



BRADFORD SCHOOL

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125 WEST STATION SQUARE DRIVE

SUITE 129

PITTSBURGH, PENNSYLVANIA 15219

(412) 391-6710

ACADEMIC YEAR 2017-2018

www.bradfordpittsburgh.edu

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ACADEMIC CATALOG

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GENERAL INFORMATION

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.

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

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 strives to provide students with a learning environment that is similar to that in which they desire to work. As a result, great effort has been made to provide attractive surroundings with industry-standard equipment to create an atmosphere conducive to learning. Major equipment includes, but is not limited to, computer-enhanced projection devices, dental operatories, iMacs, and Citrix servers. An entrance for the disabled is provided.

Bradford School offers 12 specialized programs in 8 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, DC 20002-4223, (202) 336-6780.

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, telephone number, and website of the Commission on Accreditation of Allied Health Education Programs are 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, www.caahep.org.

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/en/coda>.

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 Bar Association
Allegheny County Guidance Counselors Association
American Accounting Association
American Association of Medical Assistants
American Dental Assisting Association
American Dental Hygiene Association
American Institute of Graphic Arts
American Library Association
American Society of Travel Agents
Association of Computing Machinery
Beaver County Guidance Counselors Association
Butler County Guidance Counselors Association
Distributive Education Clubs of America
Future Business Leaders of America
Greater Pittsburgh Hotel Association

International Association of Administrative Professionals
MSDN Academic Alliance
Pennsylvania Association of Private School Administrators
Pennsylvania Association of Student Financial Aid Administrators
Pittsburgh Human Resources Association
Red Cross of Southwestern Pennsylvania
Washington/Greene County Guidance Counselors Association
Westmoreland County Guidance Counselors Association

APPROVALS

Bradford School is approved for federal veterans education benefits and Pennsylvania State Bureau of Vocational Rehabilitation educational assistance.

LEGAL CONTROL

Bradford School is legally controlled by Bradford Schools, Incorporated, 133 Freeport Road, Pittsburgh, PA 15215. Officers of the corporation are Joseph L. Calihan, Chairman; Martin J. Calihan, President, Chief Executive Officer, and Treasurer; Jo Ann Travis, Vice President; and Jennifer G. Calihan, Secretary.

Other affiliated Bradford schools include:

Bradford School, Columbus, Ohio
Fox College, Bedford Park, Illinois
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

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 and fees; 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 gender, including sexual harassment and sexual violence; sexual orientation; genetic information; 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 by phone at 412-391-6710 or by mail or in person at 125 West Station Square Drive, Suite 129, Pittsburgh, PA 15219, is the Title IX coordinator at Bradford School. Questions regarding Title IX may be referred to the Title IX coordinator or to the U. S. Department of Education Office for Civil Rights. 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.

The Pennsylvania Human Relations Act (PHRA) prohibits discrimination because of an applicant's or current student's race, color, sex, religion, ancestry, national origin, handicap or disability, record of a handicap or disability or relationship or association with an individual with a handicap or disability, use of a guide or support animal, and/or handling or training of support animals. The Pennsylvania Fair Educational Opportunities Act (PFEOA) prohibits discrimination against prospective and current students because of a prospective or current student's race, religion, color, ancestry, national origin, sex, handicap

or disability, record of a handicap or disability, and/or relationship or association with an individual with a handicap or disability. It is also unlawful to retaliate against any prospective or current student because s/he has filed a complaint with the Pennsylvania Human Relations Commission or to aid or abet any unlawful discriminatory practice under the PHRAAct or the PFEAct.

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. The most recent important information about the education debt, earnings, and completion rates of students who attended programs at Bradford School may be found at www.bradfordpittsburgh.edu/programs.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

To be considered for admission to Bradford School, an applicant must have graduated or be a potential graduate from a valid high school, private school, or equivalent (GED). When an applicant has not yet graduated, offers of admission are contingent on high school graduation. 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. Foreign transcripts of students seeking admission must be evaluated by a member of the Association of International Credentials Evaluators(AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter a college or university in the United States. 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 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 and refundable if an applicant is rejected by the school for admission or within five calendar days after submitting the application if no classes have been attended. A request for cancellation that is not made in writing must be confirmed in writing within five additional calendar days. 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 refundable up until three business days after the student signs the enrollment agreement or three business days after the payment date, whichever is later. After that date, the tuition deposit is no longer refundable.*

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 refundable if a student cancels enrollment within the first three scheduled class dates.*

Rates are effective for students entering between January 1, 2017, and December 31, 2017.

Tuition

Per semester**\$7,690

Lab Fees

Medical Assisting Lab Fee (per semester)\$290

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).....\$290

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. These charges will range from \$460-\$1200 per semester. Actual charges will be used in the student’s financial plan.

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 hours in a stand-alone term will be adjusted proportionately.

Rates are effective for students entering between January 1, 2018, and December 31, 2018.

Tuition

Per semester**\$7,690

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. These charges will range from \$460-\$1200 per semester. Actual charges will be used in the student’s financial plan.

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 hours in a stand-alone term will be adjusted proportionately.

CANCELLATION POLICIES

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within five calendar days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant will be refunded if requested in writing within five calendar days after signing an enrollment agreement and making an initial payment. If the request is made verbally, the applicant must confirm the request in writing within the next five calendar days. An applicant requesting cancellation more than five calendar days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, except the school may retain up to a total of \$150.

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 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.

Refund Policy for Students Called to Active Military Service

A student who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard will receive a waiver for his/her current semester tuition and lab fees. However, if the student is eligible to graduate from a shorter program mid-semester, the student will be graduated from the shorter program, and tuition and fees for the shorter program will be determined. Tuition and fees in excess of that amount will be waived. Except as discussed elsewhere in the school's refund policy, charges for current semester textbooks and supply kits will not be reversed. Any cash paid by the student will be used to cover textbook and supply charges. Upon withdrawal, the student should submit a copy of his/her military orders to the Director of Education.

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 the first 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 at the beginning of the semester in which they would be used.

Return of Title IV 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. For example, if the student completed 30 percent of the payment period or period of enrollment, 30 percent of the assistance originally scheduled for receipt may be earned. Once the student has completed more than 60 percent of the payment period or period of enrollment, all the assistance that the student was scheduled to receive for that period may be earned. 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.

If a student withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for the current semester will be refunded. However, if the student is eligible to graduate from a shorter program mid-semester, financial aid eligibility for the shorter program will be determined, and aid in excess of this amount will be refunded.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. 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. 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 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 Educational 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.

In the unexpected circumstance that an associate degree or diploma program does not pass standards established by the U. S. Department of Education based on the amounts previous students have borrowed for enrollment in the program and their reported earnings, causing students who are then enrolled in the program to thus not be able to use the federal Title IV aid to continue to pay for the program, Bradford School will continue to provide instruction in the program to allow those students to complete the program and will waive unpaid tuition, fees, and textbooks and supplies charges that were scheduled to be paid using federal Title IV aid lost.

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 within 30 days of receipt of the applicable Institutional Student Information Record (ISIR), which is generally within two weeks of when the Free Application for Federal Student Aid (FAFSA) is submitted to the Department of Education, if verification is required. Students will be expected to submit all documentation within two weeks or no later than the start of the academic year. 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 subsequent 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 or no later than the start of the academic year, 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. 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.

TERMS OF PAYMENTS

Tuition, textbook/supply charges, and lab fees, if applicable, are due on the first day a student begins class unless other prior arrangements have been made with the school. The school does not add any interest charges. Payments can be made by cash, check, money order, or credit card. Financial aid funds are applied to school costs in accordance with state and federal regulations. 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 INSTITUTIONALLY-FUNDED GRANTS AND INSTALLMENT CONTRACTS

Bradford School awards six scholarships per year based on criteria established on December 14, 1988, by the Commonwealth of Pennsylvania, Department of Education, and the 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. The six scholarships are awarded at 25 percent of the program tuition. For students whose programs begin in calendar year 2018, the monetary value of a scholarship award ranges from \$3,845 to \$7,690.

