendar days in the semester or stand-alone term.

Residence Facility Deposit

Once a student begins classes, the \$100 facility deposit becomes a breakage deposit. This deposit will be used to defray the cost of repairs to a unit above and beyond normal wear and tear. If the breakage deposit becomes depleted during the time of the student's occupancy, the student will be invoiced to replenish the account so that a \$100 breakage deposit is maintained at all times. Should the unit pass the move-out inspection, the deposit will be applied to any outstanding charges owed to the school before being refunded to the student.

Residence Fees

Refunds of residence fees will be made only to students who withdraw or who are dismissed from the school. In these cases, the refunds will be calculated in the same manner as refunds of tuition.

Medical Lab Fee

For the purpose of refunds, lab fees for students in the Medical Assisting programs are treated the same as tuition. There is no refund or reduction of lab fees during a period of externship. To avoid fluctuation in semester or term charges, lab fees are allocated over two and one-half semesters of the program. They apply regardless of whether a student is actually enrolled in a lab at any particular time.

Dental Lab Fee

For the purpose of refunds, lab fees for students in the Dental Assisting program are treated the same as tuition. There is no refund or reduction of lab fees during a period of externship. To avoid fluctuation in semester charges, lab fees are allocated over four semesters of the program. They apply regardless of whether a student is actually enrolled in a lab at any particular time.

Textbooks and Supply Kits

Textbooks and supply kits are available from the school bookstore; however, students are not required to purchase books or supplies from the school. If a student elects to purchase textbooks or supply kits from the bookstore and have them charged to his or her account, the cost will be included as an institutional charge. In effect, the amount charged will be treated for purpose of refunds as additional tuition. Unused and unmarked textbooks and intact supply kits may be returned to the bookstore for full credit.

Treatment of Title IV, HEA Program Funds Upon Withdrawal

Upon a student's withdrawal or dismissal from college, the U.S. Department of Education requires specific treatment of the Title IV program funds received by the student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The college is required to make refunds to the Title IV program funds according to these regulations regardless of the amounts resulting from the school's refund policy as described above.

These regulations allow the college to keep as "earned" the amount of Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the college is sometimes not permitted to disburse the student's Stafford Loan. Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.

During the calculation of Title IV aid earned, the college will determine whether the student is due a post-withdrawal disbursement of federal aid. The college will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of the post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursements. If the student is due a post-withdrawal disbursement of loan funds, the college will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account and the student will be notified.

In the event the college is prevented from retaining the student's planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

Order of Refund

Funds that must be returned to the federal government when a student is withdrawn, dismissed or graduated, including the refund of a credit balance on the student's account, will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Direct Stafford loans, (4) subsidized Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Academic Competitiveness Grants (for which a return is required), (10) Federal

Supplemental Opportunity Grants (FSEOG)(for which a return is required), and (11) other assistance under Title IV for which a return is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student.

A refund which is designated for return to the student will not be made if there are unpaid charges owed to the college. Student balances that are not subject to Title IV refund regulations and are of an inconsequential amount will be written off. This includes debit and credit balances equal to or less than \$25.

FINANCIAL AID

A variety of financial plans are available to assist qualified students in securing a business education, regardless of financial status or family income level. These plans include a combination of student loans, grants, scholarships, and payment plans. The variety of available plans affords flexibility in choosing the one best-suited for a specific need. Bradford School offers individual financial planning sessions for each student and family beginning with the completion of the Free Application for Federal Student Aid. Information about these plans is available from the Admissions or Financial Aid Office.

Financial aid is disbursed each semester and upon disbursement is credited directly to the student's account. Additionally, students will be notified in writing when federal student loans are disbursed. Other federal loan information, including the terms and conditions, is presented during planning and again during the entrance interview; it is also available at any time from the Admissions or Financial Aid Office.

Verification Policies and Procedures

To ensure that only eligible students receive Title IV aid, the government is randomly selecting applicants whose application information must be verified. The school will also exercise its option to verify additional student aid applicants not selected by the government. The school will not make any disbursement of Title IV aid to any student that is selected for verification until all verification documentation is complete.

Time Frame: The school will notify students at the time of the financial interview if verification is required. The financial interview normally occurs prior to enrollment. Students will be expected to submit all documentation no later than the program start date. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond the two weeks when circumstances beyond the

student's control prohibit him/her from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a second financial disbursement.

Consequences for not Submitting Proper Documentation Within the Proper Time Frame: If the student is unable to submit the required documentation within the two weeks from the program start date, he/she may request an extension. If the student does not request an extension or at the end of the extension does not submit the required documentation, the Title IV aid awarded will be canceled. The student must then make new arrangements for paying all tuition and fee charges due to the school.

Notification of Verification Results: If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which he/she is eligible. The disbursement of the aid will serve as notification to the student. If errors or discrepancies are found during the verification process, the student will be counseled on how to resolve the discrepancies or correct the errors.

Correction of Incorrect Information: If discrepancies are found in household size or number in postsecondary education, the student will be asked for additional proof of these items. If the independent status is questionable, the student will be asked for additional information to support his/her status. The school will assume the information on the individual's tax return to be correct. Corrections will be made on financial aid applications to reflect the information on the tax return. When applicable, the use of "tolerance" may be exercised, or the award may be "recalculated." If there is a change in the award amount, or if tolerance may not be applied, the Institutional Student Information Record (ISIR) will be reprocessed. In no case will the school ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and Stafford loans, the school will follow the same procedures that it takes for Pell. When applicable, the expected family contribution is recalculated. If an overaward is determined, the aid will be decreased to an eligible amount, and the student and the lender will be notified of the change in the award amount.

PAYMENT TERMS

Tuition, textbook charges, lab fees, and residence fees, if applicable, are due on the first day a student begins class unless other prior arrangements have been made with the school. In the case where a student's financial situation warrants an exception, a member of Bradford School staff will meet with the student to develop

a financial plan. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the school, the student should ensure that the financial obligations have been met prior to graduation.

SCHOLARSHIPS AND INSTITUTIONAL LOANS

Bradford School awards six scholarships per year based on criteria established on December 14, 1988, by the Commonwealth of Pennsylvania, Department of Education, State Board of Private Licensed Schools. These scholarships are awarded to students who score highest on a competitive exam and who attend Bradford School. Any high school senior or graduate is eligible to take the scholarship examinations. These are administered two times a year, September and January, at Bradford School. No prior registration or application is required. The only requirement is that eligibility be met on the day of the exam. The examinations are multiple-choice tests measuring verbal and logical reasoning skills. Scholarships are awarded in descending order of numerical scores.

Scholarships are awarded to qualifying students enrolling in a program of study that ends in an associate in specialized business (ASB) degree, associate in specialized technology (AST) degree, or diploma. Four scholarships are awarded at 25 percent of the program tuition. One scholarship is awarded at 50 percent of the program tuition, and Bradford School also funds a one-half tuition scholarship awarded by the Future Business Leaders of America. For students whose programs begin in calendar year 2011, the monetary value of a scholarship award ranges from \$3,705 to \$14,820. For students whose programs begin in calendar year 2012, the monetary value of a scholarship award ranges from \$3,745 to \$14,980.

Institutional loans are available on a limited basis for students who have exhausted other possible means of financing. Institutional loan applications are accepted throughout the year. Loan amounts will vary depending upon financial need and may not exceed institutional charges. Loan recipients are required to make minimum monthly cash payments to offset institutional charges while in school. Monthly cash payments and interest charges begin following graduation or withdrawal.

STUDENT SERVICES

COUNSELING

Counseling and advising are important services at Bradford School. All members of the faculty assume responsibility for helping each student work toward the degree of success that he or she is capable of achieving. The Director of Education and faculty advisors are responsible for academic and basic personal counseling. They guide the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. The Placement Department also provides counseling in the areas of job interviewing and related placement activities.

PLACEMENT

Graduates of all Bradford School programs are entitled to use the services of the Placement Department at no additional charge throughout their careers. These services may be used as many times as the graduate wishes regardless of the year of graduation. The school cannot, of course, guarantee employment or placement in the student's field of study but can provide contacts and guidance during the placement process. Any employment that a student or graduate may obtain with the help of the school's placement department will most likely be at an entry-level position.

In addition to the services of the Bradford School Placement Department, a Bradford School graduate can request assistance from the placement department at any affiliated Bradford school.

Bradford School reserves the right to deny placement services to a graduate at any time if he or she is delinquent or in default on a student loan, if he or she owes a refund on any federal or state student financial aid program, or if his or her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of placement privileges are failure to pass a drug test and conviction of criminal activity.

LEARNING RESOURCES CENTER

The Learning Resources Center is located on the second floor of Bradford School. This facility provides the students with up-to-date reference books, periodicals, and specialized program-related materials. Students have Internet

access as well as the opportunity to use a computerized database such as the Carnegie Library online system and legal research systems. The Learning Resources Center supports the educational goals and objectives of Bradford School. Students are encouraged to utilize the center for study and research purposes. The hours for the center are posted at the beginning of each term.

STUDENT RESIDENCES

Bradford School maintains residence facilities at Sidney Square and other properties within a short distance of the school.

Residence facilities are only for the use of currently enrolled Bradford students. A student who withdraws or is dismissed from Bradford School may not continue to reside in the residence facilities.

CAMPUS SECURITY

Bradford School strives to provide a safe environment for our students' learning experience. We have located our facility in a typical business setting, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, school personnel and building management are available to assist the students.

How to Report Criminal Actions or Other Emergencies

If a student or other campus member is the victim of a crime, believes s/he sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to any school official. School officials include management personnel, directors (including residence directors), and security personnel. All incidents are then reported to the building management personnel and the local police. Students and employees are directed to call the city of Pittsburgh's 911 emergency phone system to reach the city police or fire department should an emergency arise when a school official is not available. Bradford School has no official policy or procedures for confidentially reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Campus Safety Procedures and Crime Prevention Programs

Procedures for reporting criminal actions or other emergencies are reviewed with students during orientation. Also guests are invited to speak to the students

during the course of their program on topics such as self-protection. It is the school's policy to actively educate both the students and employees about the realities of campus sexual assault and other campus crimes by publishing and distributing, at no cost to Bradford students, the following handbooks:

- Bradford School—Crime Prevention Tips
- Prevention Ideas for Self-Protection
- Bradford School—Directory of Counseling Services

Safety procedures and crime prevention issues are handled during orientation sessions held for new employees. New employee orientation sessions occur at least once during each academic year. Experienced faculty and staff receive communications dealing with safety procedures and crime prevention via email and bulletin board postings and meetings all on an as-needed basis.

Bradford School does not provide residential facilities for students on campus.

Timely Warning Reports

The college administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence. The warnings are posted on campus bulletin boards, in student residence facilities, and in other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

Security and Access to Campus Facilities

During business hours, the building is open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. Generally doors are locked at 5 p.m. After hours, access is gained by key entry. Bradford School does not provide facilities for students on campus.

Safety and security issues are considered and implemented in the maintenance of all campus lighting and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over nonsafety and nonemergency requests.

Authority of Campus Security Personnel

Bradford School does not have a campus police or security department. Security is provided by Station Square security officers. Security personnel at the campus

have no formal relationship with any state or local law enforcement agency, although they do maintain a good working relationship with local law enforcement personnel. Security personnel have no authority to arrest anyone.

