



BRADFORD SCHOOL

***2469 STELZER ROAD
COLUMBUS, OHIO 43219-3129
(614) 416-6200***

2011-2012 ACADEMIC YEAR CATALOG

***FOR THE PERIOD
JULY 2011
THROUGH JUNE 2012***

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GENERAL INFORMATION

HISTORY

Bradford School was originally founded in Columbus in January of 1911 under the name Office Training School. The school enjoyed steady growth under the guidance of its original founders, R. E. Hoffhines and W. L. Ohmert. In 1986, the school was purchased by Bradford Schools, Inc., which owns and operates eleven other business schools in major cities throughout the United States. Bradford School offers diploma and associate degree programs in accounting, administrative support, computer specialist, computer programming, culinary arts, graphic design, legal office administration, medical assisting, network management, paralegal, physical therapy assistant, travel and hospitality, and veterinary technology.

MISSION

Bradford School, a post-secondary institution, is dedicated to preparing diverse, motivated students for graduation and entry-level jobs in specialized careers through accelerated and comprehensive education. Students will develop a foundation for long-term career advancement and future learning through an understanding of problem solving, communication, and critical thinking.

PHILOSOPHY AND OBJECTIVES

The Board of Directors has dedicated Bradford School to the education of young people for careers in business and related fields. To fulfill this purpose, the Board has determined that Bradford School shall:

1. Provide training that will enable a student to achieve high levels of skill and competency in a chosen profession.
2. Assist students in becoming socially competent members of their communities to the extent that each can appreciate and successfully cope with the human relations problems that will be encountered.
3. Provide a background in the function and structure of business that is broad enough to bring students a fuller realization of the economic facts of life, to the end that each is capable of achieving a satisfactory and rewarding career.

LOCATION AND FACILITIES

Bradford School is located at the Easton Exit of Interstate 270 on Stelzer Road. The general academic space contains a resource library and a total of 24 classrooms. Four of the classrooms are equipped with computers, and the remainder are furnished as lecture rooms. Additionally, the school contains one classroom designed as a medical assisting laboratory and space designed for the veterinary technology program. This space contains three (3) lecture/laboratory classrooms equipped with long tables and rolling chairs, a veterinary technology laboratory, a kennel, a radiology facility, a surgery suite, and a surgery preparation area. There is also space designed for the physical therapist assistant program. This space contains two (2) lecture rooms, two (2) lecture/laboratory rooms equipped with long tables and rolling chairs, and an open gym area with various equipment for physical therapy. There are also five (5) fully equipped kitchens designed for the use of the culinary program.

Bradford School is designed for the handicapped student, with the front entrance accessible by a ramp.

ACCREDITATION

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

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

The Bradford School Veterinary Technology Program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). The address and telephone number of the American Veterinary Medical Association is 1931 N. Meacham Road, Schaumburg, IL 60173, (847) 925-8070.

AFFILIATIONS

Bradford School, administrators, and faculty are affiliated with or members of the Career College Association, Ohio Association of Career Colleges and Schools, Ohio Association of Student Financial Aid Administrators, Columbus Chamber of Commerce, Columbus Better Business Bureau, International Association of Administrative Professionals, Paralegal Association of Central Ohio, American Association of Medical Assistants, Columbus Club of Printing House Craftsmen, Inc., American Culinary Federation, Women Chefs and Restaurateurs, and Human Resources Association of Central Ohio.

APPROVALS

Bradford School is provisionally authorized by the Ohio Board of Regents to offer associate of applied business degree programs in accounting, office administration, computer programming, network management, paralegal, legal office administration, graphic design, travel and hospitality, and medical assisting. Provisional authorization is also recommended for the associate of applied science degree programs in veterinary technology and culinary arts.

Bradford School is approved by the state of Ohio State Board of Career Colleges and Schools (Registration No. 86-06-1025B).

Bradford School is approved by the State Bureau of Vocational Rehabilitation and is approved for the training of veterans and other eligible persons.

LEGAL CONTROL

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

Other affiliated Bradford schools include:

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

PROGRAM MODERNIZATION

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

DISASTER AFFECTING THE SCHOOL'S OPERATIONS

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

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of sex, including sexual harassment; race; color; religion; national origin; age; veteran status; and disability in the education programs and activities that they operate. Bradford School is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the college. The Director of Education and the Culinary Arts Program Director, who are identified in the Administration, Faculty, and Staff section of this catalog and who may be reached at (614) 416-6200, are the coordinators at Bradford School and the Columbus Culinary Institute at Bradford School. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinators' attention. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the college is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS

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

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

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

STUDENT CONSUMER INFORMATION

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

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

The basic requirement for admission to Bradford School is graduation from a valid high school, private school, or equivalent (GED). Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school or college. Previous training in business or health-related subjects is generally not required. Applicants for the veterinary technology and the physical therapist assistant programs must demonstrate an aptitude for, and interest in, a career in veterinary technology or as a physical therapist assistant.

Persons initially applying to the paralegal program are required to complete tests for reading and written English expression. Currently enrolled students in the programs of legal administrative assistant and legal office administration may apply to the Director of Education for transfer to the paralegal program during their third term. Student requests are evaluated on the basis of the student's cumulative grade point average, the student's grade point average in legal courses taken to date, and the student's attendance record. If the application is accepted, students may transfer to the paralegal program at the beginning of their fourth term.

ADMISSIONS PROCEDURE

Potential students should call or write the Admissions Department to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Director of Admissions, Bradford School, 2469 Stelzer Road, Columbus, Ohio 43219. Students may also apply online at www.bradfordschoolcolumbus.edu.

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

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

FINANCIAL INFORMATION

TUITION AND FEES

Application Fee..... \$50
Payable with all applications for admission. The fee is refunded if the application is rejected. Paralegal applicants who are accepted into the school, but subsequently rejected for the Paralegal Program, do not qualify for an application fee refund.

Tuition Deposit..... \$50
A \$50 tuition deposit is due no later than 30 days after an applicant's official notification of acceptance, or when the applicant's financial plan is held--whichever occurs first. This deposit is credited towards tuition when the student begins classes. It is not refundable after the due date.*

Confirmation Deposit \$50
A \$50 confirmation deposit is due at the time that an applicant's financial plan is held. This deposit is credited towards tuition when the student begins classes. It is not refundable after the due date.*

Residence Reservation Fee \$100
A \$100 fee is required to reserve residence space in one of Bradford's residence facilities. This fee may be paid at any time after the applicant is accepted, but is due no later than August 1 for programs beginning in November, December 1 for programs beginning in March, and March 1 for all other programs. Residence assignments are made on a first-come, first-served basis and are determined by the date the fee is received. Applicants requesting residence space after the due date will be required to pay this fee upon acceptance. This reservation fee is not refundable after the due date unless the applicant is rejected.

Rates for students entering between January 1, 2011, and December 31, 2011:

Tuition

All programs per semester** \$6,900
Final half-semester of Veterinary Technology Program..... \$2,300

Residence Fees

Per Semester*** \$3,030

Other Fees

Medical Assisting Lab Fee (per semester)..... \$250
This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the program. The student is charged at half the rate for a half-semester term.

Culinary Arts Lab Fee (per semester) \$380
This fee is charged for each semester for which the student is enrolled.

Veterinary Technology Lab Fee (per semester)..... \$250
This fee is charged for each semester for which the student is enrolled during the first four semesters of the program. The charge for the last term is equal to one-half the semester rate.

Supplies and Book Costs

Supplies and book charges will vary from semester to semester depending upon the program in which the student is enrolled and the courses being taken. These charges will range from \$1,740 to \$2,905 per academic year. The actual charges will be disclosed each academic year as the financial plan is completed.