Institutional installment contracts are available on a limited basis for students who have exhausted other possible means of financing. Institutional installment contract applications are accepted throughout the year. Installment contract amounts will vary depending upon financial need and may not exceed institutional charges. Installment contract 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.

Bradford School participates in the Student Education Assistance Foundation Grant Program (SEAF) through institutional funding of up to \$65,000. Needs-based grants may be provided to specific students in accordance with the program guidelines of the SEAF grant program.

FEDERAL DEFINITION OF A CREDIT HOUR FOR PURPOSES OF FINANCIAL AID

Federal regulations define a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a

different amount of time or (2) at least an equivalent amount of work as required in (1) above for other academic activities as established by the institution, including laboratory work, externships, practicums, and other academic work leading to the award of credit hours.

STUDENT SERVICES

ADVISING

Counseling and advising are important services that are available to every student attending 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 advising. They guide the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. Students with problems that require professional counseling will be referred to appropriate agencies. The Placement Department also advises in the areas of job interviewing and related placement activities. The Director of Education and Director of Student Services are available to help students having problems with transportation, day care, housing, and other personal problems. The Director of Student Services is available to assist students experiencing financial difficulties

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.

Students begin active job search preparation during their final months of training. They are taught to:

- Complete an employment application.
- Prepare a resume, cover letter, and thank you letter.
- Generate job leads effectively.
- Participate in the interviewing process.
- Communicate valuable skills to the employer during an interview.
- Function successfully as a professional.

Students nearing program completion meet with a placement representative to discuss job expectations, needs, and requirements as well as geographic preferences. This information is obtained in order to provide more personalized, effective placement assistance. Employers contact the placement department on

a consistent basis to inquire about our graduates, and these job leads are supplied to graduates pursuing employment.

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.

CAMPUS ANNUAL SECURITY REPORT

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 students and staff.

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 a Campus Security Authority. Campus Security Authorities at Bradford School include the President, directors, program advisors, and security personnel. All incidents are then reported to the Director of Education who is responsible for collecting crime reports for inclusion in the annual crime statistics report.

If the situation involved dating violence, domestic violence, sexual assault, or stalking, there is a separate section later in this policy that discusses the reporting obligations of Campus Security Authorities and the reporting obligations of

Responsible Employees. The difference is important because some Campus Security Authorities, specifically the President and the school directors, are also considered Responsible Employees. Bradford School does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed.

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.

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, the following handbooks:

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

Campus security 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 school 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 in a manner that withholds the names of victims as confidential. The warnings are posted on campus bulletin boards 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 residential 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>2014</u>	<u>2015</u>	<u>2016</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
Dating Violence	On Campus	0	0	0
Noncampus		0	0	0
	Public Property	0	0	0

Domestic Violence	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0
Statutory Rape	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	1	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	1	2
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	8	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	15	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus	0	0	0
	Noncampus	0	0	0
	Public Property	0	0	0

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

Hate Crimes: Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2014, 2015, and 2016 there were no reported hate crimes at the above-listed geographic locations.

Disclosure to Alleged Victims

Bradford School will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary

hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

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 school will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws. Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident.

Policy on Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Bradford School prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For the purpose of reporting crime statistics in this Campus Security report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not

include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

Corresponding definitions for these crimes in the state of Pennsylvania are as follows:

Based on good-faith research, it appears Pennsylvania does not have a specific definition relating to the crime of dating violence.

Domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under domestic or family violence laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the commonwealth of Pennsylvania. Pennsylvania law defines domestic abuse as

knowingly, intentionally, or recklessly causing bodily injury of any kind, causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person (i.e., stalking) that puts them in fear of bodily injury.

Per 18 Pa. C. S. Section 3121, rape is a felony of the first degree defined as engaging in sexual intercourse with a complainant by forcible compulsion; by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means for the purpose of preventing resistance; or who suffers from a mental disability which renders the complainant incapable of consent.

Except as provided in Section 3121 (relating to rape), a person commits statutory sexual assault, a felony of the second degree, when that person engages in sexual intercourse with a complainant to whom the person is not married who is under the age of 16 years and that person is either four years older but less than eight years older than the complainant or eight years older but less than 11 years older than the complainant. A person commits a felony of the first degree when that person engages in sexual intercourse with a complainant under the age of 16 years and that person is 11 or more years older than the complainant and the complainant and the person are not married to each other.

Per 18 Pa. C. S. Section 3123, a person commits a crime of involuntary deviate sexual intercourse, a felony of the first degree, when the person engages in deviate sexual intercourse with a complainant by forcible compulsion; by threat of forcible compulsion that would prevent resistance by a person of reasonable resolution; who is unconscious or where the person knows that the complainant is unaware that the sexual intercourse is occurring; where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants, or other means for the purpose of preventing resistance; who suffers from a mental disability which renders him or her incapable of consent; or who is less than 16 years of age and the person is four or more years older than the complainant and the complainant and person are not married to each other.

Except as provided in Section 3121 (relating to rape) or Section 3123 (relating to involuntary deviate sexual intercourse), a person commits a sexual assault felony of the second degree when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent.

According to Pennsylvania’s stalking law, a person commits the crime of stalking when the person either engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person or engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Consent is an informed, affirmative decision made freely and actively by all parties to engage in mutually acceptable sexual activity. Consent is given by clear words or actions and may not be inferred from silence, passivity, or lack of resistance alone. Existence of a current or previous dating, marital, and/or sexual relationship is not sufficient to constitute consent to additional sexual activity. Consent to one type of sexual activity does not imply consent to other types of sexual activity. Someone who is unconscious, asleep, or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition, cannot give consent. Consent cannot be obtained by force, intimidation, threat, coercion, isolation, or confinement. Agreement obtained under such conditions does not constitute consent. A person’s use of alcohol and/or other drugs does not necessarily eliminate his or her responsibility to obtain consent.

Bradford School sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. Primary prevention and awareness programs are presented for incoming students and new employees. Ongoing prevention and awareness campaigns are also offered for continuing students and employees. These programs are offered by Bradford School in conjunction with Pittsburgh Action Against Rape (PAAR) and include programs such as “Sexual Violence Education at Institutions for Higher Learning.” Information on registered sex offenders can be obtained from the Pennsylvania State Police at <http://www.pameganslaw.state.pa.us>.

Bradford School also distributes educational materials to students and employees to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. The following handbooks are distributed:

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

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may

be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Options include:

- Stepping in and asking if the person needs help.
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there's time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone's use of alcohol before problems occur.
- Calling 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you consume alcohol, do so in moderation. Know your alcohol limits.
- Do not leave your beverage unattended; take your drink to the restroom with you. Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be alert and aware of your surroundings at all times.
- Don't be afraid to ask for help in situations where you feel unsafe.
- Travel, walk, or park in well-lighted areas after dark and with a friend whenever possible.
- Keep the doors to your home and car locked.

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, or stalking are the same as for any other crime. If a student or employee is the victim of dating violence, domestic violence, sexual assault, or stalking, the individual should report the offense in a timely manner to a school official either in person or by phone at (412) 391-6710. The student has the option to report to either a Title IX Responsible Employee or a Campus Security Authority.