Crime Statistics

The following is a summary of the crimes that were committed and reported on our campus, in or on noncampus buildings or property, and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Sex Offenses, Forcible	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Sex Offenses, Non- forcible	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0

Arson	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0

There were no reported hate crimes for the years 2008, 2009, and 2010.

Caveat: Bradford School has no residential facilities for students on campus nor does it recognize any off-campus locations of student organizations.

Policy for Preparing the Annual Disclosure of Crime Statistics

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus, in or on noncampus buildings or property, and on public property within or adjacent to the campus. The Director of Education is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

Policy on Alcoholic Beverages and Illegal Drugs

Expulsion, suspension, and some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the Bradford School Drug Prevention Program for the full details. The Bradford School campus is designated as drug-free, and the consumption of alcohol is not permitted in any circumstances, even by students who are of legal age to purchase alcohol. The college will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws.

Policy on Sexual Assault

Bradford School sponsors educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. These programs are offered by Bradford School in conjunction with Pittsburgh Action Against Rape (PAAR). Bradford School also distributes educational materials to students to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. The following handbooks are distributed:

- Crime Prevention Tips
- Prevention Ideas for Self-Protection
- Directory of Counseling Services

Information on registered sex offenders can be obtained from the Pennsylvania State Police at <http://www.pameganslaw.state.pa.us>.

Procedures for reporting sex offenses are the same as for any other crime. If a student is the victim of a sexual offense, the student should report the offense in a timely manner to any school official. School officials include management personnel, directors (including residence directors), and security personnel. Any student who has a complaint of campus sexual assault against another student should notify the Director of Education or the Director of Student Services in a timely manner. If the student wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal offense and that the offense be reported immediately.

Students may receive a listing of off-campus counseling, mental health, or other services available to victims of sex offenses from the education support office. No professional on-campus services are available. If requested by the victim, school officials will change the victim's academic and living situations after an alleged sex offense. School officials will assist in notifying the victim of all reasonably available options available for these changes.

In a situation where disciplinary action is required, the accuser and the accused will be entitled to the same opportunities, which include having others present during school disciplinary proceeding. Both the accuser and the accused shall be informed in writing of the outcome following a final determination of the alleged offense as well as the appropriate sanctions that the school may impose. Appropriate sanctions may range from class suspension to dismissal from school.

Emergency Response and Evacuation Procedures

The college administration will immediately notify the school community in the event and confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. The decision will be made on a case-by-case basis. In the event of an emergency, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the building. In the event that a building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other school officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the sheet for taking attendance, make sure everyone has left the room, close the door of the room, lead students away from the building, take roll immediately, and stay with the students until instructed to return to the building. Periodically fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures.

Bradford School does not provide residential facilities for students on campus although it does maintain noncampus housing accommodations. The school conducts fire safety training for these resident students four times per year. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911.

3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner.
6. Leave the building using the nearest accessible stairway. Do not use an elevator.
7. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
8. Move safely away from the building and await instructions.

In the event of an incident which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.

GRIEVANCE PROCEDURES

If a student has a complaint regarding a specific course, instructor, or decision, the student should first appeal to the instructor or staff member involved.

If the problem is not resolved and the problem involves an academic matter, the faculty advisor for the student's program should be contacted. If the problem is still not resolved, the student should request a meeting with the Director of Education.

If the problem is not resolved and the problem is not an academic matter, the student should request a meeting with the appropriate department director.

An appeal of decisions by the directors can be made in writing to the President of Bradford School.

If the problem is not resolved at this level, the student may state the concern in writing to the Accrediting Council for Independent Colleges and Schools. The address and telephone number of the Accrediting Council for Independent Colleges and Schools are 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

A student has the right to bring a complaint in writing to the Pennsylvania State Board of Private Licensed Schools located at 333 Market Street, Harrisburg, PA 17126-0333 once any school representative has been made aware that a problem exists.

ACTIVITIES

Students are invited to participate in an activity program that takes advantage of the cultural, business, and recreational resources of the area. While the social program varies each year depending upon student choice, all activities are designed to relieve some of the inherent pressures created by an intense academic schedule. In addition, these activities serve as the ideal place to meet new friends and develop greater poise and self-reliance for eventual participation in the business world.

PERSONAL PROPERTY

Bradford School cannot be responsible for loss or damage to the personal property of students. Students are urged to provide adequate insurance through personal or family policies to cover such a loss in the event it does occur.

ACADEMIC INFORMATION

CLASS SCHEDULE

Instructional hours are 50 minutes. Classes are scheduled Monday through Friday from 8 a.m. to 3:50 p.m. Individual class schedules will vary according to the student's program. In the event of unscheduled school closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester.

A regularly enrolled student is required to attempt the number of classes normally scheduled for a program for the length of the program. Students will not be permitted to attempt less than the normal load for the program in which they are enrolled except when the student has changed programs or is returning to a program in which he/she was previously enrolled.

ATTENDANCE

Regular class attendance is considered essential. Cultivation of desirable habits is just as important as the development of skills. Students should train themselves to be present and on time for all classes. Development of this important habit while in school makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Absence from class, regardless of reason, involves a loss to both the student and to other members of the class. The Bradford School policy is that students should attend all classes. While it is recognized that certain reasons beyond the control of the student may make it impossible for him or her to attend class, excessive absenteeism may result in a lowered grade or other administrative action. An absence rate in excess of 10 percent of the classes scheduled may result in dismissal from school. A student who accumulates 10 consecutive days of absence is considered to have withdrawn from school.

DRESS CODE

Students are required to dress in appropriate business attire. The Bradford School student is expected to maintain the same high standards of appearance and grooming that are expected by the business community.

STUDENT CONDUCT

Students at Bradford School are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in school-related activities; 6) verbal or physical assault that injures, causes serious emotional harm, or grievously demeans another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic cheating, plagiarism, or copyright infringement; 10) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well being of other persons in the school community. The Director of Education makes the decision as to the seriousness of any offense. A student who wishes to question any decision made by the director may appeal to the President, who will then render a final decision.

Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship/extramural because of inability to pass a drug test or termination for cause from externships/extramurals may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

CLASS SIZE

Although class size will vary over a considerable range, it will usually average 30 to 36 students.

DEFINITION OF ACADEMIC CREDIT

A clock hour is equal to a minimum of 50 minutes of instruction. Academic credit is measured in semester credit hours. An academic semester credit hour is

equivalent to a minimum of 15 clock hours in class, 30 clock hours in a laboratory, 45 clock hours devoted to externship, or a combination of the three. This definition also assumes outside work. Depending on the particular course, assignments will include outside reading and preparation, projects that require application of classroom theory, exercises to enhance manipulative skills, written assignments, and/or research and report writing.

COURSE NUMBERING SYSTEM

Bradford School uses a five-character course numbering system. The course number consists of two letters and three digits. The letters identify the field of study. The first digit indicates the course level. Level-100 courses are primarily introductory and first-year courses, and level-200 courses are primarily advanced and second-year courses. The second and third digits are used to differentiate between courses in the same field.

GRADING SYSTEM

Letter grades are assigned as a final grade in each course. The following scale is used to assign course grades.

<u>Grade</u>	<u>Numerical Value</u>	<u>Description</u>
A	90% - 100%	Excellent
B	80% - 89%	Above Average
C	70% - 79%	Average
D	60% - 69%	Passing
F	Below 60%	Failing
I	N/A	Incomplete
S	N/A	Credit by Substitution
X	N/A	Credit by Transfer
W	N/A	Withdrawn

Final course grades are used to compute the cumulative quality point average (QPA). When computing the QPA, the following scale is used.

<u>Grade</u>	<u>Quality Points</u>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
I	0.0
W	

The cumulative quality point average (QPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits received for the course.
2. Add all accumulated quality points.
3. Divide by the total number of credit hours the student has attempted.

Courses in which a student received a failing grade (F) or an incomplete (I) are included in the total number of credits attempted when calculating the grade point average and the successful course completion percentage. Courses in which the student received an S or X are not used in computing the grade point average. Courses in which the student received an X are included in both the attempted and successfully completed hours when calculating the successful course completion percentage. A student who withdraws from a program receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating successful course completion percentage but are not included in the total number of credit hours attempted when calculating the quality point average. Withdrawal from individual courses is not allowed.

GRADE REPORTS

Grade reports are mailed to the students' home every ten weeks during their program. At any time during the program, students are encouraged to discuss their individual progress with either their faculty advisor or the instructor involved in the day-to-day classroom situation.

TRANSCRIPTS

Upon graduation, each student receives a final transcript. Students will be charged a processing fee for additional transcript copies. Official transcripts will not be issued to a student who owes the school money, who is delinquent or in default on a student loan, or who owes a refund on any federal or state student financial aid program.

WITHDRAWAL

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director of Education. The student is also

required to have an exit interview with a representative of the financial aid department.

If a student provides notice of withdrawal either verbally or in writing to the Direct of Education, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing within the first 6 days of a term (drop period), the end date of the previous term will be considered the last date of attendance.

A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

DISMISSAL

A student could be dismissed by the school for any of the following reasons:

1. Academic Failure of course work that would preclude graduation.
2. Attendance Excessive absences.
3. Misconduct Behavior unbecoming of a professional businessperson or offenses listed in the STUDENT CONDUCT section.
4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal to the President of the school, who will make the final determination.

READMISSION

Readmission to Bradford School following graduation, dismissal, or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Director of Education.

A student cannot reenter the school if he or she 1) has a loan in default or 2) was dismissed for a violation of the conduct policy. A student who was dismissed for failure to make satisfactory academic progress will not be allowed to reenter except under the circumstance where the student has failed a prerequisite core course and must withdraw.

Reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll.

Following graduation, dismissal or withdrawal, a student may seek readmission into the same or a different program only one time.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time specified in the program description for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each half-semester term of his or her program. A student's progress toward graduation is considered satisfactory if the following minimum requirements are met.

Minimum Quality Point Average (QPA)/Minimum Successful Course Completion Percentage:

Programs Normally Completed in 2 or 2½ Semesters:

	<u>Cumulative QPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	50 percent
Semester 2 Term 2	2.0	67 percent
Semester 3 Term 1	2.0	67 percent

All Other Programs:

	<u>Cumulative QPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	33 percent
Semester 2 Term 2	2.0	33 percent
Semester 3 Term 1	2.0	50 percent
Semester 3 Term 2	2.0	67 percent
Semester 4 Term 1	2.0	67 percent
Semester 4 Term 2	2.0	67 percent
End of each remaining term to program completion	2.0	67 percent

The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Additional Successful Course Completion Requirements:

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course in the program, the student will be required to:

1. Withdraw from the program. A later restart will be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress.
2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort.

or

3. Change to another program which does not include and require completion of the failed prerequisite course.

No matter which of the three options above a student may elect, the student will be permitted this option only once. A second failure of a prerequisite course in any program will cause dismissal.

If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. A student will be allowed to fail and repeat only one nonprerequisite course.

A student who does not meet the minimum quality point average for standard progress or the successful course completion requirements will be dismissed and is no longer eligible to receive assistance under the Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedures outlined below.

Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating the quality point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawal) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the quality point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the quality point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative quality point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe.

