DeltaTech

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DELTA SCHOOL OF BUSINESS AND TECHNOLOGY

BULLETIN
2010

The provisions in this publication are not to be regarded as an irrevocable contract between the student and Delta School of Business and Technology. The college, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of residence.

CAMPUS FACILITIES
517 Broad Street
Lake Charles, LA 70601
(337) 439-5765
1-800-259-JOBS
www.deltatech.edu

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ACCREDITATION, APPROVALS, AND MEMBERSHIPS

ACCREDITATION / ACCREDITED BY:

1. Delta School of Business & Technology (Delta Tech) is accredited by the Accrediting Council for Independent Colleges and Schools to award Diplomas and Associate in Occupational Studies Degrees.
2. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. The Council for Higher Education Accreditation also recognizes its accreditation of degree-granting institutions.
3. The address and phone number is: Accrediting Council for Independent Colleges and Schools: 750 First Street, NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780.

APPROVALS / APPROVED BY:

1. State of Louisiana Board of Regents
2. State of Louisiana Board of Regents under Chapter 35 Title 38 USC for the training of Veterans and dependents.
3. United States Department of Justice, Immigrations and Naturalization Service for Training Foreign Students.

MEMBERSHIPS

The institutional and administrative staff members of Delta School of Business and Technology are affiliated with the following business and professional organizations:

1. Louisiana Association of Student Financial Aid Administrators
2. Southwest Association of Student Financial Aid Administrators
3. National Association of Student Financial Aid Administrators
4. Chamber Southwest Louisiana
5. Calcasieu Parish Notary Public
6. American Design and Drafting Association
7. American Medical Transcriptionist Association
8. American Accounting Association
9. American Association of Medical Assistants / Nursing Organization
10. International Association of Administrative Professionals
11. SWLA Technology Council
12. American Institute of Certified Bookkeepers

HISTORY

Delta School of Business and Technology, a private co-educational school, was founded in 1970 and first housed at 502 Broad Street. In 1977, Delta moved to its present location at 517 Broad Street, which is in the city's historical district. The school is listed in the city's register of historical structures.

Today the school offers basic business, medical and technical courses. Delta Tech was first accredited by the Accrediting Council for the Independent Colleges and Schools in 1976 and recognized by the Department of Education to participate in campus based student-aid programs in 1977.

PHILOSOPHY

Delta's training involves the total person with emphasis on career skills and personal self-worth. Our career preparation provides individuals with quick access to the job market, and we strive to maintain a standard of excellence that promotes competence and success on the job. As a private institution, Delta has the ability to make immediate responses to changes, which influence the needs of employers and students. Delta recognizes a responsibility to the community it serves to provide educational programs, which meet the needs of the business sector. In following that responsibility, Delta provides its students with a variety of learning experiences, business programs, and activities designed to promote the development of professional levels of conduct, attitude, values, and habits required for successful employment.

MISSION

The mission of Delta School of Business and Technology is to recruit, train, retain, graduate, and assist in placing students with the job skills that are in demand by employers and who have a work ethic that will promote success.

OWNERSHIP

Delta School of Business and Technology is wholly owned and operated by Delta School of Business, Lake Charles, Inc., a Louisiana Corporation owned by Gary J. Holt (100%). Delta School of Business, Lake Charles, Inc., assumes full responsibility for the educational agreement between the school and the student.

ORGANIZATION & STRUCTURE

EXECUTIVE OFFICERS

Gary Holt	President & CEO
Jeff Edwards	Chief Operating Officer
Nina LeBlanc	Corporate Secretary/Chief Fiscal Officer

ADMINISTRATIVE STAFF

Education Department

Michelle Edwards	Dean of Academics
Stephanie Jacobs	Registrar
Barbara Holt	Enrollment and Retention Specialist
Stacy Sonnier	Administrative Assistant
Tammy Thibodeaux	Administrative Assistant
Kat Brown	Administrative Assistant

Financial Aid

Lorretta Fontenot	Interim Director, Financial Aid
Wanda Higginbotham	Financial Aid Advisor
Kitty Maybrier	Financial Aid Advisor
Mary Roberts	Financial Aid Advisor

Admissions

Jeffrey Thibodeaux	Director, Admissions
Terrea Davis	Admissions Representative
Cay Duhon	Admissions Representative
Connie Ellison	Admissions Representative
Kim Hornsby	Admissions Representative
Vickie Leveque	Admissions Representative

Accounting

Sarah Louviere	Staff Accountant
Vicki Welch	Staff Accountant

Career Services

Loretta Tilley	Career Services Coordinator

I.T. Department

Stephen Malvo	Systems Administrator

Front Office

Tammy Stineff	Executive Administrative Assistant

Maintenance

Mark Jacobs	Maintenance
Eric Johnson	Maintenance
Derek Soileau	Maintenance

Nursery

Crystal Flowers	Nursery, Director
Nikki Alexander	Nursery
Misty Babineaux	Nursery
Janice Bowling	Nursery
Felicia Burgess	Nursery
Shalonda Captain	Nursery
Tiffany Deason	Nursery
Ramona Foreman	Nursery
Polly Leblanc	Nursery
Jennifer Materne	Nursery
Stephanie Searcy	Nursery

FULL TIME FACULTY

Rhonda Anderson
Master of Information Systems
University of Phoenix
B.S. Computer Science
A.S. Computer Information Technology
McNeese State University
Teaching Area/ Specialty:
Computer & Information Technology

John Bradley
A. S. of Science/Computer Systems
Southeast College of Technology
Teaching Area / Specialty:
Computer Software

Tina Chapman
B.S. Criminal Justice
Colorado State University
A.S. Paralegal Studies
Community College of Rhode Island
Teaching Area/Specialty:
Legal

Lisa Domingue
B.S. Criminal Justice
McNeese State University
Accounting Occupational Experience
Teaching Area/ Specialty:
Accounting

Robert Fruge
B.A. Marketing
Southeastern Louisiana University
MBA/Mgmt & Finance
Southeastern Louisiana University
Teaching Area/ Specialty:
Accounting / Business Management

Pam Iatesta
B.S. – Business Education
McNeese State University
Teaching Area/ Specialty:
General Studies

Jamie Pharis
Associate - Drafting
Sowela Tech
Teaching Area / Specialty:
Drafting

Joshua Terziu
Bachelor of General Studies
McNeese State University
Teaching Area / Specialty:
Mathematics/General Studies

Diana Romero
B.A. Psychology
California State University Northridge
A.S. Biological Sciences
A.A. Letters, Arts and Sciences
Antelope Valley College
Dental Assistant Certificate
Penn Foster Career School
Teaching Area/Specialty:
Dental Assistant

Brandi Russell
B.S. Criminal Justice
McNeese State University
Teaching Area/ Specialty:
Psychology / Sociology

Samara Sabin
B.A. Sociology
Louisiana State University
A&M College
Juris Doctor/ Bachelor Civil Law
Louisiana State University
Teaching Area/ Specialty:
General/ Law

ShaDawnya Semien
B.A. General Studies
McNeese State University
A.A. Computer Science
McNeese State University
Teaching Area/Specialty:
Information Technology / Computers

Marcelyn Swire
LPN License
Sowela Technical Community College
Teaching Area / Specialty:
Medical

Melanie Walker
National Certified Insurance Coding Specialist
National Certified Medical Office Assistant
Certified in ICD-9-CM, HCFA-1500, HIPAA
Teaching Area / Specialty:
Medical

PART TIME FACULTY

Trent Boudreaux
A.S. Drafting
Delta Tech
Teaching Area/ Specialty:
Drafting

Lillian Browning
M.S. Nursing
University of Phoenix
B.S. Nursing
McNeese State University
Teaching Area/ Specialty:
Medical

Stephanie Desormeaux
B.S. Business Management
University of Phoenix
Teaching Area Specialty:
Accounting

Jena DuRousseau
B.S. Accounting
McNeese State University
Teaching Area Specialty:
Accounting

Stephanie Felice
A.O.S. Medical Office Assistant
Delta Tech
Teaching Area/ Specialty:
Medical

Aaron Goodman
Drafting Diploma
Delta Tech
Teaching Area/ Specialty:
Drafting

Scott Hunsaker
B.S. Information Technology
Peirce College
Teaching Area/ Specialty:
Computer Software/Information Technology

Judie Kohler
M.Ed. Education - Administration & Supervision
B.A. English
McNeese State University
Teaching Area / Specialty:
English, Business Management

Chantelle Richardson
B.S. Marketing & Business
Southern University & A&M College Teaching
Area/ Specialty:
Mathematics, Business

Michael Romine
M. A. - Education
B.S. Engineering
Louisiana Tech University T
Teaching Area / Specialty:
Math

Irwing Sanchez
B.S. Computer Sciences
Nueva Esparta University
Teaching Area/ Specialty:
Computer Software/Information Technology

Gayle Vicknair
A.O.S. Medical Office Assistant
Delta Tech
Teaching Area Specialty:
Medical

2010 School Calendar

July 6	New Student Orientation (Day-10am & Night-6pm)
July 6	Faculty In-Service (Day 10-12 & Night 6-8)
July 6	School Out of Session (Facility Hours 7-7)
July 7	Quarter Start
August 6	Graduation (7pm at LC Civic Center)
August 10-11	Mid Term & Final Exams
August 12	New Student Orientation (Night-6pm)
August 12	School Out of Session (Facility Hours 7-7)
August 13	New Student Orientation (Day-10am)
August 13	School Out of Session (Facility Hours 7-4)
August 16	Mid Quarter Start
September 3	No Friday Plus, Faculty off (Facility Hours 7-4)
September 6	Labor Day Holiday (School Closed)
September 21-22	Mid Term & Final Exams
September 23	School out of session (Facility Hours 7-7)
September 24	School out of session (Facility Hours 7-4)
September 27	New Student Orientation (Day-10am & Night -6pm)
September 27	Faculty In-Service (Day 10-12 & Night 6-8)
September 28	Quarter Start
November 4	New Student Orientation (Night-6pm)
November 4	School Out of Session (Facility Hours 7-7)
November 5	New Student Orientation (Day-10am)
November 5	School out of session (Facility Hours 7-4)
November 8	Mid Quarter Start
November 24-26	Thanksgiving Holiday (School Closed)
December 14-15	Mid Term & Final Exams
December 16	School out of session (Facility Hours 7-7)
December 17	School out of session (Facility Hours 7-4)
December 20-22	School out of session (Facility Hours 7-7)
December 23-24	Christmas Holiday (School Closed)
December 27-29	School out of session (Facility Hours 7-7)
December 30	School out of session (Facility Hours 7-4)
December 31	New Years Day Holiday Observed (School Closed)
January 3, 2011	New Student Orientation (Day-10am & Night -6pm)
January 3, 2011	Faculty In-Service (Day 10-12 & Night 6-8)
January 4, 2011	Quarter Start

ADMISSIONS

ADMISSION POLICY

Delta Tech has an open door policy for admission. Anyone who desires to attend Delta will be considered for admission on a nondiscriminatory basis. All applicants will be assigned an Admission Representative who will help the prospective student in developing an academic plan and then will assist with the application process.

ADMISSION PROCEDURE

Inquiries concerning admissions should be sent to:

Admissions Department
Delta School of Business and Technology
517 Broad Street
Lake Charles, LA 70601-4334

or call:

(337) 439-5765 or
1-800-259-JOBS
www.deltatech.edu

Upon receipt of such inquiries, the Department of Admissions will arrange for a personal interview. Upon completion of the interview and entrance examination, the formal application for admission may be submitted. The school will notify the applicant of his / her admission status.

ADMISSION REQUIREMENTS

The standard requirement for admission is that the applicant be a high school graduate and be able to make a minimum score on an entrance exam applicable to the program being considered. Those who have not graduated from high school but who have satisfied graduation requirements through the General Education Development Test (GED) may also be considered for admission.

The school does not require that an applicant have previously taken business or technical subjects. However, if the student has had previous business or technical courses or experience, advanced standing or credit may be granted by either transfer credit or proficiency examinations.

Students entering all colleges, universities, vocational-technical schools and proprietary schools in Louisiana will be required to show proof of immunity against measles, mumps, rubella, and to have had a booster dose of tetanus-diphtheria (Td) vaccine within the past 10 years.

IDENTIFICATION BADGES

Delta Tech provides the initial identification and access badge to all new students and re-

entries at no cost. Students are expected to wear the badge on their person at all times while on the Delta Tech campus. Identification badges must be unaltered and free of any other material, i.e., pin, stickers, etc. If badge is damaged or student changes course of study or name, student must bring old badge to the IT Department to have a new badge made without cost. If students do not present old badge, they will be changed a $5.00 replacement fee. All employees will be charged a $5.00 replacement fee for lost, or intentionally damaged or disfigured badges.

Procedure to secure a replacement badge:

1. Proceed to the Accounting Department, to pay the $5.00 replacement charge. Receipt will be provided to certify payment.
2. Proceed to the IT Department with a copy of paid receipt and a new identification badge will be issued.

Any student who does not choose to comply with the above mentioned policy will be subject to Delta Tech disciplinary procedures.