Responsible Employees are the employees listed as “Administration” in the Administration, Faculty, and Staff section of this catalog. Responsible Employees are required by law to report all known details regarding alleged incidents of sexual harassment, discrimination, or sexual assault to the Title IX Coordinator. This includes the names of the alleged perpetrator and the name of the student/employee who experienced the alleged violence. If a victim discloses an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the school will weigh that request against the school’s obligation to provide a safe, nondiscriminatory environment for all students and employees, including the victim.

Campus Security Authorities include program advisors, security personnel as well as the administration. Campus Security Authorities, other than those who also serve as Responsible Employees, are required to submit a report for statistical purposes, but their report can be submitted without identifying the victim.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Reports are kept in a secure location. The crime statistics included in the Annual Security Report do not include any information that would identify the victim or the person accused of committing the crime. Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The school will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.

If the victim 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 dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense be reported immediately. The victim may decline to notify such authorities.

When a student or employee of the school reports to the institution that s/he was a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of his/her rights and options, whether the offense occurred on campus or off campus. The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. A written listing of off-campus counseling, health,

mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services will be provided to the victim by the education support office. Other than financial aid assistance, no professional on-campus services are available.

Upon receiving a report of an alleged sex offense, school officials will also provide victims with a written explanation of the interim measures available to the victim to ensure his/her safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to the Director of Education, who will be responsible for determining what accommodations are reasonable. School officials are obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense and will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. Examples of protective measures include restrictions on contact, changes to a living situation, if applicable, and course rescheduling. Bradford School does not issue orders of protection. However, if requested, school officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system. Bradford School will take the necessary measures, within reason, to comply with any orders issued by the courts that the institution is made aware of.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with either the Director of Education or the President. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Student Conduct policy published in the school's catalog. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a

hearing may be scheduled. School officials shall complete the investigation as promptly as possible and in most cases within 60 working days from the filing of the complaint.

The school will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use a preponderance of the evidence standard during the procedures, which means that it is more likely than not that the alleged misconduct occurred. Both the accuser and the accused will be simultaneously informed in writing of the outcome of the proceeding, including any sanctions imposed by the institution and the rationale for the result and the sanctions; the institution's procedures for appealing the results of the proceeding; any change to the results that occurs prior to the time that such results become final; and when such results become final. 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 imposed and the rationale for the result and the sanctions. Appropriate sanctions may range from suspension to dismissal to termination.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged sexual misconduct.

Emergency Response and Evacuation Procedures

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the President or any other member of the school administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the school administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the school community or the appropriate segment of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students and staff 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 to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Documentation supporting the conduction of the exercise, including a description of the practice exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the Director of Education.

GRIEVANCE PROCEDURES

If a student has a problem 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, DC 20002-4223, (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 3:40 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.

MAKE-UP POLICY

The policy for making up class assignments, quizzes, tests, etc., is established by the course instructor. Each instructor will distribute in writing and explain at the beginning of the course his/her expectations in regard to make-up work in the course.

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, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously demeans or threatens 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) stalking; 11) 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 will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. For matters involving possible sexual harassment or sexual violence, the Director of Education, who is also the Title IX Coordinator, will ensure that the investigation complies with all Title IX requirements. 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

Class size is dependent on the nature of instruction. Maximum class sizes are 40 for lecture, 42 for computer laboratory, and 15 for other laboratory classes. Class sizes typically are less than these maximums.

DEFINITION OF ACADEMIC CREDIT

A clock hour is equal to a minimum of 50 minutes of instruction. Credit for academic and financial aid is measured in semester credit hours. A semester credit hour is equivalent to a minimum of 15 clock hours of lecture, 30 clock hours of laboratory where classroom theory is applied and explored or manipulative skills are enhanced, 45 clock hours of externship/practicum, or a combination of these three. This definition also assumes appropriate out-of-class learning activities to support the credit awarded for courses or portions of courses. Federal regulations for the allocation of student financial assistance establish an expectation of two hours of out-of-class work for each hour of lecture for which credit is awarded.

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	Waived 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:

For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits received for the course.

Add all accumulated quality points.

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 quality point average and the successful course completion percentage. Courses in which the student received an S or X are not used in computing the quality 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 Director 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 class days of a term (drop period), the end date of the previous term will be considered the last date of attendance. If a student withdraws by the second Friday of a student's first semester in a program (first semester drop period), the student will be considered not to have enrolled in the program.

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 course and must withdraw.

Except as discussed below, 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 dismissal or withdrawal for nonmilitary reasons, a student may seek readmission into the same or a different program only one time. If a withdrawal was due to being called to active military duty, a student who notifies the school of his/her intent to return to the school within three years after the completion of the period of service will be readmitted with the same academic status as at the time of withdrawal. The student will be required to meet current graduation requirements for the program in which s/he enrolls. If the student is readmitted to the same program, the student will be charged the tuition and fee charges that s/he would have been charged for the academic year during which s/he left school. If the student is admitted to a different program, the student will be charged the tuition in effect upon reentry.

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 programs 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 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. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Dental Assisting program is 61 credits. Using that number, 150 percent would equal 91 credit hours, which would be the maximum number of credits for which a student could receive financial aid. 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 student is within the maximum time frame and 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 OPA</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 cumulative quality point average will include all grades earned at Bradford School. 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.

At the end of each term, Bradford School will evaluate satisfactory progress. A student who does not meet the maximum time frame, 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 school 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 quality 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.

Veterans Administration benefits are not payable for repeating courses that, based upon school standards, have previously been successfully completed.

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. 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 INSTITUTION

Transcripts of work completed only at institutions that are either accredited by agencies recognized by the United States Department of Education or recognized by their respective government as institutions of higher education, for internationally-based institutions, may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. Foreign transcripts must be evaluated by a member of the Association of International Credentials Evaluators (AICE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), or the National Association of Credential Evaluation Services (NACES) prior to the evaluation and award of credit. 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 accredited colleges provided the grades received for the courses were “C” or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. 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. At a minimum, 25 percent of the credits required for graduation must be completed at Bradford School.

Credit is not granted for advanced placement or experiential learning. One exception is credit for Military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Bradford School may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the college. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

CREDIT TRANSFER TO ANOTHER INSTITUTION

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 are:

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 school'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 12 specialized programs. Students may select from eight major areas of study.

1. Accounting Administration
2. Computer Programming and Network Management
3. Dental Assisting
4. Graphic Design
5. Hospitality and Travel Management
6. Medical Assisting
7. Merchandising Management
8. Paralegal Studies and Legal Administration

ACCOUNTING ADMINISTRATION PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

The objective of this occupational associate degree program is to prepare students for entry-level employment in the accounting field. The program emphasizes basic and advanced accounting principles, theories, and practices with related studies in the areas of computer applications and oral and written communications. General education courses build skills in critical thinking, problem solving, and research and develop and appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN203	Public Speaking	3
EN204	Interpreting Literature	3
GS205	Psychology	3
GS206	Principles of Sociology	3
GS220	Statistics	3
Concentration Courses		
AC105	Payroll Accounting	2
AC108	Business Mathematics I	2
AC109	Business Mathematics II	2
AC110	Accounting Principles I	3
AC111	Accounting Principles II	3
AC112	Accounting Principles III	3
AC113	Computerized Accounting	1
AC114	Financial Analysis and Reporting	1
AC200	Federal Income Tax	2
AC203	Cost Accounting	2
AC224	Intermediate Accounting I	3
AC225	Intermediate Accounting II	3
OT113	Word Processing--Core	1
OT116	Electronic Spreadsheets	1
OT132	Introduction to Database Management	1
OT229	Advanced Spreadsheets and Electronic Communications	1
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2

EN104	Oral Communications in the Workplace	2
EN201	Written Business Communications	2
EN216	Research and Business Report Writing	2
FI200	Personal Finance	2
OT216	Overview of Electronic Office Systems	2
PD102	Professional Development	2
SS142	Business Law	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 66