In summary, courses with grades of F, I, W, and X as well as both original and repeated courses count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I as well as repeated courses are included when computing the cumulative quality point average; courses with grades of W and X are not. Bradford School does not offer noncredit remedial courses.

Appeal Process and Reinstatement of Financial Aid Eligibility

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Director of Education within three (3) class days when the student is notified on site or within a reasonable time (not generally to exceed five (5) class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for standard progress at the end of the next term or if the college and the student have developed an academic plan that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time, then the student may be placed on probation and financial aid may be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Director of Education will notify the student of the results of the evaluation of the appeal.

A student may appeal a determination of unsatisfactory progress as many times as he or she wishes; however, a positive finding of mitigating circumstances over more than one or two terms is highly unlikely. A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for Title IV aid as long as s/he continues to meet the conditions of the plan. The student is not considered to be on probation status, provided s/he is otherwise making satisfactory progress under the academic plan.

Probation

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. Probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the college and the student, the student is not making satisfactory progress and will be dismissed and does not qualify for further Title IV, HEA program funds.

The student may appeal this decision after each finding of dismissal. The number of terms during which a student may remain on probation is limited to four terms for programs equal to one academic year and five terms for programs longer than one academic year. However, probationary status over more than one or two terms is highly unlikely.

Course Repetitions

Students should discuss course repetitions with the Director of Education. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every term. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative quality point average. Both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe. There may be an additional tuition charge. Students are limited in Title IV assistance to just one repetition of a previously passed course. However, the student is not eligible for Title IV assistance if the student previously passed the course and is repeating the course because of other failed coursework.

Incomplete Grades

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) weeks to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

When calculating the quality point average for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F." The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credits attempted both in the quality point average and successful course completion calculations.

If the incomplete prevents a student from meeting graduation requirements, the student will be eligible for placement services if he or she desires. If the incomplete is not resolved within the allotted time period, however, the student will forfeit the future use of the school's placement service and will not be issued a diploma.

GRADUATION REQUIREMENTS

To be eligible for graduation, students in all programs must:

1. Attain an overall 2.0 quality point average.
2. Pass all courses in the program in which they are enrolled.
3. Earn the required number of credits specified for the program in which they are enrolled.
4. Satisfy required externship/extramural hours.
5. Satisfy all financial obligations.

Upon fulfillment of these graduation requirements, the student will be issued the appropriate program diploma or associate in specialized business or technology degree indicating satisfactory completion of all program requirements.

GRADUATION AND TRANSFER-OUT RATES

To comply with federal regulatory requirements, Bradford School is required to disseminate its graduation and transfer-out rates to enrolled students and, upon request, to prospective students. A new rate is calculated by each January 1 and is available for review in the Director of Student Services' office.

CREDIT TRANSFER FROM ANOTHER SCHOOL

Transcripts of work completed at other colleges may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of

a student's program. Other documentation may also be required. Credits considered for transfer are evaluated by the Director of Education to determine if the course work is similar in nature, content, and level to that required at Bradford School. If the course work is comparable, transfer students may be given credit for courses completed at other approved colleges provided the grades received for the courses were "C" or better. Courses completed at other Bradford schools will be treated the same as courses taken at Bradford School. Because programs at Bradford School are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable. Credit is not granted for advanced placement or experiential learning.

CREDIT TRANSFER TO ANOTHER SCHOOL

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. **Because programs at Bradford School are designed specifically for career preparation, students must assume that credits for courses taken at Bradford School are not transferable to other institutions.** Neither Bradford School nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Director of Education. Bradford School will supply the necessary documentation that may aid the student in receiving credits for the completed course work provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

SCHEDULING

Depending on the student's start date, not all programs can be completed without a break in schedule. The Admissions Department can advise prospective students which programs are planned for completion without break. Bradford School reserves the right, however, not to offer a planned program if there is insufficient enrollment.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords the students certain rights with respect to their education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Bradford School receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The Bradford School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Bradford School official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Bradford School to amend a record that they believe is inaccurate or misleading. They should write the Bradford School official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Bradford School decides not to amend the record as requested by the student, Bradford School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Bradford School in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Bradford School has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major, specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as "directory information" by submitting to Bradford School, not later than 14 days after the beginning of a term, a request written and signed that "directory information" not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Bradford School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5901

DISABILITY SUPPORT SERVICES

Bradford School is committed to providing equal access to the college's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the Director of Education identified in the Administration, Faculty, and Staff section of this catalog, by phone at 412-391-6710 or in person or by mail at 125 West Station Square Drive, Suite 129, Pittsburgh, PA 15219. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

PROGRAMS OF STUDY

Bradford School offers a wide choice of programs, each designed to prepare students for a particular career in the field of modern business. Relatively short, yet remarkably comprehensive, these programs are carefully planned to provide the best education possible in the business field of your choice.

Bradford School offers nineteen specialized programs. Students may select from nine major areas of study.

1. Accounting
2. Computer Applications, Programming, and Network Management
3. Dental Assisting
4. Graphic Design
5. Hospitality and Travel
6. Medical Assisting
7. Office Administration
8. Paralegal Studies
9. Retail Management

ACCOUNTING PROGRAM

The objective of the Accounting Program is to prepare individuals for immediate employment and advancement in the accounting field. Graduates are qualified to handle office accounting preparation such as accounts receivable, accounts payable, payroll, and general record keeping. Upon meeting graduation requirements, the students receive a diploma.

Course Number	Course Name	Semester Credits
AC100	Accounting Principles I	4
AC101	Accounting Principles II	4
AC102	Accounting Principles III	4
AC105	Payroll	2
AC106	Computerized Accounting	2
AC107	Financial Analysis and Reporting	2
AC108	Business Mathematics I	2
AC109	Business Mathematics II	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT115	Electronic Spreadsheets	2
OT211	Advanced Spreadsheets and Electronic Communications	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 38

ACCOUNTING ADMINISTRATION PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

This program trains students in all phases of the accounting cycle, including general ledger, payroll taxes, accounts payable, and accounts receivable. Students also receive training in computer technology and management techniques. Upon meeting graduation requirements, students receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS203	Principles of Sociology	4
Concentration Courses		
AC100	Accounting Principles I	4
AC101	Accounting Principles II	4
AC102	Accounting Principles III	4
AC105	Payroll	2
AC106	Computerized Accounting	2
AC107	Financial Analysis and Reporting	2
AC108	Business Mathematics I	2
AC109	Business Mathematics II	2
AC200	Federal Income Tax	2
AC201	Intermediate Accounting I	4
AC202	Intermediate Accounting II	4
AC203	Cost Accounting	2
OT112	Word Processing--Core	2
OT115	Electronic Spreadsheets	2
OT121	Introduction to Database Management	2
OT211	Advanced Spreadsheets and Electronic Communications	2
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104	Oral Communications	2
EN201	Written Communications	2
EN215	Research and Report Writing	3
OT218	Essentials of Management	2
PD102	Professional Development	2
SS142	Business Law	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 77

ADMINISTRATIVE ASSISTANT PROGRAM

This program provides concentrated study and preparation for entry into the business world. Areas of concentration include communication skills as well as computer skills. Upon meeting graduation requirements, the students receive a diploma.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
EN103	Business Communications III	2
EN104	Oral Communications	2
EN201	Written Communications	2
OT112	Word Processing--Core	2
OT115	Electronic Spreadsheets	2
OT121	Introduction to Database Management	2
OT122	Database Management	2
OT211	Advanced Spreadsheets and Electronic Communications	2
OT212	Word Processing--Expert	2
OT230	Presentation Design and Development	2
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
SS120	Office Procedures I	2
SS213	Office Procedures II	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 36

COMPUTER PROGRAMMING PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

This program is designed to provide specialized education in the growing area of computer applications and programming. Students learn to use a variety of programming languages to develop solutions to business problems. Students also learn to administer and manage a basic networking system and gain proficiency with a variety of software application packages, including word

processing, electronic spreadsheets, database management, and graphics. Upon meeting graduation requirements, the students receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS203	Principles of Sociology	4
Concentration Courses		
CA100	IT Customer Support	2
CA110	Computer Concepts	2
CA112	Computer Applications--UNIX	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA116	Microsoft Operating Systems	2
CA119	Networks	4
CA121	Network Administration	2
CA122	Web Development	2
CA124	Web Authoring Tools	2
CA130	Visual BASIC Programming	4
CA131	PC Hardware and Diagnostics	4
CA132	Advanced Visual BASIC Programming	2
CA206	Microsoft Integration	2
CA210	Advanced Project Development	2
CA212	Java	4
CA215	Advanced Operating Systems	2
CA217	Object-Oriented Programming	4
CA232	Implementing and Administering SQL Servers	4
OT115	Electronic Spreadsheets	2
Related Courses		
AC108	Business Mathematics I	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 80

COMPUTER SPECIALIST PROGRAM

This program is designed to provide specialized training in microcomputer operations for single- and multi-user systems. Students learn to use a variety of software application packages and develop skills in software development documentation, database development and management, and network administration. Upon meeting graduation requirements, the students receive a diploma.

Course Number	Course Name	Semester Credits
AC108	Business Mathematics I	2
CA100	IT Customer Support	2
CA110	Computer Concepts	2
CA112	Computer Applications--UNIX	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA116	Microsoft Operating Systems	2
CA119	Networks	4
CA121	Network Administration	2
CA122	Web Development	2
CA124	Web Authoring Tools	2
CA130	Visual BASIC Programming	4
CA131	PC Hardware and Diagnostics	4
CA206	Microsoft Integration	2
CA215	Advanced Operating Systems	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
OT115	Electronic Spreadsheets	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 48

DENTAL ASSISTING PROGRAM* **ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE**

The graduate will bring diversified skills to an entry-level position as a Dental Assistant that will increase the effectiveness and efficiency of a dental office. The graduate will assist in four-handed dentistry, preparation of dental materials, taking radiographs, understanding of patient psychology, and counseling patients

on oral hygiene, nutrition, and preventative techniques. Specific procedural competencies will involve rubber dams, matrix bands and wedges, Class I-V composites and amalgams, buccal pit and complex amalgams, sealants, and temporary crowns. The graduate also will have reviewed routine office functions such as receiving telephone calls, scheduling appointments, completing medical and dental histories, preparing insurance forms and monthly statements, and greeting patients. Upon meeting graduation requirements, the students receive an Associate in Specialized Technology Degree.

The Dental Assisting program is currently accredited by the Commission on Dental Accreditation. Graduates of the Dental Assisting program currently satisfy the education program requirements for eligibility to take the certification examinations offered by the Dental Assisting National Board (DANB). Registration and certification requirements are controlled by outside agencies and are subject to change without notice. Therefore, Bradford School cannot guarantee that graduates will be eligible to take the certification exam at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS203	Principles of Sociology	4
Concentration Courses		
DA101	Dental Anatomy	2
DA102	Dental Health Science and Nutrition	2
DA103	Principles of Practice Management	2
DA104	Biomedical Science	2
DA111	Chairside Assisting I	1
DA112	Chairside Assisting II	3
DA113	Chairside Assisting III	3
DA114	Chairside Assisting IV	3
DA121	Dental Radiology	3
DA122	Dental Materials I	2
DA123	Dental Materials II	2
DA131	Dental Assisting Extramural	6
DA201	CDA Review	2
DA211	Expanded Function Dental Assisting I	3
DA213	Expanded Function Dental Assisting II	2
DA215	Expanded Function Dental Assisting III	1
DA231	Expanded Function Dental Assisting Extramural	6

Related Courses

EN101	Business Communications I	2
EN102	Business Communications II	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 69

*Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Bradford School does not control state licensure and/or registration requirements and cannot guarantee that graduates will be eligible to work as dental assistants at all or at any specific time regardless of their eligibility status upon enrollment.