SMOKING POLICY

Smoking is prohibited in all Delta Tech academic and business buildings (classrooms, laboratories, offices, lounges, restrooms, hallways, stairways, and common areas, meeting rooms) and in all areas where “No Smoking” signs are posted.

With the newly adopted Louisiana Smoke Free Air Act 815, persons choosing to smoke outside Delta Tech buildings and/or facilities shall avoid all main entrance and exit areas to prevent subjecting others to secondhand smoke. Designated smoking areas have been established in an effort to reduce litter, address health problems, and alleviate physical reactions by those susceptible to second-hand smoke. The two designated smoking areas are:

- East Side of Main Building, 1st Floor
- Back of Gayle Building, 1st Floor

Smoking is prohibited is any area other than those designated above.

Additionally, any smoking shall occur at a reasonable distance outside any area where smoking is prohibited to insure that the smoke does not enter a facility through entrances, windows, and ventilation systems or by any other means. Any student who does not choose to comply with the above mentioned policy will be subject to Delta Tech disciplinary procedures.

FOREIGN APPLICANTS

Transcripts from the student's secondary schools must be submitted to the Dean of Academics. Whenever possible, an interview is required. If a proficiency test in English is needed, the student will be so advised.

TRANSFER OF CREDIT

Students transferring from other colleges or universities that are regionally or nationally accredited are eligible for admission to Delta with advanced standing. Credits for comparable courses in the student’s prospective curriculum in which passing grades (C or better) have

been earned at previous institutions, may be accepted in transfer at the Dean of Academic's discretion.

Students who want to transfer credits to Delta Tech from an accredited college or university may do so by requesting that official transcripts from each institution attended be sent directly to the Registrar's Office. Please allow two to four weeks for Delta Tech to receive the transcript(s).

Accepted transfer credits will be included in the cumulative hours of credits at Delta Tech and will also be calculated into your grade point average.

Students wishing to transfer credits earned at Delta Tech to another institution should check with that institution to understand their transfer of credit policy.

Delta Tech has an established articulation agreement with the University of Phoenix for all Associate of Occupational Studies degree credits earned. A copy of this agreement can be found in the graduate section of the Delta Tech website.

GENERAL INFORMATION

COLLEGE JURISDICTION

Delta Tech reserves the right to modify the offering of courses, programs of study, tuition, hours of classes, the calendar, and any other material listed in this catalog or herein attached or inserted. Changing conditions and requirements may dictate such changes at any time.

COMPLAINT PROCEDURE

Students should try to resolve any and all complaints with the Dean of Academics by submitting in writing the nature of the complaint. Unresolved complaints may be submitted to:

1. State of Louisiana, Board of Regents
   Proprietary School Section
   P. O. Box 3677
   Baton Rouge, LA 70821-3677

2. Accrediting Council for Independent Colleges and Schools
   750 First Street, NE, Suite 980
   Washington, DC 20002-4241

LEAVE OF ABSENCE

In some cases, a student may arrange to leave school temporarily, with the intention of returning at a later date. A student may obtain a Leave Of Absence (LOA) form from the Education Department.

The Dean of Academics must approve all requests for LOA. Leave of absence will be granted based upon the student's individual situation. Maternity, surgery, severe illness, death in the family, and family emergencies are all just causes for leaves of absence. The Dean of Academics counsels students at the time written request is submitted and informs students that

taking a Leave of Absence will extend the student's program length.

The School will not charge the student for the leave time; however, the allowed time for a Leave of Absence cannot exceed one hundred eighty (180) days per year. The year begins on the first date of student's granted leave, which is also the student's last date of school attendance. Weekends and holidays are included in the calculation of the leave period.

If the student fails to return from the leave of absence as specified by the Education Department, the student will be dropped from school. The withdrawal determination date that the school will use in calculating the withdrawal settlement will be the date the student was scheduled to return from the leave of absence. The student's charges will be based on the actual time in school excluding the leave time.

STUDY TIME

The school believes that a student's main objective should be to further his or her education. In order to successfully complete the class requirements, a student must consider his or her obligation to studies and allow the necessary required amount of study time.

GENERAL EDUCATION REQUIREMENTS

Occupational Associate Degree students must take a minimum of 16.8 credits of General Education courses. These General Education Courses from which a student may choose are located on pages 50-51. Those General Education courses that have no prerequisites are rotated and are available to students as they are needed to fulfill the general education requirements.

CREDITS

The school evaluates each subject in terms of quarter credit hours. One quarter credit hour equals at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and/or 30 hours of Externship.

CLASS HOURS

Day classes are in session from 8:00 a.m. to 2:00 p.m., Monday through Thursday. Evening classes are held on Monday through Thursday from 5:45 to 9:30 p.m. "Friday Plus" is offered to students from 9:00 a.m. to 12:00 p.m. for makeup tests, individual and group tutoring, skill-building drills, and additional lab time on equipment.

REPEATED COURSES

Students are expected to complete and pass all required subjects. Any required subject failed must be repeated and passed before graduation. Any course in which a student receives an "F" or "W" may be repeated at no additional charge.

INCOMPLETES

Grades of "Incomplete" can be assigned the letter grade of "I". Incompletes are only assigned

under certain circumstances such as illness or hospitalization. It is up to the instructor to decide if an "I" will be assigned. The student is then given one week to complete any and all work lacking so that the instructor may assign a grade. If for some reason, the student fails to make up the work within five scheduled class days after the new class start, the "I" will turn to an "F". The instructor notifies the student that they have until Friday the 1st week to complete any work outstanding. That is until Friday, and then on Monday the instructor turns in a letter grade.

NON-TRADITIONAL CREDIT

Placement exams are offered in specified classes. Based on a student's score on these examinations, one or more classes may be waived. The student does not receive a grade for the class waived, but instead receives pre-test credit for the class.

SCHOLARSHIPS

Delta awards up to eight scholarships to high school graduates annually. One graduate from each parish (Beauregard, Allen, Jefferson Davis, Cameron, and Vernon) will be awarded one scholarship. Two graduates from Calcasieu Parish will be awarded scholarships. The final award will be reserved for interested students outside the six-parish area. If a parish does not have any applicants, Delta reserves the right to award scholarships to other parish applicants.

Scholarship application packets must be received by March of each calendar year. As part of this application process, each applicant must meet with an Admissions Representative for a formal interview prior to the deadline. Interviews will be scheduled upon receipt of the scholarship application packet.

Scholarship finalists will be notified by March of each year, and will be scheduled for an interview with a panel of Delta Tech faculty and staff. Scholarship awards will be announced by the following April. Scholarship recipients may choose to begin classes in July, August or September of the years in which the scholarship is awarded. Scholarship recipients may choose any associate degree or diploma program offered by Delta Tech and receive a 50% tuition credit applied to chosen program. Scholarship recipients will be responsible for the cost of books and the registration fee. Delta reserves the right to revoke scholarship due to poor performance or disciplinary measures. Any student who withdraws from Delta Tech of their own accord or is withdrawn due to poor attendance or academic progress may lose his or her scholarship.

Scholarship applicants are required to submit an application packet assembled in a binder, consisting of the following information:

- High school transcript
- Typed essay from applicant explaining how they would benefit from training and education received at Delta Tech
- Three reference letters from high school instructors, staff, and/or other high school personnel.
- Two reference letters from anyone outside of the high school.
- If employed, one reference letter from employer that includes length of employment.
- One color photograph of applicant.
- Any additional information the applicant would like considered.

TUITION AND FEES

(2010– 2011 School Year)

Tuition prices vary based on method of payments and amount of down payments. Prices do not include books or registration fees ($190.00).

CERTIFICATE PROGRAMS:

BASE TUITION	METHOD OF PAYMENT	DISCOUNT TUITION PRICE	DOWN PAYMENT AMOUNT
$1495.00	Cash, Check or Credit Card	N/A	N/A

DIPLOMA PROGRAMS:

BASE TUITION	METHOD OF PAYMENT	DISCOUNT TUITION PRICE	DOWN PAYMENT AMOUNT
$9590.00	Full Payment Upfront (30% off)	$6713.00	$6713.00
$9590.00	Half Payment Upfront (20% off)	$7672.00	$4795.00
$9590.00	Ten % Down (10% off)	$8631.00	$959.00
$9590.00	Federal Student Aid	N/A	N/A

ASSOCIATE DEGREE OF OCCUPATIONAL STUDIES

1st Year Options*

BASE TUITION	METHOD OF PAYMENT	DISCOUNT TUITION PRICE	DOWN PAYMENT AMOUNT
$9590.00	Full Payment Upfront (30% off)	$6713.00	$6713.00
$9590.00	Half Payment Upfront (20% off)	$7672.00	$4795.00
$9590.00	Ten % Down (10% off)	$8631.00	$959.00
$9590.00	Federal Student Aid	N/A	N/A

2nd Year Options*

BASE TUITION	METHOD OF PAYMENT	DISCOUNT TUITION PRICE	DOWN PAYMENT AMOUNT
$9590.00	Full Payment Upfront (30% off)	$6713.00	$6713.00
$9590.00	Half Payment Upfront (20% off)	$7672.00	$4795.00
$9590.00	Ten % Down (10% off)	$8631.00	$959.00
$9590.00	Federal Student Aid	N/A	N/A

* Student has the option to change “method of payment” for second year funding.

GRADE AND GRADE POINTS

Students must maintain satisfactory academic progress at all times. Students are encouraged to consult their instructors regarding their grades and academic progress.

The letter standing system and grade point values are as follows:

A Excellent	4.0 grade points	PC	Pre-test Credit
B Good	3.0 grade points	W	Withdraw
C Satisfactory	2.0 grade points	I	Incomplete
D Poor	1.0 grade point		
F Failure	0.0 grade point		

A student's cumulative grade-point average (GPA) is computed by dividing the total number of points earned by the total number of hours completed. A failing grade becomes part of the student's permanent record. Upon successful completion of the course, the previous grade is not computed in the student's GPA; but the prior grade remains on the transcript.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled at Delta School of Business and Technology. Delta Tech requires that all courses be successfully completed in order to graduate from the program.

Maximum Program Length. A student must complete the entire program in no more than one and one-half the normal time frame or a degree cannot be awarded. If the student exceeds the maximum program length, a certificate of completion will be awarded.

Evaluation Points. The student's progress will be evaluated at one-quarter (25%) of the maximum time frame, one-half (50%) of the maximum time frame, and at the maximum (75%) time frame. If and when an evaluation point falls during a term, the evaluation is done at the beginning of the term.

	Normal Program Length	Maximum Program Length	25% Max Program Length	50% Max Program Length	75% Max Program Length
Day	9 month	13.5 mo.	3.4 mo.	6.75 mo.	10 mo.
	18 month	27 mo.	6.75 mo.	13.5 mo.	20 mo.
Night	12 month	18 mo.	4.5 mo.	9 mo.	13.5 mo.
	24 month	36 mo.	9 mo.	18 mo.	27 mo.

Minimum Academic Achievement and Successful Course Completion. A student must achieve the following minimum requirements at the specified evaluation points in order to remain enrolled as a regular student.

	GPA	Successful Completion of Attempted Courses
*25% Maximum Program Length	1.25	55%
*50% Maximum Program Length	1.50	60%
*75% Maximum Program Length	2.00	75%

*Student not meeting standards will be placed on probation.

A student who successfully completes only the minimum percentage of courses attempted at each evaluation point as described above will have to continue beyond the standard length of the program.

Institutional Procedures. If at any point it is clear the student is not meeting SAP Standards, they will be placed on academic probation and could become ineligible for Title IV funding. The student will be notified in writing by the Education Department that they have not met SAP requirements.

Probation. A student will be placed on probation if they fail to meet minimum SAP Standards at any of the checkpoints and will remain on probation until the end of the next grading period. At this point their standards will be checked and if a student has progressed since being placed on probation they will be returned to active status. If a student has not progressed in the quarter following their probation, they will lose their Title IV funding.

Reestablishing Eligibility. A student seeking to reestablished eligibility of Title IV Funds may do so by:

1. Progressing towards minimum SAP Standards by the end of the next grading period.
2. Appealing the education/financial aid department decision.

Appeal Process. Should a student disagree with the application of these satisfactory academic progress standards, he/she must first discuss the problem with the Dean of Academics. The decision of the Dean of Academics may be further discussed with the Board of Appeals, which includes the Education Department Heads.

Any student denied Title IV funding who can prove special circumstances pertaining to his or her case may appeal the decision of the Financial Aid Office. The appeal will be considered by the Financial Aid Appeals Committee.

1. The appeal must be in writing and submitted to the Education Department with supporting documentation no later that the second Friday of the new grading period.
2. The request should include a detailed description of the circumstance(s) that contributed to the student not maintaining satisfactory progress. Supporting documentation must be included with the request.

Change of Major. Students requesting a change of major at any time during his or her enrollment will be required to sign an amended contract and pay the required $95.00 change of major fee. In doing so, students may incur a change in tuition that will be charged to the student's account. The Dean of Academics must approve all requests for change of major and student's Satisfactory Academic Progress checkpoint must meet minimum standards.

Withdrawals and Incompletes. Grades of W (withdrawal) WP (withdraw while Passing) WF (withdraw while Failing) and I (Incomplete) will be considered (counted) in calculating credit hours attempted, but are not counted in calculating GPA.