COMPUTER PROGRAMMING PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

The objective of this occupational associate degree program is to provide specialized education in the area of computer applications and programming for entry-level employment. 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. General education courses build skills in critical thinking, problem solving and research and develop an appreciation for lifelong learning. This program will normally be completed in 16 months of full-time enrollment. Upon meeting graduation requirements, the students receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN203	Public Speaking	3
EN204	Interpreting Literature	3
GS205	Psychology	3
GS206	Principles of Sociology	3
GS220	Statistics	3
Concentration Courses		
CA101	IT Customer Support	1
CA108	Microsoft Operating Systems	2
CA109	Database Concepts	1
CA110	Computer Concepts	2
CA115	Database Applications	2
CA122	Web Development	2
CA124	Web Authoring Tools	2

CA125	Computer Applications--*NIX	1
CA126	Programming Logic	2
CA127	Network Administration	1
CA133	PC Hardware and Diagnostics	3
CA134	NET Programming	3
CA135	Networks	3
CA210	Advanced Project Development	2
CA213	Java	2
CA214	Microsoft Integration	1
CA218	Object-Oriented Programming	2
CA220	Advanced .NET Programming	1
CA235	Implementing and Administering SQL Servers	1
OT116	Electronic Spreadsheets	1

Related Courses

AC108	Business Mathematics I	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 62

DENTAL ASSISTING PROGRAM ASSOCIATE IN SPECIALIZED TECHNOLOGY DEGREE

The objective of this occupational associate degree program is to prepare the graduate to bring diversified skills to an entry-level position as a dental assistant to 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 learn to handle routine office functions such as receiving telephone calls, scheduling appointments, completing medical and dental histories, preparing insurance forms and monthly statements, and greeting patients. This program will normally be completed in 16 months of full-time enrollment. 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. Licensure and/or registration requirements are controlled by the individual states and are subject to change without notice. Therefore, Bradford School cannot guarantee that graduates will be eligible to take the certification exam, be licensed, and/or be registered at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Semester Course Name	Credits
General Education Courses		
EN203	Public Speaking	3
EN204	Interpreting Literature	3
GS205	Psychology	3
GS206	Principles of Sociology	3
GS220	Statistics	3
Concentration Courses		
DA101	Dental Anatomy	2
DA102	Dental Health Science and Nutrition	2
DA103	Principles of Practice Management	2
DA104	Biomedical Science	2
DA108	Oral Health and Prevention	2
DA112	Chairside Assisting II	3
DA113	Chairside Assisting III	3
DA115	Chairside Assisting IV	2
DA116	Chairside Assisting I	2
DA122	Dental Materials I	2
DA123	Dental Materials II	2
DA124	Dental Radiology I	2
DA125	Dental Radiology II	2
DA133	Dental Assisting Extramural	6
DA212	Expanded Function Dental Assisting I	2
DA214	Expanded Function Dental Assisting II	1
DA232	Dental Assisting/EFDA Extramural	5
Related Courses		
EN101	Business Communications I	2
EN102	Business Communications II	2
PD110	Dental Assisting Professional Development	1
TY101	Keyboarding I	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 63

GRAPHIC DESIGN PROGRAM

The objective of the graphic design diploma program is to prepare students for an entry-level position in the 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. This program will normally be completed in 12 months of full-time enrollment. Upon successful completion of this program, student will be issued a diploma. This program transfers in full to the Graphic Design Management program.

Course Number	Semester Course Name	Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
GD102	Drawing	1
GD110	Design and Color	3
GD111	Typography I	2
GD113	Introduction to Production	2
GD114	History of Graphic Design	2
GD119	Typography II	1
GD123	Comprehensive Illustration	1
GD130	Multimedia, Animation, and Experience Design	2
GD203	Design and Presentation Development	3
GD204	Advertising Art Portfolio	3
GD231	Advanced Multimedia, Animation, and Experience Design	1
OT102	Introduction to Macintosh	1
OT119	Microsoft Skills	1
OT128	Electronic Drawing I	3
OT223	Web Design for Graphic Designers	2
OT225	Web Development With HTML	1
OT226	Desktop Publishing	1
OT227	Electronic Drawing II	3
OT240	Electronic Layout and Design	3
PD108	Human Relations in the Workplace	2
PD200	Professional Development for Designers	2
TY101	Keyboarding I	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 45

GRAPHIC DESIGN MANAGEMENT PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

The objective of this occupational associate degree program is to provide a specialized education in graphic design so that students can find entry-level employment in the graphic design field. The program provides training in color and design principles and the principals and use of typography, drawing, and illustration techniques as well as an introduction to the production process. In addition to graphic design skills, students will develop skills in verbal and written communications, critical thinking, and problem solving. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN203	Public Speaking	3
EN204	Interpreting Literature	3
GS205	Psychology	3
GS206	Principles of Sociology	3
GS220	Statistics	3
Concentration Courses		
GD102	Drawing	1
GD110	Design and Color	3
GD111	Typography I	2
GD113	Introduction to Production	2
GD114	History of Graphic Design	2
GD119	Typography II	1
GD123	Comprehensive Illustration	1
GD130	Multimedia, Animation, and Experience Design	2
GD203	Design and Presentation Development	3
GD204	Advertising Art Portfolio	3
GD231	Advanced Multimedia, Animation, and Experience Design	1
OT102	Introduction to Macintosh	1
OT119	Microsoft Skills	1
OT128	Electronic Drawing I	3
OT223	Web Design for Graphic Designers	2
OT225	Web Development With HTML	1
OT226	Desktop Publishing	1
OT227	Electronic Drawing II	3
OT240	Electronic Layout and Design	3

Related Courses

EN101	Business Communications I	2
EN102	Business Communications II	2
FI200	Personal Finance	2
GS207	Social Media Management	1
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: 65

HOSPITALITY AND TRAVEL MANAGEMENT PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

The objective of this occupational associate degree program is to provide students with the knowledge and skills required for entry-level employment and subsequent advancement in the hospitality and travel industries. Areas of study include geography, reservations and ticketing, front and back office management, sales and marketing, and event planning. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Application of classroom instruction is achieved through an externship in which each student participates. This program will normally be completed in 16 months of full-time enrollment. Upon meeting graduation requirements, the student will receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN203	Public Speaking	3
EN204	Interpreting Literature	3
GS205	Psychology	3
GS206	Principles of Sociology	3
GS220	Statistics	3
Concentration Courses		
GS204	Marketing	2
HP105	Sales and Customer Service	1
HP112	Front and Back Office Operations	1
HP200	Guest Relations Management	1
HP205	Computerized Reservations	3
HP207	Hospitality and Travel Externship	6
OT113	Word Processing--Core	1
OT217	Supervision	2

OT218	Essentials of Management	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 in the Workplace	2
EN201	Written Business Communications	2
OT231	Presentation Design and Development	1
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: 63

LEGAL ADMINISTRATION PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

This occupational associate degree program is designed for those students who have an interest in working in a legal-related administrative capacity. The objective of the program is to prepare students for entry-level employment by providing instruction in legal vocabulary, legal office procedures, computer application, administrative functions, and communication. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. This program will normally be complete in 16 months of full-time enrollment. Upon meeting graduation requirements, the students receive an Associate in Specialized Business Degree.