GRAPHIC DESIGN PROGRAM

The Graphic Design Program provides students with the specialized training they need to work in advertising, publishing, and graphic design industries. The students learn to direct the skills of the artist, both visual and technical, toward the production of effective advertising, design, and promotional pieces. Upon meeting graduation requirements, the students receive a diploma.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
GD102	Drawing	1
GD110	Design and Color	3
GD111	Typography I	2
GD112	Typography II	2
GD113	Introduction to Production	2
GD114	History of Graphic Design	2
GD123	Comprehensive Illustration	1
GD130	Multimedia and Animation	2
GD200	Design and Presentation Development	4
GD202	Advertising Art Portfolio	4
GD230	Advanced Multimedia and Animation	2
OT100	Introduction to Macintosh	2
OT128	Electronic Drawing I	3
OT214	Desktop Publishing	4
OT215	Electronic Drawing II	1
OT219	Web Development With HTML	2

OT223	Web Design for Graphic Designers	2
OT224	Electronic Layout and Design	4
PD108	Human Relations in the Workplace	2
PD200	Professional Development for Designers	2
TY101	Keyboarding I	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 52

GRAPHIC DESIGN MANAGEMENT PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

This program is designed to offer training that will provide a solid basis for career advancement within the graphic design field. The program provides specialized training in color and design principles and the principles and use of typography, drawing, and illustration techniques and an introduction of the production process. The student is further developed by the inclusion of computer technology and management training. Upon meeting graduation requirements, the students will receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS203	Principles of Sociology	4
Concentration Courses		
GD102	Drawing	1
GD110	Design and Color	3
GD111	Typography I	2
GD112	Typography II	2
GD113	Introduction to Production	2
GD114	History of Graphic Design	2
GD123	Comprehensive Illustration	1
GD130	Multimedia and Animation	2
GD200	Design and Presentation Development	4
GD202	Advertising Art Portfolio	4
GD230	Advanced Multimedia and Animation	2
GS204	Marketing	2
OT100	Introduction to Macintosh	2
OT128	Electronic Drawing I	3
OT214	Desktop Publishing	4

OT215	Electronic Drawing II	1
OT219	Web Development With HTML	2
OT223	Web Design for Graphic Designers	2
OT224	Electronic Layout and Design	4

Related Courses

EN101	Business Communications I	2
EN102	Business Communications II	2
OT217	Supervision	2
OT218	Essentials of Management	2
PD108	Human Relations in the Workplace	2
PD200	Professional Development for Designers	2
SS142	Business Law	2
TY101	Keyboarding I	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 76

HOSPITALITY AND TRAVEL PROGRAM

The objective of this program is to train the students to utilize the most current reservation and ticketing software and to prepare them for a career in the hospitality, travel, and tourism industries. Upon meeting graduation requirements, the students receive a diploma.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104	Oral Communications	2
EN201	Written Communications	2
HP104	Sales and Customer Service	2
HP113	Front and Back Office Operations	2
HP201	Computerized Reservations	4
HP202	Guest Relations Management	2
HP206	Hospitality and Travel Externship	7
OT112	Word Processing--Core	2
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
RT211	Event Planning	2
TR100	Introduction to Travel	2
TR107	Domestic Destinations	2
TR112	Travel Agency Operations and Meeting Management	2
TR113	Worldwide Destinations	2

TR120	Worldwide Tourism	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 45

HOSPITALITY AND TRAVEL MANAGEMENT PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

This program prepares the student for a career in the hospitality and travel industries. Students train on current reservation and ticketing software and also receive training in computer technology and management techniques. Upon meeting graduation requirements, the student will receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS203	Principles of Sociology	4
Concentration Courses		
GS204	Marketing	2
HP104	Sales and Customer Service	2
HP113	Front and Back Office Operations	2
HP201	Computerized Reservations	4
HP202	Guest Relations Management	2
HP206	Hospitality and Travel Externship	7
OT112	Word Processing--Core	2
RT211	Event Planning	2
TR100	Introduction to Travel	2
TR107	Domestic Destinations	2
TR112	Travel Agency Operations and Meeting Management	2
TR113	Worldwide Destinations	2
TR120	Worldwide Tourism	2
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN104	Oral Communications	2
EN201	Written Communications	2

OT217	Supervision	2
OT218	Essentials of Management	2
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
SS142	Business Law	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 69

LEGAL SECRETARIAL PROGRAM

This program provides for concentrated study and preparation for entry into the business world. Areas of concentration include communication skills and computer skills as well as a specialized emphasis on legal secretarial procedures. Upon meeting graduation requirements, the students receive a diploma.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
OT112	Word Processing--Core	2
OT115	Electronic Spreadsheets	2
OT120	Business Organization	2
OT121	Introduction to Database Management	2
OT150	Legal Computer Applications	2
OT212	Word Processing--Expert	2
PD102	Professional Development	2
PL103	Introduction to Law and the Legal System	5
PL104	Legal Research and Legal Writing I	4
PL111	Litigation	2
PL121	Client Interview and Communication Skills	1
PL122	Ethics	1
SS117	Essentials of Accounting	2
SS143	Legal Transcription	1
SS203	Legal Office Procedures	4
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 45

LEGAL ADMINISTRATION PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

This program provides concentrated study and preparation for entry into the business world. The students receive specialized training in legal concepts, computer technology, and management techniques. Upon meeting graduation requirements, the students receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS203	Principles of Sociology	4
Concentration Courses		
OT112	Word Processing--Core	2
OT115	Electronic Spreadsheets	2
OT120	Business Organization	2
OT121	Introduction to Database Management	2
OT150	Legal Computer Applications	2
OT212	Word Processing--Expert	2
OT216	Overview of Electronic Office Systems	2
PL103	Introduction to Law and the Legal System	5
PL104	Legal Research and Legal Writing I	4
PL111	Litigation	2
PL121	Client Interview and Communication Skills	1
PL122	Ethics	1
SS142	Business Law	2
SS143	Legal Transcription	1
SS203	Legal Office Procedures	4
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
EN215	Research and Report Writing	3

GS204	Marketing	2
OT217	Supervision	2
OT218	Essentials of Management	2
PD102	Professional Development	2
SS117	Essentials of Accounting	2

TOTAL CREDITS REQUIRED FOR GRADUATION: 74

MEDICAL ASSISTING PROGRAM

This program is especially designed for students who are seeking a career as an allied health professional. The students receive thorough training in the administrative and clinical aspects of the medical office and complete an eight-week externship to provide on-the-job training prior to employment. Upon meeting graduation requirements, the students receive a diploma.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) exam that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, Bradford School cannot guarantee that graduates will be eligible to take the certification or registration exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
MD100	Clinical Procedures I	2
MD102	Pharmacology	2
MD104	Medical Terminology	2
MD106	Medical Office Systems	2
MD107	Clinical Procedures II	4
MD109	Anatomy and Physiology I	2
MD111	Anatomy and Physiology II	2
MD112	Medical Laboratory Procedures	4
MD116	Medical Administrative Procedures I	2
MD117	Medical Administrative Procedures II	2

MD118	Medical Insurance	2
MD201	Clinical Procedures III	4
MD204	Medical Externship	7
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 45

MEDICAL ASSISTING MANAGEMENT PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

This program is especially designed for students who are seeking a career as an allied health professional. The students receive thorough training in the administrative and clinical aspects of the medical office and complete an eight-week externship to provide on-the-job training prior to employment. In addition, students will receive training in computer technology and management techniques. Upon meeting graduation requirements, the students receive an Associate in Specialized Business Degree.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) exam that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, Bradford School cannot guarantee that graduates will be eligible to take the certification or registration exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS203	Principles of Sociology	4
Concentration Courses		
MD100	Clinical Procedures I	2
MD102	Pharmacology	2

MD104	Medical Terminology	2
MD106	Medical Office Systems	2
MD107	Clinical Procedures II	4
MD109	Anatomy and Physiology I	2
MD111	Anatomy and Physiology II	2
MD112	Medical Laboratory Procedures	4
MD116	Medical Administrative Procedures I	2
MD117	Medical Administrative Procedures II	2
MD118	Medical Insurance	2
MD201	Clinical Procedures III	4
MD204	Medical Externship	7

Related Courses

EN101	Business Communications I	2
EN102	Business Communications II	2
OT216	Overview of Electronic Office Systems	2
OT217	Supervision	2
OT218	Essentials of Management	2
PD102	Professional Development	2
SS142	Business Law	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 69

MERCHANDISING MANAGEMENT PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

This program provides the students with the knowledge, skills, and techniques required to secure entry-level positions in the retail field. Application of classroom training is achieved through a retailing externship in which each student participates. Students also receive training in computer technology and management techniques. Upon meeting graduation requirements, the students receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS203	Principles of Sociology	4

Concentration Courses

GS204	Marketing	2
OT112	Word Processing--Core	2
OT115	Electronic Spreadsheets	2
RT101	Personal Selling	2
RT103	Inventory Maintenance and Control	2
RT104	Techniques of Selling	4
RT105	Visual Merchandising	2
RT106	Sales Management	2
RT109	Personnel Management	2
RT112	Internet Retail Management	2
RT113	Entrepreneurship	2
RT207	Fashion Display	2
RT209	Retail Business Management	2
RT210	Retail Externship	7
RT211	Event Planning	2

Related Courses

EN101	Business Communications I	2
EN102	Business Communications II	2
OT217	Supervision	2
OT218	Essentials of Management	2
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
SS117	Essentials of Accounting	2
SS142	Business Law	2
TY101	Keyboarding I	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 70

NETWORK MANAGEMENT PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

Upon completion of this program, graduates will find employment opportunities in entry-level positions that utilize the training provided in the program. The graduate will possess the knowledge and skills to administer and maintain a networked environment. Graduates will possess the skills and knowledge of networking products including MS Windows, Linux, and SQL servers. Graduates will possess the knowledge to configure all Microsoft desktop operating systems. The graduate will possess the skills to implement and use SQL servers to control an organization's database. The graduate will possess the skills necessary to obtain and to analyze an organization's information system and security system as well as design solutions to improve security.

