INTERACTIVE COLLEGE OF TECHNOLOGY

2020 – 2021 STUDENT CATALOG
Texas

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Branch Campus – North Houston
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The information contained in this catalog is true and
correct to the best of my knowledge.

Elmer R. Smith, Chief Executive Officer
Interactive Learning Systems

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HISTORY OF INTERACTIVE LEARNING SYSTEMS/INTERACTIVE COLLEGE OF TECHNOLOGY

Interactive Learning Systems was founded in Athens, Georgia, (as Akers Computerized Learning Centers) on April 12, 1982, approximately two years after development of the educational courseware had begun. The demand and popularity of its unique instructional system led to the opening of three additional campuses in Atlanta in June 1983, with a fourth location opening in College Park, Georgia, in September 1985. In February 1986, REVISIONS UNLIMITED was purchased in Grand Prairie, Texas and later moved to Dallas, Texas.

On December 30, 1986, Akers Computerized Learning Centers was acquired by Interactive Learning Systems, Inc. (ILS), a Georgia corporation. Under the new ownership, the first campus was opened in Houston, Texas in September 1987, Dry Ridge and Florence, Kentucky in 1988 and 1990 respectively.

During the past thirty years, the institutions have undergone continuous program and curricula updates and expansion. While the competency-based computerized programs have remained as the principal area of focus, other programs in computer repair and information systems, heating and air conditioning, medical coding were developed and offered at the campuses in Georgia and Kentucky. Due to the rapidly expanding non-English speaking population, programs are available for English as a Second Language at all locations (excluding Kentucky).

In 1988, the Board of Directors was expanded, and in December 1989, ILS achieved accreditation by the Southern Association of Colleges and Schools, Commission on Occupational Education Institutions. In 1995, the Commission on Occupational Education Institutions became an independent agency and changed its name to The Commission on Occupational Education. Interactive College of Technology is currently accredited by that nationally recognized accrediting agency through 2016.

In August 1997, the Computer Center, formerly located on Richmond Avenue, and the ESL Extended Learning Site on Hillcroft Avenue in Houston were combined and relocated to a new site at 6200 Hillcroft Avenue. This Southwest Houston Branch Campus relocated to a 30,000 square foot facility on South Gessner in January 2017.

The Pasadena Campus opened in 1995 and moved to its current location in 2005. This location is the main campus for the Texas institution.

The North Houston Branch Campus was opened in 2000 and in 2017 moved to its current location in the Greenspoint Park area due to expansion.

In 2012 the institution began offering an Associate of Science degree in Office Technology with several areas of emphasis, and the institution was renamed Interactive College of Technology. Also, a new Medical Office Administration program is now available. Portions of the academic programs are delivered via synchronous distance learning.

There are currently seven Interactive College of Technology campuses in Georgia, Texas, and Kentucky. The Texas campuses are a separately accredited institution and also are separately approved and certified by the U. S. Department of Education.

All campuses provide for comfortable and compliant facilities that are fully accessible. Each campus has a capacity with some expansion options to handle an enrollment exceeding five hundred students. Further details are provided in the Facilities section of this publication.

Interactive College of Technology evaluates each applicant seeking to acquire or expand his/her career potential and develops a program of study to meet a student's individual needs. With the use of the software instructional system, a wide range of student schedules can be developed to avoid conflicts with the student's other activities and responsibilities.

Specialized groups that are comprised of faculty, employers of graduates, externship sites, and independent advisory committees are constantly engaged to evaluate curricula and program objectives to be sure they meet industry standards. Microsoft examinations are utilized as the final examinations in the appropriate courses. Using this tool, the institution is able to measure student performance against worldwide standards.

**INTERACTIVE COLLEGE OF TECHNOLOGY
IS UNIQUE…**

Within the Office Technology program, and all computer and business application courses, Interactive College of Technology principally utilizes an individualized computer-based educational system that has evolved over the past thirty years. The system is constantly under review, rewrite, and enhancement as technology changes. This instructional system is commonly referred to as **COMPETENCY-BASED EDUCATION** - a system that has long been a goal of education; a system that takes the beginning-level student and increases the skill competency each day. This system offers the student exceptional learning flexibility in the most modern, time-efficient, cost-effective manner.

Through individualized instruction, each course is tailored to meet the individual needs of students. The low student/instructor ratio enables the instructor to be constantly available to assist each student. Instructors move about the laboratory checking the progress of each student. Every student is provided with a computer station for each lesson throughout each course. Through computer-monitored instruction, student progress is checked continually during the training process and is formally evaluated at the conclusion of each semester. Instead of the traditional lectures, the student is provided information through a computer with customized educational courseware.

The computer checks and reinforces student learning by having the student respond to questions and quizzes during the entire instructional process. If a student is unable to give the correct responses, the computer will not allow the student to proceed. At this point, an instructor is available to help correct the problem, and the student is able to continue with the course material.

This style of instruction allows the student to learn new concepts and use this new knowledge in application exercises. Learning by doing is the most practical way to master and reinforce new skills and knowledge. Students are learning hands-on throughout the entire learning process. This instructional system should not be confused with tutorial systems. This system requires constant student input, feedback, and involvement.

As technology has advanced, the institution has kept pace with the introduction of computer systems designed to allow computer-based training in a multimedia format. This incorporation of learning tools strengthens the educational experience and enhances skill building. In addition, it allows the student to work more independently and challenges him/her to become more efficient at problem solving.

The most recent development is that a number of courses are offered via synchronous distance learning enabling the student greater schedule flexibility. Each degree student will have a mixture of **on-campus** and synchronous on-line courses.

The institution also includes an **externship** requirement in all its vocational programs of study. This is designed to enhance the learning and development process for the student by placing him/her in a **real life environment** in which the skills acquired in the program of study can be put to practical use. In addition, the externship/special projects module is designed to expose the student to the day-to-day scheduling and productivity demands of a professional business. This overall process is intended to enhance the employability of the graduate and insure a successful transition into the work force.

KEY ADVANTAGES OFFERED BY INTERACTIVE COLLEGE OF TECHNOLOGY
(Computer-Based Instructional Classes)

- Student learns as much as 1/3 more in 1/3 less time and retains 1/3 more.

- Established individualized class schedule for each semester-change when student's personal situation requires - - no conflicts with job or family responsibilities.

- Student learns at a rate unique to the individual - - not at the pace of a structured class.

- Absences do not cause a student to miss important material.

- The competency-based learning approach ensures a well-trained and qualified graduate. There are no learning gaps.

- Unlimited laboratory time during projected time of enrollment. With dedication and determination, graduation is virtually assured.

- Low student/instructor ratio.

- Focus on learning versus preparing for a final examination.

- Lifetime refresher and technology upgrade privileges.

- Most academic programs offer a balance of on-line and on-campus courses (Hybrid Instruction).

- Portions of each program are offered in a synchronous on-line format.

QUALITY EDUCATION IS AN INVESTMENT THAT LASTS A LIFETIME.

MISSION STATEMENT

The institution provides training and certification opportunities for in-demand occupations that lead to well-paying positions. Our goal is to educate and train success-driven men and women so they are able to find, obtain and keep better jobs, attain a better life, and be productive citizens of the world. Our values include **INGENUITY, PERFORMANCE, NURTURING, HONESTY, SUCCESS AND TENACITY**.

The above mission is implemented through the following objectives:

- to employ a recruitment process that is factual and straight-forward, and which evaluates each student individually, achieves the right program choice, and offers the guidance and support needed to achieve success;

- to provide a high value proposition, encourage personal investment, and discourage unnecessary student debt;

- to employ qualified professional and support personnel who understand and embrace the premise that the institution's reason for being is the student; always being willing and available to engage in the extra steps and nurturing that are appropriate for each student;

- to maintain an organizational model that is responsive to change for all stake-holders, including the communities we serve, while adhering to the highest standards of ethics and integrity;

- to offer educational programs that are relevant and current, based on sound education and business principles; and which enable the student to attain a better life while achieving a high success rate with regard to all relevant industry-recognized certifications;

- to deliver essential general education components that complement and expand the student's ability to achieve success, utilizing a wide variety of instructional delivery systems and all available technology;

- to graduate, place into employment or higher education, a high percentage of students enrolled; and

- to achieve reasonable business objectives and investment returns while fully implementing the total mission.

INSTITUTION VISION STATEMENT

We are an educational organization that combines superior accredited programs of study with a nurturing environment that creates a better chance for success for every one of our students.

INTERACTIVE COLLEGE OF TECHNOLOGY / EMPLOYEE-TEAM MEMBER CREED

As a team member, I pledge to do everything possible consistent with all institutional policy and regulatory requirements, to help ensure the fulfillment of the institution's Mission, Purpose, and Vision Statement.

I will take the initiative to ensure each student receives superior service in a nurturing and caring manner. I know that our institution's survival depends on how I and our team consistently perform the above. I will be proactive in seeking solutions to better serve our students and graduates, regardless of age, race, religion, color, national origin, physical challenge, sexual orientation, or socioeconomic background. I understand my position and performance impacts how the total institution performs and is perceived.

ACADEMIC CALENDAR

Interactive College of Technology operates with a semester based academic calendar. Each semester consists of a minimum of fifteen instructional weeks and all classes begin the first week of the semester and end the last week.

Occupational diploma programs usually begin the second and fourth Wednesday of each month.

The VESL program has a specific semester calendar and certain courses may be offered during shorter intersessions. Call the campus nearest you for specific course and program registration dates.

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

Winter Semester 2020			Winter Semester 2021		
January 7-13	Tues-Mon	Winter Semester Initial / Late Registration	January 6-12	Wed-Tue	Winter Semester Initial / Late Registration
January 7	Tues	Winter Semester Begins	January 6	Wed	Winter Semester Begins
February 25	Tues	Winter Semester Intercession Begins	March 1	Mon	Winter Semester Intercession Begins
April 14-20	Tues-Mon	Final Exam Week	April 14-20	Wed-Tues	Final Exam Week
April 20	Mon	Winter Semester Ends	April 20	Tues	Winter Semester Ends

Spring Semester 2020			Spring Semester 2021		
April 24 – May 7	Fri-Thurs	Spring Semester Initial / Late Registration	April 30-May 6	Fri-Thurs	Spring Semester Initial / Late Registration
April 24	Fri	Spring Semester Begins	April 30	Fri	Spring Semester Begins
May 25	Mon	Labor Day – No Classes	May 31	Mon	Memorial Day Break – No Classes
June 18	Thurs	Spring Semester Intercession Begins	June 24	Thurs	Spring Semester Intersession Begins
July 3	Fri	Independence Day Break (Observed) – No Classes	July 5	Mon	Independence Day Break (Observed) – No Classes
August 4-10	Tues-Mon	Final Exam Week	August 10-16	Tues-Mon	Final Exam Week
August 10	Mon	Spring Semester Ends	August 16	Mon	Spring Semester Ends

Fall Semester 2020			Fall Semester 2021		
August 20-26	Thurs-Wed	Fall Semester Initial / Late Registration	August 26-September 1	Thurs-Wed	Fall Semester Initial / Late Registration
August 20	Thurs	Fall Semester Begins	August 26	Thurs	Fall Semester Begins
September 7	Mon	Labor Day Break – No Classes	September 6	Mon	Labor Day Break – No Classes
October 15	Thurs	Fall Semester Intercession Begins	October 19	Tues	Fall Semester Intercession Begins
November 26-27	Thurs-Fri	Thanksgiving Break – No Classes	November 25-26	Thurs-Fri	Thanksgiving Break – No Classes
December 1-7	Tues-Mon	Final Exam Week	December 7-13	Tues-Mon	Final Exam Week
December 7	Mon	Fall Semester Ends	December 13	Mon	Fall Semester Ends

FACILITIES

The campuses are open Monday through Thursday, 8:30 A.M. - 10:00 P.M., and during the day on Friday. Some Saturday classes may also be available.

Students are able to enroll on a full or part-time basis and attend as little as one day per week or up to five days per week.

The Pasadena Main Campus is located on the major thoroughfare and shares a facility with Bank of America. This two-story facility of nearly 14,000 square feet is modern, well-appointed, and accessible to the physically impaired. Public transportation is immediately adjacent with ample parking at the rear of the building.

The Southwest Houston Campus is located on South Gessner in the southwest area of Houston. The facility is over 30,000 square feet of classrooms, laboratories, student services, and administrative offices. The facility is accessible by public transportation and is accessible to the physically challenged.

The North Houston Campus is located at 16801 Greenspoint Park Drive. The campus is about ½ mile north of Toll Road 8 and N. Sam Houston Parkway, with a space of just over 16,000 square feet of classrooms, laboratories, offices, and student service areas. The space is well lighted with ample parking and access to public transportation. The campus is well-appointed and provides an excellent work and study environment.

ACCREDITATION

The institution is accredited by the Commission of the Council on Occupational Education (COE), which is the successor to COEI of the Southern Association of Colleges and Schools (SACS), 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, Georgia 30350.   Phone 770-396-3898. The above council is recognized by the U.S. Department of Education and by the Council on Regional Post-Secondary Accreditation (CORPA).

COE is also a member of the Commission on International and Trans-Regional Accreditation Alliance (CITA). This alliance, composed of most of the regional accrediting agencies, offers a system of accreditation to over 30,000 public and private institutions in over one hundred countries. By virtue of the institution being accredited by COE, the institution also holds accreditation in the CITA.

APPROVALS

Interactive College of Technology's Occupational diploma programs are approved and regulated by the Texas Workforce Commission, Career Schools and Colleges Section, Austin, Texas. TWC does not regulate the VESL program.

The institution's Associate of Science Degree programs have received a **Certificate of Authorization** from the Texas Higher Education Coordinating Board.

The institution is authorized under federal law to enroll non-immigrant alien students.

ELIGIBILITIES

The institution is eligible for, and may participate in, certain federal programs of aid to education including Federal PELL Grant, Federal Supplemental Education Opportunity Grants (SEOG), and Federal Work Study Program and Federal Direct Loans.

ADMISSIONS AND FINANCIAL INFORMATION

Admission Information

Application for admission is open to all persons without discrimination on the basis of race, religion, national origin, sex, or disability.

All applicants desiring to pursue formal programs of study culminating in the award of an academic credential are admitted as regular students. Students are accepted under the following unconditional acceptance requirements.

General Requirements

Each applicant must:

1. Be interviewed by the Admissions Department and demonstrate the desire **and** ability to graduate.

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

   Submit documented achievement of high school graduation equivalency (required for Degree applicants.

3. Additional requirements for unconditional admission are as follows:

   a) If he/she has attended a post-secondary institution in the past five years and did **not** graduate, transcripts must be produced to demonstrate satisfactory academic progress of at least a 2.0 GPA.

      If the academic record is deficient, a written appeal must be completed and approved by the Director of Education / Department Chairperson. This appeal must demonstrate why, how, etc. the prospect will be a solid, productive student with a high likelihood of graduating.

   b) If the prospect has attended two or more institutions in the **past five years and** did not graduate, he/she is **not eligible** for **unconditional** admission to **any** program of study. He/she may enroll on a conditional basis and take up to six credits (must be two or more courses). The courses can be any that are available other than **developmental courses**. During this period he/she must earn a 2.5 GPA and meet all financial obligations as agreed. Title IV Financial Aid is **not available** due to the admissions status. Single subject payment guidelines will be followed.

      When extenuating circumstances have existed such as school closure, loss of Title IV Aid, death in the family, or relocating, the applicant may submit a written appeal which will be reviewed by the Director of Education, Dean, or Title IV Compliance Officer. If admitted, additional requirements may apply, such as a minimum grade point average in semester one.

   c) Candidates over the compulsory school age who have not received a high school diploma or GED may be considered for conditional admission into non-degree programs, but are not eligible to receive Title IV Federal Aid. These candidates must demonstrate the ability to successfully complete the academic work as determined by the Academic Dean / Department Chairperson. The academic plan may include Developmental Courses. In order to remain enrolled a 2.0 grade point average is required. Extended payment plans are not available.

      After the first semester and if the above criteria is met, the student may request a status change to **unconditional** acceptance into his/her selected field of study.

4. All applicants to diploma and degree programs (except VESL), who have not completed one or more years of satisfactory postsecondary education, must take the TABE (Test for Adult Basic Education) to determine the need for improvement in the basic skills areas of reading, English or mathematics. Applicants must enroll and successfully complete these classes in addition to meeting all other general requirements.

   These classes are in addition to program requirements outlined in the curriculum section of the Catalog. The courses required will be based upon entrance evaluation scores and selection of major. Tuition and material charges for developmental classes will be assessed at the current rate in effect at time of enrollment. A current Tuition and Fee Schedule is included as a supplement to this Catalog and/or may be obtained from the Admissions Department.

5. Complete an evaluation to determine course exemptions and the most appropriate course of study. This evaluation will also provide assistance to the applicant in determining career goals.

6. Be beyond the age of compulsory school attendance.

7. Make satisfactory arrangements for payment of tuition and fees. The institution expects every student to pay a proportionate share of his/her tuition expense.

8. Complete a Drug-Free Certification Statement and certification that a Campus tour of facilities and equipment has been provided.

Skills assessment evaluations are available to be administered for those students desiring to exempt courses for which they have previously acquired the knowledge or acceptable skill level. Only academic personnel are authorized to approve course exemptions. Evaluations must be administered prior to matriculation into the specific course. Students who exempt courses are accorded advanced standing. Tuition charges and program lengths are adjusted appropriately.