Course Number	Semester Course Name	Credits
General Education Courses		
EN203	Public Speaking	3
EN204	Interpreting Literature	3
GS205	Psychology	3
GS206	Principles of Sociology	3
GS220	Statistics	3

Concentration Courses

OT113	Word Processing--Core	1
OT116	Electronic Spreadsheets	1
OT120	Business Organization	2
OT132	Introduction to Database Management	1
OT150	Legal Computer Applications	2
OT207	Word Processing--Expert	1
OT216	Overview of Electronic Office Systems	2
PL111	Litigation	2
PL116	Introduction to Law and the Legal System	3
PL117	Legal Research and Legal Writing I	3
PL121	Client Interview and Communication Skills	1
PL122	Ethics	1
SS142	Business Law	2
SS143	Legal Transcription	1
SS205	Legal Office Procedures	3
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 Business Communications	2
EN216	Research and Business Report Writing	2
GS204	Marketing	2
OT217	Supervision	2
OT218	Essentials of Management	2
OT231	Presentation Design and Development	1
PD102	Professional Development	2
SS117	Essentials of Accounting	2

TOTAL CREDITS REQUIRED FOR GRADUATION: 65

MEDICAL ASSISTING PROGRAM

The objective of this program is to prepare competent entry-level medical assistants in their cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry. Application of classroom instruction is achieved through a medical externship in which each student participates. Medical assisting students are required to have a physical examination to

demonstrate that their health will permit them to meet program requirements. They must also provide an immunization history. This program will normally be completed in 10 months of full-time enrollment. Students who complete this program will receive a diploma.

The Medical Assisting Management 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) examination 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. This program transfers in full to the Medical Assisting Management program.

Course Number	Semester Course Name	Credits
EN101	Business Communications I	2
EN102	Business Communications II	2
MD100	Clinical Procedures I	2
MD102	Pharmacology	2
MD104	Medical Terminology	2
MD109	Anatomy and Physiology I	2
MD111	Anatomy and Physiology II	2
MD118	Medical Insurance	2
MD120	Medical Administrative Procedures I	1
MD121	Clinical Procedures II	3
MD122	Medical Laboratory Procedures	3
MD123	Medical Administrative Procedures II	1
MD124	Medical Office Systems	1
MD205	Clinical Procedures III	3
MD206	Medical Externship	6
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 38

MEDICAL ASSISTING MANAGEMENT PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

The objective of this occupational degree program is to prepare competent entry-level medical assistants in their cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. It provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry. Application of classroom instruction is achieved through a medical externship in which each student participates. The general education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Medical assisting students are required to have a physical examination to demonstrate that their health will permit them to meet program requirements. They must also provide an immunization history. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Specialized Business Degree.

The Medical Assisting Management 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) examination 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 examinations at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Semester Course Name	Credits
General Education Courses		
EN203	Public Speaking	3
EN204	Interpreting Literature	3
GS205	Psychology	3
GS206	Principles of Sociology	3
GS220	Statistics	3
Concentration Courses		
MD100	Clinical Procedures I	2
MD102	Pharmacology	2
MD104	Medical Terminology	2

MD109	Anatomy and Physiology I	2
MD111	Anatomy and Physiology II	2
MD118	Medical Insurance	2
MD120	Medical Administrative Procedures I	1
MD121	Clinical Procedures II	3
MD122	Medical Laboratory Procedures	3
MD123	Medical Administrative Procedures II	1
MD124	Medical Office Systems	1
MD205	Clinical Procedures III	3
MD206	Medical Externship	6
MD207	CMA Review	1
MD208	Professionalism in Health Care	2

Related Courses

EN101	Business Communications I	2
EN102	Business Communications II	2
FI200	Personal Finance	2
OT216	Overview of Electronic Office Systems	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: 64

MERCHANDISING MANAGEMENT PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

The objective of this occupational degree program is to provide the students with the knowledge, skills, and techniques required to secure entry-level positions and subsequent advancement in the retail field. Students develop skills in business communications, general accounting, marketing management, merchandising, and relevant microcomputer applications. General education courses build skills in critical thinking, problem solving, and research and develop an appreciation for lifelong learning. Application of classroom training is achieved through an externship in which each student participates. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, student will receive an Associate in Specialized Business Degree.

Course Number	Semester Course Name	Credits
General Education Courses		
EN203	Public Speaking	3
EN204	Interpreting Literature	3

GS205	Psychology	3
GS206	Principles of Sociology	3
GS220	Statistics	3

Concentration Courses

GS204	Marketing	2
OT113	Word Processing--Core	1
OT116	Electronic Spreadsheets	1
OT231	Presentation and Design Development	1
RT101	Personal Selling	2
RT103	Inventory Maintenance and Control	2
RT106	Sales Management	2
RT109	Personnel Management	2
RT112	Internet Retail Management	2
RT113	Entrepreneurship	2
RT115	Techniques of Selling	3
RT116	Visual Merchandising	1
RT200	Retail Business Management	1
RT207	Fashion Display	2
RT211	Event Planning	2
RT212	Retail Externship	6

Related Courses

EN101	Business Communications I	2
EN102	Business Communications II	2
FI200	Personal Finance	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: 64

NETWORK MANAGEMENT PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

The objective of this occupational associate degree program is to prepare students to successfully implement, manage, and troubleshoot information systems in a network operating environment in an entry-level position. Graduates will possess the knowledge and skills needed to work with networking products, including MS Windows, Linux, and SQL servers; the ability to configure all Microsoft desktop operation systems and implement and use SQL servers to control an organization's database; and the skills necessary to obtain

and analyze an organization's security system as well as design solutions to improve security. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, the students receive an Associate in Specialized Business Degree.

Course Number	Course Name	Semester Credits
General Education Courses		
EN203	Public Speaking	3
EN204	Interpreting Literature	3
GS205	Psychology	3
GS206	Principles of Sociology	3
GS220	Statistics	3
Concentration Courses		
CA101	IT Customer Support	1
CA108	Microsoft Operating Systems	2
CA109	Database Concepts	1
CA110	Computer Concepts	2
CA115	Database Applications	2
CA122	Web Development	2
CA124	Web Authoring Tools	2
CA125	Computer Applications—*NIX	1
CA126	Programming Logic	2
CA127	Network Administration	1
CA133	PC Hardware and Diagnostics	3
CA134	.NET Programming	3
CA135	Networks	3
CA214	Microsoft Integration	1
CA235	Implementing and Administering SQL Servers	1
CA236	Implementing Microsoft Clients and Servers	2
CA238	Linux Administration	1
CA239	Managing a Microsoft Network Environment	2
CA240	Designing Security for a Microsoft Network	2
OT116	Electronic Spreadsheets	1
Related Courses		
AC108	Business Mathematics I	2
EN101	Business Communications I	2
EN102	Business Communications II	2
EN201	Written Business Communications	2
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL CREDITS REQUIRED FOR GRADUATION: 62

PARALEGAL STUDIES PROGRAM ASSOCIATE IN SPECIALIZED BUSINESS DEGREE

The objective of this occupational associate degree program is to provide students with the specialized training necessary to obtain entry-level employment in a capacity or function that involves the performance of specifically delegated legal work under the direction and supervision of an attorney. The curriculum stresses understanding and reasoning of legal concepts, principles, and procedures common to many different areas of law and many types of law-related activities. This program will normally be completed in 16 months of full-time enrollment. Upon successful completion of this program, students will receive an Associate in Specialized Business degree.