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

Rates for student entering between January 1, 2012, and December 31, 2012:

Tuition

All programs per semester** \$6,990

Residence Fees

Per Semester*** \$3,070

Other Fees

Medical Assisting Lab Fee (per semester) \$120

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

Culinary Arts Lab Fee (per semester) \$190

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

Supplies and Book Costs

Supplies and book charges will vary from semester to semester depending upon the program in which the student is enrolled and the courses being taken. These charges will range from \$1,220 to \$1,885 per academic year. The actual charges will be disclosed each academic year as the financial plan is completed.

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

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

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

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

REFUND POLICIES

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. Refunds shall be made within 30 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the school of his/her intention to withdraw. Questions about refunds of tuition and other charges should be referred to the school's administrative or financial aid office. Examples of refund calculations are available upon request.

Tuition Refund

Students who withdraw or who are dismissed during a semester or stand-alone term may be refunded a portion of the tuition and applicable fees charged. The amount to be refunded is determined based on the applicable full week* of the semester or term during which the student withdraws or is dismissed through the sixty percent point of the semester (or stand alone term). The basic requirements of this policy are as follows:

1. If a student withdraws or is dismissed prior to the close of business on the first day of class, the school will refund all funds paid which exceed the application fee. The maximum amount that may be retained is \$50.
2. If a student withdraws or is dismissed after the first day of class but within the first 6 class days of a semester or stand-alone term, the school will refund all tuition and fees paid.
3. The following table illustrates the portion of the tuition that will be refunded over the remainder of the semester or stand-alone term:

<u>Full Week* of Semester</u>	<u>% Refund</u>	<u>Full Week* of Stand-Alone Term</u>	<u>% Refund</u>
2, 3	80%	2	70%
4	70%	3	60%
5, 6	60%	4	50%
7, 8	50%	5	30%
9	40%	After Week 5	None
10	30%		
After Week 10	None		

*A full week is defined as 7 consecutive calendar days to be counted from the first calendar day of the semester.

Residence Fees

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

Medical Assisting, Culinary Arts, and Veterinary Technology Lab Fees

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

Textbooks and Supplies

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

Treatment of Title IV, HEA Program Funds Upon Withdrawal

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

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

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

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

Order of Refund

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated, including the refund of a credit balance on the student's account will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Direct Stafford loans, (4) subsidized Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9) Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Opportunity Grant (FSEOG) (for which a return is required), and (11) other assistance under Title IV for which a return of funds is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student.

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

PAYMENT TERMS

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

FINANCIAL AID

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

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

Verification Policies and Procedures

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

Time Frame: The school will notify students at the time of the financial interview if verification is required. The financial interview normally occurs prior to enrollment. Students will be expected to submit all documentation no later than the program start date. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond two weeks when circumstances beyond the student's control prohibit him/her from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a second financial disbursement.

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

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

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

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

SCHOLARSHIPS AND INSTITUTIONAL LOANS

Bradford School offers scholarships totaling \$12,000 annually to incoming students based on the results of a competitive scholarship test. The test is administered in January and is based on general education. The scholarships are awarded to students who will begin programs in 2012. The test does not specifically relate to an individual field of study or skill. No prior registration or application is required. Four \$1,000 and sixteen \$500 scholarships are awarded. A student may receive only one scholarship. The scholarship may be used only at Bradford School, Columbus. Additional information regarding these scholarships may be obtained through the Admissions office.

Bradford School Culinary Scholarships totaling \$8,000 annually are available to high school students in culinary arts programs sponsored by ProStart© and FCCLA. Each of these organizations holds an annual state competition. Scholarships totaling \$4,000 will be awarded to the winning culinary team at each organization's state competition. The aggregate \$4,000 scholarship award will be divided proportionately among the winning team's members. Therefore, the amount of each team member's scholarship award will be dependent on the number of members on the team. The scholarship may be used only at Bradford School, Columbus.

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

STUDENT SERVICES

COUNSELING

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

CHEMICAL ABUSE

The main concern and responsibility of Bradford School to the abuser of chemical substances is constructive rehabilitation. Counseling and assistance referrals are available through the Director of Education.

PLACEMENT

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

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

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

STUDENT RESIDENCES

Student residences are provided by Bradford School. The two-bedroom apartments are assigned to the students by Bradford School with up to four students in each furnished residence. A separate handbook defines the policies for behavior and procedures that apply to residential life.

Residence facilities are only for the use of currently enrolled Bradford students. A student who withdraws or is dismissed from Bradford School may not continue to reside in the residence facilities without express permission from the school.

CAMPUS SECURITY

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

How to Report Criminal Actions or Other Emergencies

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

Campus Safety Procedures and Crime Prevention Programs

Procedures for reporting criminal actions or other emergencies are reviewed with students during orientation. Orientation is held prior to the start of each new group of students. Mandatory orientation is also conducted for all students residing in college residence facilities. Additionally, during the course of their program, a representative, who is a licensed professional clinical counselor who has experience in working with children, adolescents and adults in areas such as trauma, eating disorders and general mental health, is invited to speak to the students and employees. Topics could include safety procedures, self-protection, awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. These seminars are provided for all students and employees. Handouts provided during the presentation regarding personal safety and crime prevention are distributed to all students and staff.

Timely Warning Reports

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

Security and Access to Campus Facilities

During business hours, the administration and classroom buildings are open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. Security systems are utilized during hours in which the school is closed. The buildings are locked and access is by key, which have been assigned to designated personnel. The security officer or night janitorial staff on duty activates the building alarm/security system once the buildings are vacated at the end of each day.

Bradford School residence facilities have a residence director and security guard on duty each night to assist students. Access to the residence facility is controlled by locked front doors. Students are issued key access cards. Inside doors have adequate locks, and students are reminded to keep their room door locked. Students are directed to call 911 to reach the city police or fire department should an emergency arise when security is not available. Safety and security are considered and implemented in the maintenance of all campus lighting, shrubbery, and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over nonsafety and nonemergency requests.

Authority of Campus Security Personnel

Bradford School does not have a campus police or security department. The college contracts with an outside agency to provide security services for its residence facilities. Security personnel at the campus have no formal relationship with any state or local law enforcement agency, although they do maintain a good working relationship with local law enforcement personnel. Security personnel have no authority to arrest anyone.

Crime Statistics

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

<u>Category</u>	<u>Location</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Murder/Non-negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Sex Offenses, Forcible	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Sex Offenses, Non- Forcible	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Robbery	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

Burglary	On Campus*	0	0	2
	On-Campus Housing Facility	0	0	1
	Public Property	0	0	0
Motor Vehicle Theft	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Arson	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Arrest	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus*	9	1	6
	On-Campus Housing Facility	9	1	6
	Public Property	0	0	0
Drug Law Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus*	4	4	4
	On-Campus Housing Facility	4	4	4
	Public Property	0	0	0
Illegal Weapons Possession Arrests	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	On Campus*	0	0	0
	On-Campus Housing Facility	0	0	0
	Public Property	0	0	0

*This category includes ALL on-campus incidents, including those listed in the “On-Campus Housing Facility” category.

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

Bradford School has no noncampus buildings or property nor does it recognize any off-campus locations of student organizations.

Policy for Preparing the Annual Disclosure of Crime Statistics

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

Policy on Alcoholic Beverages and Illegal Drugs

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

Policy on Sexual Assault

Bradford School sponsors educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. Information on registered sex offenders can be obtained from www.sheriff.franklin.oh.us.

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

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

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

Missing Student Notification

In compliance with the Higher Education Act of 1965, as amended, the following policy and procedure have been developed in order to assist in locating a Bradford School student living in campus residence facilities who is reported missing.