Upon meeting graduation requirements, the students receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS203	Principles of Sociology	4
Concentration Courses		
CA100	IT Customer Support	2
CA110	Computer Concepts	2
CA112	Computer Applications—UNIX	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA116	Microsoft Operating Systems	2
CA119	Networks	4
CA121	Network Administration	2
CA122	Web Development	2
CA124	Web Authoring Tools	2
CA130	Visual BASIC Programming	4
CA131	PC Hardware and Diagnostics	4
CA206	Microsoft Integration	2
CA215	Advanced Operating Systems	2
CA230	Linux Administration	2
CA231	Implementing Microsoft Clients and Servers	4
CA232	Implementing and Administering SQL Servers	4
CA233	Managing a Microsoft Network Environment	4
CA234	Designing Security for a Microsoft Network	4
OT115	Electronic Spreadsheets	2
Related Courses		
AC108	Business Mathematics I	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Communications	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 82

OFFICE ADMINISTRATION PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

This program is designed for students who desire to receive training in the office administration field with emphasis on developing computer technology skills and management techniques. Upon meeting graduation requirements, the students receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS203	Principles of Sociology	4
Concentration Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
EN103	Business Communications III	2
EN104	Oral Communications	2
EN201	Written Communications	2
EN206	Business Communications IV	2
OT103	Basic Web Page Development	2
OT112	Word Processing--Core	2
OT115	Electronic Spreadsheets	2
OT120	Business Organization	2
OT121	Introduction to Database Management	2
OT122	Database Management	2
OT210	Data Analysis	2
OT211	Advanced Spreadsheets and Electronic Communications	2
OT212	Word Processing—Expert	2
OT216	Overview of Electronic Office Systems	2
OT230	Presentation Design and Development	2
SS120	Office Procedures I	2
SS213	Office Procedures II	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1

Related Courses

EN215	Research and Report Writing	3
GS204	Marketing	2
OT217	Supervision	2
OT218	Essentials of Management	2
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
SS142	Business Law	2

TOTAL CREDITS REQUIRED FOR GRADUATION: 74

PARALEGAL STUDIES PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

The Paralegal Studies program provides students the specialized training they need to work directly under the supervision of an attorney to help prepare cases for trial, investigate facts, and conduct legal research. The curriculum stresses understanding and reasoning of legal concepts, principles, and procedures common to many types of law-related activities and provides students with the knowledge to perform detailed work in specific areas. Upon meeting graduation requirements, the students receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN200	Public Speaking	4
GS200	Economics	4
GS201	Psychology	4
GS203	Principles of Sociology	4
Concentration Courses		
OT112	Word Processing--Core	2
OT115	Electronic Spreadsheets	2
OT121	Introduction to Database Management	2
OT150	Legal Computer Applications	2
PL103	Introduction to Law and the Legal System	5
PL104	Legal Research and Legal Writing I	4
PL105	Legal Research and Legal Writing II	4
PL108	Contracts	2
PL110	Business Organizations	2
PL111	Litigation	2
PL115	Civil Procedure	2
PL121	Client Interview and Communication Skills	1

PL122	Ethics	1
PL130	Tort Law	2
PL140	Real Estate Law	2
PL200	Estate Planning and Administration	2
PL201	Domestic Relations/Family Law	2
PL202	Bankruptcy Law	2
PL205	Commercial Law	2
PL220	Criminal Law	2
PL230	Legal Externship	7

Related Courses

EN101	Business Communications I	2
EN102	Business Communications II	2
PD102	Professional Development	2
SS117	Essentials of Accounting	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 79

RETAIL MANAGEMENT PROGRAM

The Retail Management Program provides students with the knowledge, skills, and background required to secure entry-level positions. Application of classroom instruction is achieved through a retailing externship in which each student participates. During the externship, students complete a structured project by analyzing a retail organization and gain on-the-job experience, which is evaluated by the school and the company. Upon meeting graduation requirements, the students receive a diploma.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
OT112	Word Processing--Core	2
OT115	Electronic Spreadsheets	2
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
RT101	Personal Selling	2
RT103	Inventory Maintenance and Control	2
RT104	Techniques of Selling	4
RT105	Visual Merchandising	2

RT106	Sales Management	2
RT109	Personnel Management	2
RT112	Internet Retail Management	2
RT113	Entrepreneurship	2
RT207	Fashion Display	2
RT209	Retail Business Management	2
RT210	Retail Externship	7
RT211	Event Planning	2
SS117	Essentials of Accounting	2
TY101	Keyboarding I	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 46

COURSE DESCRIPTIONS

AC100 ACCOUNTING PRINCIPLES I

This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. (80 Clock Hours—4 Semester Credits)

AC101 ACCOUNTING PRINCIPLES II

This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included. (Prerequisite: AC100 Accounting Principles I) (80 Clock Hours—4 Semester Credits)

AC102 ACCOUNTING PRINCIPLES III

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow. (Prerequisite: AC101 Accounting Principles II) (80 Clock Hours—4 Semester Credits)

AC105 PAYROLL

This course is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content. (Prerequisite: AC100 Accounting Principles I) (40 Clock Hours—2 Semester Credits)

AC106 COMPUTERIZED ACCOUNTING

This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. (Prerequisite: AC101 Accounting Principles II) (40 Clock Hours—2 Semester Credits)

AC107 FINANCIAL ANALYSIS AND REPORTING

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio. (Prerequisite: AC102 Accounting Principles III) (40 Clock Hours—2 Semester Credits)

AC108 BUSINESS MATHEMATICS I

This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, equations, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced. (40 Clock Hours—2 Semester Credits)

AC109 BUSINESS MATHEMATICS II

This course is a continuation of Business Mathematics I. The course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of simple and compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad. (Prerequisite: AC108 Business Mathematics I) (40 Clock Hours—2 Semester Credits)

AC200 FEDERAL INCOME TAX

This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules. (Prerequisite: AC102 Accounting Principles III) (40 Clock Hours—2 Semester Credits)

AC201 INTERMEDIATE ACCOUNTING I

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. (Prerequisite: AC102 Accounting Principles III) (80 Clock Hours—4 Semester Credits)

AC202 INTERMEDIATE ACCOUNTING II

This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing

the fundamentals. (Prerequisite: AC201 Intermediate Accounting I) (80 Clock Hours—4 Semester Credits)

AC203 COST ACCOUNTING

This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern. (Prerequisite: AC101 Accounting Principles II) (40 Clock Hours—2 Semester Credits)

CA100 IT CUSTOMER SUPPORT

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry. (40 Clock Hours—2 Semester Credits)

CA110 COMPUTER CONCEPTS

This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from mainframes to micros (PCs) is covered with an emphasis on explaining the types of applications and job skills that are common to all computer career environments as well as those that are unique to each type of system. Students also develop Internet search strategies and examine Internet ethics and responsibilities. (40 Clock Hours—2 Semester Credits)

CA112 COMPUTER APPLICATIONS--UNIX

This course teaches the students how to become a UNIX systems administrator. The students learn system administration functions that allow them to add new users and establish system-level defaults and user privileges. Students also learn how to log in as a regular user and use the standard set of commands. Additionally, the students learn to use X-Windows. (Prerequisite: CA110 Computer Concepts) (40 Clock Hours—2 Semester Credits)

CA114 DATABASE CONCEPTS

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package. (40 Clock Hours—2 Semester Credits)

CA115 DATABASE APPLICATIONS

In this course students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications. (Prerequisite: CA114 Database Concepts)(40 Clock Hours—2 Semester Credits)

CA116 MICROSOFT OPERATING SYSTEMS

This course focuses on legacy and popular Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties. (Corequisite: CA110 Computer Concepts) (40 Clock Hours—2 Semester Credits)

CA119 NETWORKS

This course introduces the students to Novell, Windows NT, and UNIX TCP/IP networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN network, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model. (Prerequisites: CA215 Advanced Operating Systems, CA110 Computer Concepts, and CA131 PC Hardware and Diagnostics) (80 Clock Hours—4 Semester Credits)

CA121 NETWORK ADMINISTRATION

This course teaches the students to administer the network. Students learn to add users and set user privileges, set up device and file shares, and set up and administer print shares. (Prerequisite: CA119 Networks) (40 Clock Hours—2 Semester Credits)

CA122 WEB DEVELOPMENT

In this course students learn to use HTML and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, frames, images, and tables. (Prerequisite: CA110 Computer Concepts) (40 Clock Hours—2 Semester Credits)

CA124 WEB AUTHORIZING TOOLS

In this course students learn how to automate the developmental process of their Web pages using Web authoring tools. Emphasis is placed on proper design elements and enhanced through the use of practical exercises. (Prerequisite: CA122 Web Development)(40 Clock Hours—2 Semester Credits)

CA130 VISUAL BASIC PROGRAMMING

This course introduces the students to the Microsoft Visual Basic package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs. (Prerequisite: CA110 Computer Concepts) (80 Clock Hours—4 Semester Credits)

CA131 PC HARDWARE AND DIAGNOSTICS

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance. (Prerequisite: CA116 Microsoft Operating Systems) (80 Clock Hours—4 Semester Credits)

CA132 ADVANCED VISUAL BASIC PROGRAMMING

This course develops the Visual Basic skills and knowledge required to complete complex business applications. Topics include creating network applications, using the Windows API calls, and incorporating database connections inside Visual Basic code. (Prerequisite: CA130 Visual Basic Programming) (40 Clock Hours—2 Semester Credits)

CA206 MICROSOFT INTEGRATION

In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered. (Prerequisites: OT115 Electronic Spreadsheets, CA114 Database Concepts, and TY102 Keyboarding II) (40 Clock Hours—2 Semester Credits)

CA210 ADVANCED PROJECT DEVELOPMENT

This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions. (Prerequisites: CA115 Database Applications and completion of an advanced programming language course) (80 Clock Hours—2 Semester Credits)

CA212 JAVA

This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Special emphasis is placed on designing applets for Web pages. Students work in a visual Integrated Development Environment (IDE). (Prerequisite: CA217 Object-Oriented Programming) (80 Clock Hours—4 Semester Credits)

CA215 ADVANCED OPERATING SYSTEMS

This course is a continuation of the study of popular Microsoft operating systems with further development of skills in installation, configuration, and troubleshooting techniques. (Prerequisite: CA116 Microsoft Operating Systems) (40 Clock Hours—2 Semester Credits)

CA217 OBJECT-ORIENTED PROGRAMMING

This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems. (Prerequisite: CA130 Visual Basic Programming) (80 Clock Hours—4 Semester Credits)

CA230 LINUX ADMINISTRATION

In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, Internet services, and system hardware. (Prerequisites: CA121 Network Administration and CA112 Computer Applications—UNIX) (40 Clock Hours—2 Semester Credits)

CA231 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Microsoft operating systems. Topics include installing, configuring, monitoring, and securing resources. (Prerequisite: CA121 Network Administration) (80 Clock Hours—4 Semester Credits)

CA232 IMPLEMENTING AND ADMINISTERING SQL SERVERS

In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users. (Prerequisite: CA115 Database Applications) (80 Clock Hours—4 Semester Credits)

CA233 MANAGING A MICROSOFT NETWORK ENVIRONMENT

In this course students learn to administer, support, and troubleshoot information systems that incorporate Microsoft network operating systems. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (Prerequisite: CA231 Implementing Microsoft Clients and Servers) (80 Clock Hours—4 Semester Credits)

CA234 DESIGNING SECURITY FOR A MICROSOFT NETWORK

This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. (Prerequisite: CA233 Managing a Microsoft Network Environment) (80 Clock Hours—4 Semester Credits)

DA101 DENTAL ANATOMY

This course studies the anatomy of a tooth and its development from fetus to adulthood. Students also study the landmarks of the face and oral cavity and receive a comprehensive overview of both primary and permanent dentitions. (Corequisite: DA111 Chairside Assisting I) (40 Clock Hours—2 Semester Credits)