Course Number	Semester Course Name	Credits
General Education Courses		
EN203	Public Speaking	3
EN204	Interpreting Literature	3
GS205	Psychology	3
GS206	Principles of Sociology	3
GS220	Statistics	3
Concentration Courses		
OT113	Word Processing--Core	1
OT116	Electronic Spreadsheets	1
OT132	Introduction to Database Management	1
OT150	Legal Computer Applications	2
PL110	Business Organizations	2
PL111	Litigation	2
PL116	Introduction to Law and the Legal System	3
PL117	Legal Research and Legal Writing I	3
PL118	Legal Research and Legal Writing II	3
PL121	Client Interview and Communication Skills	1
PL122	Ethics	1
PL130	Tort Law	2
PL141	Real Estate Law	1
PL200	Estate Planning and Administration	2
PL201	Domestic Relations/Family Law	2
PL202	Bankruptcy Law	2
PL206	Commercial Law	1
PL221	Criminal Law	1
PL231	Legal Externship	6

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: 63

COURSE DESCRIPTIONS

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: AC110 Accounting Principles I)(38 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. (38 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)(38 Clock Hours—2 Semester Credits)

AC110 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. (76 Clock Hours—3 Semester Credits)

AC111 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: AC110 Accounting Principles I)(76 Clock Hours—3 Semester Credits)

AC112 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: AC111 Accounting Principles II)(76 Clock Hours—3 Semester Credits)

AC113 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: AC111 Accounting Principles II)(38 Clock Hours—1 Semester Credit)

AC114 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: AC112 Accounting Principles III)(38 Clock Hours—1 Semester Credit)

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: AC112 Accounting Principles III)(38 Clock Hours—2 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: AC111 Accounting Principles II)(38 Clock Hours—2 Semester Credits)

AC224 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: AC112 Accounting Principles III)(76 Clock Hours—3 Semester Credits)

AC225 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: AC224 Intermediate Accounting I)(76 Clock Hours—3 Semester Credits)

CA101 IT CUSTOMER SUPPORT

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry. (38 Clock Hours—1 Semester Credit)

CA108 MICROSOFT OPERATION SYSTEMS

This course focuses on Microsoft operation 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. (38 Clock Hours-2 Semester Credits)

CA109 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. (38 Clock Hours—1 Semester Credit)

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 clients to servers is covered with emphasis on explaining types of applications. Job skills that are common to all computer career environments as well as those that are unique to each type of system are discussed. Students also develop Internet search strategies and examine Internet ethics and responsibilities. (38 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: CA109 Database Concepts)(38 Clock Hours—2 Semester Credits)

CA118 MICROSOFT OPERATING SYSTEMS

This course focuses on 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. (38 Clock Hours—1 Semester Credit)

CA122 WEB DEVELOPMENT

In this course students learn to use HTML, CSS, and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, images, and tables. (38 Clock Hours—2 Semester Credits)

CA124 WEB AUTHORING TOOLS

In this course students learn how to automate the developmental process of their Web pages using Web authoring tools, including integrated development environments. Emphasis is placed on proper design elements and enhanced through the use of practical exercises. (Prerequisite: CA122 Web Development)(38 Clock Hours—2 Semester Credits)

CA125 COMPUTER APPLICATIONS--*NIX

This course introduces the students to the *NIX operating and file systems. The students learn shells, command line syntax, and basic scripting. Students learn to use X-Windows. (38 Clock Hours—1 Semester Credit)

CA126 PROGRAMMING LOGIC

This course introduces the students to computer programming and problem solving in structured and procedural environments. Students will also learn syntax, algorithms, program design, and logic controls. (Prerequisite: CA110 Computer Concepts)(38 Clock Hours—2 Semester Credits)

CA127 NETWORK ADMINISTRATION

This course teaches the students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage. (Prerequisite: CA135 Networks)(38 Clock Hours—1 Semester Credit)

CA133 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: CA108 Microsoft Operating Systems)(76 Clock Hours—3 Semester Credits)

CA134 .NET PROGRAMMING

This course introduces the students to the Microsoft Visual Studio package. The course teaches programming rules and syntax and includes computer assignments where the students create, debug, test, and document their programs. (76 Clock Hours—3 Semester Credits)

CA135 NETWORKS

This course introduces the students to networks and explores the interoperability

of these networks. Students learn networking fundamentals, the components of a LAN, 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: CA108 Microsoft Operating Systems, CA110 Computer Concepts, and CA133 PC Hardware and Diagnostics)(76 Clock Hours—3 Semester Credits)

CA210 ADVANCED PROJECT DEVELOPMENT

This course takes the students into their final academic effort. The students are required to design, document, and program their solutions to problems they will likely face in their career pursuits. (Prerequisites: CA115 Database Applications and completion of an advanced programming language course)(76 Clock Hours—2 Semester Credits)

CA213 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: CA218 Object-Oriented Programming)(76 Clock Hours—2 Semester Credits)

CA214 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: OT116 Electronic Spreadsheets, CA109 Database Concepts, and TY102 Keyboarding II)(38 Clock Hours—1 Semester Credit)

CA218 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. (Prerequisites: CA134 .NET Programming and CA126 Programming Logic)(57 Clock Hours—2 Semester Credits)

CA220 ADVANCED .NET PROGRAMMING

This course develops the .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications. (Prerequisite: CA134 .NET Programming)(38 Clock Hours—1 Semester Credit)

CA235 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)(38 Clock Hours—1 Semester Credit)

CA236 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Active Directory Domain Controllers, member servers, and workstations. Topics include installing, configuring, monitoring, and securing resources. (Prerequisite: CA127 Network Administration)(57 Clock Hours—2 Semester Credits)

CA238 LINUX ADMINISTRATION

In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, services, and system hardware. (Prerequisite: CA127 Network Administration)(38 Clock Hours—1 Semester Credit)

CA239 MANAGING A MICROSOFT NETWORK ENVIRONMENT

In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (Prerequisite: CA236 Implementing Microsoft Clients and Servers)(76 Clock Hours—2 Semester Credits)

CA240 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. Students will create disaster recovery documents to replace a network. (Prerequisite: CA239 Managing a Microsoft Network Environment)(76 Clock Hours—2 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)(38 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)(38 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. (38 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. (38 Clock Hours—2 Semester Credits)

DA108 ORAL HEALTH AND PREVENTION

This course explores the dental caries process, including its causes, transmission, and prevention. Students will learn effective tooth brushing and denture cleaning techniques and be able to discuss how fluoride works. The role of diet and nutrition in the prevention of caries will also be examined. (38 Clock Hours-2 Semester Credits)

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: DA116 Chairside Assisting I)(57 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)(76 Clock Hours—3 Semester Credits)

DA115 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)(57 Clock Hours—2 Semester Credits)

DA116 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)(57 Clock Hours—2 Semester Credit)

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. (38 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)(38 Clock Hours—2 Semester Credits)

DA124 DENTAL RADIOLOGY I

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. (57 Clock Hours—2 Semester Credits)

DA125 DENTAL RADIOLOGY II

Radiology II continues the theoretical and practical application of dental radiology. Students will continue to learn extraoral radiology techniques as well as learning the anatomical landmarks that are present in the human mouth. Legal issues dealing with dental radiology will also be a focused point. Students will be prepared to take the DANB Radiation Health and Safety (RHS) Exam following the completion of this course. (Prerequisite: DA124 Dental Radiology I)(38 Clock Hours—2 Semester Credits)

DA133 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: DA115 Chairside Assisting IV and DA123 Dental Materials II)(300 Externship Hours—6 Semester Credits)

DA212 EXPANDED FUNCTION DENTAL ASSISTING I

This course will include didactic and laboratory instruction for expanded function procedures. Instruction will include placement and removal of rubber dams, matrices, and wedges. The student will learn how to select a shade, place, contour, finish, and polish various types of composite restorations. Additionally the student will have the opportunity to develop skills in applying fluoride and performing coronal polishing. The PA EFDA laws will be discussed, and dental anatomy and occlusion theories will be reviewed. (Prerequisite: DA123 Dental Materials II) (76 Clock Hours—2 Semester Credits)

DA214 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: DA212 Expanded Function Dental Assisting I)(38 Clock Hours—1 Semester Credit)