A student shall be deemed missing when s/he is absent from the school for more than 24 hours without any known reason. Anyone who believes a student is missing should report their concern to the office of the Director of Student Services, which will investigate the report and determine whether or not the student is missing. When a student is determined to be missing, the Director of Student Services will immediately contact the local law enforcement agency.

All students shall have the opportunity to identify confidentially an individual to be contacted by the school in case a student is determined to be missing. No later than 24 hours after that determination, the office of the Director of Student Services will notify the individual that the student is missing. All students who are less than 18 years of age and not emancipated will have their parent or guardian notified within 24 hours when the student is determined to be missing.

Emergency Response and Evacuation Procedures

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

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

Fire safety training is required for every residence student and is conducted within 10 days of the student's move-in date. This training will include fire prevention policies and rules, fire safety precautions, protocol for reporting fires, procedures for evacuating the building, and use of fire extinguishers. The fire and smoke alarm systems alert residents of potential hazards. When an alarm sounds, each resident should follow the established procedures:

1. Awaken any sleeping roommate.
2. Feel the doorknob and the door. If they are hot, do not open the door. Use a towel or blanket to fill the cracks around the door. Call 911. Go to the safest window in the unit and hang a sheet or towel out of the window to identify the unit as still occupied to the Columbus Fire Department.
3. If the doorknob and door are cool, slowly open the door and exit the room.
4. Close the door tightly when evacuating.
5. Follow the predetermined exit route in a quick and orderly manner. Emergency Evacuation Maps are posted in the kitchen next to the main entry door.
6. Leave the building using the nearest accessible stairway. Do not use an elevator.
7. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.

8. Report to the parking lot on the east side (front) of the building in front of the vet tech kennel area until given further instructions. All residents must remain in this area until the Residence Director has taken roll.

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

Bradford School also publishes an annual Fire Safety Report. This report is available in the office of the Director of Student Services.

STUDENTS' GRIEVANCE PROCEDURES

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

If the problem is not resolved and the problem involves an academic matter, the student should request a meeting with the Director of Education.

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

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

The last procedure is to state the concern in writing to either or both of the following:

State of Ohio
Board of Career
Colleges and Schools
35 East Gay Street, Suite 403
Columbus, Ohio 43215
(614) 466-2752

Accrediting Council for
Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

PERSONAL PROPERTY

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

ACTIVITIES

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

LIBRARY

The Bradford School library is located on the west side of the campus, in the lower level of the student residences. This facility provides the students with up-to-date reference books, periodicals, and specialized program-related materials. Students have Internet access as well as the opportunity to access computerized databases and legal research systems. The library supports the educational goals and objectives of Bradford School, and students are encouraged to utilize it for study and research purposes. The hours for the library are posted at the beginning of each term.

ACADEMIC INFORMATION

CLASS SCHEDULE

Instructional hours are usually 50 minutes in length. Classes are scheduled Monday through Friday from 6:30 a.m. to 6:30 p.m. Individual class schedules will vary according to the student's program. In the event of unscheduled school closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester.

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

ATTENDANCE

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

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

TARDINESS POLICY

Class periods at Bradford School are typically 50 minutes in length. Tardies are recorded for students who are absent for ten minutes or less of each scheduled class period. Three (3) tardies constitute one (1) class absence. Students absent for more than ten minutes of a class period will not be admitted to the class and will be considered absent for that class period. For classes scheduled for more than two (2) consecutive hours, admittance will be at the instructor's discretion based upon the length of the class and/or the severity of the tardiness.

MAKEUP WORK

Tests must be taken on the day they are administered in the classroom. There is only **one makeup** per class allowed to the student who is absent when the test is administered. This makeup may only be used for an announced test. A student cannot make up an unannounced test.

The core instructor of each program will schedule all make-up work. An exception will occur only when a student is absent from school as a result of an illness with medical documentation, hospitalization, or a death in the family. The student will notify the school of the situation, and the faculty will work with the student to complete the missed work upon his/her return to class.

PLACEMENT TESTING

To determine the best placement into English and mathematics courses, students are required to take COMPASS college placement exams. Depending on test results, students may be required to enroll in EN100 Composition Fundamentals and/or MA100 Basic College Math. EN100 and MA100 may be retaken as schedules permit.

DRESS CODE

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

KENNEL DUTY

Bradford School maintains an on-site kennel housing dogs, cats, and rodents. An important part of the education provided by the Veterinary Technology program is learning the duties and responsibilities of animal care and sanitation. Therefore, kennel duty is a vital part of that learning experience, and all veterinary technology students are assigned mandatory kennel duty. Kennel duties are performed before and after classes and on weekends. The number of weeks each student is assigned kennel duty depends on the number of in-house veterinary technology students.

STUDENT CONDUCT

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

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

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

DISABILITY SUPPORT SERVICES

Bradford School is committed to providing equal access to the college's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the Director of Education identified in the Administration, Faculty, and Staff section of this catalog, by phone at (614) 614-6200 or by mail or in person at 2469 Stelzer Road, Columbus, Ohio 43219. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

CLASS SIZE

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

DEFINITION OF ACADEMIC CREDIT

A clock hour is equal to a minimum of 50 minutes of instruction. Academic credit is measured in semester credit hours. An academic semester credit hour is equivalent to 15 clock hours in class, 30 clock hours in a laboratory, 45 clock hours devoted to externship, or a combination of the three. This definition also assumes outside work. Depending on the particular course, assignments will include outside reading and preparation, projects that require application of classroom theory, exercises to enhance manipulative skills, written assignments, and/or research and report writing.

COURSE NUMBERING SYSTEM

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

GRADING SYSTEM

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

<u>Grade</u>	<u>Quality Points</u>
A	4.0 (96-100)
A-	3.7 (92-95)
B+	3.3 (88-91)
B	3.0 (84-87)
B-	2.7 (80-83)
C+	2.3 (76-79)
C	2.0 (72-75)
C-	1.7 (68-71)
D+	1.3 (64-67)
D	1.0 (60-63)
F	0.0 (59 and below)
I	0.0 Incomplete
X	Credit by Transfer
W	Withdrawal

The grade point average (GPA) is calculated as follows:

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

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

GRADE REPORTS

Transcripts are mailed to the student at his or her permanent address two weeks after the end of the first 8 weeks, after the end of 24 weeks, and after the end of 40 weeks. Transcripts are given to the student personally two weeks after the end of 16 weeks, after the end of 32 weeks, and after the end of 48 weeks. At any time during the program, students are encouraged to discuss their progress with either the Director of Education or the individual faculty member involved in their day-to-day classroom situation.

TRANSCRIPTS

An official transcript is a copy of the permanent record and bears the seal of the school. Upon graduation, an official transcript is issued to the student without charge. Additional transcripts will be processed for a \$5 service charge upon receipt of a written request including the student's social security number, dates of enrollment, and program of study. Official transcripts will not be issued if there is an outstanding financial obligation to the school, if the student is delinquent or in default on a student loan, or if the student owes a refund on any federal or state student financial aid program.

WITHDRAWAL

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

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

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

DISMISSAL

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

1. Academic Failure of course work that would preclude graduation.
2. Attendance Excessive absences.
3. Financial Failure to meet obligations outlined in the student's financial plan.
4. Misconduct Behavior unbecoming of a professional business person or offenses listed in the STUDENT CONDUCT section on page 24.