DA102 DENTAL HEALTH SCIENCE AND NUTRITION

This course begins with an overview of basic office medical emergencies, their causes, and treatments. Included in this course are current drugs and medications that are common to the dental practice, as well as virus and disease transmission and oral pathologies. A large role of the dental professional is the promotion of a healthy lifestyle. With this in mind, this course is designed to educate on proper nutrition, its effects on overall health, as well as its effects on dental health. (Corequisite: DA111 Chairside Assisting I) (40 Clock Hours—2 Semester Credits)

DA103 PRINCIPLES OF PRACTICE MANAGEMENT

This course introduces the skills needed to properly run the front office and be HIPAA compliant. This administrative position involves filing, scheduling patients, office finances, the use of office equipment, and heavy patient relations. Both manual and computer software systems are utilized. (40 Clock Hours—2 Semester Credits)

DA104 BIOMEDICAL SCIENCE

Students study the functions of the body systems. Microbiology and cellular function are also discussed. Special consideration will be given to the cardiovascular, digestive, respiratory, skeletal, muscular, and nervous systems as they relate to dental procedures. (40 Clock Hours—2 Semester Credits)

DA111 CHAIRSIDE ASSISTING I

This course introduces the history of dentistry along with current basic equipment found in the dental office. Using role play, students will learn clinical and communication skills to perform tasks such as taking medical/dental histories and vital signs, intraoral inspections, and giving oral hygiene instructions. Additionally, the student will have the opportunity to become “Healthcare Provider CPR” certified. And finally, treatment room preparation and charting skills help to prepare the student for a more advanced class the following semester. (Corequisites: DA101 Dental Anatomy and DA102 Dental Health Science and Nutrition) (40 Clock Hours—1 Semester Credit)

DA112 CHAIRSIDE ASSISTING II

This course introduces the students to acceptable communication skills with patients, psychology as it applies to dentistry, and the basic tools (instruments)

used in a dental office. A large part of the course is designed to teach the students how to hand dental “tools” to a dentist. Medical/dental charts are also observed, and students learn to record dental conditions of the mouth. Students also learn how to operate and maintain dental equipment. The principles of infection control are stressed and practiced throughout the course. (Prerequisite: DA111 Chairside Assisting I) (60 Clock Hours–3 Semester Credits)

DA113 CHAIRSIDE ASSISTING III

This course introduces dental instruments, handpieces, and burs that are used in the dental office today. Students will study the terminology and the uses of dental equipment. A large part of the course is designed to teach the student how to record findings in the oral cavity into the chart. The students will also have an introduction to some of the dental specialties. (Prerequisite: DA112 Chairside Assisting II) (80 Clock Hours—3 Semester Credits)

DA114 CHAIRSIDE ASSISTING IV

This course is designed to study the more advanced dental specialties: Endodontics, Oral Surgery, Periodontics, and Prosthodontics. Theory and common clinical procedures of each specialty are presented and demonstrated on manikins. Instrument identification is an important component of this course as it is a vital role of the dental assistant. (Prerequisite: DA113 Chairside Assisting III) (60 Clock Hours—3 Semester Credits)

DA121 DENTAL RADIOLOGY

This course provides instruction in both theoretical and practical application of dental radiology. Students will learn techniques of exposing, developing, and mounting dental radiographs as well as precautions from radiation hazards. Students will learn the techniques of placing an X-ray in a human mouth and achieving acceptable results. Students must acquire volunteer patients to use for the clinical evaluation. Students will also be eligible to take the Pennsylvania State Radiation Board Exam following the course. (60 Clock Hours—3 Semester Credits)

DA122 DENTAL MATERIALS I

This introductory course studies the supplies and materials used in a dental office. Basic dental material terms are covered. The student will also be taught the theoretical and clinical aspects of manipulating restorative and esthetic materials, dental liners, bases, bonding systems, cements, and elementary model (replica of mouth) fabrication. (40 Clock Hours—2 Semester Credits)

DA123 DENTAL MATERIALS II

This course gets the dental assistant ready for the upcoming externship. A large part of the dental assistant’s role is being skilled in dental materials. Introductory

and advanced impression techniques are taught. Students work with classmates to mimic a realistic setting. Temporary crowns, mouth guards, whitening trays, and custom tray fabrication are taught as well as dental waxes and bite registration techniques. Students work on classmates to mimic a realistic dental setting and additionally tour a working dental lab. (Prerequisite: DA122 Dental Materials I) (40 Clock Hours—2 Semester Credits)

DA131 DENTAL ASSISTING EXTRAMURAL

This 300-hour externship combines experiences in both general and specialty dentistry at two separate facilities. The opportunity to practice skills in a clinical setting is a valuable component to dental assisting education. Externship sites are selected by their ability to provide the student with not only relevant but also well-supervised experiences. The school provides evaluation instruments to each site that measure the assistant's skill level at appropriate intervals. (Prerequisites: DA114 Chairside Assisting IV and DA123 Dental Materials II) (300 Externship Hours—6 Semester Credits)

DA201 CDA REVIEW

This course helps students review for the Dental Assisting National Board Exam with the goal of helping students improve their scores. The most vital lecture material and theories from previous coursework are reviewed. Written sample test questions are reviewed from a test preparation guidebook. In addition students will be exposed to the computerized software used in conjunction with the test preparation workbook review and sample test applications. (40 Clock Hours—2 Semester Credits)

DA211 EXPANDED FUNCTION DENTAL ASSISTING I

This course will include didactic instruction for expanded function operative procedures. Instruction will include the theory behind placing and removing of a rubber dam; placing and removing of matrices and wedges; and placement, condensing, carving, and finishing of amalgam and composite restorations. Impressions technique, temporary restoration, interim crowns, and preventive resin restorations will also be discussed. Dental anatomy and occlusion theories will be reviewed. (Prerequisite: DA122 Dental Materials I) (60 Clock Hours—3 Semester Credits)

DA213 EXPANDED FUNCTION DENTAL ASSISTING II

This course will include didactic instruction for expanded function operative procedures. The student will learn various types of composites, the theory of composites, along with the placement, condensing, finishing, and polishing of composite restorations. Shade selections will also be discussed. (Prerequisite: DA211 Expanded Function Dental Assisting I) (80 Clock Hours—2 Semester Credits)

DA215 EXPANDED FUNCTION DENTAL ASSISTING III

This course will include didactic instruction for expanded function operative procedures. Instruction will include the theory behind placing and removing matrices and wedges and placement, condensing, carving, finishing, and polishing of amalgam restorations. Impression techniques, temporary restoration, and interim crowns will be discussed. Occlusion theories and contact areas will be reviewed. (Prerequisite: DA213 Expanded Function Dental Assisting II) (40 Clock Hours—1 Semester Credit)

DA231 EXPANDED FUNCTION DENTAL ASSISTING EXTRAMURAL

In a 300-hour clinical rotation in a private dental office, students will apply the skills and techniques of expanded function duties under direct supervision of a dentist. The dentist will evaluate and monitor the work of the student. Students on extramural are evaluated by the site on extramural evaluation sheets provided by the school. The Program Manager periodically reviews progress by site visits and/or telephone contact. (Prerequisite: DA215 Expanded Function Dental Assisting III) (300 Externship Hours—6 Semester Credits)

EN101 BUSINESS COMMUNICATIONS I

This course provides students with a review of grammar and sentence structure. Students gain an understanding of the structural relationship between words and phrases as they apply fundamental rules of grammar to sentence composition. (40 Clock Hours—2 Semester Credits)

EN102 BUSINESS COMMUNICATIONS II

This course is a continuation of Business Communications I. Students complete an extensive review of grammar principles and are introduced to punctuation. Students learn to integrate sentences into effective, well-organized, properly punctuated paragraphs. Upon completion of this course, students should be able to evaluate and revise their own writing. (Prerequisite: EN101 Business Communications I) (40 Clock Hours—2 Semester Credits)

EN103 BUSINESS COMMUNICATIONS III

The practical application of more advanced uses of punctuation is the emphasis of this course. Studies also include application of capitalization, number expression, and abbreviation rules. Upon completion of this course, students should be able to apply these rules to their own written documents as well as those produced by others. (Prerequisite: EN102 Business Communications II)(40 Clock Hours—2 Semester Credits)

EN104 ORAL COMMUNICATIONS

This course is a presentation of the fundamental principles of the oral communication process. The components of the process, the importance of the skill of active listening, and the importance of verbal and nonverbal communication are emphasized. Students then apply these skills as they learn proper techniques for telephone and interpersonal office communications. (40 Clock Hours—2 Semester Credits)

EN200 PUBLIC SPEAKING

This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches. (60 Clock Hours—4 Semester Credits)

EN201 WRITTEN COMMUNICATIONS

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim letters, adjustment letters, and memorandums. (Prerequisite: EN102 Business Communications II) (40 Clock Hours—2 Semester Credits)

EN206 BUSINESS COMMUNICATIONS IV

This course provides in-depth attention to a variety of specialized communication topics. Students complete an assortment of projects that require them to apply previously learned material and that develop the higher-order skills of analysis, synthesis, and evaluation. (Prerequisite: EN103 Business Communications III) (40 Clock Hours—2 Semester Credits)

EN215 RESEARCH AND REPORT WRITING

This course further develops the students' knowledge of the fundamental requirements for effective communication and addresses the role of reports in business. Students develop general research skills and produce simple and complex business reports. (60 Clock Hours—3 Semester Credits)

GD102 DRAWING

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration. (40 Clock Hours—1 Semester Credit)

GD110 DESIGN AND COLOR

In this course students explore the basic principles and elements of two-dimensional design techniques. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems. (80 Clock Hours—3 Semester Credits)

GD111 TYPOGRAPHY I

This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying typestyles and sizes, leading, copyfitting, readability requirements, basic typesetting, and the history of type. (40 Clock Hours—2 Semester Credits)

GD112 TYPOGRAPHY II

In this course students continue to develop their typographic skills. Students design letterforms, learn to use type appropriately, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. (Prerequisite: GD111 Typography I)(40 Clock Hours—2 Semester Credits)

GD113 INTRODUCTION TO PRODUCTION

This course explains the production of printed matter. Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece. (40 Clock Hours—2 Semester Credits)

GD114 HISTORY OF GRAPHIC DESIGN

This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications. (40 Clock Hours—2 Semester Credits)

GD123 COMPREHENSIVE ILLUSTRATION

This course builds and develops drawing and marker skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques. (Prerequisite: GD102 Drawing)(40 Clock Hours—1 Semester Credit)

GD130 MULTIMEDIA AND ANIMATION

In this course, students apply design principles and utilize a popular authoring tool to create multimedia presentations that include animation. (Prerequisites: OT100 Introduction to Macintosh, GD110 Design and Color, and OT215 Electronic Drawing II) (40 Clock Hours—2 Semester Credits)

GD200 DESIGN AND PRESENTATION DEVELOPMENT

This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of

the finished product. (Prerequisites: PD108 Human Relations in the Workplace, OT224 Electronic Layout and Design, and GD230 Advanced Multimedia and Animation) (120 Clock Hours—4 Semester Credits)

GD202 ADVERTISING ART PORTFOLIO

In this course, students prepare a professional portfolio composed of a variety of projects that demonstrate the skills mastered during the program. Students also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. (Prerequisites: OT224 Electronic Layout and Design and PD200 Professional Development for Designers)(80 Clock Hours—4 Semester Credits)