DA232 DENTAL ASSISTING/EXPANDED FUNCTION EXTRAMURAL

In a 225-hour clinical rotation in a private dental office, students will apply basic assisting and expanded function dental assisting skills while working under the direct supervision of a dentist. The dentist will evaluate and monitor the work of the student. The site will use extramural evaluation sheets, provided by the school, to evaluate the student's performance. The Program Manager periodically reviews progress by site visits and/or telephone contact. (Prerequisite: DA214 Expanded Function Dental Assisting II)(225 Externship Hours—5 Semester Credits)

EN101 BUSINESS COMMUNICATIONS I

This course will provide a introduction to business writing. Assignments support the writing demands that students will face in a business environment with a particular emphasis on language skills. (38 Clock Hours—2 Semester Credits)

EN102 BUSINESS COMMUNICATIONS II

This course continues the development of the student's ability to produce clear and effective business documents. Assignments support the writing demands that students will face in a business environment and will focus on proper utilization of writing mechanics. (Prerequisite: EN101 Business Communications I) (38 Clock Hours—2 Semester Credits)

EN104 ORAL COMMUNICATIONS IN THE WORKPLACE

This course is designed to develop and enhance the oral communication skills required in the workplace. Special emphasis is placed on proper techniques for telephone and interpersonal communications. (38 Clock Hours—2 Semester Credits)

EN201 WRITTEN BUSINESS 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, which may include letters, memorandums, short reports, and emails. (Prerequisite: EN102 Business Communications II)(38 Clock Hours—2 Credits)

EN203 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. (57 Clock Hours—3 Semester Credits)

EN204 INTERPRETING LITERATURE

This course is an introduction to the art of reading and appreciating short stories, poems, and plays. Students are encouraged, both in class discussions and in writing assignments, to draw on their own experiences to aid in their understanding of literature. (57 Clock Hours—3 Semester Credits)

EN216 RESEARCH AND BUSINESS REPORT WRITING

This course further develops the students' knowledge of the fundamental requirements for effective business communication and addresses the role of reports in business. Students will plan, research, draft, revise, edit, and produce a variety of business-related reports. (57 Clock Hours—2 Credits)

FI200 PERSONAL FINANCE

This course provides a survey of the major economic decisions facing the typical American household and examines the influence of social and economic change

on individual financial planning. Students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making. (38 Clock Hours—2 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. (38 Clock Hours—1 Semester Credit)

GD110 DESIGN AND COLOR

In this course students explore the basic principles and elements of two-dimensional design techniques and color theory. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems. (76 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, readability requirements, basic typesetting, and the history of type. (38 Clock Hours—2 Semester Credits)

GD113 INTRODUCTION TO PRODUCTION

This course explains the production of professional quality printed materials. 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. (38 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. (38 Clock Hours—2 Semester Credits)

GD119 TYPOGRAPHY II

In this course students continue to develop their typographic skills. Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. (Prerequisite: GD111 Typography I)(38 Clock Hours—1 Semester Credit)

GD123 COMPREHENSIVE ILLUSTRATION

This course builds and develops illustration 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)(38 Clock Hours—1 Semester Credit)

GD130 MULTIMEDIA, ANIMATION, AND EXPERIENCE DESIGN

In this course, students apply design principles and utilize a popular authoring tool to create multimedia applications that focus on creating interactive experiences. (Prerequisites: OT102 Introduction to Macintosh and OT225 Web Development With HTML)(38 Clock Hours—2 Semester Credits)

GD203 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 prepress 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 and OT240 Electronic Layout and Design)(76 Clock Hours—3 Semester Credits)

GD204 ADVERTISING ART PORTFOLIO

In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. (Prerequisite: OT240 Electronic Layout and Design)(76 Clock Hours—3 Semester Credits)

GD231 ADVANCED MULTIMEDIA, ANIMATION, AND EXPERIENCE DESIGN

This course is a continuation of Multimedia, Animation, and experience design. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, and animation. (Prerequisite: GD130 Multimedia, Animation, and Experience Design)(38 Clock Hours—1 Semester Credit)

GE190 GENERAL HUMAN PHYSIOLOGY

This course develops the core concepts related to cell physiology and the functional control mechanisms related to each body system including nervous, musculoskeletal, cardiovascular, lymphatic, respiratory, renal, digestive, reproductive, and endocrine systems. (Pre-requisite: None)(57 Clock Hours- 3 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. (38 Clock Hours—2 Semester Credits)

GS205 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. (57 Clock Hours—3 Semester Credits)

GS206 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. (57 Clock Hours—3 Semester Credits)

GS207 SOCIAL MEDIA MANAGEMENT

In this class, students will learn to plan and execute a professional social media campaign using several online outlets. (Prerequisite: EN102 Business Communications II)(19 Clock Hours—1 Semester Credit)

GS208 ECONOMICS

In this course, students study macroeconomic and microeconomic 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, the problems resulting from economic progress, and today's economic systems. (57 Clock Hours—3 Semester Credits)

GS220 STATISTICS

This course is a presentation of the basic principles of statistics. The integral topics include probability, normal distribution, sampling techniques, and hypothesis testing and their application to government, business, and education. Students learn the nature of statistics and the fundamentals of descriptive statistics. (57 Clock Hours-3 Semester Credits)

HP105 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. (38 Clock Hours—1 Semester Credit)

HP112 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. (38 Clock Hours—1 Semester Credit)

HP200 GUEST RELATIONS MANAGEMENT

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations. (38 Clock Hours—1 Semester Credit)

HP205 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. (76 Clock Hours—3 Semester Credits)

HP207 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: HP105 Sales and Customer Service and TR113 Worldwide Destinations)(270 Clock Hours—6 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. (38 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. (38 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. (38 Clock Hours—2 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)(38 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)(38 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)(38 Clock Hours—2 Semester Credits)

MD120 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. (38 Clock Hours—1 Semester Credit)

MD121 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)(76 Clock Hours—3 Semester Credits)

MD122 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: MD121 Clinical Procedures II and Corequisite: MD111 Anatomy and Physiology II)(76 Clock Hours—3 Semester Credits)

MD123 MEDICAL ADMINISTRATIVE PROCEDURES II

This course is designed to continue the development of student competency in medical administrative functions. (Prerequisite: MD120 Medical Administrative Procedures I)(38 Clock Hours—1 Semester Credit)

MD124 MEDICAL OFFICE SYSTEMS

This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (Prerequisites: MD118 Medical Insurance and MD123 Medical Administrative Procedures II)(38 Clock Hours—1 Semester Credit)

MD205 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. (Prerequisite: MD121 Clinical Procedures II)(76 Clock Hours—3 Semester Credits)

MD206 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: MD205 Clinical Procedures III, MD123 Medical Administrative Procedures II, MD122 Medical Laboratory Procedures, MD124 Medical Office Systems, and MD102 Pharmacology)(270 Clock Hours—6 Semester Credits)

MD207 CMA REVIEW

In this course the medical assisting student will prepare for the AAMA CMA examination by reviewing the cognitive, psychomotor, and affective domains as outlined by the MAERB curriculum plan. (38 Clock Hours—1 Semester Credit)

MD208 PROFESSIONALISM IN HEALTH CARE

This course is designed to instruct the medical assisting students about the importance of professionalism. Emphasis is placed on the need to perform in a professional, ethical, legal, and competent manner. Students learn professional standards that apply to medical assistants which help them provide the highest quality of health care and service for patients, visitors, and guests. (38 Clock Hours—2 Semester Credits)

MT200 PRINCIPLES OF MANAGEMENT AND ORGANIZATIONAL BEHAVIOR

This course explores the fundamentals of management while incorporating the behavioral science concepts of motivation and leadership. Emphasis will be placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as a contributing member of a team. (57 Clock Hours--3 Credits)