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

READMISSION

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

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

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

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

Maximum Time Frame

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

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

Satisfactory Progress Measurements

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

Minimum Grade Point Average (GPA)/Minimum Successful Course Completion Percentage:

Programs Normally Completed in 2 or 2½ Semesters:

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

All Other Programs:

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

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

Additional Successful Course Completion Requirements:

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

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

or

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

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

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

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

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

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

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

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

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

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

Satisfactory Progress for Physical Therapist Assistant Program

In addition to the standards above, in order to continue in the program, Physical Therapist Assistant students must earn a final course grade of C or above in all technical courses that include some amount of lab hours in the course description. The course numbers for Physical Therapist Assistant technical courses begin with a PT field designator.

If a student does not earn the required minimum grade in a technical course that is a prerequisite for another course in the PTA program, the student will be required to:

1. Withdraw from the program. A later restart may be permitted under the policy for reentry provided the student was otherwise making satisfactory academic progress and is in compliance with the Readmission policy.

2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort.

No matter which of the two options above a student may elect, the student will be permitted this option only once.

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

Appeal Process and Reinstatement of Financial Aid Eligibility

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

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

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

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

Probation

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

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

Course Repetitions

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

Incomplete Grades

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

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

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

EXTERNSHIP

Seven programs include externships. Four of the programs, Culinary Arts, Travel-Hospitality diploma and associate's degree, and Paralegal, offer the opportunity for either paid or unpaid service for education credits. However, the externship in the medical assisting and veterinary technology programs earns education credits without pay.

GRADUATION REQUIREMENTS

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

1. Pass all courses in the program.
2. Attain an overall 2.0 grade point average.
3. Satisfy all financial obligations.

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

HONORS

It is the objective of Bradford School to encourage each student to achieve the maximum potential in the skill areas. Bradford also wishes to recognize outstanding achievement. To this end, the following awards program is in effect at Bradford School.

Highest Honors Award will be given to each student graduating with a perfect 4.0 average.

High Honors Award will be given to each student graduating with a 3.90 to 3.99 average.

Honors Award will be given to each student graduating with a 3.5 to 3.89 average.

Keyboarding Award will be given to each student achieving 75 words a minute with 3 or fewer errors on two graded 5-minute timed writings.

Attendance Award will be given to each student who has not missed more than 10 total hours of class during the program (with no more than two hours of absence in any one class).

GRADUATION AND TRANSFER-OUT RATES

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

CREDIT TRANSFER FROM ANOTHER SCHOOL

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

CREDIT TRANSFER TO ANOTHER SCHOOL

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

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

SCHEDULING

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

NOTIFICATION OF RIGHTS UNDER FERPA

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

These rights are:

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

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

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

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

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

PROGRAMS OF STUDY

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

Bradford School offers eighteen specialized programs. Students may select from ten major areas of study.

1. Accounting
2. Computer Specialist and Computer Programming
3. Culinary Arts
4. Graphic Design
5. Legal Studies
6. Medical Assisting
7. Network Management
8. Office Administration
9. Physical Therapist Assistant
10. Travel-Hospitality
11. Veterinary Technology

ACCOUNTING PROGRAM

This program provides the high school graduate with comprehensive training in accounting principles and communication skills.

Students who complete this program will receive a diploma.

Course Number	Course Name	Semester Credits
AC100	Accounting Principles I	4
AC101	Accounting Principles II	4
AC102	Accounting Principles III	4
AC106	Electronic Spreadsheets	2
AC108	Advanced Spreadsheets and Electronic Communications	2
AC112	Computerized General Ledger	2
AC113	Math for the Accounting Professional	2
AC116	Financial Analysis and Reporting	3
AC120	Payroll Accounting	4
EN112	Written Expression	2
GE202	Principles of Ethics	3
OT105	Database Management	2
OT110	Word Processing—Core	2
PD103	Professional Development	1
TY101	Keyboarding I	1
	TOTAL	38

TOTAL CREDITS REQUIRED FOR GRADUATION: 38

ASSOCIATE OF APPLIED BUSINESS DEGREE IN ACCOUNTING PROGRAM

This program provides the high school graduate with comprehensive training in accounting principles and communication skills while expanding the student's knowledge in general academic areas.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
Concentration Courses		
AC100	Accounting Principles I	4
AC101	Accounting Principles II	4
AC102	Accounting Principles III	4
AC106	Electronic Spreadsheets	2
AC108	Advanced Spreadsheets and Electronic Communications	2
AC112	Computerized General Ledger	2
AC113	Math for the Accounting Professional	2
AC116	Financial Analysis and Reporting	3
AC120	Payroll Accounting	4
AC201	Intermediate Accounting I	4
AC202	Intermediate Accounting II	4
AC205	Cost Accounting	2
AC207	Income Tax	2
AC220	Advanced Accounting	2
Related Courses		
AC211	Economics	2
EN112	Written Expression	2
LS101	Business Law	2
OT105	Database Management	2
OT110	Word Processing—Core	2
PD103	Professional Development	1
TY101	Keyboarding I	1
	TOTAL	68
TOTAL CREDITS REQUIRED FOR GRADUATION: 68		

ADMINISTRATIVE ASSISTANT PROGRAM

This program provides the high school graduate with comprehensive training in computer application software and communication skills.

Students who complete this program will receive a diploma.

Course Number	Course Name	Semester Credits
AC106	Electronic Spreadsheets	2
AC108	Advanced Spreadsheets and Electronic Communications	2
EN104	Oral Communications	2
EN105	Composition	3
EN112	Written Expression	2
EN113	Written Communication for Administrative Professionals	2
OT105	Database Management	2
OT106	Advanced Database Management	2
OT110	Word Processing—Core	2
OT115	Presentation Design and Development	2
OT117	Human Relations in the Workplace	2
OT201	Word Processing—Expert	2
PD103	Professional Development	1
SS110	Office Procedures I	2
SS211	Office Procedures II	4
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
	TOTAL	36

TOTAL CREDITS REQUIRED FOR GRADUATION: 36

COMPUTER SPECIALIST PROGRAM

This program provides the high school graduate with specialized technical training in several network operating systems, in network administration, and in Web-based technologies skills, while also stressing popular business applications and focusing on programming in Visual Basic.

Students who complete this program will receive a diploma.

Course Number	Course Name	Semester Credits
AC106	Electronic Spreadsheets	2
CA105	Microsoft Operating Systems	2
CA108	Networks	4
CA110	Computer Concepts	2
CA112	Computer Applications—Unix	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA118	Visual Basic Programming	4
CA121	Web Development	4
CA123	Web Authoring Tools	2
CA126	Network Administration	2
CA127	Advanced Operating Systems	2
CA130	Microsoft Integration	2
CA133	PC Hardware and Diagnostics	4
CA140	IT Customer Support	2
EN112	Written Expression	2
GE202	Principles of Ethics	3
OT110	Word Processing—Core	2
PD103	Professional Development	1
TY101	Keyboarding I	1
TOTAL		47

TOTAL CREDITS REQUIRED FOR GRADUATION: 47

ASSOCIATE OF APPLIED BUSINESS IN COMPUTER PROGRAMMING PROGRAM

This program provides the high school graduate with specialized technical skills, programming-language training, Web-based technologies training, Web-based programming-language skills, and communication skills while expanding the student's knowledge in general academic areas.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
Concentration Courses		
CA105	Microsoft Operating Systems	2
CA108	Networks	4
CA110	Computer Concepts	2
CA112	Computer Applications—Unix	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA118	Visual Basic Programming	4
CA121	Web Development	4
CA123	Web Authoring Tools	2
CA126	Network Administration	2
CA127	Advanced Operating Systems	2
CA130	Microsoft Integration	2
CA133	PC Hardware and Diagnostics	4
CA140	IT Customer Support	2
CA208	Advanced Visual Basic Programming	2
CA209	Object-Oriented Programming	4
CA210	Advanced Project Development	2
CA214	Implementing and Administering SQL Servers	4
CA225	Java	4
Related Courses		
AC106	Electronic Spreadsheets	2
EN112	Written Expression	2
OT110	Word Processing—Core	2
PD103	Professional Development	1
TY101	Keyboarding I	1
	TOTAL	75