GD230 ADVANCED MULTIMEDIA AND ANIMATION

This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, animation, and sound. (Prerequisites: OT219 Web Development With HTML, GD130 Multimedia and Animation, and OT215 Electronic Drawing II) (40 Clock Hours—2 Semester Credits)

GS200 ECONOMICS

In this course students study macroeconomic concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, specialization and trade, and the various market structures. (60 Clock Hours—4 Semester Credits)

GS201 PSYCHOLOGY

This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations. (60 Clock Hours—4 Semester Credits)

GS203 PRINCIPLES OF SOCIOLOGY

This basic course in sociology deals with problems that affect the functioning of society as a whole. Topics for discussion include socialization and self and social differentiation, including social class, cultures, sex, family, religion, and politics. (60 Clock Hours—4 Semester Credits)

GS204 MARKETING

This course covers the following areas of marketing: marketing and variables, management of marketing information, the market social influences on exchange behavior, the nature of the product, new product development, product

management, and price determination and administration. (40 Clock Hours—2 Semester Credits)

HP104 SALES AND CUSTOMER SERVICE

In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints. (40 Clock Hours—2 Semester Credits)

HP113 FRONT AND BACK OFFICE OPERATIONS

This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed. (40 Clock Hours—2 Semester Credits)

HP201 COMPUTERIZED RESERVATIONS

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNR), provide fares, interpret and modify availability, sell air space, modify and price itineraries, issue tickets, utilize client profiles, and issue seat assignments. Students will also learn to access hospitality, travel, and tourism resources on the Internet. (80 Clock Hours—4 Semester Credits)

HP202 GUEST RELATIONS MANAGEMENT

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations. (40 Clock Hours—2 Semester Credits)

HP206 HOSPITALITY AND TRAVEL EXTERNSHIP

This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by school faculty. (Prerequisites: HP104 Sales and Customer Service and TR113 Worldwide Destinations)(320 Clock Hours—7 Semester Credits)

MD100 CLINICAL PROCEDURES I

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation

and charting, vital signs, and the preparation of the patient for examination. (40 Clock Hours—2 Semester Credits)

MD102 PHARMACOLOGY

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology utilizing a body systems approach. (40 Clock Hours—2 Semester Credits)

MD104 MEDICAL TERMINOLOGY

This course is designed for the medical assisting students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms. (40 Clock Hours—2 Semester Credits)

MD106 MEDICAL OFFICE SYSTEMS

This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (Prerequisites: MD118 Medical Insurance and MD117 Medical Administrative Procedures II) (40 Clock Hours—2 Semester Credits)

MD107 CLINICAL PROCEDURES II

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations. (Prerequisite: MD100 Clinical Procedures I) (80 Clock Hours—4 Semester Credits)

MD109 ANATOMY AND PHYSIOLOGY I

This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. (Prerequisite: MD104 Medical Terminology) (40 Clock Hours—2 Semester Credits)

MD111 ANATOMY AND PHYSIOLOGY II

This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of human body processes are studied. (Prerequisite: MD109 Anatomy and Physiology I) (40 Clock Hours—2 Semester Credits)

MD112 MEDICAL LABORATORY PROCEDURES

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA '88 regulations, and specimen

collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (Prerequisite: MD107 Clinical Procedures II and Corequisite: MD111 Anatomy and Physiology II) (80 Clock Hours—4 Semester Credits)

MD116 MEDICAL ADMINISTRATIVE PROCEDURES I

In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics. (40 Clock Hours—2 Semester Credits)

MD117 MEDICAL ADMINISTRATIVE PROCEDURES II

This course is designed to continue the development of student competency in medical administrative functions. (Prerequisites: MD116 Medical Administrative Procedures I) (40 Clock Hours—2 Semester Credits)

MD118 MEDICAL INSURANCE

This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. (Prerequisite: MD104 Medical Terminology) (40 Clock Hours—2 Semester Credits)

MD201 CLINICAL PROCEDURES III

In this course the medical assisting student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. (Prerequisites: MD107 Clinical Procedures II) (80 Clock Hours—4 Semester Credits)

MD204 MEDICAL EXTERNSHIP

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas. (Prerequisites: MD201 Clinical Procedures III, MD117 Medical Administrative Procedures II, MD112 Medical Laboratory Procedures, MD106 Medical Office Systems, and MD102 Pharmacology) (320 Clock Hours—7 Semester Credits)

OT100 INTRODUCTION TO MACINTOSH

This course covers the basics of Macintosh computer operations. Students also are introduced to the fundamental techniques of vector-based illustration. (40 Clock Hours—2 Semester Credits)

OT103 BASIC WEB PAGE DEVELOPMENT

In this course students learn basic design principles and learn to use web authoring software to create and enhance Web pages with links, graphics, tables, frames, and “form applications.” (Prerequisite: SS213 Office Procedures II) (40 Clock Hours—2 Semester Credits)

OT112 WORD PROCESSING--CORE

This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises. (Prerequisite: TY101 Keyboarding I) (40 Clock Hours—2 Semester Credits)

OT115 ELECTRONIC SPREADSHEETS

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets. (40 Clock Hours—2 Semester Credits)

OT120 BUSINESS ORGANIZATION

In this course the students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. Government regulation of business, labor-management relations, and business strategies are also discussed. (40 Clock Hours—2 Semester Credits)

OT121 INTRODUCTION TO DATABASE MANAGEMENT

In this course students learn the basic principles of setting up a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports. (40 Clock Hours—2 Semester Credits)

OT122 DATABASE MANAGEMENT

Using database management software, students continue to learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. (Prerequisite: OT121 Introduction to Database Management) (40 Clock Hours—2 Semester Credits)

OT128 ELECTRONIC DRAWING I

This course focuses on intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students are also introduced to raster-based graphics. (80 Clock Hours—3 Semester Credits)

OT150 LEGAL COMPUTER APPLICATIONS

This course provides the students with the essential background and knowledge they need to understand computer technology and applications. The course examines how computers are utilized in law offices, as well as hardware and software. Special attention is given to time-management software and billing software. (40 Clock Hours—2 Semester Credits)

OT210 DATA ANALYSIS

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. (Prerequisites: OT122 Database Management, OT115 Electronic Spreadsheets, OT230 Presentation Design and Development, and OT112 Word Processing--Core)(40 Clock Hours—2 Semester Credits)

OT211 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. (Prerequisite: OT115 Electronic Spreadsheets)(40 Clock Hours—2 Semester Credits)

OT212 WORD PROCESSING--EXPERT

In this course students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. (Prerequisite: OT112 Word Processing--Core) (40 Clock Hours—2 Semester Credits)

OT214 DESKTOP PUBLISHING

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital page composition. (Prerequisites: OT100 Introduction to Macintosh, GD110 Design and Color, and GD112 Typography II)(80 Clock Hours—4 Semester Credits)

OT215 ELECTRONIC DRAWING II

In this course students learn to use an image-editing program to generate raster-based images and to prepare photographic files for print production. (Prerequisite: OT128 Electronic Drawing I) (40 Clock Hours—1 Semester Credit)

OT216 OVERVIEW OF ELECTRONIC OFFICE SYSTEMS

This course is an overview of computer information systems. The students learn about computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored. (40 Clock Hours—2 Semester Credits)

OT217 SUPERVISION

This course provides an introduction to the basic responsibilities of a supervisor including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees. (40 Clock Hours—2 Semester Credits)

OT218 ESSENTIALS OF MANAGEMENT

This course is designed to provide a practical approach to the skills and techniques necessary to become a successful manager. Role playing and case studies are used in the classroom to allow for insightful learning to take place. (40 Clock Hours—2 Semester Credits)

OT219 WEB DEVELOPMENT WITH HTML

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML tags to format text and to include links, tables, images, frames, and forms. (40 Clock Hours—2 Semester Credits)

OT223 WEB DESIGN FOR GRAPHIC DESIGNERS

This course provides instruction and experience in the use of a popular web authoring package to create, edit, and manage well- designed Web sites. Students utilize the software package to quickly build dynamic Web sites, to employ client-side image maps and interactive forms on a site, and to set up frames. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. (Prerequisites: OT215 Electronic Drawing II and OT219 Web Development With HTML) (40 Clock Hours—2 Semester Credits)

OT224 ELECTRONIC LAYOUT AND DESIGN

In this course, students master electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications programs to create original pieces. (Prerequisites: OT214 Desktop Publishing, OT215 Electronic Drawing II, and GD113 Introduction to Production) (80 Clock Hours—4 Semester Credits)

OT230 PRESENTATION DESIGN AND DEVELOPMENT

In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. (Prerequisite: TY101 Keyboarding I)(40 Clock Hours—2 Semester Credits)

PD102 PROFESSIONAL DEVELOPMENT

This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. Students learn how to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques. (40 Clock Hours—2 Semester Credits)

PD108 HUMAN RELATIONS IN THE WORKPLACE

This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills. (40 Clock Hours—2 Semester Credits)

PD200 PROFESSIONAL DEVELOPMENT FOR DESIGNERS

This course explores the appropriate techniques for making job applications and participating in job interviews. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics. (40 Clock Hours—2 Semester Credits)

PL103 INTRODUCTION TO LAW AND THE LEGAL SYSTEM

This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal secretary are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association. (80 Clock Hours—5 Semester Credits)

PL104 LEGAL RESEARCH AND LEGAL WRITING I

This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and

to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II. (80 Clock Hours—4 Semester Credits)

PL105 LEGAL RESEARCH AND LEGAL WRITING II

This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources. (Prerequisite: PL104 Legal Research and Legal Writing I) (80 Clock Hours—4 Semester Credits)

PL108 CONTRACTS

This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract. (40 Clock Hours—2 Semester Credits)

PL110 BUSINESS ORGANIZATIONS

This course provides the students with an understanding of the various forms of business ownership, such as sole proprietorships, partnerships, limited partnerships, corporations, and S corporations. Students study the laws and concepts relating to these entities and draft documents and forms utilized by the various entities. (40 Clock Hours—2 Semester Credits)

PL111 LITIGATION

This course offers a basic understanding of civil litigation and the functions and operations of the state and federal court systems. Students learn the basic principles of pleadings, discovery, motions, court orders, and judgments. Drafting of the necessary litigation documents is emphasized. (40 Clock Hours—2 Semester Credits)

PL115 CIVIL PROCEDURE

This course provides the students with detailed overviews of the major forms for the process of dispute resolution: civil procedure, administrative procedure, and criminal procedure, as well as the process of constitutional adjudication. The focus is on (1) the evolution and development of procedural rules; (2) broader jurisprudential questions concerning the nature of litigation, due process, and constitutional adjudication of public values; and (3) detailed exploration of actual cases to provide vivid litigation experience. The emphasis in this course is on the legal procedures to which substantive legal rules are applied. (40 Clock Hours—2 Semester Credits)

PL121 CLIENT INTERVIEW AND COMMUNICATION SKILLS

The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and receive and give constructive feedback. (20 Clock Hours—1 Semester Credit)

PL122 ETHICS

This course provides the students with a clear understanding of the concepts and rules that govern the practice of legal ethics. Topics include the unauthorized practice of law, advocacy, the duty of confidentiality, conflicts of interest, advertising and solicitation, and competency. The four major ethical codes applicable to legal assistants are analyzed. A conscious quest for professionalism is emphasized. (20 Clock Hours—1 Semester Credit)

PL130 TORT LAW

In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages. (40 Clock Hours—2 Semester Credits)

PL140 REAL ESTATE LAW

In this course students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures. (40 Clock Hours—2 Semester Credits)

PL200 ESTATE PLANNING AND ADMINISTRATION

This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts. (40 Clock Hours—2 Semester Credits)

PL201 DOMESTIC RELATIONS/FAMILY LAW

In this course students gain an understanding of the legal aspects of marriage, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents. (40 Clock Hours—2 Semester Credits)

PL202 BANKRUPTCY LAW

This course presents a complete overview of bankruptcy with a practical perspective. A "hands-on" approach features research and drafting of projects.