Acceptance of each applicant is based on meeting the above general requirements as well as program or area specific criteria. The institution reserves the right to counsel a student not to attend the institution if previous academic records and/or placement evaluation results indicate the applicant would not benefit from the educational program.

Vocational English as a Second Language

(Standalone Program) - Applicants who plan to seek Title IV Assistance are required to possess an identifiable occupational skill prior to entry. The applicant must, at a minimum, display an understanding of the alphabet and understand some commonly used words. Placement examinations are administered to each applicant. Students must enter on the basis of the proficiency examination. A pre-literacy program is available for high school graduates who cannot meet the basic admission requirements.

OTHER ADMISSIONS REQUIREMENTS

Developmental Classes

Upon evaluation, applicants who indicate the need for improvement in the basic skills areas of reading, English, or mathematics must enroll and successfully complete these classes in addition to meeting all other general requirements. The TABE Test is the evaluation instrument. Non-native English speakers will take the CELSA II Examination – Unconditional Entry requires a minimum cut score of 60 and a personal interview with the Academic Advisor/Director of Education.

These classes are in addition to program requirements outlined in the curriculum section of the Catalog. The courses required will be based upon entrance evaluation scores and selection of major. Tuition and material charges for developmental classes will be assessed at the current rate in effect at time of enrollment. A current Tuition and Fee Schedule is included as a supplement to this Catalog and/or may be obtained from the Admissions Department. Non-native English speakers are required to take the mathematics portion of the TABE test.

Advanced Standing

The institution encourages students to exempt any courses for which prior standardized testing may allow. In the absence of formal academic credit, the institution awards proficiency credit based on the results of industry-recognized certifications, the College Level Examination Program (CLEP), or other standardized testing. Applicants may schedule a conference with the appropriate department chairperson and provide documentation of certification, CLEP, or other standardized testing results. A grade of P will be earned. After registering and attending a class, proficiency credits are not accepted.

Proficiency

The institution encourages students to exempt any courses for which prior skill, knowledge, or experience may allow. In the absence of formal academic credit, the institution awards proficiency credit based on the results of proficiency testing. Applicants may schedule a conference with the appropriate department chairperson and request proficiency testing. A grade of P will be earned. After registering and attending a class, proficiency credits are not accepted.

Transfer Students

The institution encourages students to transfer all appropriate academic work from other accredited post-secondary institutions. Applicants may schedule a conference with the appropriate department chairperson and provide official transcripts for evaluation. Courses deemed as similar for which a grade of C or higher has been earned may be considered for transfer. After registering and attending a class, transfer of credits is not acceptable.

Previous Credentialing

Former students who have earned a previous credential from the institution must enroll as a new student. Applicants will receive credit for all courses/credits completed in the original program of study that are contained in the new program and/or that may be considered as electives. All credits earned in a diploma program, with the exception of the Vocational English as a Second Language program, are fully transferable into an Associate of Science Degree. The student must have earned a grade of C (2.0) or higher to have the course(s) transferred. The appropriate faculty/program advisor will work with each student to complete this process.

Residency Requirements

Transfer and proficiency credits reduce the credits required for graduation; however, at least fifty percent of the program requirements, except in cases of previous credentialing, must be earned in residence. Transfer and proficiency credits are not considered when determining overall grade point averages, but are included when determining satisfactory academic progress.

Special Interest / Continuing Education Students

Applicants who are interested in enrolling in single courses may do so by completing an application and paying the appropriate tuition and fees. These students must adhere to all attendance and achievement requirements and are not eligible to participate in federal student financial aid programs. General Admission requirements one, four, and five are applicable.

Applicants who are below the compulsory school age must have permission from a parent or guardian and, in addition, must receive approval from the appropriate elementary or secondary school official. These students may not participate in any federal student financial assistance programs.

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

Foreign Students - Effective November 6, 2020, ICT will no longer accept applications from students requiring issuance of FORM I-20 in pursuit of an F-1 Student Visa.

TUITION AND FEES

The institution publishes a Tuition and Fee Schedule. Due to the various changes which may occur, the institution reserves the right to modify tuition and other charges at any time upon sufficient notice to the students and appropriate agencies. A current Tuition and Fee Schedule is included as a supplement to this Catalog and/or may be obtained from the Admissions Department.

Application Fee / Re-Entry Fee

This fee is assessed and due upon application for admission or upon re-entry if a previous withdrawal. The fee is refundable for three business days provided the student has not registered for classes. The fee is $50 for program-of-study applicants or $15 per course for students enrolling in single subjects. The VESL application fee is $50. I-20 applicants have separate policies.

Tuition

Tuition charges are due and payable upon registration for each enrollment period. Specific charges are outlined in the Tuition and Fee Schedule. Refunds or adjustments are detailed in the TUITION REFUND POLICY section of this Catalog.

Textbooks/Materials/Software

Textbooks, materials, and fees are charged separately. After assessing initial fees for materials issued at enrollment, additional materials are purchased as needed from the Bookstore or may be purchased elsewhere. Students must have all materials prior to registering for a specific class. Software/laboratory fees are charged according to the prescribed policy.

The Institution maintains a book repurchase program and will repurchase textbooks or issue credit to the student's account upon return of unused or undamaged materials.

ENROLLMENT CANCELLATION POLICIES

A full refund (including the application fee) will be made to any student who cancels his/her enrollment within 72 hours (until midnight of the third day, excluding Saturdays, Sundays, and legal holidays) after it is signed.

A full refund is also granted if the applicant is not accepted, the course or program is discontinued, and the applicant is unable to complete the program, or the enrollment is the result of misrepresentation in advertising, promotional materials, or representation by institutional representatives, or if a class start date is materially changed.

If a student enrolls on-line and has not visited the campus, he/she may cancel the enrollment during the first three days on campus.

Students who do not begin classes will incur no tuition charges.

Refunds, when due, are made within forty-five (45) days of the effective date of termination/cancellation, without requiring a request from the student.

TUITION REFUND POLICIES

Institutional Refund Policy – Applies to VESL and Associate of Science Degree Programs

For each semester, the following refund policy will apply:

- During the first ten percent (10%) of the semester, the institution shall refund ninety percent (90%) of the tuition.

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

- After twenty-five percent (25%), but during the first fifty percent (50%), the institution shall refund twenty-five (25%) of the tuition.

- After fifty-percent (50%) of the semester, there is no refund.

- VESL Students who fail to complete two consecutive semesters during the first academic year are assessed an administrative fee at withdrawal of $100. Fee may be waived if due to extenuating circumstances beyond the student's control.

Textbooks, technology fees, and certification examinations (where applicable) are charged separately as provided to the student. Some textbooks can be repurchased.

For students enrolling in individual courses via continuing education, there is no refund or adjustment after attending the class(es).

Texas Workforce Commission Policy – Applies to Occupational Diploma Programs

Tuition is charged per program of study. During the first seventy-five percent of the program, charges are calculated on a pro-rata basis, plus a one-time $100 Administrative Fee.

If a student withdraws after 75% of the program for reasons other than academically related, the student may request a grade of "I" incomplete and return within 12 months and attempt to complete the courses for which he/she has been charged (without the payment of additional fees). The incomplete grades must be resolved prior to entering a new semester. The allotted time for completion will be limited to the period of non-attendance.

(1) The student is not required to pay tuition during the first week of the program.

(2) Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled classes.

(3) Effective date of termination for refund purposes will be the earliest of the following:

a) date of termination, if the student is terminated by the school;
b) date of receipt of written notice from the student; or
c) when the student's participation in an academically related activity cannot be documented.

(4) If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in nonrefundable administrative fees shall be retained by the school for the entire program or distance education course.

(5) If a student enters a distance education program and withdraws or is otherwise terminated, the school retains not more than $100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.

(6) Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

(7) A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "Incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program. Courses must be completed within the time frame of the period not previously attended.

(8) A full refund of all tuition and fees is due and refundable in each of the following cases:

a. An enrollee is not accepted by the school;

b. If **the course of instruction is discontinued by the school and this prevents the student from completing the course; or**

c. If the student's enrollment was procured as a result of any misrepresentations by the owner or representatives of the school.

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

Texas Workforce Commission Refund Policy for Students Called to Active Military Service

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(1) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(2) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(3) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

    a. satisfactorily completed at least 90 percent of the required coursework for the program; and

    b. demonstrated sufficient mastery of the program material to receive credit for completing the program.

Refund/Withdrawal and Exit Procedure

When a student decides to withdraw or is ready to graduate, he/she must meet with the Financial Planner to complete the exit interview procedure. This procedure will determine any refunds due the student, a lending institution, or Title IV funds that are being forfeited and must be returned to the U.S. Department of Education as a result of a withdrawal. Students will be provided with relevant information regarding loan repayment obligations. Students must make arrangements to pay any outstanding balances. Students are required to provide their expected permanent address, as well as that of the expected employer and nearest next of kin (not in the same household).

FEDERAL TITLE IV RETURN OF FUNDS POLICY FOR OFFICIAL AND UNOFFICIAL WITHDRAWALS

Official Withdrawal Date

The official withdrawal date is the date the student notifies the Business Office of the intent to withdraw. This date is used to determine all tuition charges and/or refunds and all R2T4 amounts earned and unearned. Notification may be made by phone, fax, or in person, however, this is the **only** office authorized to receive and process official withdrawals. Students who officially withdraw prior to attending sixty percent of the semester or intersession will lose a portion of any Title IV financial aid funds awarded for the enrollment period. At the time of official withdrawal, all calculations will be completed based on the number of calendar days in the enrollment period. Refunds to the U.S. Department of Education will be determined and all balances due must be paid or satisfactory arrangements made with the business office.

Students, who withdraw prior to seventy-five percent of the enrollment period, will receive a non-punitive grade of "W". After seventy-five percent, the student will receive the earned grade, unless an "I" is requested and approved. *(See Refund Policy on page 11)*

Unofficial Withdrawal

In the absence of formal notification of withdrawal, unofficial withdrawal occurs as follows:

Occupational students will be withdrawn if they fail to meet the required census points within fifteen days after the review to determine positive evidence of pursuit of the academic related activities.

In the case of the VESL program, fifteen days after the end of the enrollment period, students who have not registered for the subsequent term or who have not otherwise requested a leave of absence, will be considered **unofficial withdrawals**. The withdrawal date will be the date the institution determines the student did not register for the subsequent term (not to exceed thirty days).

If a student fails all courses in the term, the institution will determine the student's last date of participation in an academic related activity by reviewing the relevant instructor's academic progress records through the semester or term mid-point and refund the unearned Title IV Aid. All charges will be calculated using the appropriate withdrawal date and tuition refund policy. Refunds are consummated within 45 days of the date of determination of withdrawal. If the relevant date is between fifty and sixty percent of the term, the unearned portion of the aid will be refunded. The student will be notified of any balance due. If a student must repay Title IV funds, notification will be made within forty-five (45) days.

If a student receives less Federal Student Aid than the amount earned, the institution will calculate a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement.

For example, if a student initially used personal resources to fund tuition and fees, but he/she subsequently completed the FAFSA and was eligible for a PELL grant. If withdrawal occurred prior to disbursement of the funds, a student may be eligible for a post-withdrawal disbursement.

REFUND ALLOCATION (IF APPLICABLE)

1) Unsubsidized Direct Loans
2) Subsidized Direct Loans
3) Direct Plus Loans
4) Federal Pell Grants
5) FSEOG
6) Private Loan
7) Student
8) Institutional Aid

> **Title IV aid is awarded at enrollment but earned and retained only by those students who remain enrolled. If a student withdraws before completing at least sixty percent of the term, a portion of the awarded aid must be refunded. In most all cases, the student will be "personally" responsible for larger amounts due than would occur if the term had been completed. In addition, the student may be required to repay the U.S. Department of Education. Failure to do so if required, or make arrangements, could make the student ineligible for any further grants or loans permanently.**

FINANCIAL AID

The institution maintains a Financial Aid Planning Department to assist students in obtaining the financial assistance they require for their educational expenses. Available resources include federal aid, part-time employment (administered through the Employment Assistance Office) and student loans from private lenders. Federal assistance programs are administered through the Office of Student Financial Assistance, U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment (on at least half-time basis) may apply for the federal programs. Other options are available for those not eligible for federal programs.

Most forms of financial assistance are available from each July 1st to June 30th of award period. Students attending beyond June 30th must make arrangements to apply for aid in the new award year. Each student should request a copy of the free "Federal Student Guide to Financial Aid" which will provide the applicant with essential information.

SOURCES OF AID

Federal Pell Grant

The Federal PELL Grant is an important source of gift aid for students who demonstrate financial need. Applications are available through high school counselors and the Financial Aid Office. The student applies independently and submits the results of his/her application to a Financial Aid Officer. The amount of the award

depends upon the student's determination of eligibility, his/her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Graduates of both U.S. and Foreign institutions are not eligible to receive Pell Grants.

Federal Supplemental Educational Opportunity Grant (SEOG)

Each year the institution makes a limited number of awards to students through this program. These funds are targeted for those students who qualify, based upon financial need, and who would not be able to attend without this assistance. The Financial Planner determines who will receive Federal SEOG and the amount of the award. The students who are Federal PELL Grant recipients having the lowest family contribution are awarded first.

Federal College Work Study Program (CWSP)

This limited funds program provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. Federal CWSP employment is arranged at the institution or with a public or private nonprofit agency off campus. Eligibility for participation is determined by the Financial Planner based on the student's financial need and academic progress. Arrangements for employment of eligible students are handled by the Employment Assistance Department. Specific institutional guidelines do apply.

Scholarships

Students are encouraged to seek any outside scholarships that may be available to assist needy/eligible students. The institution will match any recognizable scholarship award up to $500 per semester. All scholarship aid is added to student income levels to determine the appropriate federal aid award. Helpful websites include collegeboard.org or fastweb.com.

VETERANS' BENEFITS INFORMATION

Educational Assistance

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

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

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

Recipients of V.A. benefits with proof of a degree may be exempted from evaluation of basic skills in language and mathematics usage. Any exemptions of other courses will be accomplished through the evaluation process. No more than fifty percent of credits needed to obtain a certificate or diploma may be exempted.

As a result of any course exemptions, the program length, program charges, and eligibility for financial aid will be reduced accordingly. Courses exempted will reduce tuition by the credit-hour charge for the program (except HVAC/R). Any attempt to exempt any course must be done at the point of enrollment.

FEDERAL LOANS

During the student's enrollment process, students who desire to receive and are eligible for a federal loan will have their eligibility reviewed by the institution accessing the National Student Loan Data System to determine prior loan history and the status of those loans. The institution reserves the right to deny admission to any student that fails to make full and complete disclosures regarding prior education / loan history.

Also, be advised the institution strongly discourages unnecessary borrowing and encourages students to seek all other alternatives to decrease overall debt load.

There are numerous general requirements for participation in the Federal Loan Program. The complete description and details of these programs, as well as all federal student aid programs, are outlined in The Student Guide, which is provided to every prospective student.

There are generally three types of Federal Loans available at this institution:

1. **Subsidized Federal Direct Loan** - Available to eligible undergraduate students with a limit of $3,500 for the first academic year and $4,500 for the second academic year. In addition to all other requirements, the applicant must demonstrate that all funds will be used for educational purposes only.

2. **Unsubsidized Federal Direct Loan** - Available to eligible undergraduate students with generally the same terms and conditions as noted above, except there is not an income requirement.

3. **Plus Loan** - Parent Loan for eligible undergraduate students. This loan is made to the parent of dependent students. Loan amounts are limited to the total cost of attendance, less all other financial aid.

Loan Repayment Obligation – At entrance, each student must complete an on-line Entrance Interview. At exit, either by withdrawal or graduation, a formal / on-line Exit Interview is required by Federal Regulation.

All obligations, responsibilities, requirements including repayment options are covered. Also, the institution maintains a Federal Loan Default Prevention Department in Atlanta (770-216-2960 or 800-550-3475). The department is available to assist any former student at any time.

ALTERNATIVE LOANS

This institution has sources of alternative loans for students who are not qualified for federal loans.

These loans have a slightly higher interest rate (currently 9%) and require payments at the time the student begins his/her studies. However, the student has the right and privilege of pre-paying the loan balance at any time.

The financial planning staff will provide all of the necessary information should the student need this type of financing. Peachtree Credit Company assists students in servicing their private loan and/or account balances, etc., at withdrawal or graduation. There is no preferred lender.

INSTITUTIONAL PAYMENT PLANS

It is the goal of the institution that every needy and academically qualified student be able to seek the training necessary to obtain a skilled job. While each student's financial condition and resources may vary, the Financial Officer within certain guidelines and policies will arrange an affordable financial plan for each applicant. A student interested in furthering his/her education should not allow financial condition to be a barrier without first obtaining the appropriate information. Plans are available for all students. All payments are due on or before the 20th of each month. On the 23rd a $25 late fee is charged and on the 25th class suspension is invoked.

STUDENT COST OF ATTENDANCE

A copy of the current Tuition and Fee Schedule is attached as a separate Catalog addendum and/or may be obtained from the Admissions Office. While this schedule represents direct costs charged to the student, other costs for transportation, living expenses, etc. will be incurred. An estimate of these costs can be received from the Financial Aid Office and are included in the student's budget that is utilized in determining student aid eligibility.