If an "I" is not changed to a grade by one week after the beginning of the quarter (or the beginning of the next six weeks- whichever applies), then the "I" becomes an "F".

Failures. Failures are counted towards the determination of GPA and credit hours attempted.

The failing grade becomes a permanent part of the student's record. When the course is repeated, the failing grade is no longer calculated in the student's GPA.

Course Repeats. If a student repeats a course, both courses will be counted as credit hours attempted. The higher of the two grades will be assigned as the permanent grade and that grade will be used in calculating the GPA.

Pre-test Credits. Grades of PC (pre-test credit) will be considered (counted) in the determination of satisfactory progress and in the determination of the number of credits earned. Grades of PC are not used in the calculation of GPA.

Transfer Credit. Transfer credit is used in calculating credit hours attempted and GPA.

Student Seeking Additional Degree. Any Delta Graduate who wishes to gain an additional degree from Delta will be required to meet Satisfactory Academic Progress standards as set forth by Delta guidelines. In the event a student changes majors or seeks to earn an additional degree, Delta Tech will not include in the calculation of a student's SAP standing the credits attempted and grades earned that do not count toward the student's new major.

Unsuccessful Completion of a Course within the prescribed time frame. Unsuccessful completion within the prescribed time frame of any class will result in a grade of "I". If the "I" is not changed to a grade by one week after the start of the next period, the "I" will become an "F". At that point, the only way to remove the F will be to repeat the course.

Leave of Absence. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

ORIENTATION

Orientation is scheduled every six weeks. At that time students receive schedules, an explanation of school policies, and fill out required paperwork. Orientation is designed to enable the student to make an easy adjustment to the school environment and to acquaint the student with Delta Tech.

WITHDRAWALS

Students withdrawing from a class should consult with the class instructor and then the Education Department. Deadline for students being allowed to withdraw from classes will be the Friday of the first week of each six (6) week session, and the first week of each 12 week session for 12 week classes.

Students withdrawing from school should complete a withdrawal form at the Education Department. The school requests that a notice of cancellation or withdrawal be made in writing. The date of withdrawal shall be the last date of recorded attendance.

"UNOFFICIAL" WITHDRAWALS

If and/or when a student "unofficially" withdraws from school, the date of determination will be established as no later than 14 days after the last date of attendance.

RE-ENTRIES

Former students of Delta Tech who withdrew from school prior to completion will be considered for Re-entry into Delta by contacting the Education Department. The process will require an interview with the Dean of Academics. The student will be required to pay any outstanding financial obligations related to the student's previous enrollment at Delta Tech and will be responsible for a $95.00 re-entry fee which must be paid prior to the start of classes. The student must have met the minimum requirements set forth by Delta's Satisfactory Academic Progress standards, depending upon what point the student was in his or her program at the time of his or her withdrawal from Delta.

The student will also be charged any tuition differential that may have occurred while they were out of school. A consultation with the Financial Aid Department will also be required.

After Voluntary Interruption: A former Delta Tech student who has voluntarily interrupted his or her attendance at the college must notify the Education Department of his or her intention to return to the college and appear before the Re-entry Committee.

After Academic Dismissal: A former Delta Tech student who has been dismissed from the college for academic reasons (not meeting Satisfactory Academic Progress requirements) and who desires to be readmitted may apply for readmission as a regular student after a lapse of 90 days. The Dean of Academics must approve reinstatement (see section on Standards of Satisfactory Academic Progress). No readmission will be considered after a third dismissal.

GRADUATION REQUIREMENTS

Students must complete the number of required credits with a 2.0 or above grade point average to be eligible for graduation. No student will be graduated with a grade point average below 2.0. A student cannot be awarded a degree or diploma if they have exceeded the maximum program length for their enrolled program. No degree, diploma or certificate will be awarded until all financial obligations are met.

Completion and graduation rates are available upon request. Please contact the Education Department.

STUDENT CONDUCT

Delta Tech does not allow the use of alcohol or illegal drugs on school property or at school-sponsored functions. A student who is in possession of or under the influence of alcohol or illegal drugs is subject to loss of financial aid and immediate dismissal from the school. Delta Tech reserves the right to dismiss a student whose conduct is detrimental to the school or other students. Students are expected to maintain the standards of conduct that would be applicable to any work situation. Attendance, participation, hard work, and honesty are expected at all times.

DESCRIPTION OF FACILITIES

Delta School of Business and Technology campus includes a four-acre area with parking for the students. Each building contains the following square footage: Gayle Building 20,000; Main Building 10,000; Annex 1,600.

DESCRIPTION OF EQUIPMENT

Delta Tech currently utilizes three computer labs equipped with full Internet access and laser printers for all computer application classes. The Drafting Department is equipped with an AutoCAD computer lab including full Internet access, printers, and one color plotter. The Information Technology Department is equipped with two computer labs, one computer lab with full Internet access, printers, and a training area complete with workstations and five routers to simulate a wide area network environment, two computer labs for training with network operating systems, and one computer lab for building computers and troubleshooting hardware. The Medical Department is equipped with computer lab, Internet access and laser printer. The Accounting Department is equipped with computer lab, Internet access and laser printer.

All instructors are equipped with desktop computers to aid in class presentations and research. All instructors have access to TV's and VCR's as well as LED projectors for computerized presentations.

FRIDAY PLUS

Friday is an extra day as it functions in conjunction with the four-day week. Fridays are for one-on-one instruction, make-up work, and accelerated opportunities for all students. Faculty members will be available from 9 a.m. until 12 noon on Fridays to assist students in a more personalized way.

DISCOUNT

A thirty percent discount will be applied if a student makes a full tuition cash payment, a twenty percent discount will be applied if a student makes a fifty percent tuition cash payment, and a ten percent discount will be applied if a student makes a ten percent cash payment. This can apply to the student's first or second academic year. (See Tuition and Fees on page 19.)

DETERMINING AID EARNED

Title IV funds earned are determined by dividing the calendar days completed in the payment period or period of enrollment by the total calendar days in the payment period or period of enrollment (excluding scheduled breaks of five days or more and days that the student was on approved leaves of absence). Through 60%, the percentage of Title IV aid earned is equal to percentage of payment period or period of enrollment completed. After 60%, the student has earned 100% of Title IV aid for the payment period or period of enrollment.

RETURN OF TITLE IV FUNDS

If a student begins attending and withdraws from the institution during a payment period or period of enrollment, federal regulations require an institution to determine the amount of the Title IV funds that were earned as of the student's withdrawal date. Title IV funds that were disbursed in excess of the earned amount must be returned.

DETERMINING WITHDRAWAL DATE

If the student fails to attend the institution prior to the end of the payment period or period of enrollment, a student's withdrawal date is:

- For students who provide notification to the institution of his or her intent to withdraw, the withdrawal date is the date that notification is received by the institution in writing or orally.

- For students who do not provide notification to the institution of his or her intent to withdraw, the withdraw date is the date that the institution becomes aware that the student has failed to attend. The institution will determine the withdrawal date as follows:

    1. The last date of recorded attendance.
    2. Any earlier or later date that the institution documents as the last date of academically related activity by the student.

    3. Another date, as determined by the institution, related to an accident, illness, grievous personal loss, or other circumstances beyond the student's control that prevented the student from withdrawing officially.

- For a student who does not return from an approved leave of absence, the withdrawal date is the earlier of the date of the end of the leave of absence or the date the student provides official notification to the institution that he or she will not be returning to the institution.

RETURN OF UNEARNED TITLE IV FUNDS

If the total amount of Total IV funds earned is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the Title IV program from which the student received aid during the payment period or period of enrollment, in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Federal Direct Loan
4. Subsidized Federal Direct Loan
5. Federal Perkins Loan
6. Federal PLUS Loan
7. Federal Direct PLUS Loan
8. Federal PELL Grant
9. Academic Competitiveness Grant
10. National Smart Grant
11. Federal FSEOG
12. Other Title IV grant or loan assistance

UNEARNED TITLE IV FUNDS RETURNED BY INSTITUTION

If a student has received excess funds, the institution must return a portion of the excess equal to the lesser of:

- The student's institutional charges for the payment period or period of enrollment, multiplied by the unearned percentage of funds, or

- The entire amount of the excess funds.

The institution's portion of unearned Title IV aid returned will be charged back to the student's account.

UNEARNED TITLE IV FUNDS RETURNED BY STUDENT

In the event that there is additional unearned aid, the student is responsible for returning those funds. Loans can be repaid in accordance with the terms of the promissory note. Title IV grant overpayments require that students repay only 50% of the initial amount of overpayment.

POST-WITHDRAWAL DISBURSEMENTS

If the total amount of the Title IV funds earned is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. The student's account may be credited up to the amount of allowable charges. Any amount not credited to the student's account will be offered to the student within 30 days of the date that the institution determined that the student withdrew. If the student declines the disbursement or does not reply within the permitted timeframe, the institution will return any earned funds it is holding to the Title IV program. If the student responds after 14 days of the date that the notification was sent, the institution will inform the student in writing if it decides not to make the post-withdrawal disbursement.

REFUNDS / CANCELLATIONS

During the first week of classes the institution shall refund at least 90% of tuition; thereafter, during the next three weeks of classes, the institution shall refund at least 80% of tuition. Thereafter, during the first 25% of the period of financial obligation, the institution shall refund at least 55% of tuition; thereafter, during the second 25% of the period of financial obligation, the institution shall refund at least 30% of tuition. In cases of withdrawal after this, the institution may commit the student to the entire obligation.

Cancellation within three business days: If for any reason a student is unable to begin classes, all monies paid will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.

Cancellation after three-business days: Tuition or fees are collected in advance of entrance and if the student does not begin classes, the institution shall retain not more than $150. Refunds for a student who does not begin classes shall be made within 30 days of the start of a quarter, term, or semester.

9 month	Cost		12 month	Cost
1st week	10%		1st week	10%
2nd - 4th week	20%		2nd - 4th week	20%
5th - 9th week	45%		5th - 12th week	45%
10th-18th week	70%		13th - 24th week	70%
19 or more weeks	100%		25 or more weeks	100%

STUDENT SERVICES

GRADUATE SERVICES

Delta Tech offers lifetime employment assistance and makes a sincere effort toward the successful employment of its graduates in the field in which they have been trained.

Delta Tech's Graduate Service process is two-fold: (1) graduates receive assistance from the Graduate Services Department, and (2) he or she enrolls in a Job Readiness course where they are taught job-search skills. The job-search skills prepare them to participate in the job-search in conjunction with Delta's Graduate Services Department and to participate in self-directed job search.

The Graduate Services of Delta Tech may include but is not limited to:

1. Assistance with resumes.
2. Assistance with applications.
3. Assistance on how to conduct a job search.
4. Contacts with employers to identify job openings.
5. Contacts with prospective employers after interviews.
6. Information concerning employment opportunities with local, state, and federal agencies.
7. Communication with other career centers to seek employment assistance in other areas of the United States.
8. Lifetime placement assistance is available.

Placement rates are available upon request. Please contact the Graduate Services Department.

HOUSING

Most students reside within commuting distance; the school does not maintain dormitory facilities.

ACADEMIC COUNSELING

Academic counseling is a continuing experience between the student and teacher, and students are counseled relating to Academic Probation. The Dean of Academics counsels with students often to help with school and personal problems. Delta Tech has a sincere interest in the personal welfare of each student and promotes an open-door policy of communication to provide assistance when needed.

FINANCIAL ASSISTANCE

All students are encouraged to apply for financial assistance by filling out the Federal Application for Federal Student Aid (FAFSA). Information regarding financial assistance is supplied to students during his or her interview for admission and at other times during his or her period of enrollment through the Financial Aid office.

BOOKSTORE

Delta Tech maintains a bookstore where students may purchase all required texts. All expenses for books and supplies are in addition to tuition cost.

LIBRARY

The library and library resources are available to students and faculty for research and references. Computers, periodicals, tests, newspapers, Internet, and other reference materials are available in the library, as well as, in individual classrooms and computer labs. Also standard reference volumes are available for student use. The library is accessible from:

8:00 a.m. – 6:00 p.m. Monday – Thursday
8:00 a.m. - Noon Friday

TUTORING

Tutoring is provided at no additional cost to all students who need assistance with his or her studies in order to achieve the desired results. Students in need of tutoring should consult with his or her instructor regarding the specific needs for tutoring.

INTERNSHIP

Internship students are placed in an actual job in the business community for part of his or her school day in his or her last quarter of training. The students are exposed to the many components of his or her chosen occupational field and have the opportunity for "hands-on" experience. Internship is considered a service to the student as well as curriculum requirement. As a result of Internship training, the student receives valuable experience and the opportunity to relate in an actual job situation. Often, Internship training is the beginning of many permanent jobs and job networking.

NURSERY

Delta offers nursery facilities to Delta students to enable them to pursue his or her career goals. Students enrolled at Delta may use the nursery facilities while they are in school on a first-come, first-serve basis as spaces are available. Students who withdraw may lose their nursery privileges due to limited space.