TOTAL CREDITS REQUIRED FOR GRADUATION: 75

ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS PROGRAM

This program provides the high school graduate with the necessary food preparation, cookery, and presentation skills along with basic operational, cost, and business skills to become a skilled member of the foodservice industry. Application of classroom instruction is achieved through a culinary externship in which each student participates.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
GE211	Science of Nutrition	3
Concentration Courses		
CU100	Introduction to the Hospitality Industry	2
CU101	Commercial Kitchen Skills and Procedures	3
CU102	Soups, Starches and Sauces	3
CU103	Meat and Poultry Arts	3
CU104	Fish and Shellfish Arts	3
CU105	Breads, Cakes and Pastry Arts	3
CU106	Garde Manger and Charcuterie	3
CU111	Safety, Sanitation and Kitchen Design	2
CU113	Purchasing and Storeroom Procedures	2
CU112	Computer Applications for Foodservice	1
CU116	Wines, Spirits and Beverages	2
CU118	Dining Room Service and Management	2
CU119	Purchasing and Cost Control	2
CU201	Classical Cuisine	3
CU204	International Cuisine	6
CU203	Culinary Externship	8
CU210	Food and Beverage Management	2
CU212	Essentials of Employee Management	2
Related Course		
OT117	Human Relations in the Workplace	2
PD103	Professional Development	1
	TOTAL	73

TOTAL CREDITS REQUIRED FOR GRADUATION: 73

GRAPHIC DESIGN PROGRAM

This program provides the high school graduate with intensive training in visual techniques, design methods, and communications.

Students who complete this program will receive a diploma.

Course Number	Course Name	Semester Credits
EN112	Written Expression	2
GD101	Drawing	1
GD103	Introduction to Macintosh	2
GD110	Design and Color	3
GD114	Typography I	2
GD115	Typography II	2
GD123	Comprehensive Illustration	1
GD130	Introduction to Production	2
GD135	Web Development With HTML	2
GD141	Multimedia and Animation	4
GD201	Advertising Art Portfolio	4
GD205	Web Design for Graphic Designers	2
GD210	Design and Presentation Development	4
GD211	Web Design for Graphic Designers II	2
OT115	Presentation Design and Development	2
OT117	Human Relations in the Workplace	2
OT119	Electronic Drawing I	3
OT121	Electronic Drawing II	1
OT209	Desktop Publishing	4
OT212	Electronic Layout and Design	4
PD106	Professional Development for Graphic Designers	1
TY101	Keyboarding I	1
	TOTAL	51

TOTAL CREDITS REQUIRED FOR GRADUATION: 51

ASSOCIATE OF APPLIED BUSINESS IN GRAPHIC DESIGN PROGRAM

This program provides the high school graduate with intensive training in visual techniques, design methods, and communications while expanding the student's knowledge in general academic areas.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
Concentration Courses		
GD101	Drawing	1
GD103	Introduction to Macintosh	2
GD110	Design and Color	3
GD114	Typography I	2
GD115	Typography II	2
GD123	Comprehensive Illustration	1
GD126	History of Graphic Design	2
GD130	Introduction to Production	2
GD135	Web Development With HTML	2
GD141	Multimedia and Animation	4
GD201	Advertising Art Portfolio	4
GD205	Web Design for Graphic Designers	2
GD211	Web Design for Graphic Designers II	2
GD210	Design and Presentation Development	4
GD220	Designing for Electronic Devices	1
OT119	Electronic Drawing I	3
OT121	Electronic Drawing II	1
OT209	Desktop Publishing	4
OT212	Electronic Layout and Design	4
Related Courses		
EN112	Written Expression	2
LS101	Business Law	2
OT115	Presentation Design and Development	2
OT117	Human Relations in the Workplace	2
OT206	Report Research	2
PD106	Professional Development for Graphic Designers	1
TY101	Keyboarding I	1
TOTAL		73

TOTAL CREDITS REQUIRED FOR GRADUATION: 73

LEGAL ADMINISTRATIVE ASSISTANT PROGRAM

This program provides the high school graduate with comprehensive training in the legal office skills and communication skills.

Students who complete this program will receive a diploma.

Course Number	Course Name	Semester Credits
AC106	Electronic Spreadsheets	2
EN105	Composition	3
EN112	Written Expression	2
EN113	Written Communication for Administrative Professionals	2
GS121	Client Interview and Communication Skills	1
GS125	Ethics	1
HP102	Event Planning	2
LS200	Legal Office Procedures	4
OT100	Legal Computer Applications	1
OT105	Database Management	2
OT110	Word Processing--Core	2
OT116	Business Organization	2
OT117	Human Relations in the Workplace	2
OT201	Word Processing--Expert	2
PD103	Professional Development	1
PL100	Introduction to Law and the Legal System	4
PL111	Litigation	2
PL115	Legal Research and Legal Writing I	4
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1
		TOTAL 44

TOTAL CREDITS REQUIRED FOR GRADUATION: 44

ASSOCIATE OF APPLIED BUSINESS IN LEGAL OFFICE ADMINISTRATION PROGRAM

This program is designed for those students who have an interest in working in a legal-related administrative assistant capacity. The program provides instruction in communication skills, basic administrative assistant skills, legal terminology, and legal office procedures.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
Concentration Courses		
EN113	Written Communication for Administrative Professionals	2
GS121	Client Interview and Communication Skills	1
GS125	Ethics	1
HP102	Event Planning	2
LS101	Business Law	2
LS200	Legal Office Procedures	4
OT100	Legal Computer Applications	1
OT105	Database Management	2
OT110	Word Processing—Core	2
OT115	Presentation Design and Development	2
OT116	Business Organization	2
OT201	Word Processing—Expert	2
OT205	Electronic Office Systems	2
OT206	Report Research	2
OT225	Supervision	2
PL100	Introduction to Law and the Legal System	4
PL111	Litigation	2
PL115	Legal Research and Legal Writing I	4
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1
Related Courses		
AC106	Electronic Spreadsheets	2
EN112	Written Expression	2
OT117	Human Relations in the Workplace	2
PD103	Professional Development	1
TOTAL		66

TOTAL CREDITS REQUIRED FOR GRADUATION: 66

MEDICAL ASSISTING PROGRAM

This program provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry. Application of classroom instruction is achieved through a medical externship in which each student participates. Medical assisting students are required to have a physical examination to demonstrate that their health will permit them to meet program requirements. They must also provide an immunization history.

Students who complete this program will receive a diploma.

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

Course Number	Course Name	Semester Credits
EN112	Written Expression	2
MD100	Anatomy and Physiology I	2
MD101	Medical Terminology	2
MD102	Anatomy and Physiology II	2
MD105	Medical Administrative Procedures I	2
MD108	Clinical Procedures II	4
MD109	Medical Laboratory Procedures	4
MD111	Clinical Procedures I	4
MD114	Medical Office Systems	2
MD117	Medical Insurance	2
MD120	Medical Administrative Procedures II	2
MD205	Pharmacology	2
MD208	Clinical Procedures III	4
MD210	Medical Externship	7
PD103	Professional Development	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1
	TOTAL	44

TOTAL CREDITS REQUIRED FOR GRADUATION: 44

ASSOCIATE OF APPLIED BUSINESS IN MEDICAL ASSISTING PROGRAM

This program provides the high school graduate with the necessary administrative, clinical, and laboratory training to become a skilled member of the health care industry while expanding the student's knowledge in general academic areas. Application of classroom instruction is achieved through a medical externship in which each student participates. Medical assisting students are required to have a physical examination to demonstrate that their health will permit them to meet program requirements. They must also provide an immunization history.