ACADEMIC POLICIES AND PROCEDURES

Definition of a Unit of Credit

One semester credit is equivalent to a minimum of fifteen hours of instruction along with appropriate homework, outside study, and a period of final examination. Subjects which include a laboratory application will require a minimum of thirty hours per unit of credit. Course outlines and descriptions provide the necessary breakdown of each course. The VESL Program is based on thirty contact hours per credit. Students should plan to complete additional outside work of at least one hour per two class hours scheduled. Generally, students will be expected to complete one hour of outside study for each hour of in-class attendance. Campus laboratories are available on an expanded schedule in order that students may complete all academic work on a timely basis.

Enrollment Status

Students admitted to some programs are able to establish a personal schedule and make changes as dictated by personal circumstances. Students are expected, regardless of the selected or required schedule, to maintain regular attendance. Enrollment status is determined at the beginning of each semester. Students are charged for and expected to attend all classes for which they registered. Enrollment status may be changed only at the beginning of a semester. There are four categories of enrollment status:

1. FULL-TIME: In pursuit of twelve or more credits per semester or equivalent credits for sessions of a shorter length.

2. THREE-QUARTER TIME: In pursuit of nine to eleven credits per semester or equivalent credits for sessions of a shorter length.

3. HALF-TIME: In pursuit of six to eight credits per semester or equivalent credits for sessions of shorter length.

4. LESS THAN HALF-TIME: In pursuit of less than six credits per semester or equivalent credits for sessions of a shorter length.

Financial aid eligibility is determined according to need and the student's enrollment status at the beginning of each semester. If a student changes enrollment status from the previous semester, student aid awards are adjusted accordingly.

Core Courses

Each program of study has a required number of credits that must be earned through successful completion of the course or exemption through testing. In all cases the student must earn the minimum number of credits or complete an equivalent number of courses if a curriculum is modified. If additional courses are taken over and above the number of credits specified in the program, tuition is charged at the prevailing credit hour rate. This could occur because the student may wish to take additional electives to expand workplace skills, or is required to repeat a course due to previous failure.

Minor course substitutions may be made at the convenience of the institution provided they further enhance the student's educational program and do not reduce the general education requirement.

Change of Majors

Current students who change majors will receive credit for all courses/credits completed in the original program of study that are contained in the new program and/or that may be considered as electives. The student must have earned a grade of C (2.0) or higher to have the course(s) transferred. The appropriate faculty/program advisor will work with each student to complete this process. Satisfactory academic progress is not reset when a major change occurs.

Transferability of Credits

Students desiring to transfer academic work from this institution to another post-secondary institution should provide official academic transcripts to the institution being considered for admission. The acceptance of credit is a decision made solely by the other institution. In the absence of formal articulation agreements between institutions, students have no assurance that any academic work is transferable. The institution can provide no assurance of any credit transfer to another institution. Students can normally attempt to test out or exempt

certain courses for which prior credit has been earned. The institution currently maintains articulation agreements whereby all applicable credits can be transferred in order to pursue a higher academic credential.

Morehead State University

The institution maintains an articulation agreement with this prestigious state university. For those students who have completed at least an Associate of Science Degree and have a desire to complete a B.B.A. in Business, the institution provides a course-by-course match-up. For more information, students should contact ICT's Admissions Department or their academic department chairperson. There is also an articulation agreement with DeVry University.

Class Scheduling / **Course Availability**

The institution does offer courses with sufficient frequency in order for students to complete the program within the publicized timeframe. Not all courses are scheduled every semester. Students are encouraged to register for courses whenever the course is available to ensure graduation within the publicized timeframe.

Course Sequencing

Courses in each program are properly sequenced to maximize student learning and ensure prerequisite courses are completed prior to advanced courses. Program sequencing charts for each program are available from the department chairperson.

Class Attendance Policy - Occupational Programs – Diplomas & Degree

The institution is an accredited institution approved for participation in Title IV student Aid programs and operates under the TWC guidelines for institutions not required to take attendance. In the TWC regulated programs (Occupational Diploma), after the student completes registration, census is taken during the first week of the semester, after thirty days, and at mid-point of the program. In all other programs census is taken during the first seven days of the semester payment period. Census must be achieved in each course.

VESL student registration and class attendance is confirmed through taking a census after week one of each course.

Census determination is based upon participation in an academic related activity as documented by the institution. Instructors have the right to establish course completion requirements as outlined in the course syllabus. If the student is not performing at an academic level that is likely to result in student success, the instructor may require additional activities to a successful course outcome, such as help sessions, additional class work, etc.

Successful completion of a course(s) will serve to verify the student was engaged in an academic related activity throughout the semester or term. If a student fails to satisfactorily complete **any** courses, the institution will review the instructors' academic progress record to determine the cessation point of academic pursuit.

Students must complete at least sixty percent of the enrollment period to earn all the Title IV Aid awarded. Participation of more than fifty percent, but less than sixty percent of the semester / term will result in a proration of aid awarded.

When a student fails to achieve census, and is dropped from the institution, he/she may not be readmitted until the beginning of a new semester or a total lapse of fifteen weeks from entry point.

Last Date to Enter Class

Students must achieve census in the class no later than the sixth day of class. Students in diploma business programs (TWC Regulated) must start on the approved start date.

Grading Period

The institution offers programs through a formal semester credit system with prescribed matriculation dates. A grading period is eight weeks.

Diploma programs begin the second and fourth week of each month with each student having a personalized semester calendar. Academic reviews are completed at the end of each semester. Informal mid-semester reviews may also be completed.

Schedule Changes

If a schedule change is necessary, the student must meet with the Faculty Advisor. A schedule change request form is completed, approved by the Academic Coordinator/Education Director and submitted to the Database Coordinator/Registrar. The schedule change will be effective the subsequent Monday. The schedule change cannot be such that an enrollment status change is invoked. VESL students may not change campuses until the completion of the course(s) and Occupational students should complete the semester before considering a request to transfer. The decision will be made by the currently attended campus Education Director with approval from the Vice President of Operations or President.

Contact Hours

The time a student spends in the classroom with an instructor is expressed in terms of "contact" hours, which represents fifty (50) minutes of instruction in a sixty (60) minute period. Breaks are scheduled and are in addition to the required contact hours for successful completion of academic requirements.

Scheduled Hours

"Scheduled hours" refers to the number of contact hours a student contracts to spend in class per week based on the class schedule. The total number of hours that a student "should" have attended is on the workslip or roster. The projected graduation date and the maximum time in school are determined by total "scheduled" hours, not the number of hours actually attended. Charges are based on scheduled hours through the last date of academic participation.

Achieved Hours and Achievement Percentage - Computerized Courses

In all classes, including computerized courses, instructors monitor academic progress rate by comparing actual to the planned progress. In order to complete courses satisfactorily, the academic progress rate should be equal to one hundred percent or greater during the semester or term. Instructors may establish additional requirements if student progress is deemed deficient. Instructors monitor completion of all academic related activity and may establish specific course attendance and other academic standards in order to ensure student progress is maintained at an acceptable rate.

Academic Program Changes / Revisions

The institutions offer a variety of diploma programs. In an effort to insure programs of study reflect current trends in each field, the institution reserves the right to make modifications as may be in the best interest of the student and as may be necessary.

Curricula evaluation and change is a constant and on-going process. Instructors may recommend changes to course content and program structure by submitting a written proposal to the department chairperson who must approve and recommend to the campus Academic Coordinator/Director of Education. The Director of Education must recommend approval to the Campus Director. The Campus Director will then submit the recommendation to the Curricula Development and Evaluation Committee. This committee will review proposals each semester.

Curricula changes cannot be implemented unless and until the above process is completed. Once a change has been approved, the modification will be implemented at all institutional locations. Developmental courses (if required) are in addition to the program requirements as outlined on the following pages.

Grading System

Grades are one formal measure of a student's progress and ability to perform certain tasks and meet employer requirements in the field of study. Students are awarded a performance rating for each class for which they register. This rating is expressed on a four-point scale. The computerized courses include both a subjective as well as course-specific evaluation. The grading scale is defined as follows:

GRADE	DEFINITION		GRADE	DEFINITION
4	Outstanding		**I**	Incomplete
3	Above Average		**P**	Proficiency (Test)
2	Average		**S**	Pass
1	Below Average		**NP**	No Pass
0	Failing		**T**	Transfer
W	Official Withdrawal Passing/Without Penalty		**R**	Repeat
			IP	In Progress

A grade of "W" can only be received by officially withdrawing from the institution prior to completing seventy-five percent of the semester / term. Students may not withdraw from individual courses after attending the course or submitting academic related coursework.

Incomplete (I) grades may only be assigned upon completion of seventy-five percent of the course or the enrollment period. If the Incomplete is not removed by the prescribed time frame, it will be converted to a failing grade. The student will have a period of time equivalent to the period of non-attendance in the program.

Grades may only be changed by a formal challenge from the student and upon approval of the Education Director. All grades become final upon the expiration of the next semester period. Courses in which a student receives "W" will still count toward total program hours.

Repeating a Course

1. All students must have a minimum Quality Point Average of 2.0 in order to graduate.

2. All students must achieve the minimum Quality Point Average shown in the Academic Achievement Chart in this Catalog in order to make Satisfactory Academic Progress. Any student not making Satisfactory Academic Progress will be placed on probation.

3. All non-VESL students are strongly advised to repeat any course in their technical major for which they receive a grade that is less than 2.0. Failure to do so will reduce the potential for graduation and/or externship eligibility.

4. VESL students are strongly encouraged to repeat any course for which a grade earned is less than 2.0. Failure to master the material in one level will very likely cause serious problems in the following levels.

5. Only one repeated course (for which a passing grade has been received) may be counted in determining enrollment status.

INFORMATION TECHNOLOGY REQUIREMENTS

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

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

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

Quantitative and Qualitative Standards

The institution operates on a standard term calendar of two fifteen-week semesters per academic year. A full-time student should complete a minimum of twenty-four (24) semester credits in thirty weeks of instruction. All courses begin the first week of the term and end the last week. The maximum time frame for completion and eligibility for Title IV student assistance is one hundred fifty percent (150%) of the program length (total credits required). Once it is determined a student cannot mathematically complete the program of study by the 150% time frame, Title IV student aid eligibility ceases.

Students who reach the one hundred fifty percent limit may be permitted to continue (by taking individual courses with no student aid) with special permission from the Academic Dean. In order to remain in good standing, students must at all points successfully complete at least two-thirds of the credits for which he/she is registered each semester. There are times when a student must pass all courses in a term to raise the overall grade point average and remain on track to graduate within the maximum timeframes allowed. Courses for which **transfer** or **proficiency** credit has been granted are counted as **credits attempted** and **credits earned**. Courses for which a **withdrawal without penalty** "W" has occurred are not included in the overall **credits** attempted or earned when calculating SAP.

SAP Review Process

The Faculty Advisor / Department Chair consistently reviews each student's progress by monitoring academic activity. A formal academic review is completed at the end of each semester. In order to remain in good standing, a student must earn the minimum grade point average and minimum number of credits as shown in the Academic Achievement Chart. When the student fails to meet either of the minimums at the end of the semester, the student is placed on **Financial Aid / Academic Warning**. The student retains financial aid eligibility (if applicable); however, counseling must occur and specific conditions must be documented for the student to return to "good standing". Formal written notification is provided to the student. At the end of the subsequent semester, the student must be returned to "good standing" or is placed on **"Financial Aid Probation / Candidate for Dismissal".** Formal written notification is provided to the student.

Appeal of Financial Aid Probation / Candidate for Dismissal

If the student desires to continue his/her studies, a formal appeal must be submitted to the Academic Dean / Department Chair. The appeal must describe in detail the reasons for the academically deficient performance, and describe what is expected to change or be different that potentially may resolve the deficiency. An academic plan must be agreed to between the academic official and the student. This academic plan will outline specific steps / conditions. This plan may involve weekly meetings to evaluate and review student progress. It may also include a required appearance before an Academic Review board.

If the appeal is granted and the academic plan is approved, the student may continue for the subsequent semester and receive Title IV student aid. The student must meet **all** conditions of the academic plan and be restored to good standing. The student must also be on track to complete his/her studies within the one-hundred fifty percent (150%) time frame. Decisions on appeals are granted within (24) hours. If a student who is on **"Financial Aid Probation / Candidate for Dismissal"** does not meet the conditions of the Academic Plan, dismissal occurs. A dismissed student must remain out of school for a minimum of one semester. The same process as outlined above must be followed in order for the student to seek re-admission. There is no assurance re-admission will be granted. In the event of a denial of the appeal, the student may appeal to the President upon written request.

ACADEMIC ACHIEVEMENT CHART

Credits Attempted	Minimum Earned Credits	Minimum Overall Grade Point Average
12	6	1.6
18	9	1.8
24	12	2.0
30	18	2.0
36	24	2.0
42	28	2.0
48	32	2.0
54	36	2.0
60	40	2.0
66	44	2.0
72	48	2.0
78	52	2.0
84	56	2.0
90	60	2.0
96	64	2.0
100	68	2.0
104	70	2.0
108	72	2.0

SATISFACTORY ACADEMIC PROGRESS COUNSELING – APPEALS

A student who is placed on probation must be counseled and advised of the probation conditions, the conditions for returning to good standing, or the consequences of failure to do so.

If the student does not return to good standing at the end of the subsequent semester, he/she is a candidate for dismissal. The student is not eligible to continue studying and receiving Title IV and unless a written appeal is submitted and accepted. The appeal must detail the causes for the deficient performance and explain in detail how corrective steps will be taken. Supporting documentation may be attached. If at the end of the semester, the student fails to return to good standing, dismissal must occur and re-entry cannot be considered until the lapse of one complete semester. See the following conditions for reinstatement.

REINSTATEMENT – RE-ENTRY POLICY

Student Re-Entry (After Withdrawal)

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

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

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

GRADUATION REQUIREMENTS

Candidates for graduation must:

1. Achieve required hours or credits.

2. Earn a minimum of 2.0 Quality Point Average.

3. Achieve acceptable skill level requirements.

4. Be current with all payment plans or loan payments to the institution, including securing any unfunded balance.

5. Submit a graduation application at the time of registration for the final semester.

6. If a participant in any student loan program, an exit interview with the Campus Financial Planning Office must be completed and account must be current to receive the diploma.

Students should meet with the Employment Assistance Coordinator at least thirty (30) days prior to the projected completion date. If a student fails to fulfill the requirements listed above, he/she will not be permitted to utilize the Campus Employment Assistance service. Further, no certificates of achievement will be issued and no transcripts will be released for students who are not in good financial standing. The application for graduation/separation form should be initiated by the Academic Coordinator/Education Director.

If a student who is enrolled in a program of study finds it necessary to discontinue studies, he/she is entitled, upon request, to receive a certificate of completion listing the course(s) for which he/she has earned a satisfactory grade, or receive a diploma if requirements have been met for a lesser program.

DEAN'S AND PRESIDENT'S LIST

At the conclusion of each semester, formal recognition of academic achievement is accorded. Students whose semester grade point average is between 3.25 and 3.74 are named to the Dean's List and those whose

grade point average is between 3.75 and 4.0 are named to the President's List. The student may have no grade lower than the average.

GRADUATION WITH HONORS

Students completing a formal diploma or degree program may be graduated with honors.

HONOR	MINIMUM GRADE POINT AVERAGE
Cum Laude	3.50
Magna Cum Laude	3.75
Summa Cum Laude	3.96

TRANSCRIPTS

The Database/Registrar's office maintains an official record of students' academic history. Formal transcripts are originally signed and issued embossed with the institutional seal. One official transcript is provided to each student upon formal written request.

ACADEMIC CREDENTIAL

The formal diploma is withheld until all financial obligations are satisfied, or a minimum six-month on-time payment history is established.

The Family Education Rights and Privacy Act of 1974 provides that the institution maintain confidentiality of student records and that students have a right to inspect such records. The institution maintains compliance with this act and, upon written request or authorization, will make these records available for review.

STUDENT SERVICES AND REGULATIONS

Employment Assistance Department

The most important objective of this department is to assist each graduate to obtain employment in his/her area of specialization. Satisfactory completion of coursework, including Career Development (LAS050) and fulfillment of all other obligations to the institution, is required in order to receive the assistance of this office. The Employment Assistance Department provides specific training in various job-seeking techniques, including self placement.

The Employment Assistance Coordinator works with each eligible student prior to graduation to determine areas of employment interest and to explore employment options. Students are then informed as options become available. Continuous employment and re-employment assistance is provided to all eligible graduates. Although it is impossible to guarantee each student a job or a specific wage rate, the Employment Assistance Department works diligently to provide appropriate leads and arrange specific interviews. Records indicate that graduates of Interactive College of Technology are well received in the business community.

Placement and Completer Rates

The institution compiles data in formats required by several state licensing agencies and its accreditation agency, the Council of Occupational Education. Placement and completion rates may vary by agency. Prospective and current students may view the most, up-to-date information on the institution's website. Also, the Admissions Department has documented data available upon request. Students and other interested parties should request documentation or view this information before making any decision regarding enrollment or employment expectations.

Students who complete a proportionate share of their elected course of study obtain training related employment and submit necessary documentation may be termed as "completers" according to the institution's accrediting agency guidelines.

Library/Resource Center – Media Services

The institution maintains resource centers of curricula-related resources to assist students in augmenting their studies. These materials include books, periodicals, and electronic educational aids. The staff will assist each student in obtaining any materials required or requested that may be beneficial to each student. Appropriate reference materials are also available. The center is open and accessible for quiet study or for the utilization and checkout of material. Each campus maintains a schedule of hours of availability and a staff person to assist students and faculty in meeting specific needs and requests.