STUDENT ORGANIZATIONS

Delta Tech provides activities for students as a natural accompaniment to the study programs to afford avenues of expression and development of leadership and lasting friendships. All students are encouraged to take advantage of the organizations that meet his or her needs and interests. Student organizations include Phi Beta Lambda, Delta Accounting Society, the Medical Office Assistant Society, ACEIT, and The Dental Society.

HONOR'S PROGRAM

PRESIDENT'S LIST

The President's List is composed of students earning a 4.0 grade point average and at least 12 credit hours (day) or 9 credit hours (night) per quarter or an overall 4.0 grade point average at the point of graduation.

DEAN'S LIST

Recognition is awarded to students who make a 3.50 to 3.99 grade point average and earn at least 12 credit hours (day) or 9 credit hours (night) per quarter or an overall grade point average of 3.50 to 3.99 at the point of graduation.

ATTENDANCE HONORS

An Attendance Award is presented to all students who have maintained perfect attendance during a term.

FINANCIAL ASSISTANCE INFORMATION

Delta Tech participates in the Federal Title IV Program which consists of the following types of aid: Federal Pell Grant, Federal SEOG, Federal Work Study, ACG, Federal Perkins Loans, FFEL Loan, FFEL Plus Loans and Direct Loans. The primary purpose of financial aid is to provide monetary assistance to students who can benefit from post secondary education. It is believed that when these individuals have the opportunity to develop their capacity, they not only enhance themselves, but also contributes greatly to society.

The Financial Aid office at Delta Tech is dedicated to:

1. Helping to remove the financial barrier for those students who are unable to pay.
2. Easing the financial burden for those who are more able to pay, but are still in need of financial assistance.
3. Striving to realize the goal of equality of education opportunity.
4. Utilizing a consistent method for measuring the ability of families to pay for educational costs.
5. Providing all students the opportunity to apply for aid.

Students should submit the Federal Application for Federal Student Aid (FAFSA) annually to apply for financial aid. The FAFSA is a need analysis document published by the Department of Education. The information in this document is sent to the central processing center for an analysis of the expected family contribution (EFC). Federal aid may only be awarded based on the official results of the FAFSA. The Financial Aid office will use this information to put together an aid package for the student that may include more than one type of financial aid. Delta Tech provides student financial assistance to eligible applicants and priority is given to students who have the greatest financial need.

Most awards are renewable if the financial need still exists, if academic and citizenship records are adequate, and if the student is making satisfactory progress. Delta Tech makes every effort to assist students who need financial assistance to complete his or her college program.

FORMS / APPLICATION INFORMATION

Each student fills out the U.S. Department of Education's "Free Application for Federal Student Aid". This is a confidential financial statement of parental and student income. It is helpful to bring a copy of the appropriate U.S. Income Tax Return and W-2 for the most recent tax year to the Financial Aid office.

If eligible for a student loan, a sample loan repayment schedule and the necessity for repaying the loan is included in the handouts you will receive from the Financial Aid office.

ELIGIBILITY

Enrollment as a regular student.

U.S. citizen or eligible non-citizen.

Make satisfactory academic progress.

The student must sign a statement that one is not in default on any Federal, Title IV, Higher Education Assistance (HEA) Loan, that the student does not owe a Title IV overpayment at any institution, and that the student is not involved in unlawful drug manufacture, distribution, dispensing, possession or use.

The student must sign a statement of registration compliance indicating that a) the student has registered with the Selective Service; or b) that the student are not required to register.

AID RECIPIENT SELECTION

Awards are determined and granted based upon financial need. Need is determined by evaluating the information on the aid application. Students with greater need are given priority when awards are determined. The handicapped student must let Financial Aid know because your expense may be greater with the costs associated with the handicap.

HOW WILL MY AID BE PROCESSED?

During your financial aid interview, the Financial Aid Department will explain how and when his or her financial aid will be processed. The student will be told the types and amounts of aid that were awarded. The institution participates in electronic funds transfer for Stafford and Plus loans. When funds are credited to your account, the student will be notified in writing with a statement of date, amount and source of funds.

MAINTAIN ELIGIBILITY

Students must meet satisfactory academic progress standards printed in this catalog.

The student must be enrolled when the Federal Funds are processed.

The student cannot continue working on Federal Work-Study (FWS) if the student is not enrolled in school or on Leave of Absence.

If the student is allowed to re-enter the school on a probationary basis after failing to meet the satisfactory academic progress standards, the student must meet the terms and conditions of your probation in order to be eligible for further financial aid assistance.

TRANSFER STUDENTS

If a student transfers from one school to another, your financial aid does not automatically transfer. To receive aid at Delta, check with the Financial Aid Officer to find out what steps must be taken. The student cannot duplicate federal aid at two different institutions in (1) one financial aid award year. If the student received aid from another school, our financial aid office will verify all financial aid paid to determine remaining eligibility.

VERIFICATION

Effective 2001 – 2002, (July 1, 2001), Delta will verify those students selected by Central Processing System CPS. If selected for verification, the student will be required to provide certain documents to the Financial Aid Office. If CPS does not select the student and any conflicting information exists in the student's file, Delta Tech will require the student to bring in documentation to clear up any discrepancies. If the student is considered for special circumstances, Delta Tech will automatically select the student for verification, even if CPS has not.

FEDERAL PELL GRANTS

Federal Pell Grant is the largest federal grant program. The amount of a student's grant depends upon the student's family size and income. Estimates for grant amounts can be obtained in the Financial Aid Office. The U.S. Department of Education determines final notice of grant eligibility. To be eligible for the grant, a student must not have received a bachelor's degree from another institution.

FEDERAL STUDENT LOANS

Student loans may be necessary part of a student’s financial aid. These are low interest government loans, with a standard 10 year repayment period. The student, in some instances, can be given as much as a 20 year repayment plan. Repayment begins six (6) months after the student’s last date of attendance or when he or she drops below a half-time enrollment status. Applicants should carefully read the information on the promissory note and booklet that comes with the application.

Delta Tech has a list of lenders who have been selected based on the factors such as fees and benefits provided to the borrower. The list of lenders who currently service Delta Tech is provided to the student in the admissions appointment. The student should review the list of lenders and be prepared to tell the Financial Aid Advisor who he or she would like to use.

FEDERAL WORK STUDY (FWS)

The (FWS) program provides part-time jobs for students to earn money while in school. (FWS) students work and earn at least the federal minimum hourly wage.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

This is a grant program to help students pay for his or her education. It is available to Federal Pell Grant recipients who have an exceptional financial need. Because it is a grant, it does not have to be paid back. Each year the school receives a set amount of (FSEOG) authorization. When the amount authorized is awarded, there are no remaining (FSEOG's) for that year.

PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

Federal PLUS loans enable parents with good credit histories to borrow for each student who is enrolled at least half time and is a dependent student. A lender such as a bank, credit union, or savings and loan association makes these loans, like Federal Stafford Loans. The yearly loan limit is the student's cost of education minus any estimated financial aid for which the student is eligible.

FEDERAL PERKINS LOANS (FORMERLY NDSL)

Eligible students needing financial assistance may borrow up to $4,000 per year. Payments at a 5% interest rate begin nine (9) months after the student ceases to be at least a half-time student and may be extended over a 10-year period with minimum payments of $42 per month. Repayment may be deferred up to three years during service in the Peace Corps, VISTA, or the Armed Forces and may be deferred as long as the borrower carries at least a half-time academic load at an eligible institution of higher learning.

NON-TITLE IV FUNDING

Delta participates in alternative funding programs through various banks and finance companies. Eligibility is based on credit history. Interest rates vary according to your credit worthiness. The lender determines disbursements of non-title IV.

VOCATIONAL REHABILITATION ASSISTANCE

Financial aid may be obtained for handicapped students through the local Vocational Rehabilitation offices.

EXAMINATION OF STUDENT RECORDS

See section on Statement of Compliance with 1974 Rights and Privacy Act.

STATEMENT OF COMPLIANCE WITH 1974 RIGHTS AND PRIVACY ACT

1. GENERAL POLICY
Under the authority of the Family Educational Rights and Privacy Act of 1974, a student has the right to examine certain files, records, or documents maintained by the school, which pertain to him/her. The school must permit a student to examine such records within 45 days after submission of a written request and to obtain copies of such records upon payment of the cost of reproduction.

A student may request that the school amend his education records on the grounds that they are inaccurate, misleading, or in violation of his right of privacy act. In the event that the school refuses to so amend the records, a student may request a hearing.

2. EDUCATIONAL RECORDS
Educational records are all files, records, or documents maintained by the school that contain information directly related to the student. Each student has two separate files, an Education and Financial Aid file. The records are maintained by each individual department (Education and Financial Aid). When the student completes or withdraws, the two (2) files are combined and stored in the campus vault. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

3. EXEMPTIONS
The following items are exempt for the Act:

A. Parents' Confidential Statement, Financial Need Analysis Report, and the Pell Eligibility Report.

B. Confidential letters of recommendation received by the school prior to January 1, 1975. As to such letters received after 1974, the Act permits a student to waive his right of access if the letters are related to admission, employment, or honors.

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

5. ACCESS WITHOUT STUDENT CONSENT
The school may release student information without written consent of the student to:

A. Other school officials who have legitimate interests.
B. Other schools where students have applied for admission. In this case, students must be advised that the records are being sent so that they may receive a copy and have an opportunity to review and challenge the records.
C. Authorized representative of the Department of Education and the Comptroller General of the United States.
D. State and local authorities, where required.
E. Accrediting agencies.
F. Parents of a student who is their dependent as defined in the Internal Revenue Code of 1954. However, the school is not required to release such records.
G. To comply with a court order or subpoena, provided that the student is notified prior to compliance.
H. In the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

ADDITIONAL COMPLIANCES

No qualified handicapped person shall (on the basis of handicap) be excluded from participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any school related program or activity.

Delta Tech admits students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin, the

administration of its educational policies, admission policies, grant and loan programs, and any school administered programs. Inquiries concerning the application of these laws and regulations to the school may be directed to:

Delta Tech
517 Broad Street
Lake Charles La 70601

Or

United States Department of Education
Case Management and Oversight
P.O. Box 44805
L'Enfant Plaza Station
Washington D.C. 20026-4805

PROGRAMS OF STUDY

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE PROGRAMS

An Associate in Occupational Studies Degree is awarded for successful completion of a course of study, including subject concentration in a major area of an occupational field and additional general studies. The prescribed courses of instruction include subjects designed to prepare the student for a career and for the student's function in society. A degree program is at least 90 credit hours of academic instruction in length and includes introductory and advanced courses predicated on completion of specific foundation courses. Associate degree programs require at least 16.8 credits of General Education courses.

Currently, Delta School of Business and Technology offers an Associate in Occupational Studies Degree with emphasis in Administrative Assistant-Legal, Administrative Assistant, Administrative Accounting, Business Management, Medical Office Assistant, Drafting Technology (AutoCAD), and Information Technology.

DIPLOMA PROGRAMS

A diploma is awarded for successful completion of the following program: Medical Office Assistant.

CERTIFICATE PROGRAMS

A certificate is awarded for successful completion of the following program: Phlebotomy Technician.

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE PROGRAMS

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE -ADMINISTRATIVE ACCOUNTING

The objectives of the Associate in Occupational Studies Administrative Accounting program are structured enable graduates to extend their career goals beyond the fundamentals of bookkeeping and potentially move into the management arena. This is accomplished through the development of analytical and interpretive skills. These graduates need competence in liquidity and profitability analysis, profit planning, and cost determination in addition to leadership characteristics.

Curriculum: 109.2 credit hours
Normal program length: 18 months (day) 24 months (night)

Course No.	Subject Title	Credit Hrs
ACD-100	Payroll	4.8
ACD-101	Introduction to Accounting	4.8
ACD-109	Business Math I	2.4
ACD-110	Business Math II	2.4
ACD-111	Business Math III	2.4
ACD-114	Principles of Accounting I	4.8
ACD-204	Principles of Accounting II	4.8
ACD-214	Income Tax I	4.8
ACD-304	Principles of Accounting III	4.8
ACD-314	Income Tax II	4.8
ACD-404	Computer Accounting	4.8
ACD-504	Principles of Accounting IV	4.8
CED-110	Critical Thinking	2.4
CED-303	Job Readiness – Resumes	2.4
CED-304	Job Readiness - Interviews	2.4
CED-600	Internship	6.0
CPT-100	Introduction to Computers	2.4
ENG-204	Business English I	2.4
ENG-205	Business English II	2.4
ENG-304	Business Communications	4.8
SED-102	Records Management	2.4
	Computer Courses	14.4
	General Education	16.8
		109.2

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE –ADMINISTRATIVE ASSISTANT (LEGAL)

The general objective of the Associate in Occupational Studies Degree Administrative Assistant-Legal program is to produce graduates who have business skills that qualify them for positions where they are an active participant on the staff of a law firm. The opportunity to advance to higher salaries and responsibility in a law firm is a primary goal for administrative assistant legal graduates.