OT102 INTRODUCTION TO MACINTOSH

This survey course covers the basics of Macintosh computer operations,

including file management and lab hardware. Students also are introduced to the fundamental techniques of graphic software interface. (38 Clock Hours—1 Semester Credit)

OT104 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)(38 Clock Hours—1 Semester Credit)

OT113 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)(38 Clock Hours—1 Semester Credit)

OT116 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. (38 Clock Hours—1 Semester Credit)

OT119 MICROSOFT SKILLS

This course covers the fundamental techniques of the Microsoft Office Suite. Students will be introduced to Word, PowerPoint, and Excel. (Prerequisites: TY101 Keyboarding I and EN102 Business Communications II)(38 Clock Hours—1 Semester Credit)

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. (38 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. (76 Clock Hours—3 Semester Credits)

OT132 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. (38 Clock Hours—1 Semester Credit)

OT133 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: OT132 Introduction to Database Management)(38 Clock Hours—1 Semester Credit)

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. (38 Clock Hours—2 Semester Credits)

OT206 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: OT133 Database Management, OT116 Electronic Spreadsheets, OT231 Presentation Design and Development, and OT113 Word Processing--Core)(38 Clock Hours—1 Semester Credit)

OT207 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: OT113 Word Processing--Core)(38 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. (38 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. (38 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. (38 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 user-friendly, interactive Web sites that employ image maps and forms. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. (Prerequisite: OT225 Web Development With HTML)(38 Clock Hours—2 Semester Credits)

OT225 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 and CSS to format text and to include links, tables, images, and forms. (38 Clock Hours—1 Semester Credit)

OT226 DESKTOP PUBLISHING

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital-page composition. (Prerequisites: OT102 Introduction to Macintosh, GD110 Design and Color, and GD111 Typography I)(38 Clock Hours—1 Semester Credit)

OT227 ELECTRONIC DRAWING II

In this course students learn to use an image-editing program to manipulate and edit raster-based images and to prepare photographic files for print production and optimization for web design. (Prerequisite: OT128 Electronic Drawing I)(76 Clock Hours—3 Semester Credits)

OT229 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: OT116 Electronic Spreadsheets)(38 Clock Hours—1 Semester Credit)

OT231 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)(38 Clock Hours—1 Semester Credit)

OT240 ELECTRONIC LAYOUT AND DESIGN

In this course, students continue to develop strengths in 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 to create original layouts. (Prerequisites: OT226 Desktop Publishing, OT227 Electronic Drawing II, and GD113 Introduction to Production)(76 Clock Hours—3 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. (38 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. (38 Clock Hours—2 Semester Credits)

PD110 DENTAL ASSISTING PROFESSIONAL DEVELOPMENT

This course explores avenues for job searches, techniques in completing job applications, and skills needed for the job interviewing process. Additional topics for discussion include career opportunities, presenting yourself professionally, hiring practices, portfolios, resume writing, and salary negotiating. (38 Clock Hours—1 Semester Credit)

PD200 PROFESSIONAL DEVELOPMENT FOR DESIGNERS

This course explores the appropriate techniques for completing job applications and participating in job interviews in the design field. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics. (38 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. (38 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. (38 Clock Hours—2 Semester Credits)

PL116 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. (76 Clock Hours—3 Semester Credits)

PL117 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. (76 Clock Hours—3 Semester Credits)

PL118 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: PL117 Legal Research and Legal Writing I)(76 Clock Hours—3 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. (19 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. (19 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. (38 Clock Hours—2 Semester Credits)

PL141 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. (38 Clock Hours—1 Semester Credit)

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. (38 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. (38 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. (38 Clock Hours—2 Semester Credits)

PL206 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. (38 Clock Hours—1 Semester Credit)

PL221 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. (38 Clock Hours—1 Semester Credit)

PL231 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 270 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. (270 Clock Hours—6 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. (38 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. (38 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. (38 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. (38 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. (38 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. (38 Clock Hours—2 Semester Credits)

RT115 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. (76 Clock Hours—3 Semester Credits)

RT116 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. (38 Clock Hours—1 Semester Credit)

RT200 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. (38 Clock Hours—1 Semester Credit)

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. (38 Clock Hours—2 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. (38

Clock Hours—2 Semester Credits)

RT212 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: RT115 Techniques of Selling)(270 Clock Hours—6 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. (38 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. (38 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)(38 Clock Hours—1 Semester Credit)

SS205 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)(76 Clock Hours—3 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. (38 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. (38 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. (38 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. (38 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. (38 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. (38 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)(38 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)(38 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)(38 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)(38 Clock Hours—1 Semester Credit)

ACADEMIC CALENDAR 2017-2018

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 2017

May 1	Term I Begins
May 29-June 2	No Classes: Summer Break
July 3	Term I Ends
July 4	No Classes: Independence Day Holiday
July 5	Term II Begins
August 25	Term II Ends

Fall Semester 2017

August 28	Term I Begins
September 4	No Classes: Labor Day Holiday
October 20	Term I Ends
October 23	Term II Begins
November 23-24	No Classes: Thanksgiving Holiday
December 15	Term II Ends
December 18-January 1	No Classes: Christmas Holiday

Spring Semester 2018

January 2	Term I Begins
February 19	No Classes: Presidents' Day Holiday (Make-up snow day if necessary)
February 23	Term I Ends
February 26	Term II Begins
March 30	No Classes: Good Friday Holiday
April 2-April 6	No Classes: Spring Break
April 27	Term II Ends

Summer Semester 2018

April 30	Term I Begins
May 28-June 1	No Classes: Summer Break
July 2	Term I Ends
July 3	Term II Begins
July 4	No Classes: Independence Day Holiday
August 24	Term II Ends

ADMINISTRATION, FACULTY, AND STAFF

Administration

Vincent GrazianoPresident
John Nuzum.....Director of Education
Danette Rocco.....Director of Placement
Courtney CoccoDirector of Student Services

Faculty

Nicole Biela.....Hospitality and Travel
B.S. Slippery Rock University
A.S. Travel and Hospitality Management, PTI Business School

Lee M. Cottrell.....Computer Applications
M.S. University of Pittsburgh
B.S. University of Pittsburgh

Kimberly J. Gallagher, Esq.....Legal Studies
J.D., Duquesne University School of Law
B.A., University of Pittsburgh

Mary Jo Lincoln, CPA.....Accounting
B.S. University of Nevada-Reno
B.S. University of Pittsburgh

Natalie McBrideMedical Assisting
B.S. Kaplan University

Susan McClellanLibrarian
M.L.I.S. University of Pittsburgh
B.S. Indiana University of Pennsylvania

John F. Nuzum, Esq.Legal Studies
J.D. Duquesne University School of Law
B.M. West Virginia University

Gina L. OlmoMerchandising
 B.S. California University of Pennsylvania

Christopher Pazul.....Graphic Design
 B.F.A. Slippery Rock University

Sandra Semcoski.....Dental Assisting
 B.S. California University of Pennsylvania

Angela Wagner.....Dental Assisting
 B.S. California University of Pennsylvania
 A.S.T. Bradford School

Staff

Susan AllenFinancial Planner

Anna BartoliniAdmissions Representative

Rachel Becker.....Administrative Assistant

Jacqueline Boyd-GarbettField Supervisor

Nicole DeMonteAdmissions Representative

Kathleen DoughertyInside Interviewer Supervisor

Becky Geibel.....Placement Coordinator

Michelle GronskyAdmissions Assistant Supervisor

Verlee LeezerFinancial Aid Assistant

April McShane.....Territory Manager

Nicole PilarskiAdministrative Support

Lynn Staub.....Education Assistant

Paul Stocker.....Territory Manager

Erin WrightAdmissions Representative

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