Housing

The campuses are non-residential; however, the staff assists students whenever possible in arranging suitable housing.

Orientation

All new students are required to attend a comprehensive orientation program to assist them in making a smooth entrance into the institution, and in understanding the key elements necessary to achieve the prescribed goals and objectives. This session includes information regarding the student's schedule and other Campus policies and procedures. At the conclusion of the admissions process, the orientation date will be arranged.

Graduation Ceremony

Formal commencement exercises are held once each year. This exercise includes all graduates during the year, and also includes all Campuses located within the geographical proximity.

Assistance with Alcohol or Substance Abuse

In accordance with the requirements set forth in the Drug Free Schools and Communities Act of 1989, the institution maintains strict policies regarding student or staff conduct in the unlawful possession, use, or distribution of drug or alcohol on the institution's Campuses or as any part of the institution's activities.

As a condition of enrollment/employment at any campus, each student and employee is required to complete a statement stipulating he/she is drug-free. As a student of the institution, you should be aware that any use of illegal drugs or excessive alcohol abuse will cause a major impairment in your ability to be successful in your educational endeavors.

The institution has available informational materials to assist in answering questions students may have regarding the cause and effect of alcohol or substance abuse. Seminars are also conducted periodically to provide additional information.

Each Campus has a staff person who is available to meet privately with students to discuss any assistance or support needed with problems of this nature. Free referral services are available in each campus community to assist students in overcoming any such problems.

Students should be constantly aware that most states have significantly strengthened laws regarding driving under the influence as well as the unlawful use or distribution of an illegal substance. Depending upon the severity, one may be subject to criminal prosecution and incarceration. If you, as a student, have a problem of this type and need assistance, please go privately to the designated staff person or Campus Director and the matter will be handled discretely. You will be eligible for a medical leave of absence, and financial assistance will remain intact.

If a student has a second problem of this type, or is caught or suspected of use or distribution of illegal substance or alcohol, he/she will be dismissed from the institution, financial aid eligibility will be revoked, and the student will be reported to local law enforcement agencies.

Campus Crimes

As of the date of publication for this document, the institution has had no instances of criminal offenses occurring on any campus. Should such offenses occur, such statistics will be presented in the students' orientation process.

Emergencies - Campus and Student

Should a Campus emergency occur, the staff member in charge will exercise appropriate judgment.

Student Illness/Emergency

The nearest relative will be notified, or another individual designated by the student/staff person. If unable to communicate, the institution will notify the nearest relative, and the staff member in charge will use his/her best professional judgment to determine whether it is appropriate to call for medical assistance.

Student Development - Counseling and Advising

The institution, with its unique instructional system, operates on a semester system whereby each student establishes his/her own semester calendar based on the registration date for the first semester or term. To assist the student in academic planning, an academic advisor whose primary purpose is to assist the student in maintaining academic progress and meeting the prescribed graduation date is assigned to each student (computerized programs only). In addition, each Campus has staff members who organize group activities, educational seminars, or work one-on-one with each student to assist him/her in problem solving. These employees are well versed in community resources that are available to assist students in achieving success. The institution takes its responsibility to each student seriously and strives to provide the necessary support system.

Suspension/Dismissal from the Campus

All students are expected to maintain a satisfactory level of academic achievement, to conduct themselves as responsible adults, and to attend classes regularly. The institution reserves the right to dismiss any student who:

1.   Fails to maintain satisfactory academic progress, or meet financial obligations to the Campus as agreed upon. This policy includes private loan payments that the institution has guaranteed.

2.   Exhibits conduct that is found by the administration to be detrimental to the individual, other students, the community, or the campus, including violation of the institution's drug and alcohol abuse policy.

3.   Violates any part of the Externship Agreement, including failure to report to the assigned site (or make other arrangements by notification to the Advisor / Department Chair).

Student Attire and Conduct

The Campus considers dress to be each student's responsibility. Each student is required to dress in a professional, business-like manner. The Campus Director may ask a student to leave the Campus if it is deemed that the student is dressed inappropriately. Specific policies will be discussed during the orientation session and are outlined further in the Student Handbook.

Loss of Personal Property

The institution does not assume responsibility for the loss or damage of text material or other personal property. Any recovered article may be claimed from the receptionist.

Honor Code - Integrity

Study is conducted under the assumption that, as responsible adults, students will adhere to generally accepted social standards and will refrain from any dishonesty, theft, or defacement of property. Individuals found in violation of these standards are subject to disciplinary action that may include dismissal.

In instances where instructors have reason to believe academic work may not be the sole product of the individual student, the instructor may take punitive action as deemed appropriate. Students who are caught cheating will receive a grade of "0" for the course and/or be dismissed from the institution.

Student Complaint/Grievance/Appeal Procedures

Students shall have the right to appeal decisions of Campus officials and may present any problems or complaints through appropriate channels for resolution. The final institutional authority in all cases rests with the President of the Institution. The procedure for such appeal is listed below:

A. The student's problem/complaint should be discussed with the instructor or the staff member involved (within five working days).

B. If the instructor or staff member is unable to resolve the situation at his/her level, the student and instructor should meet with the Education Coordinator/Director in an attempt to resolve the problem (within five working days).

C. If the Education Coordinator/Director is unable to resolve the situation, the student should be directed to prepare a written complaint (within five working days) to be forwarded to the Director of Education. The Education Director should forward a summary of the problem to the Campus Director (within three days of receipt of written complaint).

D. The Campus Director shall review the written complaint and the staff memo, examine pertinent files and records, set a date for a meeting with the student (within five working days), and notify appropriate personnel, if any, of the meeting. The Campus Director shall consult with the President, if necessary, to resolve the complaint.

E. The Campus Director, after considering all pertinent facts presented at the meeting, shall arrive at a decision that will be communicated to the student within one working day.

F. If the decision is disputed, all relevant information shall be forwarded to the President within one working day. The President will review the complaint and other information and render a binding decision within ten working days. The President's decision shall be placed in the student's file, and the student will receive a written response.

Students who have a grievance that has not been appropriately addressed or resolved may write to the appropriate institutional agency as follows:

<u>**TWC School Number for Texas campuses:**</u>
Pasadena, *S1086*; S.W. Houston, *S0420*;
North Houston, *S2094*

(Diploma programs)	*(Degree programs)*	
Texas Workforce Commission Career Schools and Colleges Section 101 East 15th Street Austin, Texas 78778 Phone - (512) 936-3100 http://csc.twc.state.tx.us/	**Texas Higher Education Coordinating Board** 1200 East Anderson Lane Austin, TX 78752 (512) 427-6101 http://www.thecb.state.tx.us/	**Council on Occupational Education** 7840 Roswell Road, Bldg. 300 Suite 325 Atlanta, Georgia 30350 770-396-3898, or 1-800-917-2081 http://www.council.org/

Texas Higher Education Coordinating Board – Student Complaints website:
http://www.thecb.state.tx.us/index.cfm?objectid=989FE9A0-2213-11E8-BC500050560100A9

ASSOCIATE OF SCIENCE DEGREE PROGRAMS

OFFICE TECHNOLOGY

Areas of Emphasis:

Accounting
Business Information Systems
Medical Office Administration

INFORMATION TECHNOLOGY
(Southwest Houston Branch Campus Only)

MISSION AND PURPOSES OF THE ASSOCIATE OF SCIENCE DEGREE PROGRAM

The technology explosion has created the need for highly trained and educated paraprofessionals and technicians. In a service economy reliant on technology and information management, a wealth of opportunity exists for persons who have more than a high school education but less than a Baccalaureate Degree.

The Associate Degree program at Interactive College of Technology is intended to meet this unique need for workers who know not only how to perform occupational or technical tasks but also how to communicate oral or written information correctly and effectively, to think critically, to keep up with ever-changing technology, to work cooperatively in teams, and to use technology to increase productivity and meet the demands of employers and customers.

The general education component of the degree programs consists of 18 hours of an academic core designed to assist the development of the knowledge and skills necessary for graduates to enter, prosper, and advance in their chosen occupations as well as to function more effectively in other areas of their lives.

General education class offerings prepare students to:

- improve their writing, speaking, and listening skills.

- solve problems through logical reasoning and analysis, synthesis, and evaluation.

- understand and use quantification and scientific knowledge and methods to solve problems.

- increase their understanding and appreciation of themselves and others and enhance their interpersonal communication skills.

- improve their ability to learn how to learn and to strengthen their commitment to lifelong learning.

- better comprehend the world in which they live so that they can function more effectively in it.

Each program offers students both requirements and recommended electives from the general education core. Students must earn a total of eighteen semester credit hours in general education including a minimum of three semester credit hours from each of the following four areas:

        A.   Humanities
        B.   Natural Sciences
        C.   Behavioral Sciences
        D.   Mathematics

ASSOCIATE OF SCIENCE DEGREE REQUIREMENTS

The degree program requires the completion of a minimum of sixty semester hours and may be completed in a minimum of four semesters depending on the student's academic load per semester. In each program a minimum of eighteen credits in general education courses is required. The remaining credits are composed of major and major-related courses. Courses designated as a requirement in one area may not be taken to fulfill a requirement in a different area. A minimum of fifty percent of the required credits must be completed in residence to gain the credential. The degree is awarded in Office Technology (with emphasis in Accounting, Business Information Systems, or Medical Office Administration).

GENERAL EDUCATION REQUIREMENTS

All students enrolled in the degree program must complete 18 credit hours from the four groups shown below, including at least three credit hours from each group.

General Education*

Group A   Humanities

			CREDITS	CONTACT
LAS	190	College Composition ** +	3	45
LAS	200	Oral Presentation and Communication** +	3	45
LAS	210	Conversational Spanish +	3	45
LAS	212	Spanish for Society +	3	45
LAS	214	Spanish for Business +	3	45

Group B   Natural Sciences

SCI	100	Introduction to Science +	3	45
SCI	180	Anatomy and Physiology +	3	45
PHY	190	Physics	4	75

Group C   Behavioral Sciences

SOC	100	Principles of Psychology +	3	45
SOC	110	Principles of Sociology ** +	3	45
SOC	120	Principles of Macroeconomics +	3	45
SOC	130	Principles of Microeconomics +	3	45
SOC	190	Interpersonal Communication +	3	45
SOC	200	Current World Issues and Topics	3	45

Group D   Mathematics

MAT	120	Essentials of Algebra +	3	45
MAT	140	Essentials of Trigonometry	3	45
MAT	180	Introduction to Applied Statistics	3	45

Total General Education Requirement: 18 Credits

*   Any course in these groups which is listed as a Requirement for a specific program may NOT be used to fulfill the elective portion of the General Education Requirement for that degree.

**   **Required**

+   Potentially offered as a synchronous hybrid course.

ASSOCIATE OF SCIENCE DEGREE

OFFICE TECHNOLOGY (75-90 WEEKS)

PROGRAM DESCRIPTION: This program prepares the graduate for a career in the automated environment of a modern business office. The core program requirements provide a solid foundation in office skills including the theory and use of the basic computer applications and operating systems. The general education components help the graduate to develop effective oral and written communication skills and to develop the ability to work cooperatively with individuals from a diversity of backgrounds. In addition, the graduate selects one of three areas of emphasis in which to pursue the more specialized skills that greatly increase employment and career advancement opportunities. The areas of emphasis are Accounting, Medical Office Administration, and Business Information Systems.

The core and electives, when appropriately chosen, will provide the required courses to prepare for successfully completing the Microsoft Office Specialist (MOS) Certification, providing the required scores are achieved in the examination(s).

General Educational Requirements   **18 Credits**
(See the specific areas of emphasis for required and recommended courses.)

Basic/Core Requirements

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

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

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

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

* Certification Preparation Course

ASSOCIATE OF SCIENCE DEGREE				
OFFICE TECHNOLOGY				
Accounting Emphasis (75-90 WEEKS)				

PROGRAM DESCRIPTION: This program offers the student a solid foundation in the general knowledge, practices, and procedures required to work effectively in the accounting field. The courses in the accounting component provide a foundation in all phases of basic accounting and prepare the student for later study of more advanced accounting topics. In addition to certifications in Microsoft, Intuit QuickBooks certification is also included in the technical major component. The general education component is designed to enhance the student's knowledge and awareness of significant issues in the workplace and in the student's personal development. The career objective for this program is to give the graduates the general knowledge and specific skills needed to obtain entry-level employment in the accounting departments of businesses and governmental entities.

General Educational Requirements   **18 Credits**

LAS190 – College Composition (3 credits), LAS200 – Oral Presentation and Communication (3 credits), SOC110 – Principles of Sociology, (3 credits), Group B – Natural Science (3 credits), Group D – Mathematics (3 credits), and relevant General Education elective (3 credits). See Page 30 – General Education Requirements for course details.

Basic/Core Requirements

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

                                                                        23 Credits

Technical/Major Requirements for area of emphasis

BUS	123	Principles of Accounting II	4	60
BUS	131	Accounting w/ QuickBooks *	2	40
BUS	132	Accounting w/ SAGE	2	40
BUS	200	Intermediate Accounting I	4	60
BUS	205	Intermediate Accounting II	4	60
BUS	210	Introduction to Cost Accounting	4	60
BUS	220	Federal Tax Procedures	3	60
OFT	108	Numeric Entry	2	45

                                                                        25 Credits

                Electives (Choose a minimum of six credits)

AOT	210	Customer Relationship Management	2	40
AOT	220	Professional Publications w/ Publisher	2	40
AOT	230	Cloud Services Using SharePoint	3	60
AOT	260	Microsoft Access w/ Certification *	3	60
AOT	270	Microsoft PowerPoint w/ Certification *	3	60
AOT	290	Microsoft Outlook w/ Certification *	3	60
BUS	160	Business Mathematics **	1	25
OFT	100	Business Keyboarding I	3	60
OFT	120	Business Keyboarding II	3	60
SOC	220	Principles of Entrepreneurship †	3	45

                                                                             6 Credits

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

† Recommended for Bachelor's Degree Track
* Certification Preparation Course.
** Recommended for Career Track

Objectives of the Program

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

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

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

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

43-3031.00	Accounting Clerk	43-3031.00	Bookkeeping Clerk	43-3031.00	General Ledger Bookkeeper
43-3031.00	Auditing Clerk	43-3021.03	Calculating Machine Operator	43-4161.00	Human Resources Assistant
43-3011.00	Bill & Accounting Collectors	41-2011.00	Cashier	43-3051.00	Payroll Clerk
43-3021.02	Billing Clerk	43-9011.00	Comp. Peripheral Equip. Operator	43-3021.01	Statement Clerk
43-3021.03	Billing Machine Operator	43-3021.02	Cost Rate Clerk	43-9111.00	Statistical Assistant

5. The General Education class offerings prepare students to:

- improve their writing, speaking, and listening skills.

- solve problems through logical reasoning and analysis, synthesis, and evaluation.

- understand and use quantification and scientific knowledge and methods to solve problems.

- increase their understanding and appreciation of themselves and others and enhance their interpersonal communication skills.

- improve their ability to learn how to learn and to strengthen their commitment to lifelong learning.

- better comprehend the world in which they live so that they can function more effectively in it.

| OFFICE | TECHNOLOGY | | | | |

Business Information Systems Emphasis (75-90 WEEKS)

PROGRAM DESCRIPTION: This program offers the student a solid foundation in the advanced knowledge, practices, and procedures required to work effectively in a modern automated office. The area of emphasis includes courses in the most widely used business and information management software packages, the most widely used commercial and business operating system, and working knowledge in using the Internet as a business tool. Certification in key Microsoft software applications enhances the value of this program. The general education component is designed to enhance the student's knowledge and awareness of significant issues in the workplace and in the student's personal development. The career objective for this program is to give the graduate the general knowledge and specific skills needed to obtain employment and advance in a variety of computer-related career fields.

General Educational Requirements   **18 Credits**
LAS190 – College Composition (3 credits), LAS200 – Oral Presentation and Communication (3 credits), SOC110 – Principles of Sociology, (3 credits), Group B – Natural Science (3 credits), Group D – Mathematics (3 credits), and relevant General Education elective (3 credits). See Page 30 – General Education Requirements for course details.

Basic/Core Requirements

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

                                               23 Credits

Technical/Major Requirements

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

                                               17 Credits

Electives (Choose a minimum of 14 credits from the following): Students are encouraged to take electives in one of the three career paths, listed below, in order to achieve optimal employment outcomes. However, any combination of electives may be chosen, with approval of the Academic Dean, to meet individual student's needs.

Degree Option #1 – Graphics Presentation

AOT	220	Professional Publications w/ Publisher	2	40
AOT	300	Graphic Design with Adobe Photoshop	3	60
OFT	100	Business Keyboarding I	3	60
OFT	120	Business Keyboarding II	3	60
OFT	121	Business Keyboarding III	3	60

Degree Option #2 – Data Management

AOT	230	Cloud Services Using SharePoint	3	60
AOT	280	Project Management Techniques	3	60
BUS	130	Introduction to Management	3	45
CIS	160	Introduction to Networking *	3	60
ICT	250	Managing Content with SharePoint Server	3	60

Degree Option #3 – Bachelor's Degree

BUS	123	Principles of Accounting II	4	60
BUS	210	Introduction to Cost Accounting	4	60
SOC	220	Principles of Entrepreneurship	3	45
SCI	180	Anatomy and Physiology	3	45

                                               14 Credits

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

*Certification Preparation Course.