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

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
Concentration Courses		
MD100	Anatomy and Physiology I	2
MD101	Medical Terminology	2
MD102	Anatomy and Physiology II	2
MD105	Medical Administrative Procedures I	2
MD108	Clinical Procedures II	4
MD109	Medical Laboratory Procedures	4
MD111	Clinical Procedures I	4
MD114	Medical Office Systems	2
MD117	Medical Insurance	2
MD120	Medical Administrative Procedures II	2
MD205	Pharmacology	2
MD208	Clinical Procedures III	4
MD210	Medical Externship	7

Related Courses

EN112	Written Expression	2
LS101	Business Law	2
OT205	Electronic Office Systems	2
OT206	Report Research	2
OT225	Supervision	2
PD103	Professional Development	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1

TOTAL 67

TOTAL CREDITS REQUIRED FOR GRADUATION: 67

ASSOCIATE OF APPLIED BUSINESS IN NETWORK MANAGEMENT

This program provides the high school graduate with specialized technical skills, programming-language training, Web-based technologies training, Web-based programming-language training, and network design, implementation, and management skills while expanding the student's knowledge in general academic areas.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
Concentration Courses		
CA105	Microsoft Operating Systems	2
CA108	Networks	4
CA110	Computer Concepts	2
CA112	Computer Applications—Unix	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA118	Visual Basic Programming	4
CA121	Web Development	4
CA123	Web Authoring Tools	2
CA126	Network Administration	2
CA127	Advanced Operating Systems	2
CA130	Microsoft Integration	2
CA133	PC Hardware and Diagnostics	4
CA140	IT Customer Support	2
CA212	Linux Administration	2
CA214	Implementing and Administering SQL Servers	4
CA218	Implementing Microsoft Clients and Servers	4
CA222	Managing a Microsoft Network Environment	4
CA224	Designing Security for a Microsoft Network	4
Related Courses		
AC106	Electronic Spreadsheets	2
EN112	Written Expression	2
OT110	Word Processing—Core	2
PD103	Professional Development	1
TY101	Keyboarding I	1
TOTAL		77

TOTAL CREDITS REQUIRED FOR GRADUATION: 77

ASSOCIATE OF APPLIED BUSINESS IN OFFICE ADMINISTRATION PROGRAM

This program provides the high school graduate with comprehensive training in computer application software and communication skills while expanding the student's knowledge in general academic areas.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
Concentration Courses		
AC106	Electronic Spreadsheets	2
AC108	Advanced Spreadsheets and Electronic Communications	2
EN104	Oral Communications	2
EN112	Written Expression	2
EN113	Written Communication for Administrative Professionals	2
HP102	Event Planning	2
OT105	Database Management	2
OT106	Advanced Database Management	2
OT110	Word Processing—Core	2
OT111	Data Analysis	2
OT115	Presentation Design and Development	2
OT117	Human Relations in the Workplace	2
OT201	Word Processing—Expert	2
OT204	Specialized Documentation	4
OT225	Supervision	2
SS110	Office Procedures I	2
SS211	Office Procedures II	4
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201	Advanced Document Production	1
Related Courses		
LS101	Business Law	2
OT116	Business Organization	2
OT205	Electronic Office Systems	2
OT206	Report Research	2
PD103	Professional Development	1
TOTAL		67

TOTAL CREDITS REQUIRED FOR GRADUATION: 67

ASSOCIATE OF APPLIED BUSINESS IN PARALEGAL PROGRAM

This program provides the high school graduate with specialized legal training to handle legal problems logically and to communicate effectively his or her findings and opinions to the supervising attorney.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
Concentration Courses		
GS121	Client Interview and Communication Skills	1
GS125	Ethics	1
OT100	Legal Computer Applications	1
OT105	Database Management	2
OT110	Word Processing—Core	2
PL100	Introduction to Law and the Legal System	4
PL111	Litigation	2
PL112	Business Organizations	2
PL115	Legal Research and Legal Writing I	4
PL120	Legal Research and Legal Writing II	4
PL125	Civil Procedure	2
PL130	Tort Law	2
PL135	Contract Law	2
PL136	Commercial Law	2
PL140	Real Estate Law	2
PL200	Estate Planning and Administration	2
PL201	Domestic Relations/Family Law	2
PL211	Bankruptcy Law and Debtor-Creditor Relations	2
PL220	Criminal Law	2
PL230	Legal Externship	6
Related Courses		
AC106	Electronic Spreadsheets	2
EN112	Written Expression	2
EN113	Written Communication for Administrative Professionals	2
OT117	Human Relations in the Workplace	2
PD103	Professional Development	1
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
		TOTAL 74

TOTAL CREDITS REQUIRED FOR GRADUATION: 74

ASSOCIATE OF APPLIED SCIENCE IN PHYSICAL THERAPIST ASSISTANT PROGRAM*

The Physical Therapist Assistant program provides the high school graduate with knowledge and skills through comprehensive learning experiences that prepare the graduate to secure an entry-level position as a licensed Physical Therapist Assistant who practices within the legal and ethical framework of physical therapy under the direction and supervision of a licensed Physical Therapist and in collaboration with other health care professionals.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE190	General Human Physiology	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
Concentration Courses		
PT101	Medical Terminology & Documentation	1
PT107	Functional Anatomy for PTA I	3
PT110	Introduction to Physical Therapy	1
PT115	Kinesiology I Lab	1
PT117	Functional Anatomy for PTA II	3
PT120	Introduction to Patient Care	1
PT122	Kinesiology I Theory	2
PT125	Kinesiology II Lab	1
PT130	Introduction to Disease	2
PT132	Kinesiology II Theory	2
PT135	Therapeutic Interventions I	2
PT140	Therapeutic Interventions II Lab	1
PT145	Therapeutic Interventions II	2
PT150	Physical Agents I	2
PT155	Clinical Preparation	1
PT201	Clinical I	3
PT205	Manual Therapy Techniques	2
PT210	PTA Professional Issues	1
PT245	Therapeutic Interventions III	2
PT249	Therapeutic Interventions III Lab	1
PT250	Physical Agents II	2
PT255	Therapeutic Interventions IV	2
PT259	Therapeutic Interventions IV Lab	1
PT260	Practical Clinical Simulation	1
PT265	Therapeutic Interventions V	1
PT267	Special Topics in PT Practice	1
PT271	Clinical II	3
PT275	Licensure Exam Prep	1
PT301	Clinical III	6

Related Course

CA102 Computer Applications

1
TOTAL 71

TOTAL CREDITS REQUIRED FOR GRADUATION: 71

*In order to be licensed by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers' Board, students must pass the National Physical Therapy Examination (NPTE) for physical therapist assistants approved by the physical therapy section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers' Board (OPTPAT). They must also pass a jurisprudence examination approved by the physical therapy section on Ohio's laws and rules governing the practice of physical therapy.

TRAVEL-HOSPITALITY PROGRAM

This program provides the high school graduate with comprehensive training for a career in the travel, tourism, and hospitality industries utilizing the most current reservation and ticketing software.

Students who complete this program will receive a diploma.