104.4 credit hours
Normal program length: 18 months (day) 24 months (night)

Course No.	Subject Title	Credit Hrs
ACD-100	Payroll	4.8
ACD-101	Introduction to Accounting	4.8
ACD-109	Business Math I	2.4
ACD-110	Business Math II	2.4
ACD-111	Business Math III	2.4
CED-110	Critical Thinking	2.4
CED-303	Job Readiness - Resumes	2.4
CED-304	Job Readiness - Interviews	2.4
CED-600	Internship	6.0
CPT-100	Introduction to Computers	2.4
ENG-204	Business English I	2.4
ENG-205	Business English II	2.4
ENG-304	Business Communications	4.8
MGT-314	Business Law I	4.8
MGT-315	Business Law II	4.8
MGT-317	Legal Office Management	4.8
OPD-202	Office Procedures	4.8
OPD-212	Legal Office Procedures	4.8
SED-102	Records Management	2.4
SED-110	Keyboarding	4.8
	Computer Courses	14.4
	General Education	16.8
		104.4

Students may substitute courses that meet the career objective with approval of the Dean of Academics. Applications may be substituted for Internship.

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE -ADMINISTRATIVE ASSISTANT

The general objective of the Associate in Occupational Studies Degree Administrative Assistant-Computers program is to produce graduates who have business skills that qualify them for positions where they are an active participant on the team in a company. The opportunity to advance to higher salaries and responsibility is the primary goal for administrative assistant computer graduates.

Curriculum: 99.6 credit hours
Normal program length: 18 months (day) 24 months (night)

Required Subjects

Course No.	Subject Title	Credit Hrs
ACD-100	Payroll	4.8
ACD-101	Introduction to Accounting	4.8
ACD-109	Business Math I	2.4
ACD-110	Business Math II	2.4
ACD-111	Business Math III	2.4
CED-110	Critical Thinking	2.4
CED-303	Job Readiness - Resumes	2.4
CED-304	Job Readiness - Interviews	2.4
CED-600	Internship	6.0
CPT-100	Introduction to Computers	2.4
ENG-204	Business English I	2.4
ENG-205	Business English II	2.4
ENG-304	Business Communications	4.8
OPD-202	Office Procedures	4.8
SED-102	Records Management	2.4
SED-110	Keyboarding	4.8
	Computer Courses	28.8
	General Education	16.8
		99.6

Students may substitute courses that meet the career objective with approval of the Dean of Academics. .

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE –BUSINESS MANAGEMENT

The objective of this program is to provide the graduate of this program with management skills that will play a primary role in the efficient running of an organization. The graduate will have the business, decision-making and human relations skills for entry-level jobs that will lead to careers in management. This program provides the broader base of academic skills necessary to enhance his/her success in the business management field.

Curriculum 104.4 credit hours
Normal program length: 18 months (day) 24 months (night)

Course No.	Subject Title	Credit Hrs
ACD-100	Payroll	4.8
ACD-101	Introduction to Accounting	4.8
ACD-109	Business Math I	2.4
ACD-110	Business Math II	2.4
ACD-111	Business Math III	2.4
ACD-114	Principles of Accounting I	4.8
ACD-214	Income Tax I	4.8
ACD-314	Income Tax II	4.8
CED-110	Critical Thinking	2.4
CED-303	Job Readiness – Resumes	2.4
CED-304	Job Readiness – Interviews	2.4
CED-600	Internship	6.0
ITD-100	Introduction to Computers	2.4
ENG-204	Business English I	2.4
ENG-205	Business English II	2.4
ENG-304	Business Communications	4.8
MGT-224	Retail Management	4.8
MGT-314	Business Law I	4.8
MGT-404	Supervision I	2.4
MGT-405	Supervision II	2.4
SED-102	Records Management	2.4
	Computer Courses	14.4
	General Education	16.8
		104.4

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE – MEDICAL OFFICE ASSISTANT

The general objectives of this program are to train students who will have administrative, office and clinical skills that qualify them for positions in medical offices, clinics, and hospitals and to prepare them to advance for supervisory / office management positions. In the Clinical course, the key objectives will be sterilization of instruments, vital signs, and invasive procedures, such as phlebotomy and injections. Graduates of this program will have received guidance in areas such as attitudes, grooming, work ethic, and general professionalism, which should help graduates get jobs, keep jobs, and be eligible for upward mobility in their field.

Curriculum: 109.2 credit hours
Normal program length: 18 months (day) 24 months (night)

Course No.	Subject Title	Credit Hrs
ACD-109	Business Math I	2.4
ACD-110	Business Math II	2.4
ACD-111	Business Math III	2.4
CED-110	Critical Thinking	2.4
CED-302	Job Readiness – Resumes	2.4
CED-303	Job Readiness – Interviews	2.4
CED-600	Internship	6.0
CPT-100	Introduction to Computers	2.4
ENG-204	Business English I	2.4
ENG-205	Business English II	2.4
ENG-304	Business Communications	4.8
MED-100	Medical Science IA	2.4
MED-101	Medical Science IB	2.4
MED-200	Medical Science IIA	2.4
MED-201	Medical Science IIB	2.4
MED-300	Clinicals I	2.4
MED-305	Clinicals II	2.4
MED-302	Medical Terminology	3.6
MED-303	Medical Office Procedures	3.6
MED-500	Medical Insurance Procedures I	4.8
MED-501	Medical Insurance Procedures II	4.8
MED-502	Medical Transcription	4.8
SED-102	Records Management	2.4
SED-110	Keyboarding	4.8
	Computer Courses	14.4
	General Education	16.8
		106.8

Students may substitute courses that meet the career objective with the approval of the Dean of Academics.

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE - DRAFTING TECHNOLOGY

The objective of the Associate in Occupational Studies Degree Drafting Technology program is to train its students for a wide variety of career opportunities that include, but are not limited to, engineering assistant, and draftsmen in architectural and engineering firms. The primary focus of the curriculum is computer studies, utilizing AutoCAD, with manual drafting being an integral part. Course work is supported by technical studies, but also includes general education and computer electives. The program is mathematically oriented and encourages analytical thinking.

Curriculum: 96.0 credit hours
Normal program length: 18 months (day), 24 months (night)

Course No.	Subject Title	Credit Hrs
ACD-109	Business Math I	2.4
ACD-110	Business Math II	2.4
ACD-111	Business Math III	2.4
CED-110	Critical Thinking	2.4
CED-303	Job Readiness – Resumes	2.4
CED-304	Job Readiness – Interviews	2.4
CPT-100	Introduction to Computers	2.4
DRD-106	Technical Math II	4.8
DRD-110	Basic Drafting I	3.6
DRD-111	Basic Drafting II	3.6
DRD-350	Introduction to Drafting Disciplines I	3.6
DRD-360	Introduction to Drafting Disciplines II	3.6
DRD-410	Computer Aided Design	7.2
DRD-510	Drafting Specialization I	7.2
DRD-610	Drafting Specialization II	7.2
DRD-620	Advanced Computer Aided Design	7.2
ENG-204	Business English I	2.4
ENG-205	Business English II	2.4
	Computer Courses	9.6
	General Education	16.8
		96.0

Students will be introduced to four career specializations to be applied to Drafting Specialization I and II as well as Introduction to Drafting Disciplines I and II. Career Specializations are Piping, Architectural, and Structural Steel and Civil Drawings.

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE – INFORMATION TECHNOLOGY

The objective of the Information Technology program is designed to prepare students for employment in the field of computer electronics, technical support, network administration and management. The graduate will be able to go to work as a computer technician, network administrator, or computer systems hardware analyst. Graduates should be prepared to sit for the Microsoft MCP, Cisco CCNA and A+ certification tests.

Curriculum: 99.6 credit hours
Normal program length: 18 months (day) 24 months (night)

Course No.	Subject Title	Credit Hrs
CED-110	Critical Thinking	2.4
CED-303	Job Readiness – Resumes	2.4
CED-304	Job Readiness – Interviews	2.4
CED-600	Internship	6.0
ENG-204	Business English I	2.4
ENG-205	Business English II	2.4
ITD-105	Computer Hardware & Maintenance I	2.4
ITD-106	Computer Hardware & Maintenance II	1.2
ITD-105L	Comp. Hardware & Maintenance I Lab	2.4
ITD-106L	Comp. Hardware & Maintenance II Lab	1.2
ITD-201	Network Technology I	1.8
ITD-202	Network Technology II	1.8
ITD-205	Operating Systems I	1.8
ITD-206	Operating Systems II	1.8
ITD-220	NetPlus I	7.2
ITD-301	LAN Administration I	1.8
ITD-302	LAN Administration II	1.8
ITD-320	NetPlus II	7.2
ITD-501	ADS Infrastructure I	1.8
ITD-502	ADS Infrastructure II	1.8
ITD-420	NetPlus III	7.2
ITD-520	NetPlus IV	7.2
	Computer Courses	14.4
	General Education	16.8
		99.6

Students may substitute courses that meet the career objective with the approval of the Dean of Academics.

DIPLOMA PROGRAMS

DIPLOMA - MEDICAL OFFICE ASSISTANT

The general objective of this program is to train graduates who will be qualified for positions as medical office assistants in a variety of professional settings, which include but are not limited to clinical settings, medical clerical settings, and administrative settings.

In the Clinical course, the key objectives will be sterilization of instruments, vital signs and invasive procedures, such as phlebotomy and injections. Graduates of this program will have received guidance in areas such as attitudes, grooming, work ethic, and general professionalism which should help graduates get jobs, keep jobs, and be eligible for upward mobility in their field.

Curriculum: 67.2 credit hours
Normal program length: 12 months (days only)

Course No.	Subject Title	Credit Hrs
ACD-109	Business Math I	2.4
ACD-110	Business Math II	2.4
ACD-111	Business Math III	2.4
CED-110	Critical Thinking	2.4
CED-303	Job Readiness – Resumes	2.4
CED-304	Job Readiness – Interviews	2.4
CPT-100	Introduction to Computers	2.4
ENG-204	Business English I	2.4
ENG-205	Business English II	2.4
ENG-304	Business Communications	4.8
MED-100	Medical Science IA	2.4
MED-101	Medical Science IB	2.4
MED-200	Medical Science IIA	2.4
MED-201	Medical Science IIB	2.4
MED-300	Clinicals I	2.4
MED-305	Clinicals II	2.4
MED-302	Medical Terminology	3.6
MED-303	Medical Office Procedures	3.6
SED-102	Records Management	2.4
SED-110	Keyboarding	4.8
	Computer Courses	9.6
		64.8

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

DIPLOMA – DENTAL ASSISTANT

The general objective of the Dental Assistant Diploma Program is to produce graduates who are capable of serving a variety of functions within a number of dental settings. Graduates of this program will have an understanding of key concepts in major areas of infection control, radiation health safety and comprehensive dental assisting. Upon completion of the program the student will have a valid x-ray license and CPR card. After graduation of this course and having 6 months work experience, graduates will be eligible to take the E.D.D.A weekend course for licensing.

Curriculum 69.6 credit hours
Normal program length: 9 months (day) 12 months (night)

Course No.	Subject Title	Credit Hrs
CED-110	Critical Thinking	2.4
CED-303	Job Readiness – Resumes	2.4
CED-304	Job Readiness – Interviews	2.4
CPT-100	Introduction to Computers	2.4
DEN-100	Dental Theory and Terminology	2.4
DEN-101	Biomedical Sciences	2.4
DEN-102	Dental Science	2.4
DEN-103	Radiation Health Safety	2.4
DEN-104	Dental Assisting Lab I	2.4
DEN-201	Introduction to the Dental Office, Dental Law and Ethics	4.8
DEN-202	Infection Control	4.8
DEN-204	Dental Assisting Lab II	2.4
DEN-301	Comprehensive Dental Assisting	4.8
DEN-302	Dental Materials	4.8
DEN-304	Dental Assisting Lab III	2.4
ENG-204	Business English I	2.4
ENG-205	Business English II	2.4
ENG-304	Business Communications	4.8
GED-304	Psychology I	2.4
GED-305	Psychology II	2.4
GED-310	Sociology I	2.4
GED-311	Sociology II	2.4
GED-501	Interpersonal Communications I	2.4
GED-502	Interpersonal Communications II	2.4
		69.6

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

DIPLOMA – PARALEGAL

The general objective of the Paralegal Diploma Program is to produce graduates who are capable of serving a variety of functions within a number of legal settings. Graduates of this program will have a basic understanding of key concepts of substantive law, will be familiar with legal research and have experience in legal writing.

Curriculum 74.4 credit hours
Normal program length: 9 months (day) 12 months (night)

Course No.	Subject Title	Credit Hrs
CED-303	Job Readiness – Resumes	2.4
CED-304	Job Readiness – Interviews	2.4
CPT-100	Introduction to Computers	2.4
CPT-230	Word I	2.4
CPT-231	Excel I	2.4
CPT-330	Word II	2.4
CPT-331	Excel II	2.4
ENG-204	Business English I	2.4
ENG-205	Business English II	2.4
ENG-304	Business Communications	4.8
MGT-317	Legal Office Management	4.8
PRL-102	Introduction to Lexis Nexis	2.4
PRL-103	Contract Law	4.8
PRL-201	Criminal Law & Procedures	4.8
PRL-202	Family Law	4.8
PRL-203	Tort Law	4.8
PRL-301	Litigation & Trial Practice	4.8
PRL-302	Legal Research Writing & Analysis I	4.8
PRL-303	Legal Research Writing & Analysis II	4.8
SED-102	Records Management	2.4
SED-110	Keyboarding	4.8
		74.4

Students may substitute courses that meet the career objective with approval of the Dean of Academics.