Objectives of the Program

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

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

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

43-6011.00	Administrative Assistant	43-4051.00	Customer Service Representative	43-9061.00	Office Clerk
43-3021.03	Calculating Machine Operator	43-9021.00	Data Entry	43-4151.00	Order Clerk
41-2011.00	Check Cashier	43-3021.02	Documentation Billing Clerk	43-3051.00	Payroll Clerk
43-9011.00	Comp. Peripheral Equip. Operator	43-4071.00	File Clerk	43-6014.00	Secretary
43-9011.00	Computer Terminal Operator	43-4161.00	Human Resources Assistant	43-9022.00	Word Processing / Typist

4. The General Education class offerings prepare students to:

   - improve their writing, speaking, and listening skills.

   - solve problems through logical reasoning and analysis, synthesis, and evaluation.

   - understand and use quantification and scientific knowledge and methods to solve problems.

   - increase their understanding and appreciation of themselves and others and enhance their interpersonal communication skills.

   - improve their ability to learn how to learn and to strengthen their commitment to lifelong learning.

   - better comprehend the world in which they live so that they can function more effectively in it.

OFFICE	TECHNOLOGY			

Medical Office Administration Emphasis (75-90 WEEKS)

PROGRAM DESCRIPTION: This program offers the student a wide foundation in the general knowledge, practices and procedures required to work effectively in today's modern medical office. The area of emphasis component includes courses in key medical areas and advanced office skills. The program contains certification preparation courses for the *Certified Medical Administrative Assistant* and the *Certified Electronic Health Records Specialist* certifications offered by the National Health Association. The general education component is designed to enhance the student's knowledge and awareness of significant issues in the workplace and in the student's personal development. The career objective for this program is to give the graduate the general knowledge and specific skills needed to obtain entry-level employment in a medical office.

General Educational Requirements   **18 Credits**

LAS190 – College Composition (3 credits), LAS200 – Oral Presentation and Communication (3 credits), SOC110 – Principles of Sociology, (3 credits), Group B – Natural Science (3 credits), Group D – Mathematics (3 credits), and relevant General Education elective (3 credits). See Page 30 – General Education Requirements for course details.

Basic/Core Requirements

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

                                                      23 Credits

Technical/Major Requirements for area of emphasis

AOT	210	Customer Relationship Management	2	40
MED	101	Medical Office Applications	3	60
MED	102	Introduction to Healthcare Insurance & Billing	3	60
MED	104	Medical Terminology	3	60
MED	133	Medical Law and Ethics	3	60
MED	211	Electronic Health Records	3	60
MED	221	CMAA Certification Preparation *	2	45
MED	222	CEHRS Certification Preparation*	2	45
OFT	100	Business Keyboarding I	3	60

                                                      24 Credits

Electives (Choose a minimum of seven credits)

AOT	220	Professional Publications w/ Publisher	2	40
AOT	260	Microsoft Access w/ Certification *	3	60
AOT	270	Microsoft PowerPoint w/ Certification *	3	60
AOT	290	Microsoft Outlook w/ Certification *	3	60
BUS	131	Accounting w/ QuickBooks *	2	40
BUS	132	Accounting w/ SAGE	2	40
LAS	210	Conversational Spanish	3	45
LAS	212	Spanish for Society	3	45
LAS	214	Spanish for Business	3	45
OFT	120	Business Keyboarding II	3	60
OFT	121	Business Keyboarding III	3	60

                                                        7 Credits

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

* Certification Preparation Course

Objectives of the Program

1. The graduate will be familiar with the components of healthcare data and data sets and how these components relate to primary and secondary patient record systems.

2. The graduate will be able to identify and discuss the legal and ethical issues applicable to patient health information.

3. The graduate will have competencies in common medical terminology, be able to manage electronic medical record systems and will become proficient in the proper procedures of medical front office management.

4. The student will be given an opportunity to experience an externship allowing him/her to acquire hands-on experience in healthcare offices.

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

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

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

7. The General Education class offerings prepare students to:

- improve their writing, speaking, and listening skills.

- solve problems through logical reasoning and analysis, synthesis, and evaluation.

- understand and use quantification and scientific knowledge and methods to solve problems.

- increase their understanding and appreciation of themselves and others and enhance their interpersonal communication skills.

- improve their ability to learn how to learn and to strengthen their commitment to lifelong learning.

- better comprehend the world in which they live so that they can function more effectively in it.

Associate of Science Degree

Information Technology (75-90 WEEKS)
(Southwest Houston Branch Campus Only)

PROGRAM DESCRIPTION: This program provides a solid foundation for the operation, design, and management of computer systems. The Degree is constructed so that the CompTIA A+ & Network+, Windows Server Administration Fundamentals, and Network Fundamentals certifications can be earned. Systems security and routing technologies are included in the program. The general education component is designed to enhance the student's knowledge and awareness of significant issues in the workplace and in the student's personal development. This comprehensive program will prepare the graduate for entry-level employment and create the opportunity for advancement in this cutting edge technology area.

General Educational Requirements **18 Credits**

LAS190 – College Composition (3 credits), LAS200 – Oral Presentation and Communication (3 credits), SOC110 – Principles of Sociology, (3 credits), Group B – Natural Science (3 credits), Group D – Mathematics (3 credits), and relevant General Education elective (3 credits). See Page 30 – General Education Requirements for course details.

Basic/Core Requirements

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

29 Credits

Technical/Major Requirements

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

25 Credits

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

*Certification Preparation Course

Objectives of the Program

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

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

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

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

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

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

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

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

8. The General Education class offerings prepare students to:

    - improve their writing, speaking, and listening skills.

    - solve problems through logical reasoning and analysis, synthesis, and evaluation.

    - understand and use quantification and scientific knowledge and methods to solve problems.

    - increase their understanding and appreciation of themselves and others and enhance their interpersonal communication skills.

    - improve their ability to learn how to learn and to strengthen their commitment to lifelong learning.

    - better comprehend the world in which they live so that they can function more effectively in it.

DIPLOMA PROGRAMS

Accounting and Professional Business Applications

Bilingual Administrative Support

Business Information Systems

Vocational English as a Second Language*

Information Technologies Specialist
(Southwest Houston Branch Campus Only)

Medical Office Administration

*This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges.

Note: The course hours stated in the instructional catalog are in both Credit /Contact hours and Federal Credit Hours (where applicable). Total academic activities are outlined in the course syllabus.

ACCOUNTING & PROFESSIONAL BUSINESS APPLICATIONS

Southwest Houston, Pasadena, North Houston (45 Weeks)

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

CORE COURSES

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	122	Maximizing Microsoft Windows	3	60
AOT	130	Microsoft Word w/ Certification *	3	60
AOT	250	Microsoft Excel w/ Certification *	3	60
BUS	122	Principles of Accounting I	4	60
BUS	123	Principles of Accounting II	4	60
BUS	131	Accounting w/ QuickBooks *	2	40
BUS	132	Accounting w/ SAGE	2	40
ICT	100	Computers for Business	2	40
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
OFT	108	Numeric Entry	2	45
ICT	299	Externship	3	135
		Electives	3	45
			36	**725**

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

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	210	Customer Relationship Management	2	40
AOT	220	Professional Publications w/ Publisher	2	40
AOT	260	Microsoft Access w/ Certification *	3	60
AOT	270	Microsoft PowerPoint w/ Certification *	3	60
AOT	280	Project Management Techniques	3	60
AOT	290	Microsoft Outlook w/ Certification *	3	60
BUS	160	Business Mathematics	1	25

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

* Certification Preparation Course.

Objectives of the Program
1. To provide students with the accounting skills required for entry-level positions as account clerks and related occupations in business, industry, and government.
2. To develop an awareness and understanding of the various accounting and automated accounting applications used in business.
3. To provide the student with the skills to use the most popular word processors, databases, and integrated spreadsheets used in today's automated office.
4. To develop the employment-seeking skills necessary to successfully compete in the employment arena for O*NET codes as follows:

43-3031.00	Accounting Clerk	43-3031.00	Bookkeeping Clerk	43-3031.00	General Ledger Bookkeeper
43-3031.00	Auditing Clerk	43-3021.03	Calculating Machine Operator	43-4161.00	Human Resources Assistant
43-3011.00	Bill & Accounting Collectors	41-2011.00	Cashier	43-3051.00	Payroll Clerk
43-3021.02	Billing Clerk	43-9011.00	Comp. Peripheral Equip. Operator	43-3021.01	Statement Clerk
43-3021.03	Billing Machine Operator	43-3021.02	Cost Rate Clerk	43-9111.00	Statistical Assistant

BILINGUAL ADMINISTRATIVE SUPPORT

Southwest Houston, Pasadena, North Houston (45 Weeks)

PROGRAM DESCRIPTION: The world is growing much smaller and the demand for bilingual administrative assistants is increasing. Administrative personnel with word processing, spreadsheet, and presentation skills combined with high typing speed and basic knowledge of another language prepare the graduate for advanced or supervisory positions. This program provides the essential tools for such successful employment and advancement. The core and electives, when properly chosen, will prepare the graduate to pursue the Microsoft Office Specialist (MOS) Certification examination. The extern component, if qualified, provides a real-life work experience.

CORE COURSES

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	122	Maximizing Microsoft Windows	3	60
AOT	130	Microsoft Word w/ Certification *	3	60
AOT	250	Microsoft Excel w/ Certification *	3	60
AOT	270	Microsoft PowerPoint w/ Certification *	3	60
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
OFT	100	Business Keyboarding I	3	60
OFT	120	Business Keyboarding II	3	60
OFT	121	Business Keyboarding III	3	60
ICT	299	Externship	3	135
		One of the Language Options Listed Below	9	135
			38	**770**

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

Recommended Language Options: Choose one of the following.

Language Option #1 - Spanish

COURSE		COURSE TITLE	CREDITS	CONTACT
LAS	210	Conversational Spanish	3	45
LAS	212	Spanish for Society	3	45
LAS	214	Spanish for Business	3	45

Language Option #2 - English

COURSE		COURSE TITLE	CREDITS	CONTACT
LAS	190	College Composition	3	45
LAS	200	Oral Presentation	3	45
SOC	190	Interpersonal Communication Skills	3	45

*Certification Preparation Course.

Objectives of the Program
1. To provide the graduate with the wide range of skills necessary to secure a position with advancement potential in today's demanding office environment.
2. To provide the graduate with excellent keyboarding skills, extensive word-processing knowledge, electronic spreadsheets, presentation software, and computer operating systems.
3. To develop basic knowledge of business and social communication in another language.
4. To develop employment-seeking skills necessary to successfully compete in the employment arena for O*NET codes as follows:

43-6011.00	Administrative Assistant	43-9021.00	Data Entry	43-4151.00	Order Clerk
41-2011.00	Cashier	43-3021.02	Documentation Billing Clerk	43-4171.00	Receptionist
43-9011.00	Comp. Peripheral Equip. Oper.	43-4071.00	File Clerk	43-6014.00	Secretary
43-9011.00	Computer Terminal Operator	43-4161.00	Human Resources Assistant	43-3021.01	Statement Clerk
43-4051.00	Customer Service Representative	43-9061.00	Office Clerk, General	43-9022.00	Word Processor / Typist

BUSINESS INFORMATION SYSTEMS

Southwest Houston, Pasadena, North Houston (45 Weeks)

PROGRAM DESCRIPTION: This program is designed to develop the knowledge and skills necessary for entry level positions and/or professional opportunities in a variety of business settings. The student acquires the essential skills in the most popular applications software, as well as additional software skills that are critical to the successful day-to-day usage, sharing, and management of information for many enterprises. The program is designed to give the student multiple options in selecting a career path. Certification in key Microsoft software applications enhances the value of this program. Further, for those students who qualify, the program includes an externship component to provide a real-life work experience.

CORE COURSES

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	122	Maximizing Microsoft Windows	3	60
AOT	130	Microsoft Word w/ Certification *	3	60
AOT	250	Microsoft Excel w/ Certification *	3	60
AOT	290	Microsoft Outlook w/ Certification *	3	60
ICT	100	Computers for Business	2	40
ICT	299	Externship	3	135
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
OFT	100	Business Keyboarding I	3	60
		Electives from paths below	12	240
			37	**795**

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

Recommended Elective Paths: Choose a minimum of twelve credits from the following.

Students are encouraged to take electives in one of the two career paths listed below, in order to achieve optimal employment outcomes.   However, any combination of electives may be chosen, with approval of the Education Coordinator or Campus Director, to meet individual student's needs.

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

*Certification Preparation Course.

Objectives of the Program
1. To prepare the student to enter the local labor market in an entry-level position where the various computer skills learned in the program are instrumental to success in the occupation.
2. To develop the keyboarding skills needed to use common business application programs.
3. To develop the employment-seeking skills necessary to successfully compete in the employment arena for O*NET codes as follows:

43-6011.00	Administrative Assistant	43-4051.00	Customer Service Representative	43-9061.00	Office Clerk
43-3021.03	Calculating Machine Operator	43-9021.00	Data Entry	43-4151.00	Order Clerk
41-2011.00	Check Cashier	43-3021.02	Documentation Billing Clerk	43-3051.00	Payroll Clerk
43-9011.00	Comp. Peripheral Equip. Operator	43-4071.00	File Clerk	43-6014.00	Secretary
43-9011.00	Computer Terminal Operator	43-4161.00	Human Resources Assistant	43-9022.00	Word Processing / Typist

VOCATIONAL ENGLISH AS A SECOND LANGUAGE

Southwest Houston, Pasadena, North Houston
Four Semesters

(This program is not regulated or approved by the Texas Workforce Commission, Career Schools and Colleges Section)

PROGRAM DESCRIPTION: Consisting solely of English as a Second Language instruction, this program is designed for only those students who require English language development to use already existing vocational knowledge, training, or skills. This instructional program focuses upon development of listening, reading, writing, speaking (conversation), and grammar at all levels of the curriculum. Courses are designed in such a manner that skills are developed sequentially, with the English elements identified and taught in order of difficulty to include those necessary for English language success in the beginning, low intermediate, and high intermediate levels. Included within the programs interactive guided methodology are a combination of lecture/laboratory, class discussion, and group activities designed to provide English language skills as well as cultural transference.

CORE COURSES

COURSE	COURSE TITLE	CREDITS	CONTACT	COURSE
SLP101	Speaking, Listening, Pronunciation I: Fundamentals of the English Language	4	120	0
GRA 101	Grammar I: Fundamentals of the English Language	4	120	0
RWV 101	Reading, Writing, and Vocabulary I: Fundamentals of the English Language	4	60	60
SLP 102	Speaking, Listening, Pronunciation II: English in Everyday Life	4	120	0
GRA 102	Grammar II: English in Everyday Life	4	120	0
RWV 102	Reading, Writing, and Vocabulary II: English in Everyday Life	4	60	60
SLP 203	Speaking, Listening, Pronunciation III: Understanding American Culture	4	120	0
GRA 203	Grammar III: Understanding American Culture	4	120	0
RWV 203	Reading, Writing, and Vocabulary III: Understanding American Culture	4	60	60
SLP 204	Speaking, Listening, and Pronunciation IV: Contemporary Topics	4	120	0
GRA 204	Grammar IV: Contemporary Topics	4	120	0
RWV 204	Reading, Writing, and Vocabulary IV: Contemporary Topics	4	60	60

TOTAL CREDITS/HOURS REQUIRED FOR GRADUATION: **48**   **1200**   **240**

Objectives of the Program

1. To develop English as a Second Language (VESL) skills for those students having existing knowledge, training, and/or skills.

2. To develop English language proficiency in speaking (conversation), listening, pronunciation, grammar, reading, writing, and vocabulary at the beginning, intermediate, advanced, and master levels.

3. To develop an awareness and understanding of the various cultural aspects of the United States, as well as health and safety standards.

4. To enhance career opportunities by removing the English language barrier, allowing graduates to utilize existing vocational and/or professional knowledge or skills.

5. To develop employment-seeking skills necessary to successfully compete in the employment market using existing knowledge, training, and/or skills.

INFORMATION TECHNOLOGIES SPECIALIST

Southwest Houston Branch Campus Only (45 Weeks)

PROGRAM DESCRIPTION: This program prepares the student for an entry-level position as a computer service technician in the area of service and maintenance of both industry and consumer computer products. The student will develop a basic understanding of the personal computer. Hands-on skills are highly emphasized in diagnosis and repair of related equipment. The student develops the knowledge and trouble-shooting skills needed to operate and service computer and network equipment. The program is focused on industry standards, and includes preparation for the A+ Core I, and Core II certification exams. The student learns the employment-seeking skills necessary to successfully enter the employment market.

CORE COURSES

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

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

* Certification Prep Courses

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

COURSE		COURSE TITLE	CREDITS	CONTACT
AOT	130	Microsoft Word w/Certification*	3	60
AOT	250	Microsoft Excel w/Certification*	3	60
AOT	260	Microsoft Access w/Certification*	3	60
CIS	170	Principles of Data Communication	3	60
CIS	210	MTA Operating System Fundamentals*	3	60
CIS	240	MTA Server Administration*	3	60

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

Objectives of the Program

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

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

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

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

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

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

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

MEDICAL OFFICE ADMINISTRATION

Southwest Houston, Pasadena, North Houston (45 Weeks)

PROGRAM DESCRIPTION: The healthcare field is one of the fastest growing segments of the labor force. Aside from patient care and patient services, the processing of documents is a critical task that requires a well-trained professional. Abundant career possibilities are available for the graduate with excellent keyboarding and word processing skills, as well as, experience in electronic medical records management, terminology, and medical office procedures. The program contains preparation courses for the *Certified Medical Administrative Assistant* and the *Certified Electronic Health Records Specialist* certifications offered by the National Health Association. The career objective of this program is to provide the graduate the general knowledge and specific skills needed to obtain entry-level employment in the healthcare environment.