Course Number	Course Name	Semester Credits
AC106	Electronic Spreadsheets	2
AC113	Math for the Accounting Professional	2
EN105	Composition	3
EN112	Written Expression	2
HP102	Event Planning	2
HP103	Front and Back Office Operations	2
HP107	Sales and Customer Service	2
HP110	Guest Relations Management	2
HP112	Worldwide Tourism	2
HP260	Travel-Hospitality Externship	7
OT110	Word Processing--Core	2
OT117	Human Relations in the Workplace	2
PD103	Professional Development	1
TR100	Introduction to Travel	2
TR115	Domestic Destinations	2
TR108	Travel Agency Operations and Meeting Management	2
TR110	Worldwide Destinations	2
TR111	Computerized Reservations	4
TY101	Keyboarding I	1
	TOTAL	44

TOTAL CREDITS REQUIRED FOR GRADUATION: 44

ASSOCIATE OF APPLIED BUSINESS IN TRAVEL-HOSPITALITY PROGRAM

This program provides the high school graduate with comprehensive training for a career in the travel, tourism, and hospitality industries utilizing the most current reservation and ticketing software while expanding the students' knowledge in general academic areas.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
Concentration Courses		
HP102	Event Planning	2
HP103	Front and Back Office Operations	2
HP107	Sales and Customer Service	2
HP110	Guest Relations Management	2
HP112	Worldwide Tourism	2
HP260	Travel-Hospitality Externship	7
OT110	Word Processing—Core	2
OT117	Human Relations in the Workplace	2
TR100	Introduction to Travel	2
TR115	Domestic Destinations	2
TR108	Travel Agency Operations and Meeting Management	2
TR110	Worldwide Destinations	2
TR111	Computerized Reservations	4
Related Courses		
AC106	Electronic Spreadsheets	2
AC113	Math for the Accounting Professional	2
EN112	Written Expression	2
LS101	Business Law	2
OT205	Electronic Office Systems	2
OT206	Report Research	2
OT225	Supervision	2
PD103	Professional Development	1
TY101	Keyboarding I	1
		TOTAL 64

TOTAL CREDITS REQUIRED FOR GRADUATION: 64

ASSOCIATE OF APPLIED SCIENCE IN VETERINARY TECHNOLOGY PROGRAM*

This program provides the high school graduate with the necessary clinical, laboratory, surgical assisting, and administrative training to become a skilled member of the veterinary-care industry. Application of classroom instruction is achieved through a veterinary externship in which each student participates.

The Veterinary Technology program is currently accredited by the Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (AVMA). Graduates of the program are eligible to take the Veterinary Technician National Examination (VTNE). The requirements for taking and passing the VTNE are controlled by an outside agency and subject to change without notice. Therefore, Bradford School cannot guarantee that graduates will be eligible to take the exam at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE100	Biology	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
Concentration Courses		
VT101	Clinical Medicine I	2
VT102	Clinical Medicine II	2
VT103	Clinical Medicine III	2
VT104	Clinical Medicine IV	2
VT110	Mathematics for Veterinary Technicians	2
VT111	Animal Technology I	1
VT112	Animal Technology II	1
VT113	Animal Technology III	1
VT114	Animal Technology IV	1
VT120	Animal Anatomy and Physiology I	4
VT125	Veterinary Terminology	1
VT126	Animal Anatomy and Physiology II	2
VT131	Clinical Laboratory I	1
VT132	Clinical Laboratory II	1
VT133	Clinical Laboratory III	1
VT143	Veterinary Pharmacology I	2
VT144	Anesthesia I	2
VT145	Veterinary Pharmacology II	2
VT146	Anesthesia II	2
VT201	Clinical Medicine V	3
VT211	Animal Technology V	1
VT212	Animal Technology VI	1

VT220	Large Animal Theory I	2
VT222	Large Animal Theory II	2
VT225	Veterinary Office Procedures	2
VT230	VTNE Preparation	4
VT231	Clinical Laboratory IV	1
VT232	Clinical Laboratory V	1
VT241	Radiography I	2
VT242	Surgical Nursing I	2
VT243	Surgical Nursing II	1
VT245	Radiography II	1
VT251	Large Animal Practicum	1
VT255	Veterinary Externship	6
Related Course		
PD103	Professional Development	1
	TOTAL	81

TOTAL CREDITS REQUIRED FOR GRADUATION: 81

*To become a Registered Veterinary Technician (RVT), individuals must graduate from a program accredited by the American Veterinary Medical Association (AVMA), pass the Veterinary Technician National Examination, and submit to a background check. Bradford School cannot guarantee that graduates will be eligible to work as a veterinary technician in Ohio or any other state at all or at any specific time, regardless of their eligibility status upon enrollment.

COURSE DESCRIPTIONS

AC100 ACCOUNTING PRINCIPLES I (48 Lecture/32 Lab Hours) 4 Credits

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

AC101 ACCOUNTING PRINCIPLES II (48 Lecture/32 Lab Hours) 4 Credits

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

AC102 ACCOUNTING PRINCIPLES III (48 Lecture/32 Lab Hours) 4 Credits

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

AC106 ELECTRONIC SPREADSHEETS (24 Lecture/16 Lab Hours) 2 Credits

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets.

AC108 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS
(20 Lecture/20 Lab Hours) 2 Credits

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. (Prerequisite: AC106 Electronic Spreadsheets)

AC112 COMPUTERIZED GENERAL LEDGER (20 Lecture/20 Lab Hours) 2 Credits

This course is a hands-on approach to learning how automated accounting systems function. The students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. (Prerequisite: AC101 Accounting Principles II)

AC113 MATH FOR THE ACCOUNTING PROFESSIONAL (30 Lecture/10 Lab Hours) 2 Credits

In the course students will receive instruction in the mathematics of trade discounts, markup and markdown, simple interest and simple discount, depreciation, inventory, and sales tax calculation.

AC116 FINANCIAL ANALYSIS AND REPORTING (40 Lecture Hours/20 Lab Hours) 3 Credits

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

- AC120 PAYROLL ACCOUNTING** (48 Lecture/32 Lab Hours) 4 Credits
This course is divided into two modules. During Module 1, students will develop speed and accuracy in the use of a 10-key pad. Module 2 is a presentation of the theoretical and practical applications of payroll procedures. It emphasizes the methods of computing wages and salaries, keeping records, and the preparation of various federal and state government reports. Students are required to complete a comprehensive payroll project to show proof of mastery of subject content. (Prerequisite: AC100 Accounting Principles I)
- AC201 INTERMEDIATE ACCOUNTING I** (48 Lecture/32 Lab Hours) 4 Credits
This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. (Prerequisite: AC102 Accounting Principles III)
- AC202 INTERMEDIATE ACCOUNTING II** (48 Lecture/32 Lab Hours) 4 Credits
This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. (Prerequisite: AC201 Intermediate Accounting I)
- AC205 COST ACCOUNTING** (28 Lecture/12 Lab Hours) 2 Credits
This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern. (Prerequisite: AC101 Accounting Principles II)
- AC207 INCOME TAX** (30 Lecture/30 Lab Hours) 2 Credits
This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules. (Prerequisite: AC102 Accounting Principles III)
- AC211 ECONOMICS** (40 Lecture Hours) 2 Credits
In this course, students study macroeconomics and microeconomics concepts. Topics considered include the method of economics, supply and demand, the price mechanism, money and the American banking system, national output and national income, monetary and fiscal policies, the problems resulting from economic progress, and the current economic system.
- AC220 ADVANCED ACCOUNTING** (30 Lecture/30 Lab Hours) 2 Credits
A variety of topics is given special in-depth attention. These topics include partnership formation, operation, dissolution, and liquidation. In addition, home office and branch accounting and the purchase and pooling of interests methods of consolidation are covered. (Prerequisite: AC202 Intermediate Accounting II)
- CA102 COMPUTER APPLICATIONS** (10 Lecture/30 Lab Hours) 1 Credit
This course provides an introduction to computer concepts. Topics include the operating system, spreadsheets, word processing, and database management. Students are also introduced to Internet research strategies to locate resources useful in the physical therapy field.