CERTIFICATE PROGRAMS

CERTIFICATE – PHLEBOTOMY TECHNICIAN

This program first introduces students to understand the theory, principles, techniques and practicing procedure steps in the classroom setting. The second part of this course will provide hands-on practical training experience performing actual collection of capillary and venipunctures in local medical laboratories, clinics and hospitals under the direct supervision of lab supervisors and phlebotomy technicians. Upon completing this program each student will have the opportunity to take the national certification test to become a certified phlebotomist.

Curriculum: 3.75 credit hours
Normal program length: 12 weeks

Course No.	Subject Title	Credit Hrs
PHT-100	Introduction to Phlebotomy	.35
PHT-101	Blood Circulation, Function, and Composition	.4
PHT-102	Equipment for Specimen Collection	.4
PHT-103	Venipuncture and Dermal Puncture	.4
PHT-104	Specimen Handling and Processing	.2
PHT-105	Special Phlebotomy Procedures	.1
PHT-106	Practicing Phlebotomy	.3
PHT-107	Phlebotomy Externship	1.6
		3.75

COURSE DESCRIPTIONS

ACCOUNTING DEPARTMENT

ACD 100 - PAYROLL (4.8 Credits) This course is designed to familiarize students with the basic payroll functions and procedures of a company. Students will be directed through the payroll procedures of a small corporation for a month. Students will learn the essential concepts of payroll, payroll records and reports, and payroll laws.

ACD 101 – INTRODUCTION TO ACCOUNTING (4.8 Credits) This course offers an introduction to financial accounting.

ACD 109 - BUSINESS MATH I (2.4 Credits) This course is designed to refresh and enhance the basic skills of adding, subtracting, multiplying, and dividing whole numbers and fractions.

ACD 110 - BUSINESS MATH II (2.4 Credits) This course is designed to refresh and enhance the basic skills of adding, subtracting, multiplying, and dividing whole numbers and fractions. Prerequisite: ACD 109

ACD 111 - BUSINESS MATH III (2.4 Credits) This course is a continuation of Business Math I. The procedures of adding, subtracting, multiplying, and dividing decimals, percent problems, and basic algebraic equations are reviewed. Prerequisite: ACD 109 and ACD 110.

AC 112 - TEN KEY I (1.8 Credits) This is a comprehensive course, which teaches knowledge and skill in the use of the ten key calculator. The course will cover problems in basic math functions and business applications, such as percentages, interest calculation, extension of invoices, etc. Development of speed and accuracy are emphasized.

AC 113 - TEN KEY II (1.8 Credits) This course is a continuation of Ten Key I. Emphasis is placed on discounting, mark-ups, payroll functions and financial statements while continuing to develop the student's speed and accuracy. Prerequisite: AC 112.

ACD 114 - PRINCIPLES OF ACCOUNTING I (4.8 Credits) This course introduces principles of accounting for a merchandising business. Prerequisite: ACD 101.

ACD 204 - PRINCIPLES OF ACCOUNTING II (4.8 Credits) This course is a comprehensive coverage of the accounting for Merchandising Business, the nature and control of cash, classification of receivables, internal control of inventories, and Fixed Assets and Intangible Assets. Prerequisite: AC 106.

ACD 214 - INCOME TAX I (4.8 Credits) This course is designed to help students understand tax laws and improve the reporting quality of tax returns. Prerequisite: ACD 106.

ACD 304 - PRINCIPLES OF ACCOUNTING III (4.8 Credits) This course emphasizes accounting for corporations. This involves accounting for all aspects of corporate activities, including elements of bond financing, the concept of reporting comprehensive income and financial statement analysis. Prerequisite: ACD 204.

ACD 314 - INCOME TAX II (4.8 Credits) This course examines the taxation of income earned by corporations and partnerships, as well as sole proprietorships. This course will compare and contrast the tax challenges facing the different forms of business organizations.

Prerequisite: ACD 214.

ACD 404 - COMPUTER ACCOUNTING (4.8 Credits) This course allows the application of fundamental principles in a computerized environment. Prerequisite: ACD 304.

ACD 504 - PRINCIPLES OF ACCOUNTING IV (4.8 Credits) In this accounting course students will be able to take all applications in previous accounting course and apply them to the day to day operations of a company. Emphasis is placed on the legal aspects of accounting as well as reviewing for a national certification exam. Prerequisite: ACD 304.

AC 605 - ACCOUNTING APPLICATIONS (6.0 Credits) This class is designed to provide the student with "hands-on" practical experiences of accounting on a day-to-day basis for service and merchandising businesses. This class is reserved for replacement or in lieu of Internship when Internship is not available. This class is only allowed upon approval of Director of Career Services and Dean of Academics. Prerequisite: AC 504.

CAREER EDUCATION DEPARTMENT

CED 110 - CRITICAL THINKING (2.4 Credits) This course is designed to help students take control of the highly individual process of thinking, believing and acting. The process involves the development of student change and persistence through developing an understanding of: self-efficacy, emotional intelligence, how to think more strategically, recognizing blind spots, positive self-talk, how our subconscious affects our actions, and other factors that affect a change in attitude and behavior.

CED 302 - JOB READINESS (2.4 Credits) A course designed to help students develop good job-search skills, inclusive of learning job search techniques about the hidden job market, how to get an interview, the best answers for interview questions, and resume' preparation. This course is taken during the student's last quarter of coursework.

CED 303 – JOB READINESS - RESUMES (2.4 Credits) A course designed to help students develop good job search skills, inclusive of learning job search techniques, and resume' preparation. This course is taken during the student's last quarter of coursework.

CED 304 – JOB READINESS – INTERVIEWS (2.4 Credits) A course designed to help students learn how to get an interview, the best answers for interview questions. This course is taken during the student's last quarter of coursework.

CED 600 – INTERNSHIP (6.0 Credits) This course is designed to allow students to gain business experience while still in school. The student works at an area business in their field of study for 180 hours and will receive school credit for his or her service. Students will take this course during his or her last quarter unless granted permission to do otherwise by the Dean of Academics.

COMPUTER TECHNOLOGY DEPARTMENT

CPT 100 – INTRODUCTION TO COMPUTERS (2.4 Credits) This course is designed to provide an introduction to computers and information processing. Students will learn what a computer is, how it functions, the parts of a computer, and the differences that exist between hardware, software, operating systems and application programs. Upon completion of this course, students will be proficient with the mouse, keyboard, Windows manipulation, basic operations

and opening and saving files.

CPT 230 – WORD I (2.4 Credits) This course introduces the features of Microsoft Word 2007 with emphasis on hands-on training. Topics include creating, editing, formatting, and printing documents. Prerequisite: CPT 100.

CPT 231 – EXCEL I (2.4 Credits) This course introduces the student to the use of electronic spreadsheets using Microsoft Excel 2007. The course will include designing a spreadsheet, developing formulas for automatic calculations, using special functions, creating charts, and producing printed reports. Prerequisite: CPT 100.

CPT 330 – WORD II (2.4 Credits) This course continues the study of Microsoft Word 2007 required to pass the Microsoft Office Specialist core exam. Prerequisite: CPT 230.

CPT 331 – EXCEL II (2.4 Credits) Advanced features of Excel 2007 are covered with an intense emphasis on mastering skill sets necessary to pass the Microsoft Office Specialist core exam. Prerequisite: CPT 231.

CPT 332 – ACCESS (4.8 Credits) This course studies database design and management utilizing Microsoft Access 2007. Course includes designing a database; access, searching, and updating files; and designing and producing printed reports. Advanced topics covered include creating sub forms, building relational databases, maintaining data integrity, and utilizing web capabilities. All skill sets covered on the Microsoft Office Specialist core exam will be presented. Prerequisite: CPT 100.

CPT 411 – POWERPOINT (4.8 Credits) The content covers all skill sets covered on the Microsoft Office Specialist core exam for PowerPoint 2007. The student will learn about presentation graphics for business and design techniques for visual presentations. Prerequisite: CPT 100.

CP 415 – INTERNET (1.8 Credits) Students will learn how the Internet works, about e-commerce, how to connect, how to use the basic services, how to effectively research and use information, and how to utilize the Internet for business applications and projects. Prerequisite: CP 100, 54 credits, and enrolled in the associate program or permission of department head.

CPT 420 – OUTLOOK (2.4 Credits) This course focuses on working with Microsoft Outlook 2007. Students learn to work with the e-mail and faxing services, as well as managing contacts. This course prepares the student for the Microsoft Office Specialist core exam for Outlook 2007. Prerequisite: CP 100.

CPT 425 - DESKTOP PUBLISHING (2.4 Credits) This course is designed to present an overview of desktop publishing and to train students in a major desktop publishing program. Students will learn the page layout skills needed to produce newsletters, brochures, flyers, and reports on the computer. Prerequisite: CPT 100.

CPT 430 – ADVANCED WORD (2.4 Credits) This course focuses on mastering the most advanced features of Microsoft Word 2007 required to pass the Microsoft Office Specialist Expert certification exam, utilizing hands-on training. Prerequisite: CPT 330.

CPT 431 – ADVANCED EXCEL (2.4 Credits) This course prepares the student for the

Microsoft Office Specialist Expert certification exam using Excel 2007. The most advanced features will be covered, including auditing worksheets, extracting data, data validation, creating macros, and editing macros. Prerequisite: CPT 331.

CP 501 – MICROSOFT OFFICE 2003 EXPERT INTEGRATION (1.8 Credits) This course is designed to prepare the student to use the OLE features of the Office 2003 applications. Prerequisites: CP 431; CP 411; CP 420; CP 430; CP 332.

CP 504 - WEB SITE DESIGN (1.8 Credits) This course will introduce students to the basic task of designing web sites with the most popular web site design software. Students will be introduced to html. Prerequisite: CP 430 and CP 431.

DENTAL DEPARTMENT

DEN 100 - DENTAL THEORY AND TERMINOLOGY (2.4 Credits) This course is an introduction to dental theory and terminology.

DEN 101 - BIOMEDICAL SCIENCES (2.4 Credits) This course is designed to familiarize the student with basic information relating to science and dentistry.

DEN 102 - DENTAL SCIENCE (2.4 Credits) This in-depth course will allow the student to learn about dental science which will enable them to build on in future courses.

DEN 103 - RADIATION HEALTH SAFETY (2.4 Credits) This course is designed to introduce the dental assisting student to radiographic techniques and safety methods.

DEN 201 - INTRODUCTION TO THE DENTAL OFFICE, DENTAL LAW AND ETHICS (4.8 Credits) This course is designed to teach the student the fundamentals of law and ethics as it relates to dentistry. It will also introduce the student to the dental office.

DEN 202 - INFECTION CONTROL (4.8 Credits) This course is designed to teach the student the fundamentals of infection control.

DEN 301 - COMPREHENSIVE DENTAL ASSISTING (4.8 Credits) This course is designed to teach the student comprehensive chairside assisting and four handed dentistry.

DEN 302 - DENTAL MATERIALS (4.8 Credits) This course is an introduction to the major dental materials used in a dental office.

DEN 104 - DENTAL ASSISTING LAB I (2.4 Credits) This course is designed to apply, practice and emphasize dental assisting techniques essential to everyday job functions. Will be concurrent with material in lecture courses.

DEN 204 - DENTAL ASSISTING LAB II (2.4 Credits) This course is designed to apply, practice and emphasize dental assisting techniques essential to everyday job functions. Will be concurrent with material in lecture courses.

DEN 304 - DENTAL ASSISTING LAB III (2.4 Credits) This course is designed to apply, practice and emphasize dental assisting techniques essential to everyday job functions. Will be concurrent with material in lecture courses.

DRAFTING TECHNOLOGY DEPARTMENT

DRD 105 – TECHNICAL MATH I (4.8 Credits) This course will include the study of addition, subtraction, multiplication, division, and combined operations with whole numbers, common fractions, and decimal fractions.

DRD 106 – TECHNICAL MATH II (4.8 Credits) This course will encompass the study of percentage and estimating, measurement, ratio, applied algebra, graphs, applied geometry and applied trigonometry. Prerequisite: DR 105.

DRD 107 – TECHNICAL MATH (4.8 Credits) This course will include the study of addition, subtraction, multiplication, division, and combined operations with whole numbers, common fractions, and decimal fractions. Encompasses the study of percentage and estimation, measurement, ratio, applied algebra, graphs, applied geometry and applied trigonometry.

DRD 110 – BASIC DRAFTING I (3.6 Credits) This course is an introduction to basic drawing and design. Drafting instruments are used to create various types of geometric construction. Students will learn the proper techniques for creating a drawing, as well as lettering and dimensioning a drawing.

DRD 111 - BASIC DRAFTING II (3.6 Credits) DRD-111 develops the student's visualization further in the study of Multiview. Included here is the study of Orthographic Projection to create 2 or more views to correctly explain objects. The program then advances into the study of Sectionals. Purpose, techniques, and requirements of Sectional drawings are the next primary focus, as well as the study of full sections, partial views and cutting planes. Auxiliary views are used to fully explain objects. Prerequisite: DRD-110.