CORE COURSES

COURSE		COURSE TITLE	CREDIT	CONTACT
LAS	050	Career Development	1	20
LAS	106	Communication and Learning Skills	4	60
AOT	122	Maximizing Microsoft Windows	3	60
AOT	130	Microsoft Word w/ Certification *	3	60
AOT	250	Microsoft Excel w/ Certification *	3	60
MED	101	Medical Office Applications	3	60
MED	102	Introduction to Healthcare Insurance and Billing	3	60
MED	104	Medical Terminology	3	60
MED	133	Medical Law and Ethics	3	60
MED	211	Electronic Health Records	3	60
MED	221	CMAA Certification Preparation *	2	45
MED	222	CEHRS Certification Preparation*	2	45
ICT	299	Externship	3	135
OFT	100	Business Keyboarding I	3	60

TOTAL CREDITS/HOURS REQUIRED FOR GRADUATION: 39   845

* Certification Preparation Course.

Objectives of the Program

1. The graduate will be familiar with the components of healthcare data and data sets and how these components relate to primary and secondary patient record systems.

2. The graduate will be able to identify and discuss the legal and ethical issues applicable to patient health information.

3. The graduate will have competencies in common medical terminology, be able to manage electronic medical record systems and will become proficient in the proper procedures of medical front office management.

4. The student will be given an opportunity to experience an externship allowing him/her to acquire hands-on experience in healthcare offices.

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

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

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

COURSE DESCRIPTIONS

Business Division

BUS 122 | PRINCIPLES OF ACCOUNTING I | 4 CREDITS

This course introduces all aspects of record-keeping found in a typical business. The overall equation of accounting including assets, liabilities, and owners' equity are introduced. Topics include the accounting cycle, general ledger, accounts receivable, accounts payable, and payroll. The skills developed in this course include analyzing financial statements, determining depreciation, setting up and closing of books, and procedures for preparing other related documents. 60 Lecture Hours. Prerequisite: None

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BUS 123 | PRINCIPLES OF ACCOUNTING II | 4 CREDITS

This course is a continuation of BUS 122, Principles of Accounting I, and includes accounting for purchases, sales, accruals, end of year reports, and annual statements. Other topics include accounting for partnerships and the partners' equity account. Advanced topics include the accounting procedures used in accounting for investments, intangible assets, and manufacturing, identifying the problems specific to businesses with several branches, and the procedure used to prepare branch financial statements as well as combined financial statements. The skills developed in this course include record-keeping of a corporation including corporate record books, accounting for capital stock, corporate earnings, and corporate bonds. 60 Lecture Hours. Prerequisite: BUS 122

BUS 130 | INTRODUCTION TO MANAGEMENT | 3 CREDITS

This course introduces the student to the fundamentals of today's business environment by providing Comprehensive lessons on organizational and process planning, and organizing through an understanding of individual behavior, the business setting, and larger market dynamics. Students will learn the value of leadership in motivating employees, and managing communications. This course addresses the importance of measuring the business and its employees' performance and quality of their work. 45 Lecture Hours. Prerequisite: None

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BUS 131 | ACCOUNTING w/QUICKBOOKS | 2 CREDITS

This course introduces the skills necessary to use and interpret accounting information in the QuickBooks environment. Topics include why automated accounting software is a necessity in today's business world. Skills developed in this course include how to manage bank accounts, customers, vendors, inventory, and employees. Advanced skills include record keeping, financial and managerial reports, charts, graphs, sales, purchases, payroll, schedules of depreciation, and exporting data. This course prepares students to take the QuickBooks certification exam. 25 Lecture Hours, 15 Lab Hours. Prerequisite: BUS 122

BUS 132 | ACCOUNTING w/SAGE | 2 CREDIT

This course introduces the skills necessary to use and interpret accounting information in the Sage Accounting environment. Topics include why automated accounting software is a necessity in today's business world. Skills developed in this course include how to manage bank accounts, customers, vendors, inventory, and employees. Advanced skills include record keeping, financial and managerial reports, charts, graphs, sales, purchases, payroll, schedules of depreciation, and exporting data. 25 Lecture Hours, 15 Lab Hours. *Prerequisite: BUS 122*

BUS 160 | BUSINESS MATHEMATICS | 1 CREDIT

Taught in self-paced style through the use of computer-assisted instruction, this course covers all the basic components of business mathematics including fractions, decimals, percents, ratio and proportion as well as business applications. This course gives the student a well-rounded background in the mathematics of a business-related nature. 15 Lecture Hours, 10 Lab Hours. *Prerequisite: None*

BUS 200 | INTERMEDIATE ACCOUNTING I | 4 CREDITS

This course builds on the accounting principles learned in Principles of Accounting I and II. An overview of financial accounting and its theoretical framework is included. An in-depth study of the preparation of the income statement, the balance sheet, and the statement of cash flows is done. Special emphasis is given to the analysis of financial statements, sources and cost of working capital, operations, and funds statements. 60 Lecture Hours. *Prerequisite: BUS 123*

BUS 205 | INTERMEDIATE ACCOUNTING II | 4 CREDITS

This course is a continuation of the topics covered in Accounting l, BUS122, Accounting II, BUS123, and Intermediate Accounting ll, BUS200. This course addresses the theory of liabilities, both current and long term, and leases. Additional information on accounting of income taxes, retirement plans, stockholder's equity and shareholders' compensation are covered. 60 Lecture Hours. Prerequisite: BUS 200

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

This course introduces the theory and practice of cost accounting. Topics include cost concepts, cost behavior, and cost accounting techniques for manufacturing and service based businesses. Product costing (job-order and process), standard costs, overhead costs, inventory control and validation, budgeting, and the effect of various costing methods on income are examined. 60 Lecture Hours. *Prerequisite: BUS 123*

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

This course introduces the student to the concepts and practices needed in preparing federal tax returns for individuals and sole proprietorships. Other topics include the additional procedures and skills needed to deal with small businesses organized as partnerships or corporations. 30 Lecture Hours, 30 Lab Hours. *Prerequisite: BUS 123*

Computer Information Systems Division

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

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

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

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

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

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

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

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

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

This course introduces various software applications that are used in today's business world. Topics and software introduced in this course include word processing, spreadsheet, database, graphics design, and personal organizers. The skills developed in this course include the ability to design, create, maintain, and share documents. Prerequisite: None

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

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

| **CIS 170** | **PRINCIPLES OF DATA COMMUNICATIONS** | **3 CREDITS** |

This course introduces private, public and long-distance telecom networks. Topics covered in this course include the history of the telecommunication industry, transmission mediums (POTS, ISDN, ADSL, SDSL, and T-carrier). The skills developed in the course include installing, configuring and troubleshooting data and voice communication devices and services. Advanced skills developed in this course include setting up private phone systems, including handsets, voice mail, auto attendant, and Voice Over IP.
Prerequisites: CIS 111, CIS 121, CIS 131, CIS 141, CIS 161, and CIS 171

CIS 171 | WORKPLACE SOFTWARE FUNDAMENTALS | 3 CREDITS

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

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

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

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

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

CIS 210 | MTA OPERATING SYSTEM FUNDAMENTALS | 3 CREDITS

This course is a preparatory course for the Windows Operating Systems Fundamentals (98-349) certification exam. Topics covered in this course include maintaining systems, including monitoring for and resolving performance and reliability issues. Skills developed in this course include installing, deploying, and upgrading to Windows 10, including ensuring hardware and software compatibility. Advanced skills include configuring pre-installation and post-installation system settings, setting Windows security features, working with network connectivity applications included with Windows 10, and using Windows PowerShell syntax.
Prerequisites: CIS 141, CIS 161, and CIS 171

CIS 211 | ADVANCED NETWORKING AND PROTOCOLS | 4 CREDITS

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

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

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

CIS 231 | INDUSTRY CERTIFICATION: NETWORK+ | 3 CREDITS

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

CIS 240 | MTA SERVER ADMINISTRATION | 3 CREDITS

This course is a preparatory course for the Windows Server Administration Fundamentals (98-365) certification exam. Topics presented in this course include the theory of server administration, the role of a server administrator, and developing plans for the maintenance of server and application software. The skills developed in this course include using Terminal Server, scripts, batch files, and other administration tools in a Windows environment. Prerequisites: CIS 181 and CIS 191

CIS 250 | MTA NETWORKING FUNDAMENTALS | 3 CREDITS

This course is a preparatory course for the Microsoft Networking Fundaments (98-366) certification exam. Topics presented in this course include the theory of network applications and determining appropriate network applications. The skills developed in this course include working with messaging, databases, file and print services, proxy servers, firewalls, Internet and Intranet applications, and remote access. Prerequisites: CIS 181 and CIS 191

CIS 260 | MICROSOFT SECURITY FUNDAMENTALS | 3 CREDITS

This course is a preparatory course for the Microsoft Security Fundamentals (98-367) certification exam. Topics presented in this course include the theory of Microsoft Active Directory, LDAP, and determining appropriate distributions of users, groups, domains, sites, services and roles. The skills developed in this course include installing Active Directory, configuring Active Directory, creating Organizational Units, delegating responsibilities, and server roles. Prerequisites: CIS 111, CIS 121, CIS 131, CIS 141, CIS 161, and CIS 171

CIS 261 | CURRENT TRENDS IN INFORMATION TECHNOLOGY | 4 CREDITS

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

Vocational English As A Second Language Division

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

This course is designed to help VESL students learn fundamental grammatical structures accurately and meaningfully. Students will learn the form, meaning and use of basic grammar structures through a variety of pedagogical methods. 120 Lecture Hours. *Prerequisite: None*

GRA 102 | GRAMMAR II: ENGLISH IN EVERYDAY LIFE | 4 CREDITS

This course is intended to assist students in improving and practicing their written grammar. Students will review present and past and also learn about present perfect tense. Students will also learn how to express themselves by engaging in communicative activities that are applicable to everyday situations. 120 Lecture Hours. *Prerequisite: GRA 101*

GRA 203 | GRAMMAR III: UNDERSTANDING AMERICAN CULTURE | 4 CREDITS

The focus of this course will be to review grammatical structures and sentence patterns learned and focus on presenting them as a part of a complete system rather than single forms. These structures will be presented in a learner-centered, skills-based approach and will be within the context of understanding American society and culture. 120 Lecture Hours. *Prerequisite: GRA 102*

GRA 204 | GRAMMAR IV: CONTEMPORARY TOPICS | 4 CREDITS

The purpose of this course is to support emerging academic skills by developing and refining grammar structures and sentence structures that are already taught at earlier semesters. Students will be encouraged to use grammar in a natural context by concentrating on a variety of contemporary topics. 120 Lecture Hours. *Prerequisite: GRA 203*

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

This is a fundamentals course intended for students who have very little or no experience with the English language. The focus of this course is on learning basics such as the English alphabet and correct formation of letters in writing, punctuation rules at the word and sentence level, word recognition, the acquisition of foundational vocabulary and the reading and writing of simple phrases and sentences. 60 Lecture Hours, 60 Lab Hours. *Prerequisite: NONE*

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

This course is designed for students who are emerging from early stages of English reading skills development and are able to write short, simple paragraphs about basic topics. Students will continue to develop reading skills for better understanding of written texts and extend their vocabulary for everyday life situations. 60 Lecture Hours, 60 Lab Hours. *Prerequisite: RWV 101*

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

The focus of this course is on improving comprehension and reading rate, and on strengthening reading and vocabulary. Study skills will be introduced and practiced. This course reviews the paragraph as a component of the English essay. Emphasis is on the planning, development and revision of multi-paragraph compositions. Students will focus on particular problems with their writing and practice editing. All of these skills will be developed through the context of American culture and customs. 60 Lecture Hours, 60 Lab Hours. *Prerequisite: RWV 102*

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

In this course students will learn the skills that are necessary to comprehend increasingly more academic texts, news articles and essays, based upon contemporary topics and will also engage in activities that will prepare them for the work place and further education. Critical thinking skills and analytical reading and writing are the focus. 60 Lecture Hours, 60 Lab Hours. *Prerequisite: RWV 203*

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

This course aims to introduce fundamental listening, speaking and pronunciation skills for students to be able to communicate essentials successfully using complete sentences at a basic level at school, work and in the community. 120 Lecture Hours. *Prerequisite: NONE*

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

In this course students will practice turn taking techniques and conversational questioning techniques. Students continue modifying their accent with pronunciation exercises. It is aimed at students who are emerging from the early stages of English language skills development and are ready to begin developing limited fluency in conversing about everyday situations. Improving listening comprehension techniques and pronunciation as well as expanding vocabulary are the focus of the course. 120 Lecture Hours. *Prerequisite: SLP 101*

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

This is a high intermediate course for students who have reached a level of conversational proficiency at which they can converse in English about a range of familiar topics. The focus in this course is expanding vocabulary usage in conversations about a wider variety of American social and cultural topics as well as improving listening comprehension and refining pronunciation. 120 Lecture Hours. *Prerequisite: SLP 102*

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

This is an advanced course for students who have reached a level of proficiency at which they are able to converse quite fluently in English about a wide variety of topics. The focus is on expanding vocabulary, further developing the ability to converse about an increasingly wider range of contemporary social and cultural issues and giving academically oriented presentations using correct intonation, rhythm and pronunciation. 120 Lecture Hours. *Prerequisite: SLP 203*

Information Computer Technology Division

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

This course introduces the concepts and the design of modern computers including the tasks performed by today's computers. The course guides the user through the fundamentals of hardware and software, file storage, managing the computer, expanding the system, networking, and computer security. This course prepares the students to follow up this course with a variety of computer software. Ideally, this course is followed by a course on the computer operating system such as AOT 122, Maximizing Microsoft Windows. 25 Lecture Hours, 15 Lab Hours. Prerequisite: None

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

During this course, the student will learn the fundamentals of programming theory that are common to all programming languages including both procedural and object-oriented perspectives. The student becomes familiar with the Visual Basic.Net environment and will be introduced to batch files and scripting. 30 Lecture Hours, 30 Lab Hours, *Prerequisite: AOT 122 or equivalent*

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

This course introduces basic collaboration and shared workspace technologies. Concepts include, managing wikis, blogs, RSS feeds, email discussion lists, and teleconferencing. The course introduces Microsoft SharePoint, the fastest growing collaboration tool, to find, create, collect, organize and collaborate relevant business information. 30 Lecture Hours, 30 Lab Hours. *Prerequisite: AOT 122*

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

The course introduces the theory and practice of website development using Adobe Dreamweaver. Topics include planning and defining a website, choosing image formats, developing site maps, and creating functionality. Skills developed in this course include working with HTML, CSS, templates, hyperlinks, downloads, and FTP. 30 Lecture Hours, 30 Lab Hours. *Prerequisite: AOT 122 or equivalent*

ICT 299 | EXTERNSHIP | **3 CREDITS**

This program provides the student with practical on-the-job experience to help foster the developmental of skills and attitudes required to become competent professionals. The requirements of the program will be met by performing at companies approved for the Externship Program. Emphasis is placed on the display of professional conduct, positive attitudes and technical skills. The student is observed, critiqued, and evaluated by the externship site supervisor to evaluate his/her performance. Successful completion of this course is required for graduation. *(135 Hours Practical Experience-Externship Hours)*

LAS 050 | CAREER DEVELOPMENT | 1 CREDIT

This course is essentially designed to assist the student in developing the skills necessary to attain employment upon graduation. Topics include Personal Skills Appraisal, How to Develop a cover letter/T-letter, Employer Expectations, Resume Writing, Referral Letters, Job Search, Interview Skills, Thank You Letter-Writing, and Dressing For Success. 16 Lecture Hours, 4 Lab Hours. *Prerequisite: None*

LAS 060 | BASIC MATHEMATICS | 3 CREDITS

This course is designed to develop and reinforce concepts and computational skills in working with whole number arithmetic, prime numbers, the order of operations, fractions, decimals, ratios and proportions. 30 Lecture Hours, 30 Lab Hours. *Prerequisite: None*

LAS 070 | ESSENTIAL MATHEMATICS | 3 CREDITS

This course helps the student to develop computational and problem solving skills involving fractions,, decimals, percentages, ratios and proportions, graphs, equations and formulas. 30 Lecture Hours, 30 Lab Hours. *Prerequisite: LAS 060 or equivalent*

LAS 080 | BASIC LANGUAGE SKILLS | 3 CREDITS

This course is designed to increase the student's vocabulary, spelling, and reading skills. It also includes components that develop an understanding of basic grammar and punctuation. 30 Lecture Hours, 30 Lab Hours. *Prerequisite: None*

LAS 090 | ESSENTIAL LANGUAGE SKILLS | 3 CREDITS

This course extends and enhances the vocabulary, spelling, reading, grammar, and punctuation skills that were developed in LAS 080, Basic Language Skills. 30 Lecture Hours, 30 Lab Hours. *Prerequisite: LAS 080 or equivalent*

LAS 106 | COMMUNICATION AND LEARNING SKILLS | 4 CREDITS

This course introduces a variety of practical ways to be more efficient and effective in achieving personal, academic, and professional goals. Topics include boosting memorization skills, setting goals, managing time, and improving concentration. The skills developed in this course include the ability to read more efficiently, take better notes, and write more effective business letters, reports, and proposals. 60 Lecture Hours. *Prerequisite: None*