Students create pleadings that represent what they will see on the job. Up-to-date bankruptcy rules and formats are used in this course. (40 Clock Hours—2 Semester Credits)

PL205 COMMERCIAL LAW

This course is designed to teach students the legal concepts pertaining to substantive business law. A primary objective of the course is to expand student awareness of legal rights in business transactions. Students learn the laws dealing with commercial paper, sales, agency, personal property, secured transactions, and proper usage of legal terminology as applied to business transactions. (Prerequisite: PL108 Contracts) (40 Clock Hours—2 Semester Credits)

PL220 CRIMINAL LAW

This course provides an understanding of the criminal justice system. It explores substantive and procedural aspects of criminal law and provides a working knowledge of the nature of various crimes, potential charges, and penalties. The students learn to prepare the necessary pleadings and other documents in order to assist and participate with the attorney in the administration of the criminal justice system. (40 Clock Hours—2 Semester Credits)

PL230 LEGAL EXTERNSHIP

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 320 hours of actual work experience. The students must submit written reports describing their experiences. The students are evaluated by their supervisor at the conclusion of the externship. The students are also required to compile and maintain a notebook of legal documents they have drafted throughout their work experience. Students must successfully complete all prior courses before beginning their legal externship. (320 Clock Hours—7 Semester Credits)

RT101 PERSONAL SELLING

A thorough knowledge of the selling techniques applicable to generate volume are studied and acquired. The technology and psychology of the selling process are analyzed by the students. Students are instructed in handling customer objections, closing the sale, and using suggestive selling. (40 Clock Hours—2 Semester Credits)

RT103 INVENTORY MAINTENANCE AND CONTROL

This course places emphasis on problem areas in controlling inventory and systematic methods to overcome them. The students learn proper inventory procedures from planning to reconciliation, the order sequence from receipt of goods to the selling floor, and the shrinkage control factor of both external and internal theft while developing an actual inventory plan. (40 Clock Hours—2 Semester Credits)

RT104 TECHNIQUES OF SELLING

In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through the sales talk and demonstration, handling customer objections, closing the sale, and demonstrating creative sales methods. The students apply material discussed to a simulated classroom sales presentation. (80 Clock Hours—4 Semester Credits)

RT105 VISUAL MERCHANDISING

This course presents the most up-to-date principles and techniques on interior and exterior displays, store layouts, and creative visual merchandising to reach various target markets, build a desired store image, and generate sales volume. The students apply this theory to coordinated field studies and in-class projects. (40 Clock Hours—2 Semester Credits)

RT106 SALES MANAGEMENT

This course is concerned with the proper management and organization of an outside sales force. The students learn to select, train, organize, motivate, and evaluate outside salespeople. (40 Clock Hours—2 Semester Credits)

RT109 PERSONNEL MANAGEMENT

This course introduces the students to basic human resources and personnel functions performed by management. Emphasis is placed on recruitment, hiring, placement, scheduling, job descriptions, compensation, labor relations, equal opportunity, and the development of policies and procedures. (40 Clock Hours—2 Semester Credits)

RT112 INTERNET RETAIL MANAGEMENT

This introductory course explores the emergence of electronic retailing through the World Wide Web. Topics for discussion include the role of online interactive retailing, how to generate revenue for an online retailer, how to reach dispersed consumers, how to obtain customer feedback, how to promote special offers, and how to establish and maintain a secure online site. (40 Clock Hours—2 Semester Credits)

RT113 ENTREPRENEURSHIP

This course is an introduction and an overview to the process necessary to plan a small business or purchase an existing business or a franchise. Topics include developing a marketing plan, conducting competitive analysis, determining customer base, implementing pricing strategies, and following the legal procedures necessary for owning and operating a business. Students will also explore e-commerce opportunities. (40 Clock Hours—2 Semester Credits)

RT207 FASHION DISPLAY

This course is designed to trace the development of fashion and the fashion industry; to explore the fundamental concepts of consumer demand and fashion change; and to trace the development, production, and marketing of merchandise from concept to consumer. (40 Clock Hours—2 Semester Credits)

RT209 RETAIL BUSINESS MANAGEMENT

This course provides a foundation upon which the students build an understanding of general management, marketing, merchandising, and operations functions within a retail business organization. A management and marketing analysis of department, specialty, discount, and chain stores is included. The students conduct planning and research for the opening of a simulated retail business. (40 Clock Hours—2 Semester Credits)

RT210 RETAIL EXTERNSHIP

The students apply their classroom studies by completing a structured analysis of a specific merchandising organization while gaining school-supervised on-the-job experience in a merchandising or sales-supporting position with a department, specialty, or discount store. On-the-job hours and work performance are supervised and evaluated by the school with input from the employer. (Prerequisite: RT104 Techniques of Selling) (320 Clock Hours—7 Semester Credits)

RT211 EVENT PLANNING

In this course students will learn the steps for developing and planning a theme event. Focus is placed on determining location, facilities, promotion strategies, and budgeting the event. Students will work together as a project team. (40 Clock Hours—2 Semester Credits)

SS117 ESSENTIALS OF ACCOUNTING

This course presents an introduction to the fundamental principles of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Also discussed are such specific topics as payroll procedures and bank statement reconciliations. A review of fundamental math principles is included as well. (40 Clock Hours—2 Semester Credits)

SS120 OFFICE PROCEDURES I

This course is designed to include instruction in general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations. (40 Clock Hours—2 Semester Credits)

SS142 BUSINESS LAW

This course provides an introduction into the origin and development of law, courts, and court procedures. It includes a study of law relating to contracts and negotiable instruments. The course is designed to acquaint the students with the

principles of law and their importance to an employer in the everyday conduct of business. (40 Clock Hours—2 Semester Credits)

SS143 LEGAL TRANSCRIPTION

Through the use of specially prepared text and tape materials, students are exposed to the technicalities of legal terminology, collocations, Latin and French phrases, legal correspondence, and formatting and preparing court and noncourt documents. Heavy emphasis is placed on machine transcription. (Prerequisite: TY102 Keyboarding II) (40 Clock Hours—1 Semester Credit)

SS203 LEGAL OFFICE PROCEDURES

This course prepares the students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents. (Prerequisite: TY102 Keyboarding II) (80 Clock Hours—4 Semester Credits)

SS213 OFFICE PROCEDURES II

This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks. (Prerequisite: SS120 Office Procedures I) (40 Clock Hours—2 Semester Credits)

TR100 INTRODUCTION TO TRAVEL

This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the technical and personal skills needed for a career in the travel field in the twenty-first century. (40 Clock Hours—2 Semester Credits)

TR107 DOMESTIC DESTINATIONS

This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions. (40 Clock Hours—2 Semester Credits)

TR112 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT

This course focuses on the operations of a travel agency and examines the unique needs of the corporate traveler. In addition, students are presented with an

overview of the meeting planning/convention management industry. (40 Clock Hours—2 Semester Credits)

TR113 WORLDWIDE DESTINATIONS

This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions. (40 Clock Hours—2 Semester Credits)

TR120 WORLDWIDE TOURISM

In this course students explore the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts. (40 Clock Hours—2 Semester Credits)

TY101 KEYBOARDING I

In this course, the students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. A brief introduction of the current operating system will be included. (40 Clock Hours—1 Semester Credit)

TY102 KEYBOARDING II

This course is designed to improve the students' keyboarding speed and accuracy through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. (Prerequisite: TY101 Keyboarding I) (40 Clock Hours—1 Semester Credit)

TY103 DOCUMENT FORMATTING

This course continues development of basic production skills as well as speed and accuracy. The student will produce business correspondence, tables, and reports. (Prerequisite: TY102 Keyboarding II) (40 Clock Hours—1 Semester Credit)

TY104 DOCUMENT PRODUCTION

This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and accuracy. (Prerequisite: TY103 Document Formatting)(40 Clock Hours—1 Semester Credit)

TY201 ADVANCED DOCUMENT PRODUCTION

Emphasis in this course is placed on using word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills. (Prerequisite: TY104 Document Production)(40 Clock Hours—1 Semester Credit)

ACADEMIC CALENDAR 2011-2012

Bradford School's scheduled academic year is composed of the fall and spring semesters. The academic years for individual students vary and are made up of the equivalent of two semesters of work.

Summer Semester 2011

April 25	Term I Begins
May 30	No Classes: Memorial Day Holiday
June 17	Term I Ends
June 20-July 4	No Classes: Summer Break
July 5	Term II Begins
August 26	Term II Ends

Fall Semester 2011

August 29	Term I Begins
September 5	No Classes: Labor Day Holiday
October 21	Term I Ends
October 24	Term II Begins
November 24-25	No Classes: Thanksgiving Holiday
December 16	Term II Ends
December 19-January 2	No Classes: Christmas Holiday

Spring Semester 2012

January 3	Term I Begins
February 20	No Classes: Presidents' Day Holiday (Make-up snow day if necessary)
February 24	Term I Ends
February 27	Term II Begins
April 2-6	No Classes: Spring Break
April 27	Term II Ends

Summer Semester 2012

April 30	Term I Begins
May 28	No Classes: Memorial Day Holiday
June 11-15	No Classes: Summer Break
July 3	Term I Ends
July 4-6	No Classes: Independence Day Break
July 9	Term II Begins
August 31	Term II Ends

ADMINISTRATION, FACULTY, AND STAFF

Administration

Vincent Graziano.....President
Susan Allen.....Director of Student Services
Michelle LaRocca.....Director of Placement
John NuzumDirector of Education

Faculty

Cynthia BolesMedical Assisting
M.B.A. University of Pittsburgh
B.S. University of Pittsburgh
CMA

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B.S. University of Pittsburgh

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B.S. California University of Pennsylvania

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B.S. University of Pittsburgh
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CDA

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M.S. Robert Morris University
B.S. Robert Morris University

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Staff

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Jacqueline Boyd-GarbettField Supervisor

Kathleen DoughertyAdmissions Representative

John EnrightAdmissions Assistant Supervisor

Becky GeibelPlacement Coordinator

Mark JenningsPlacement Coordinator

Dali KovacevicInside Admissions Supervisor

Nichole KramerTerritory Manager

Dana KushAdmissions Representative

Verlee LeezerFinancial Aid Assistant

Jessica LinsenbergAdmissions Representative

Coleen McConaghyEducation Assistant

April McShaneTerritory Manager

Kathy PellegriniPlacement Coordinator

Nicole PilarskiAdministrative Support

Shannon RileyAdmissions Representative

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