DRD 350 – INTRODUCTION TO DRAFTING DISCIPLINES I (3.6 Credits) Basic fundamentals will be introduced and applied to each discipline, first Structural Steel, and secondly, Architectural. The student will be able to effectively, accurately and precisely construct shop drawings for fabrication, including precise dimensioning, noting and labeling all details. Introduction to symbols and machinists codes is covered in this section as well. Variables involved in accurately constructing various types of shop drawings. Students will also learn the importance of accuracy, and how costly mistakes on drawings can be. Effectively sketch and design a floor plan. Precisely dimension and label all details. Effectively construct all four exterior elevation views, front, rear, and both sides from the previously drawn floor plan. Prerequisite: DRD 110 and DRD 111.

DRD 360 – INTRODUCTION TO DRAFTING DISCIPLINES II (3.6 Credits) Basic fundamentals will be introduced and applied to Industrial Processing Pipe, including fittings reference, orthographic, isometric pipe drawings and pipe plans and elevation diagrams. Prerequisite: DRD-350.

DRD 410 – COMPUTER AIDED DESIGN (7.2 Credits) This course introduces students to Computer-Aided Drafting (CAD). Students will learn basic techniques for drawing in AutoCAD, such as creating and saving new drawings, drawing and editing objects using toolbars and menus, and dimensioning. Students will also create drawings using model and layout space, as well as learn proper printing and plotting techniques. Prerequisite: DRD-360.

DRD 510 – DRAFTING SPECIALIZATION I (7.2Credits) This course is an introduction to the basics of pipe drafting. Students will learn effective piping terminology and how to identify, size,

and draw pipe, fittings, valves, and flanges. Students will also learn to draw piping plans and elevations, and piping isometrics. Prerequisite: DRD-410.

DRD 610 – DRAFTING SPECIALIZATION II (7.2 Credits) This course is an introduction to the basics of architectural drafting. Students will learn how to draw a basic house plan, wall section, exterior and interior elevations, roof plan, and electrical plan. Prerequisite: DRD-510.

DRD 620 – ADVANCED COMPUTER AIDED DESIGN (7.2 Credits) This course is an overview of the advanced 3D applications in AutoCAD. Students will learn to make 3D wireframe, surface, and solid models, how to modify them, and how to display and use them. Students will also learn how to use the world coordinate system and user coordinate system to visualize a 3D rendering. Prerequisite: DRD 610.

LANGUAGE ARTS DEPARTMENT

ENG 204 - BUSINESS ENGLISH I (2.4 Credits) This course is designed to enable students to use the basic rules of English in their writing and in their speech. It will also assist students in reviewing the basic principles of English grammar, learning the fundamentals of the English language, reviewing the basics of modern English usage, and expressing themselves effectively in oral or written communication.

ENG 205 - BUSINESS ENGLISH II (2.4 Credits) This course is a continuation of Business English I, with a focus on verb usage, vocabulary, and oral communication. Prerequisite: ENG 204.

ENG 304 - BUSINESS COMMUNICATIONS (4.8 Credits) This course is designed to prepare students to communicate and write properly with special emphasis on punctuating correctly, organizing information, proofreading, and composing different types of correspondence commonly used in business. Prerequisites: EN 205.

GENERAL EDUCATION

GED 201 - CREATIVE WRITING I (2.4 Credits) This course is designed to further develop basic reading and writing skills of students. Students will prepare lively and thought-provoking essays. The student will work through activity sets to help them read, understand and write about essay topics.

GED 202 - CREATIVE WRITING II (2.4 Credits) This course is a continuation of Creative Writing I. The students will develop reading and writing skills by preparing essays. The student will become a better reader and writer. Prerequisite: GED 201.

GED 304 – PSYCHOLOGY I (2.4 Credits) This course is an introduction to basic psychology, which is the study of behavior and its applications in human development. Psychology I focuses on Psychology and science, the brain, the nervous system, sensation, perception, consciousness, conditioning, operant and cognitive approaches, and types of memory. Prerequisite: None.

GED 305 – PSYCHOLOGY II (2.4 Credits) This course is an introduction to basic psychology, which is the study of behavior and its applications in human development. Psychology II focuses on the mind in relation to remembering and forgetting, intelligence, thoughts and language, infancy and childhood, adolescence and adulthood, motivation, emotion, anxiety and

mood disorders. Prerequisite: GED 304.

GED 310 – SOCIOLOGY I (Social Dynamics) (2.4 Credits) This course is an overview of specific areas of sociology and the study of human social interaction. Sociology I examines culture, socialization, social structure and deviance. Prerequisite: None.

GED 311 – SOCIOLOGY II (Social Institutions) (2.4 Credits) This course is an overview of specific areas of sociology and the study of human social interaction. Sociology II looks at social stratification, global inequality, racial and ethnic inequality, sex and gender, and age inequality. Prerequisite: None.

GED 400 – EFFECTIVE SPEAKING I (2.4 Credits) This course is designed to teach the student the fundamentals of effective oral communications. Students will learn how to plan, compose and deliver presentations. Students will develop the ability to speak clearly and effectively, to think logically, and to express these ideas effectively.

GED 402 – EFFECTIVE SPEAKING II (2.4 Credits) A continuation of Effective Speaking I, focuses on longer and extemporaneous presentations. Prerequisite: GE 400.

GED 510 – MACRO ECONOMICS (2.4 Credits) In this course the student will be introduced to the basics of economics dealing with topics such as government spending, employment, money supply, banking, etc. The student will also learn how the U.S. evolved from an agricultural economy into the world's economic superpower.

GED 512 – MICRO ECONOMICS (2.4 Credits) This course is designed to introduce the student to the basic concepts of Microeconomics and how these concepts affect the individual units of the economy such as firms, households, individual markets, etc. The student will learn the history of the evolution of the American economy from an agricultural basis to becoming the world's economic superpower. Students will be exposed to topics such as supply and demand, price elasticity, and the theory of consumer behavior.

GED 501 – INTERPERSONAL COMMUNICATIONS I (2.4 Credits) This course provides a solid academic introduction to the field of interpersonal communication and contains information about how to communicate more effectively on the job and in everyday life. Prerequisite: None.

GED 502 – INTERPERSONAL COMMUNICATIONS II (2.4 Credits) In this course, students develop in-depth insight into factors contributing to interpersonal communication knowledge and skills that enable students to communicate more effectively on the job and in everyday life. Topics include language barriers and bridges, nonverbal communication, listening, communication and relational dynamics, and managing interpersonal conflicts. Prerequisite: None.

INFORMATION TECHNOLOGY DEPARTMENT

IT 101 - INTRODUCTION TO INFORMATION TECHNOLOGY (3.6 Credits) This course introduces students to the basic concepts of the Information Technology industry. Topics presented include general information on computer architecture and internetworking. The course will focus on terminology, client/server concepts, appropriate media, situational elements, and protocols for Local Area Networks (LAN) and Wide Area Networks (WAN).

IT 102 – IT MATH I (2.4 Credits) This course will include the study of the properties of real numbers, addition, subtraction, multiplication, division, fractions and basic algebra.

IT 103 – IT MATH II (2.4 Credits) This course will include the study of factoring polynomials, solving quadratic equations by factoring, simplifying and performing operations with rational expressions, complex fractions, solving rational equations, and algebraic word problems. Prerequisite: IT102.

ITD 105 – COMPUTER HARDWARE AND MAINTENANCE I (2.4 Credits) This course introduces students to the terminology, function, and operation of personal computer systems. The student will be instructed how to properly build and configure computer systems. The course will instruct students working with motherboards, processors, memory organization, input/output devices, bus structure, power supplies and printers; as well as safety and preventative maintenance.

ITD 105L – COMPUTER HARDWARE AND MAINTENANCE I LAB (1.2 Credits) Students will gain valuable hands-on experience in the assembly and disassembly of computer systems; and installing, configuring, and upgrading computer hardware and the proper procedures in troubleshooting computer systems. Students will practice theory learned in Computer Hardware and Maintenance I.

ITD 106 – COMPUTER HARDWARE AND MAINTENANCE II (2.4 Credits) This is a continuation of Computer Hardware and Maintenance I. The student will learn to upgrade, diagnose and troubleshoot computer systems. Also, basic knowledge of networking concepts and effective behaviors that contribute to customer satisfaction will be presented. Prerequisite: IT 105.

ITD 106L – COMPUTER HARDWARE AND MAINTENANCE II LAB (1.2 Credits) This course is a continuation of Computer Hardware and Maintenance Lab I. The student will gain valuable hands-on experience in the assembly and disassembly of computer systems; and installing, configuring, and upgrading computer hardware and operating systems, as well as the proper procedures in troubleshooting computer systems. Students will practice theory learned in Computer Hardware and Maintenance II. Prerequisite: IT 105.

ITD 201 – NETWORK TECHNOLOGY I (1.8 Credits) This course reviews basic computer networking terms and concepts and builds on this foundation. The student will learn network standards and planning as well as the OSI model.

ITD 202 – NETWORK TECHNOLOGY II (1.8 Credits) This course is a continuation of Network Technology I and will focus on identifying and resolving network performance problems. Topics include IP, protocol suites, and client/server architecture. Prerequisite: IT 201.

ITD 205 – OPERATING SYSTEMS I (1.8 Credits) This course will introduce students to basic knowledge of operating systems for installing, upgrading, troubleshooting, and repairing computer systems. Students will also become familiar with function, structure, operation and file. This course includes hands-on instruction.

ITD 206 – OPERATING SYSTEMS II (1.8 Credits) This course is a continuation of Operating Systems I. Students will study memory management, diagnosing and troubleshooting, and networking for operating systems. This course will also emphasize applying knowledge gained by the student in hands-on lab time. Prerequisite: IT 205.

ITD 220 – NETPLUS I (7.2 Credits) This is the first in a series of courses designed to teach students the skills needed to design, build, and maintain small to medium-sized networks. Topics covered include media and design, structured cabling and management. The student will also gain a thorough understanding of the OSI model and the TCP/IP protocol suite.

ITD 301 – LAN ADMINISTRATION I (1.8 Credits) The student will be introduced to a network operating system. Topics will include installation and configuration of the network operating system. Course will also cover creating and administering user and group accounts, planning and managing resource sharing, file system, security, and network architecture. Prerequisite: IT 101, IT 205, IT 206.

ITD 302 – LAN ADMINISTRATION II (1.8 Credits) This course will provide students the opportunity to learn how to troubleshoot network connectivity, setup and administer printing environment, monitor resources to obtain information, and using tapes to back up and restore files and folders. Prerequisite: IT 301.

IT 320 – NETPLUS II (7.2 Credits) This course is a continuation of NetPlus I. This course is designed to teach the student proper network design technologies, protocols, and cabling standards. Prerequisite: ITD 220.

ITD 420 – NETPLUS III (7.2 Credits) This course is a continuation of NetPlus II. This course is designed to each the student proper network design techniques, protocols, and cabling standards. Prerequisite: ITD 320.

IT 417 – INTRO. TO LINUX I (2 Credits) This introduces students to the Linux operating system environment. Topics include basic and advanced Linux installations, Linux file system management, and administration. Prerequisite: IT 206.

IT 418 – INTRO. TO LINUX II (1.8 Credits) This course is a continuation of IT 417. The student will study and configuring the more advanced features of Linux. Topics include the BASH shell, the X Windows system and managing processes. Prerequisite: IT 417.

IT 501 – DIRECTORY SERVICES I (2.0 Credits) This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer directory services. This course focuses on implementing group policy. Prerequisite: IT 101 and IT 301.

IT 502 – DIRECTORY SERVICES II (1.8 Credits) This course is a continuation of IT501. Topics covered include configuring group policies and securing network resources. Prerequisite: IT 501.

ITD 501 – ADS INFRASTRUCTURE (1.8 Credits) This course covers network protocol administration. Topics include IP addressing, host name resolution, Dynamic Host Configuration Protocol, Windows Internet Name Service, Domain Name System. Upon completion of this course the student should be able to plan an Internetwork with multiple subnetworks, and implement IP routing and name resolution services. Prerequisite: IT 301.

ITD 502 – NETWORK INFRASTRUCTURE II (1.8 Credits) This course is a continuation of IT401. The student will learn optimizing the system, and troubleshooting DHCP, NAT, WINS, and TCP/IP utilities. Prerequisite: ITD 501.

ITD 520 – NETPLUS IV (7.2 Credits) This course is a continuation of NetPlus III. This course is designed to teach the student proper network design techniques, protocols, and cabling standards. Prerequisite: IT 420.

OPTIONAL ELECTIVES

LD 100 - 7 HABITS (2.4 Credits) This course is designed to help students become aware of their negative habits and how to help change them into more positive habits. The student shall replace old patterns of self-defeating behavior with new patterns, new habits of effectiveness, happiness, and trust-based relationships to use in their daily lives.

LD 105 - TEAMBUILDING (2.4 Credits) This course focuses on communications through dialog, discussion, cooperation, compromise, self-knowledge, and knowledge of others as primary ingredients for effective teams.