LAS 190 | COLLEGE COMPOSITION | 3 CREDITS

This course is designed to improve writing skills focusing on planning, drafting, revising, editing, and proofreading. Emphasis is placed on research, pre-writing, thesis development, organization, and revision. Students are encouraged to practice critical thinking, persuasion, and expression. 45 Lecture Hours. *Prerequisite: None*

LAS 200 | ORAL PRESENTATION & COMMUNICATION | 3 CREDITS

This course is designed to improve public speaking skills focusing on planning, organizing, and delivering tailored speeches to a variety of audiences. The skills developed in this course include overcoming nervousness and delivering effective speeches. Students will be able to express and share their opinions, as well as constructively criticize other public speakers. 45 Lecture Hours. *Prerequisite: None*

LAS 210 | CONVERSATIONAL SPANISH | 3 CREDITS

This course is designed to provide students with the basic skills needed to navigate simple social interactions. Common scenarios will be presented and students will have the opportunity to use conversation skills immediately in class through dialogues and group discussions. Students will be guided to gradually acquire practical vocabulary, phrases, questions and responses. 45 Lecture Hours. P*rerequisite*: None

LAS 212 | SPANISH FOR SOCIETY | 3 CREDITS

This is the second course in the three-part series of the conversational Spanish program. The course builds on the foundation of the student's practical grasp of Spanish in everyday business and travel situations. Through situational reinforcement, the student focuses on meaningful dialogue and vocabulary, sufficient emphasis on grammar and idiomatic expressions that are gradually introduced as needed. 45 Lecture Hours. *Prerequisite: LAS 210*

LAS 214 | SPANISH FOR BUSINESS | 3 CREDITS

This is the third course in the three-part series of the conversational Spanish program. The course rounds out the foundation of the student's practical grasp of Spanish in everyday business and travel situations. Through situational reinforcement, the student focuses on meaningful dialogue and vocabulary, with sufficient emphases on grammar and idiomatic expressions that are gradually introduced as needed, in order to be able to generate business correspondence, circulars, faxes, e-mail, and reports in Spanish. 45 Lecture Hours. *Prerequisite: LAS 212*

| MAT 120 | ESSENTIALS OF ALGEBRA | 3 CREDITS |

This course introduces the methods used to solve problems involving equations and formulas. Topics presented include factoring and polynomials, linear and quadratic equations, systems of equations, functions, and graphing. 45 Lecture Hours. *Prerequisite: None*

| MAT 140 | ESSENTIALS OF TRIGONOMETRY | 3 CREDITS |

This course presents the trigonometric functions and their applications to solving problems. The topics covered include trigonometric ratios and functions, trigonometric graphs, polar coordinates, vectors, complex numbers, equations, and identities. 45 Lecture Hours. *Prerequisite: MAT 120*

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

This course introduces the student to basic statistical principles; graphical presentation; descriptive measures of central tendency, dispersion, and location; inferential statistics and hypothesis testing; analysis and inference of the linear correlation coefficient; and the slope of a regression line. 45 Lecture Hours. *Prerequisite: LAS 070 or equivalent*

| PHY 190 | PHYSICS | 4 CREDITS |

This course introduces the student to the classical theories of mechanics. The topics covered include measurement and systems of units, vectors, one and two-dimensional motion, Newton's laws of motion, circular motion and gravitation, work energy and power, impulse and momentum, rotational motion and mechanical equilibrium. 30 Lecture Hours, 30 Lab Horus. *Prerequisite: MAT 140 or equivalent*

| SCI 100 | INTRODUCTION TO SCIENCE | 3 CREDITS |

This course is a survey of science that presents a broad overview of the basic sciences and is meant to imbue the student with important elementary information to broaden his or her education. Topics include general scientific methods with examples from astronomy, chemistry, geology, and physics. 45 Lecture Hours. *Prerequisite: None*

| SCI 180 | ANATOMY AND PHYSIOLOGY | 3 CREDITS |

This course introduces the essential principles of human anatomy and physiology, including basic chemistry, cell and tissue studies, and an overview of all the body systems. Intended as a survey course for certain occupational programs, and as a general natural science course. 45 Lecture Hours. *Prerequisite: None*

| SOC 100 | PRINCIPLES OF PSYCHOLOGY | 3 CREDITS |

This course introduces the study of the scientific basis of human behavior and the factors that influence human development. The course provides an overview of the major issues and areas of study in psychology, including learning and perception, personality theories, types and treatment of mental illness, motivation and emotion, human development, and social psychology. 45 Lecture Hours. *Prerequisite: None*

| SOC 110 | PRINCIPLES OF SOCIOLOGY | 3 CREDITS |

This course offers a descriptive and comparative study of human societies. Topics include social structure and social change, cultural issues, social inequalities, social institutions, and challenges of society. 45 Lecture Hours. *Prerequisite: None*

| SOC 120 | PRINCIPLES OF MACROECONOMICS | 3 CREDITS |

This course introduces the concept of how economics permeate everyday lives and why. Topics include the theory of scarcity, opportunity costs, and inflation. The Great Depression and the Keynesian Model are discussed. Advanced topics include the price level and foreign exchange rates. 45 Lecture Hours. *Prerequisite: None*

| SOC 130 | PRINCIPLES OF MICROECONOMICS | 3 CREDITS |

This course introduces the principles of microeconomic theory, such as supply and demand, consumer choice theory, market structures, labor markets, microeconomic policy issues, and international trade. Supply and demand topics include price and non-price determinants for changes in supply and demand, price elasticity, and how prices are determined in the market. Marginal analysis is examined as a part of consumer choice theory. The market structures of perfect competition, monopoly, monopolistic competition, and oligopoly are discussed. The course examines how labor markets determine wages and hours worked. The microeconomic policy issues of income distribution, poverty, discrimination, antitrust, government regulation, and the environment are introduced. The course concludes with a brief look at international trade. 45 Lecture Hours. *Prerequisite: None*

| SOC 190 | INTERPERSONAL COMMUNICATION | 3 CREDITS |

This course presents theories and concepts derived from various behavioral sciences as the basis for study of the individual's responses in personal, social, and work environments. The processes of both interpersonal and group communication are stressed. 45 Lecture Hours. *Prerequisite*: None

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

This course helps students understand the complicated issues behind seemingly simple questions. The course offers a current issue, the concepts necessary to analyze the issue, and then an application of the concepts to the issue. The student is asked to analyze and balance the economics of social issues. 45 Lecture Hours. *Prerequisite: None*

SOC 220 | PRINCIPLES OF ENTREPRENEURSHIP | 3 CREDITS

This course introduces the entrepreneurial process. Topics include starting a new venture, developing a business, and financing and managing a new venture. The objective is to create knowledge, skills, awareness, and involvement to "make it happen." 45 Lecture Hours. *Prerequisite: None*

Medical Division

MED 101 | MEDICAL OFFICE APPLICATIONS | 3 CREDITS

Prepare for a career as medical administrative professional. This simulation course makes the transition to an on-the-job environment seamless by providing user-friendly practice management software and a presentation of 35 tasks faced in an office setting. All materials needed to complete the simulation are included. Prerequisite: None

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

This course provides a comprehensive, in-depth review of medical insurance reimbursement and the claim filing processes involved in medical billing. Students are introduced to the policies and procedures for claim processing, professional fees, credit arrangements, submission of claims, collections and data entry of patient information associated with the billing process. Prerequisite: None

MED 104 | MEDICAL TERMINOLOGY | 3 CREDITS

This course assumes the student has no previous knowledge of medical terminology and focuses on the pronunciation, spelling, prefixes, suffixes, roots, and word meanings of medical terms as organized by the human body's systems: Skeletal, muscular, cardiovascular, respiratory, lymphatic, digestive, urinary, nervous endocrine, integument, and reproduction. Students become familiar with diagnostic and imaging procedures as well as pharmacology names and references. Prerequisite: None

MED 133 | MEDICAL LAW AND ETHICS | 3 CREDITS

Medical Law & Ethics, like the other courses in this program, contains important information that will help students pass certifying examinations, and prepare them for the professionalism required of participants in the coding and reimbursement field. In this course, students will be introduced to compliance programs, including the components of these programs. They will explore the legal considerations involved in compliance. The students will review applicable industry and oversight agency standards, as well as enforcement activities. They will explore Medicare program and patient protection activities specific to Medical Fraud and Abuse, with specific attention to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Prerequisite: None

MED 211 | ELECTRONIC HEALTH RECORDS | 3 CREDITS

Fundamental components, terminology and functions associated with electronic health record (EHR) systems in the health care provider practice. The roll of the EHR in facilitating complete documentation, efficient workflow and timely communications among clinicians, staff and patients. Strategies and action steps required for successful EHR implementations. Includes practice exercises to provide hands-on experience using EHR software to complete common work tasks in the healthcare provider office setting. Prerequisite: None

MED 221 | CMAA CERTIFICATION | 2 CREDITS

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

MED 222 | CEHRS CERTIFICATION | 2 CREDITS

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

Office Technology Division

AOT 122 | MAXIMIZING MICROSOFT WINDOWS | 3 CREDITS

This course introduces the fundamentals of operating a desktop computer as a productive business tool and to navigate the Internet using Microsoft Windows and the Internet Explorer. Topics include managing files and folders, practicing good security habits, and using the Internet to effectively locate information. Skills developed in this course include how to logon to the computer, customize the look of Windows, start programs, print documents, and manage computer resources. Advanced skills developed in this course include how to use the basic Windows programs such as: WordPad, Notepad, Paint, and Sound Recorder. General networking and Internet skills developed in this course include how to download and install programs, share folders, and use basic and fundamental Internet technologies. 30 Lecture Hours, 30 Lab Hours. Prerequisite: None

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

This course introduces the fundamentals of preparing professional business documents using Microsoft Word. Topics include how to prepare, create, and format documents quickly and effectively. The skills developed in this course include using tables, templates, styles, and outlines. Advanced skills developed include performing document collaboration, implementing pictures and images, publishing documents to the Internet, and working with data sources to produce mail merges and forms. This course is a preparation course for the MOS certification exam. 30 Lecture Hours, 30 Lab Hours. Prerequisite: AOT 122

| AOT 210 | CUSTOMER RELATIONSHIP MANAGEMENT | 2 CREDITS |

This course introduces the concepts and processes organizations use to track and organize its contacts with its current and prospective customers. CRM is an information industry term for methodologies, software and usually Internet capabilities that help an enterprise manage customer relationships in an organized way. CRM software is introduced that allows customer contact information to be entered, stored, and accessed by employees in different enterprise departments. 25 Lecture Hours, 15 Lab Hours. Prerequisite: AOT 122

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

This course presents the fundamental document design concepts and the actual techniques needed to produce quality desktop publishing documents using Publisher from Microsoft. Topics covered include typography, graphic lines and boxes, document grids, and the use of graphic images. 25 Lecture Hours, 15 Lab Hours. Prerequisite: AOT 130

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

This course introduces the student to the fundamentals of Web Page design and posting. The student learns how to create tables and frames, how to insert text and images, how to create hyperlinks, and how to format a page. Also covered are insertion of marquees, buttons, banner ads, counters, search boxes, symbols, lines, text boxes, check boxes, radio buttons, and more. 30 Lecture Hours, 30 Lab Hours. Prerequisite: AOT 122

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

This course introduces the basic concepts of how to easily communicate complex information in a visual diagram. Concepts include diagramming business processes, floor plans, flowcharts, charts & graphs, organization charts, schematics, network diagrams, calendars, Gantt charts, website maps, and UML diagrams. The course includes basic asset management and user experience theories. 30 Lecture Hours, 30 Lab Hours. Prerequisite: AOT 122

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

This course introduces the fundamentals of preparing professional business documents using Microsoft Excel. Topics include how to prepare, create, and format spreadsheets quickly and effectively. The skills developed in this course include formatting a worksheet, functions, formulas, and data analysis. Advanced skills developed include performing document collaboration, working with charts and lists, creating macros, and publishing spreadsheets to the Internet, and working with data from other sources. This is a preparation course for the MOS certification exam. 30 Lecture Hours, 30 Lab Hours. Prerequisite: AOT 122

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

This course introduces the fundamentals of effectively performing basic database management functions using Microsoft Access. Topics include how to design, create and maintain electronic databases. The skills developed in this course include working with tables, queries, forms, reports, macros, and Visual Basic for Applications. Advanced skills developed included publishing data to the web, linking tables, and exporting data to Microsoft Word and Excel. This is a preparation course for the MOS certification exam. 30 Lecture Hours, 30 Lab Hours. Prerequisite: AOT 122

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

This course introduces the student with methods to create high-impact presentations that include text, graphics, charts, graphs and clip art, using templates adding clip art, creating and enhancing graphs. It also develops the skills to automate and enhance a slide presentation, customizing the slide master, presenting slides with added and transitional effects, and creating and modifying organizational charts. 30 Lecture Hours, 30 Lab Hours. Prerequisite: AOT 122

| AOT 280 | PROJECT MANAGEMENT TECHNIQUES | 3 CREDITS |

This course introduces basic project management concepts. Concepts include developing project plans, establishing stakeholders, setting deadlines, identifying milestones, assigning resources to tasks, tracking and reporting progress, managing budgets and analyzing workloads. The course introduces Microsoft Project, the dominant project management software. 30 Lecture Hours, 30 Lab Hours. Prerequisite: AOT 122

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

This course introduces the basic concepts of using an automated time-management system. Concepts include setting appointments with an automated calendar, jotting notes and journal entries, organizing contacts, and using e-mail. 30 Lecture Hours, 30 Lab Hours. Prerequisite: AOT 122

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

In this course, the student will learn how to create and manage Web sites with tools such as Macromedia Dreamweaver and Flash, Microsoft FrontPage, Dynamic HTML, and various multimedia and CSS standards. The student will also implement the latest strategies to develop third-generation Web sites, evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current browsers. The course focuses on theory, design and Web construction, along with information architecture concepts. Web project management, scenario development, and performance evaluations are also covered. 30 Lecture Hours, 30 Lab Hours. Prerequisite: AOT 122 or equivalent.

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

This course introduces the student to proper touch-typing techniques through the use of computer-monitored instruction. 30 Lecture Hours, 30 Lab Hours. Prerequisite: None

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

This course introduces the student to the 10-key pad. The student will learn to develop speed and accuracy using the 10-key pad. The student is able to use the 10-key pad to perform simple mathematical operations such as addition, subtraction, multiplication, and division. The student is also able to use the 10-key pad for some more advanced business calculations such as percentages of a whole, return interest on investments, etc. 15 Lecture Hours, 30 Lab Hours. Prerequisite: None

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

The emphasis in this course is on the development of increased typing speed and accuracy while using correct touch-typing technique. The student is expected to achieve a minimum net rate of 42 – 49 words per minute. The student learns proofreading skills and is also introduced to basic document preparation and formatting concepts. 30 Lecture Hours, 30 Lab Hours. Prerequisite: OFT 100

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

This course is a continuation of OFT 120. It places a very strong emphasis on developing greater keyboarding speed and accuracy. Proofreading skills and basic formatting concepts are continued. The course introduces the integration of the Microsoft Office Suite. Desktop Publishing Concepts and Web Page Design is also taught. 30 Lecture Hours, 30 Lab Hours. Prerequisite: OFT 120

EQUAL EDUCATIONAL OPPORTUNITY

The institution declares and reaffirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination, where applicable, in the provision of educational services to the public. The Campuses will make all decisions regarding recruitment, hiring, promotion and all other terms and conditions of employment without discrimination on grounds of race, color, creed, or religion, sex, national origin, age, physical or mental handicap, or other factors which cannot be lawfully the basis for an employment decision.

The institution reaffirms its policy of administering all its educational programs and related supporting services and benefits in a manner which does not discriminate because of a students' or prospective students' race, color, creed or religion, sex, national origin, age, handicap, or other characteristics which cannot be lawfully the basis for provision of such services.

Further, the institution commits itself to a program of Affirmative Action/Equal Opportunity.

The institution is obligated by and adheres to the provision:

Section 493A, Title IV, Higher Education Act of 1965
Title 38, United States Code, Veterans Benefits
Title IX, Educational Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504, Rehabilitation Act of 1973
Family Educational Rights and Privacy Act of 1974 as amended
Student Right to Know Act - 1991 - Revised 1995

Inquiries concerning the application of these laws and their implementing regulations may be referred to:

Interactive College of Technology
5303 New Peachtree Rd.
Chamblee, Georgia 30341
Ph. (216) 216-2960
FAX (216) 216-2989
E-mail info@ict.edu

STUDENT CONSUMER INFORMATION

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

FINANCIAL PLANNING OFFICER - Description of financial aid programs, rights, and responsibilities of financial aid recipients, means and frequency of payments of financial aid awards, terms and schedules of student loan repayment and general terms and conditions of employment provided as financial aid.

DIRECTOR OF ADMISSIONS - Cost of attendance including tuition, fees, book, housing, transportation and refund policy.

CAMPUS DIRECTOR - Description of academic programs, facilities, faculty, data on student retention, number and percentage of students completing the programs.

ORGANIZATION, FACULTY, AND STAFF

Organization and Structure

Interactive College of Technology is a registered trademark of Interactive Learning Systems, Inc., and is a Georgia corporation that is licensed to do business in Texas and Kentucky. Its principal offices are located at 5303 New Peachtree Road, Chamblee, GA 30341. The Officer and governing board are as follows:

Mr. Elmer R. Smith
Chief Executive Officer, Interactive Learning Systems

Mr. Rollin E. Mallernee General Counsel Attorney at Law	**Mr. Michael K. Power**, CPA Executive Vice President, Chief Financial Officer
Mr. Sumner R. Cahoon, Executive Vice President Family Health Care Services, Inc.	**Dr. Ronald G. Eaglin**, Chairman Retired President, Morehead State University
Duane W. Hawkins Retired – Delta Education Systems	**Bob Barr**, Retired Member of Congress 1995-2003
Stephen C. Jenkins Principal / Managing Partner The Vanguard Commercial Group	

This board, representing a diverse, public oriented group, oversees all activities and is responsible for the implementation of all institutional policies and procedures.

Administrative Staff - Central Offices

Elmer R. Smith	Chief Executive Officer
Thomas A. Blair	President / Chief Operating Officer
Karen A. Miller	Executive Assistant to the President/Personnel Administrator
A. Liesa Peavy	Senior Administrative Assistant
Michael K. Power	Executive Vice-President – Chief Financial Officer
JoAnn Koch	Vice-President / Campus Director-Chamblee Main Campus
Robert (Doug) Cole	Vice-President-Support Services
Christina Jones	Director of Compliance
Drew Carl	Director of Marketing
Brittany Parker	Administrative Assistant - Marketing
Maria Bontcheva	Administrative Support
Nataliya Chorniy	Federal Funds Coordinator and Trainer
Bridgett Chrysanthis	Accounting Manager
Henry Garcia	Field Technician
Angelika Gavrielov	Junior Bookkeeper
Brian Maggio	National Admissions Trainer
Richard Parker	Technical Services Director
Atiya Russell	Curriculum Developer
Lindsey Sands	I.T. Field Technician
Adrienne Simmons	Default Prevention Specialist
Jana Stafford	Assistant Marketing Director
Danielle Styles	Social Media/Reputation Coordinator
Orllis Williams	Production Technician

PASADENA MAIN CAMPUS - ADMINISTRATIVE STAFF

Gregory Weaver	*-Campus Director*	**Liliana Guajardo**	*-Director of Financial Aid*
Zaira Adame	*-Academic Dean - Texas*	**Cherlyn Latham**	*-Employment Assistance Coord.*
Jasmine Francis	*-Administrative Support Services*	**Mayte Martinez**	*-Administrative Support Services*
Amalia Guadron	*-Registrar*	**Susan McGregor**	*-Director of Ed./Media Srvcs.*
	-Sr. Admissions Assoc., ESL/Occ.		

PASADENA MAIN CAMPUS – FACULTY

Michelle Marie Adum*
English as a Second Language, Instructor
B.A., Christian Studies, Baptist College of Florida, Graceville, FL
A.A., Liberal Arts, Hillsborough Community College, Tampa, FL

Antonio Chong*
Office Technology
Computer Engineering, Universidad Simon Bolivar, Caracas, Venezuela

Jessica Gardner*
English as a Second Language, Instructor
B.A., History, University of Houston-Clear Lake, Houston, TX
A.S., Business Administration, San Jacinto Community College, Pasadena, TX

Alfredo Hernandez
English as a Second Language, Instructor/Advisor
B.A., History/Theology, California Baptist College, Riverside, CA

Elliott Mitchell Johnson*
English as a Second Language, Instructor
B.S., Sociology, Texas Southern University, Houston, TX

Susan McGregor
English as a Second Language, Instructor/Advisor – Academic Coordinator
B.A., English Literature, University of Houston, Houston, TX
TESOL Certification

Nathanael David Lee*
English as a Second Language, Instructor
M.A., Literature, University of Houston-Clear Lake, Houston, TX
B.A., English, University of Houston-Downtown, Houston, TX

Keila Ludim Martinez
English as a Second Language, Advisor
B.S., Social Work, University of Houston-Downton, Houston, TX

Nello Mehl*
English as a Second Language, Instructor
Ph.D., TEFL, The TEFL University, Brighton Essex, UK
M.B.A., International Business, University of Geneva, Geneva, Switzerland

Tonya M. Naylor*
English as a Second Language, Instructor
M.A., Telecommunications, Ball State University, Muncie, IN
B.A., Speech Communication, Mississippi Valley State University, Itta Bena, MS

Leshunda D. Page*
English as a Second Language, Instructor
Ph.D., Educational Leadership, Concordia University, Houston, TX
M.A., Guidance Counseling, Southwestern Assemblies of God, Waxahachie, TX

Sydric L. Reed*
English as a Second Language, Instructor
B.A., Management/Marketing, Jackson State University, Jackson, MS

*Indicates Part-Time

PASADENA MAIN CAMPUS – DISTANCE EDUCATION FACULTY

(SOHL Instructors Teach at All Campuses)

Bernard Brevick, C.M.A.
Accounting / Business
M.B.A., Finance, St. John's University, Staten Island, NY
B.S., Accounting, Fairleigh Dickinson University, Rutherford, NJ

Deborah Gibbs
Office Technology
B.S., Business Administration, South Carolina State University, Orangeburg, SC
A.A., Business Administration, Orangeburg-Calhoun Tech College, Orangeburg, SC

Kirk A. Harris
Office Technology
M.B.A., Business Administration, South University, Savannah, GA
B.S., Business and Management, SUNY Old Westbury, Old Westbury, NY

Robin Hightower
Medical Office Administration
Hematology Technician, Allen School for Physician's Aides, Jamaica, NY
Certified National Clinical Instructor, National Healthcare Association, Leawood, KS

Che Middlebrooks
Spanish
B.A., Communications, Oglethorpe University, Atlanta, GA
B.A., Spanish, Romance Languages, Clark Atlanta University, Atlanta, GA

Nia Patrick
Accounting/Finance
M.B.A., National University, San Diego, CA
B.S., Business Administration, National University, San Diego, CA

SOUTHWEST HOUSTON BRANCH CAMPUS - ADMINISTRATIVE STAFF

Diane Nguyen	- Campus Director	**Cherlyn Latham**	- Employment Assist. Coordinator
Mohammad Bayan	- Admissions Associate, ESL	**Lucy Lugo**	- Support Services
Djurdja (DJ) Bucan	- Financial Planner Coordinator	**Jose Medina**	- Admissions Associate, ESL
Arianne Davis	- Education Manager	**Liem V. Nguyen**	- Admissions Associate, ESL
Heriberto Garcia	- Registrar	**Mireya Ribas**	- Media Center/Language Lab
Maria Ja Porres	- Support Services	**Claudia Romero**	- Financial Planner
Deloris E. Johnson	- Academic Support	**Amanda Sims**	- Admissions Associate, Occ.

SOUTHWEST HOUSTON BRANCH CAMPUS – FACULTY

Martha Aguirre*
English as a Second Language, Advisor
B.S., Psychology, University of Houston-Downtown, Houston, TX
A.A.S., Arts, Houston Community College, Houston, TX

Timothy Alexander*
English as a Second Language, Instructor
B.S., Education, Prairie View A&M University, Prairie View, TX

Kreshonda Alisa Bonner*
English as a Second Language, Instructor
B.A., Spanish, Alabama State University, Montgomery, AL

Susanna Al Hassan*
English as a Second Language, Instructor
B.A., Inter-American Studies, University of Texas at El Paso, El Paso, TX

Martha Breaux*
English as a Second Language, Advisor
B.B.A., Business, Nueva Esparta University, Caracas, Venezuela
Certification , ESL, McNeese State University, Lake Charles, LA

Azka Bukhari*
English as a Second Language, Instructor
M.Ed., Education, Sarhad University of Science & Information Technology, Pakistan

Gregoria Chehayeb
English as a Second Language, Instructor
Certificate, ESL, Interactive College of Technology, Chamblee, GA

Jerome Covington*
English as a Second Language, Instructor
M.B.A., University of Phoenix, Houston, TX
B.S. Business Administration, University of Phoenix, Houston, TX

Kaylan Monique Curvey*
English as a Second Language, Instructor
B.S., Biological Studies, Sam Houston State University, Huntsville, TX

Ethan Douglas*
English as a Second Language, Instructor
B.S., Human Performance, Jarvis Christian College, Hawkins, TX

Alvah D. Harrell
English as a Second Language, Instructor/Advisor
B.S., Business Education, Bishop College, Dallas, TX

Yadien Hernandez*
English as a Second Language, Instructor
B.S., Education, Higher Pedagogical Institute, Manzanillo, Cuba

Melody Hubbard
English as a Second Language, Instructor
B.B.A., Business Marketing, Texas Southern University, Houston, TX

David Khouri
English as a Second Language, Instructor/Advisor
M.S., Engineering, West Virginia State College, Institute, WV
B.S., Engineering, Tri-State University, Angola, IN

Jacklin L. Lopez* *English as a Second Language, Advisor*
B.A., Psychology/English, University of Houston, Houston, TX

Alyssa Mayhew *English as a Second Language, Division Manager*
B.A., Psychology, Hunter College-CUNY, New York, NY
A.A., Psychology, North Shore Community College, Danvers, MA

Young Nguyen* *English as a Second Language, Instructor*
A.A., General Studies, Community College of Denver, Denver, CO

Mireya Ribas* *English as a Second Language, Advisor*
M.B.A., Marketing, University of Phoenix, Houston, TX
B.A., Psychology, Spanish, University of Texas, Austin, TX

Wafaa Sahlane* *English as a Second Language, Advisor*
A.A., Direction & Management, Gegis Parker Institute, Morocco/Casablanca

Lavij Sharifi Sadeghi* *English as a Second Language, Division Manager*
A.S., Accounting, University of Payame Noor, Karaj, Iran
Celta Certification, University of Cambridge, Tehran, Iran

Masoumeh Talebzadeh* *English as a Second Language, Instructor*
M.A., English, Shiraz Azad University, Shiraz, Fars
B.A., English, Shiraz University, Shiraz, Fars

Wilfredo Tamayo Symister* *English as a Second Language, Instructor*
B.S., Technical Education, Pedagogical University, Guantanamo, Cuba
TESOL Certification, Arizona State University, Phoenix, Arizona

Nancy L. White* *Office Technology, Instructor*
A.S., Accounting, Interactive College of Technology, Houston, TX
A.S., Business Management, Microtechnology Technical Institute, Houston, TX
Microsoft Office Specialist

William Vela *English as a Second Language, Instructor*
Master of Divinity, Theology, University of St. Michaels College
B.A., Political Science, University of Houston, Houston, TX

Ronald B. Walker *English as a Second Language, Instructor*
B.S., Mass Communications, University of Texas, Austin, TX

Selam Yemane* *English as a Second Language, Instructor*
B.A., Public Relations, University of Houston, Houston, TX

Peng Xu* *English as a Second Language, Instructor*
M.Ed., Curriculum and Instruction, University of Houston, Houston, TX
B.A., English Language and Literature, Beijing Tech. & Business University, Beijing, China

*Indicates Part-Time

(FOR A LIST OF SOHL-DISTANCE EDUCATION FACULTY, SEE PASADENA MAIN CAMPUS FACULTY.)

NORTH HOUSTON BRANCH CAMPUS – ADMINISTRATIVE STAFF

Alyssa Mayhew	*- Campus Director*	**Juan Martin**	*- Admissions Associate, ESL*
Michael Betz	*- Director of Admissions*	**Adriana Medina**	*- Sr. Financial Planner*
Carolina Arias	*- Admissions Associate, ESL*	**Carolyn Northern**	*- Registrar*
Maria Gonzalez	*- Administrative Support*	**Alejandra Rios**	*- Admissions Associate, ESL*
Cherlyn Latham	*-Employment Assistance Coord.*		

NORTH HOUSTON BRANCH CAMPUS – FACULTY

Rodney Alexander
Office Technology
B.S., Computer Engineering, University of Houston, Houston, TX
A.A., Computer Science, University of Maryland, College Park, MD

Mir Alikhan*
English as a Second Language, Instructor
M.S., Health Science, University of Texas, Tyler, TX
B.S., Health Studies, University of Texas, Tyler, TX

Kimberly Ann Garcia*
English as a Second Language, Instructor
M.A., Mass Communication, University of Houston, Houston, TX
B.A., Radio/TV, University of Houston, Houston, TX

Ellen Skye Harris*
English as a Second Language, Instructor
B.A., Print Journalism, Rust College, Holly Springs, MS

Arissa Hatcher-Hayden*
Office Technology, Instructor
M.Ed., Education, LeTourneau University, Longview, TX

Hung Le*
English as a Second Language, Instructor
B.B.A., Marketing, University of Houston, Houston, TX

Jasmine Rivera
English as a Second Language, Instructor/Advisor
B.A. Interdisciplinary Studies, University of Houston, Houston, TX

Mary Beth Sczech*
English as a Second Language, Instructor
M.A., Math, Sam Houston State University, Huntsville, TX
B.S., Education/Math, Sam Houston State University, Huntsville, TX

Ibolya Tozser
English as a Second Language, Instructor/Advisor
B.A., English, Eszterhazy Karoly University, Eger, Hungary
EFT Certified

Marlon L. Urbina*
English as a Second Language, Instructor
A.S., Electronics, Venezuelan Air Force Academy, Maracay, Venezuela
ESL Trainer, Defense Language Institute English Language Center, San Antonio, TX

*Indicates Part-Time

(FOR A LIST OF SOHL-DISTANCE EDUCATION FACULTY, SEE PASADENA MAIN CAMPUS FACULTY.)

ALL PROGRAMS OF STUDY   <u>Application Fee</u>: $50.00   <u>Re-entry Fee</u>: $50.00

ASSOCIATE DEGREE & DIPLOMA PROGRAMS **-Office Technology** Accounting (Degree); Business Information Systems (Degree); Medical Office Administration (Degree); Accounting and Professional Business Applications; Business Information Systems; Medical Office Administration; Bilingual Administrative Support	Tuition: $410 per semester credit hour

ASSOCIATE DEGREE & DIPLOMA **– Information Technology (SW Houston Campus Only)**	Tuition: $420 per semester credit hour

Diploma Programs of Study	**Credit Hours**	**Tuition**	**Est. Textbooks, Materials, Supplies**	**Total **(Includes Application Fee)**
Accounting & Professional Business Applications	36	$14,760	[1] $2,397	$17,207
Bi-Lingual Administrative Support	38	$14,760	[1] $2,191	$17,001
Business Information Systems	37	$14,760	[1] $2,528	$17,338
Information Technologies Specialist**	38	$15,960	[1] $2,191	$18,201
Medical Office Administration*	39	$14,760	[1] $2,650	$17,460

[1]All textbooks, supplies are <u>estimates</u>. Prices are adjusted to actual materials issued to each student. ALL CLASSES REQUIRE A TEXTBOOK, E-BOOK, and/or ACCESS CODE. COURSE AND ACTIVITY GUIDES MAY NOT BE RE-ISSUED. Estimated fees include the certification examinations and one retake (Office Tech only). Examinations not taken are credited to the final student charges. Start-up costs and technology fees are assessed at registration.

Above estimates do not include any developmental courses ($450 per course – includes materials). Prerequisites are the current published credit hour rate.

Due to the various vendor price changes, the institution reserves the right to modify tuition and other charges at any time upon sufficient notice to the students and appropriate agencies.

Students qualifying for advanced standing will receive a tuition reduction of $380 per credit exempted. Credits taken exceeding program requirements are charged this same credit hour rate of $380 per additional credit taken. All additional coursework required as a function of failed courses will be charged at the prevailing per credit hour rate.

All courses can transfer into A.S. Degree based on program outline and choice of electives.
* No free retake on Healthcare Certification Exams.
**Includes Tool Kit at $652.

VOCATIONAL ENGLISH AS A SECOND LANGUAGE
Application Fee: $50   Re-Entry Fee: $50*

Tuition per credit hour: $252 (including retakes), plus textbooks, materials, and fees at $204 per course.

NOTE: **Course repeats – Tuition is at the prevailing rate, plus there is a $100 technology fee per course (if no new/additional textbooks are issued).**

Unless on approved confirmed interrupt status and returns as scheduled.

QUICK GUIDE FEES FOR ESTIMATED BOOKS AND SUPPLIES / CERTIFICATION EXAMINATIONS

	SEMESTER		**SEMESTER**		**SEMESTER**		**TOTAL**
	1	**2**	**3**	**4**	**5**	**6**	
Diploma Programs							
Accounting & Professional Business Applications	779	822	796				**2397**
Bi-Lingual Administrative Support	747	924	520				**2191**
Business Information Systems	694	922	912				**2528**
Information Technologies Specialist**	617	894**	680				**2191**
Medical Office Administration*	863	930	857				**2650**
Associate of Science Degree Office Technology							
Emphasis in Accounting	804	428	1018	656	735	615	**4256**
Emphasis in Business Information Systems	724	871	739	656	675	816	**4481**
Emphasis in Medical Office Administration*	842	609	834	725	578	719	**4307**
SOUTHWEST HOUSTON BRANCH CAMPUS							
Associate of Science Degree							
Information Technology**	617	842**	654	759	612	621	**4105**

NOTE: These estimates are based on the usual program sequence charts. The addition of developmental courses, transfer credits, or advanced standing will cause <u>extensive variations</u>. In these instances, the Director of Education, Dean or the Department Chair should provide the planned course/semester sequence to the financial planning department. Also, the financial planner(s) should revise the estimates accordingly. All students are charged only for materials issued, including examinations taken / retaken. These material estimates are based on **Textbook** prices, not **E-Book** prices. Please refer to the *Textbook Price List – November 2020 Edition* for estimated E-Book costs.