LD 110 - TOTAL QUALITY MANAGEMENT - A FRAMEWORK FOR QUALITY (2.4 Credits) This course includes coverage of the philosophy, principles, methods and tools that form the emerging body of knowledge commonly referred to as total quality management (TQM).

LD 115 - ATTITUDES (2.4 Credits) This course focuses on business human relations. It teaches the importance of good working relationships for career success and illustrates how attitude affects human relations. Students learn how human relations influence productivity and harmony in different work environments.

MANAGEMENT DEPARTMENT

MG 204 - SMALL BUSINESS MANAGEMENT (4.8 Credits) Integration and adaptation of functional business principles and practices applied to the formation, operation, and growth of small enterprises.

MGT 224 - RETAIL MANAGEMENT (4.8 Credits) This course describes and examines the implications of the evolution of retailing into a global, high technology industry and how technological developments have affected the way consumers buy products and services and the way retailers run their businesses. Discussion will be centered on store organization, operations, and management problems connected with retail buying and selling. Advertising, exploration of the competitive landscape of the retail industry, and customer service are also discussed.

MGT 314 - BUSINESS LAW I (4.8 Credits) This course is designed to lay the foundations for the study of common law courts, defining contracts and establishing whether the contracts meet the four requirements for a valid contract.

MGT 315 - BUSINESS LAW II (4.8 Credits) This course is designed to understand the laws governing the sales and lease contracts under Article 2 and 2A of the Uniform Commercial Code (UCC). The UCC is a group of laws governing commercial (business) transactions throughout the United States. Also areas of Employment, Agency and Labor Law will be covered. Prerequisite: MGT 314.

MGT 317 – LEGAL OFFICE MANAGEMENT (4.8 Credits) The purpose of this class is to enable students to develop an understanding of the fundamentals of management and to be

able to apply them in a law office setting. In addition, the course is designed to enable students to better comprehend the processes of decision-making, problem solving, and interpersonal communications that are often misunderstood by those with little or no experience in the legal professional with the principles of business management.

MGT 404 - SUPERVISION I (2.4 Credits) This course introduces and examines supervisory skills by focusing on daily managerial job processes including: planning, communicating, time management, organizing, and staffing.

MGT 405 - SUPERVISION II (2.4 Credits) This course introduces and examines supervisory skills by focusing on daily managerial job processes involved in energizing the workforce, as well as employee appraisal and counseling. Prerequisite: MGT 404.

MG 503 - PERSONAL FINANCE (4.8 Credits) This course teaches the student to be more aware of their need to better manage their personal finances. Students become knowledgeable by studying widely accepted techniques and concepts for managing personal finances.

MG 601 - PERSONNEL MANAGEMENT / **HUMAN RESOURCE MANAGEMENT** (4.8 Credits) This course is designed to explain the policies, practices and systems that influence employees' behavior, attitudes, and performance.

MEDICAL SCIENCE DEPARTMENT

MED 100 - MEDICAL SCIENCE IA (2.4 Credits) This course will Introduce the student to an equal balance of anatomical and physiological concepts of the human body by knowing levels of structural organization using the language of anatomy.

MED 101 - MEDICAL SCIENCE IB (2.4 Credits) Introducing the normal structure and function of the body systems including the Integumentary, Skeletal, Muscular, Nervous, and Special Senses. Discussions of diseases and dysfunctions to enhance and reinforce the understanding of normal human structure and function. Prerequisite: MS 100.

MED 200 - MEDICAL SCIENCE IIA (2.4 Credits) This is a continuation of Medical Science IB emphasizing important terminology and the normal structure and functions of the body systems. Topics include Endocrine and circulatory systems, the components of the blood, and the body defenses. Prerequisite: MS 101.

MED 201 - MEDICAL SCIENCE IIB (2.4 Credits) A continuation of Medical Science IIA, introducing the normal structure and functions of the Respiratory, Digestive, Urinary, and Reproduction systems. Discussions of diseases and dysfunctions to enhance and reinforce the understanding of normal human structure and function. Prerequisite: MS 200.

MED 102 - MEDICAL SCIENCE I (4.8 Credits) This course will Introduce the student to an equal balance of anatomical and physiological concepts of the human body by knowing levels of structural organization using the language of anatomy. This course will also introduce the normal structure and function of the body systems including the Integumentary, Skeletal, Muscular, Nervous, and Special Senses and include discussions of diseases and dysfunctions to enhance and reinforce the understanding of normal human structure and function.

MED 202 - MEDICAL SCIENCE II (4.8 Credits) This is a continuation of Medical Science I emphasizing important terminology and the normal structure and functions of the body systems.

Topics include Endocrine and circulatory systems, the components of the blood, and the body defenses. This course will introduce the normal structure and functions of the Respiratory, Digestive, Urinary, and Reproduction system and include discussions of diseases and dysfunctions to enhance and reinforce the understanding of normal human structure and function. Prerequisite: MED 102.

MED 300 – CLINICALS I (2.4 Credits) This course introduces the student to the clinical procedures that will be needed in medical offices in assisting the physician. Emphasis is placed on the importance of each procedure being performed correctly. Prerequisites: MED 302 and MED 303.

MED 305 – CLINICALS II (2.4 Credits) This course introduces the student to the clinical procedures that will be needed in medical offices in assisting the physician. Emphasis is placed on the importance of each procedure being performed correctly. Prerequisites: MED 302 and MED 303.

MED 302 - MEDICAL TERMINOLOGY (3.6 Credits) This course introduces the language of medicine, teaching students how to define medical terms by breaking them down into their component parts. In addition, this course emphasizes the terms that relate to the different systems of the body. Prerequisite: MED 201.

MED 303 - MEDICAL OFFICE PROCEDURES (3.6 Credits) This course introduces and practices the clerical skills that are used in a medical office. Prerequisite: MED 201.

MED 500 - MEDICAL INSURANCE PROCEDURES I (4.8 Credits) This course introduces the language of medical insurance and teaches student how to manually and electronically capture the information needed to complete insurance claim forms using the ICD-9-CM coding system and the CPT-4 coding system. Prerequisite: MED 302 and MED 303.

MED 500A - MEDICAL INSURANCE PROCEDURES IA (NIGHT ONLY) (2.4 Credits) This course introduces the language of medical insurance and teaches student how to manually and electronically capture the information needed to complete insurance claim forms using the ICD-9-CM coding system and the CPT-4 coding system. Prerequisite: MS 302 and MS 303.

MED 500B - MEDICAL INSURANCE PROCEDURES IB (NIGHT ONLY) (2.4 Credits) This course introduces the language of medical insurance and teaches student how to manually and electronically capture the information needed to complete insurance claim forms using the ICD-9-CM coding system and the CPT-4 coding system. Prerequisite: MED 500A.

MED 501 - MEDICAL INSURANCE PROCEDURES II (4.8 Credits) This course introduces the language of medical insurance and teaches student how to manually and electronically capture the information needed to complete insurance claim forms using the ICD-9-CM coding system and the CPT-4 coding system. Prerequisite: MED 302 and MED 303.

MED 501A - MEDICAL INSURANCE PROCEDURES IIA (NIGHT ONLY) (2.4 Credits) This course introduces the language of medical insurance and teaches student how to manually and electronically capture the information needed to complete insurance claim forms using the ICD-9-CM coding system and the CPT-4 coding system. Prerequisite: MS 500A and MS 500B.

MED 501B - MEDICAL INSURANCE PROCEDURES IIB (NIGHT ONLY) (2.4 Credits) This course introduces the language of medical insurance and teaches student how to manually and

electronically capture the information needed to complete insurance claim forms using the ICD-9-CM coding system and the CPT-4 coding system. Prerequisite: MED 500A and MED 500B.

MED 502 - MEDICAL TRANSCRIPTION (4.8 Credits) This course teaches students how to coordinate their listening skills with their keyboarding skills. The students in this course will learn how to format medical documents with exposure to several different types of medical documents, which require a familiarity with the language of medicine and the ability to use a medical dictionary. Prerequisites: MED 302.

ADMINISTRATIVE ASSISTANT DEPARTMENT

SED 102 - RECORDS MANAGEMENT (FILING) (2.4 Credits) This course introduces the student to several systems of filing including alphabetical, numerical, geographical, and governmental.

SED 110 – KEYBOARDING (4.8 Credits) Students will develop correct technique for "touch typing" on the alphabetic keys while building speed and accuracy.

SE 210 - KEYBOARDING II (3.6 Credits) This course is an intermediate typing course in which students learn a wide range of basic typing applications. They also have intensive practice aimed at increasing the effectiveness of their proofreading skills. Prerequisite: SE 111.

SE 302 - MACHINE TRANSCRIPTION (1.8 Credits) An introduction to the techniques of transcribing documents suitable for mailing from recordings, using a word processor. Course design will also focus on improving grammar and proofreading competencies, as well as expansion of business-related vocabulary. Prerequisites: SE 111 and EN 205; and CP 330.

SE 502 - ADVANCED MACHINE TRANSCRIPTION (1.8 Credits) This course is a continuation of Machine Transcription with an intense emphasis on advanced word-processing and transcription skills. Topics include transcribing agendas, reports and interoffice communications. Prerequisite: SE 302.

OPD 202 - OFFICE PROCEDURES (4.8 Credits) This course is designed to prepare students for employment opportunities in today's rapidly changing business environment. This course will help students acquire skills and knowledge of office procedures and equipment; apply skills and knowledge gained in other business courses; utilize time management principles, cost effective techniques, and decision-making skills in their work; develop personal characteristics, work attitudes, and communication skills essential for success on the job; and understand the interrelatedness of office systems, their procedures, equipment, and workers.

OPD 212 - LEGAL OFFICE PROCEDURES (4.8 Credits) This course is designed to familiarize students with legal documents, terminology, and procedures, and to give students legal typing experience typical of any law office. Students will be acquainted with the many different formats, styles, punctuation, spelling, and customs within the scope of legal protocol.

PARALEGAL DEPARTMENT

PRL 102 - INTRODUCTION TO LEXIS NEXIS (2.4 Credits) This course is an introduction to the Lexis Nexis system of legal research. The class is designed to familiarize the student with the computerized legal research methods used in most law firms.

PRL 103 – CONTRACT LAW (4.8 Credits) This course is designed to teach the student the fundamentals of contract law.

PRL 201 – CRIMINAL LAW AND PROCEDURES (4.8 Credits) This course is designed to teach the student the fundamentals of Criminal Law as well as the procedural aspects of the criminal justice system.

PRL 202 – FAMILY LAW (4.8 Credits) This course is designed to teach the student the fundamentals of American and Louisiana Family Law.

PRL 203 – TORT LAW (4.8 Credits) This course is designed to introduce the paralegal student to intentional torts, the law of negligence and applicable defenses.

PRL 301 – LITIGATION AND TRIAL PRACTICE (4.8 Credits) This course is an introduction to the major steps and issues involved in the civil litigation process.

PRL 302 – LEGAL RESEARCH, WRITING AND ANALYSIS I (4.8 Credits) This course is designed to introduce the student to major methods of legal research and provide an overview of the legal analysis and writing process.

PRL 303 – LEGAL RESEARCH, WRITING AND ANALYSIS II (4.8 Credits) This course is a continuation of Legal Research and Writing I. This course is designed to introduce the student to methods of legal research, and provide an overview of the legal analysis and writing process.

PHLEBOTOMY DEPARTMENT

PHT-101 INTRODUCTION TO PHLEBOTOMY (.35 Credits) This course is designed to teach students the Introduction and History of Phlebotomy, Roles and Responsibilities of the Phlebotomist, Safety and Infection Control and HIPAA, Ethics, and Law.

PHT-101 BLOOD CIRCULATION, FUNCTION, AND COMPOSITION (.4 Credits) This course is designed to teach students the Introduction of Terminology, Circulation and the Vascular System, Blood Vessels, Blood and Blood Components, Homeostasis and Blood Coagulation, and ABO and Rh Blood Types.

PHT-102 EQUIPMENT FOR SPECIMEN COLLECTION (.4 Credits) This course is designed to teach students the Introduction of Procedures - Hand wash and glove application, Laboratory Requisitions, and Specimen Collection Equipment.

PHT-103 VENIPUNCTURE AND DERMAL PUNCTURE (.4 Credits) This course is designed to teach students about Preparing for Venipuncture, butterfly needle set and dermal puncture.

PHT-104 SPECIMEN HANDLING AND PROCESSING (.4 Credits) This course is designed to teach students the Special specimen handling procedures, Point-of-care testing, and Centrifuge Operations.

PHT-105 SPECIAL PHLEBOTOMY PROCEDURES (.2 Credits) This course is designed to teach students about Timed Specimens, Glucose testing, PTT Functions, Blood Alcohol, Toxicology, Therapeutic Drug Monitoring, and Alternative Collection Sites.

PHT-106 PRACTICING PHLEBOTOMY (.1 Credits) This course is designed to teach students the Competencies for procedures performance and will contain a Certification Review.

PHT-107 PHLEBOTOMY EXTERNSHIP (1.6 Credits) Student must demonstrate 100 venipunctures (drawing blood) and 35 capillary collections (finger pricks).