CA105 MICROSOFT OPERATING SYSTEMS (20 Lecture/20 Lab Hours) 2 Credits
This course focuses on legacy and popular Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties.

CA108 NETWORKS (40 Lecture/40 Lab Hours) 4 Credits
This course introduces the students to the Novell, Windows NT, and UNIX TCP/IP networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN network, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model. (Prerequisites: CA105 Microsoft Operating Systems and CA133 PC Hardware and Diagnostics)

CA110 COMPUTER CONCEPTS (24 Lecture/16 Lab Hours) 2 Credits
This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from mainframes to micros (PCs) is covered with an emphasis on explaining the types of applications and job skills that are common to all computer career environments as well as those that are unique to each type of system. Students also develop Internet search strategies and examine Internet ethics and responsibilities.

CA112 COMPUTER APPLICATIONS--UNIX (24 Lecture/16 Lab Hours) 2 Credits
This course teaches the student how to become a UNIX systems administrator. The students learn system administration functions that allow them to add new users and establish system-level defaults and user privileges. Students also learn how to log in as a regular user and use the standard set of commands. Additionally, the students learn to use X-Windows.

CA114 DATABASE CONCEPTS (20 Lecture/20 Lab Hours) 2 Credits
This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package.

CA115 DATABASE APPLICATIONS (20 Lecture/20 Lab Hours) 2 Credits
In this course students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications. (Prerequisite: CA114 Database Concepts)

CA118 VISUAL BASIC PROGRAMMING (40 Lecture/40 Lab Hours) 4 Credits
This course introduces the students to the Microsoft Visual Basic package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs.

CA121 WEB DEVELOPMENT (40 Lecture/40 Lab Hours) 4 Credits
This course presents introductions to many of the basic concepts, issues, and techniques related to designing, developing, and deploying Web sites. During the course, students will learn about Web design, HTML, XHTML, basic JavaScript, Dynamic HTML, and Cascading Style Sheets (CSS).

CA123 WEB AUTHORIZING TOOLS (20 Lecture/40 Lab Hours) 2 Credits
In this course students learn how to automate the developmental process of their Web pages using Web authoring tools. Emphasis is placed on proper design elements and enhanced through the use of practical exercises. (Prerequisite: CA121 Web Development)

- CA126 NETWORK ADMINISTRATION** (20 Lecture/40 Lab Hours) 2 Credits
This course teaches the students to administer the network. Students learn to add users and set user privileges, set up device and file shares, and set up and administer print shares. (Prerequisite: CA108 Networks)
- CA127 ADVANCED OPERATING SYSTEMS** (24 Lecture/16 Lab Hours) 2 Credits
This course is a continuation of the study of popular Microsoft operating systems with further development of skills in installation, configuration, and troubleshooting techniques. (Prerequisite: CA105 Microsoft Operating Systems)
- CA130 MICROSOFT INTEGRATION** (20 Lecture/20 Lab Hours) 2 Credits
In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered. (Prerequisites: AC106 Electronic Spreadsheets, CA114 Database Concepts, and OT110 Word Processing—Core)
- CA133 PC HARDWARE AND DIAGNOSTICS** (40 Lecture/40 Lab Hours) 4 Credits
This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance. (Prerequisite: CA105 Microsoft Operating Systems)
- CA140 IT CUSTOMER SUPPORT** (40 Lecture Hours) 2 Credits
This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry.
- CA208 ADVANCED VISUAL BASIC PROGRAMMING** (20 Lecture/20 Lab Hours) 2 Credits
This course develops Visual Basic skills and knowledge required to complete complex business applications. Topics include creating network applications, using the Windows API calls, and incorporating database connections inside Visual Basic code. (Prerequisite: CA118 Visual Basic Programming)
- CA209 OBJECT-ORIENTED PROGRAMMING** (40 Lecture/40 Lab Hours) 4 Credits
This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems. (Prerequisite: CA118 Visual Basic Programming)
- CA210 ADVANCED PROJECT DEVELOPMENT** (80 Lab Hours) 2 Credits
This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions. (Prerequisite: CA115 Database Applications and completion of an advanced programming language course)
- CA212 LINUX ADMINISTRATION** (20 Lecture/20 Lab Hours) 2 Credits
In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, Internet services, and system hardware. (Prerequisites: CA125 Network Administration and CA112 Computer Applications—UNIX)

CA214 IMPLEMENTING AND ADMINISTERING SQL SERVERS

(40 Lecture/40 Lab Hours)

4 Credits

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

CA218 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS

(40 Lecture/40 Lab Hours)

4 Credits

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Microsoft operating systems. Topics include installing, configuring, monitoring, and securing resources. (Prerequisite: CA126 Network Administration)

CA222 MANAGING A MICROSOFT NETWORK ENVIRONMENT

(40 Lecture/40 Lab Hours)

4 Credits

In this course students learn to administer, support, and troubleshoot information systems that incorporate Microsoft network operating systems. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (Prerequisite: CA218 Implementing Microsoft Clients and Servers)

CA224 DESIGNING SECURITY FOR A MICROSOFT NETWORK

(40 Lecture/40 Lab Hours)

4 Credits

This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. (Prerequisite: CA222 Managing a Microsoft Network Environment)

CA225 JAVA (40 Lecture/40 Lab Hours)

4 Credits

This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Special emphasis is placed on designing applets for Web pages. Students work in a visual Integrated Development Environment (IDE). (Prerequisite: CA209 Object-Oriented Programming)

CU100 INTRODUCTION TO THE HOSPITALITY INDUSTRY (40 Lecture Hours)

2 Credits

This course provides a global look at the hospitality industry with career opportunities in food service, hotels, clubs, and related businesses such as hospitals, schools, casinos, and the military. The course focuses on changing trends that affect the industry, including “green” operations, globalization, technology, and the changing demographics of society.

CU101 COMMERCIAL KITCHEN SKILLS AND PROCEDURES

(15 Lecture/85 Lab Hours)

3 Credits

Students are introduced to culinary history, safety and sanitation, tools and equipment, culinary terminology, and knife skills. The course also includes an introduction to the principles of cooking, flavors and flavoring, dairy products, grains and starches, fruits and vegetables, and mise en place preparation. Students will have hands-on instruction on the proper preparation of hot and cold vegetable, potato, and pasta dishes. Students are presented with a comprehensive program of the breakfast and mid-day meal service. Attention is focused on the ability to prepare a variety of breakfast dishes, salads and salad dressings, and mid-day meal entrees.

CU102 SOUPS, STARCHES AND SAUCES (15 Lecture/85 Lab Hours) 3 Credits
Sauces help to complement and enhance dishes in all cuisines. Students begin by using fresh ingredients to prepare stocks such as beef, chicken, veal, and fish. These provide the base for all “mother” sauces. Preparation of consommés, cream, and bean soups as well as their thickening agents is emphasized. Additional sauce proficiency is acquired as technique and procedure are refined. Through lecture, demonstration, and hands-on experience, students are introduced to a variety of ingredients required to produce soups and sauces. In the laboratory, students will prepare a variety of pastas, rice, and potatoes.

CU103 MEAT AND POULTRY ARTS (15 Lecture/85 Lab Hours) 3 Credits
Students are introduced to the fabrication of primal cuts of meat and poultry for various industry operations. Emphasis is given to portion control, purchasing, costing, and the utilization of byproducts. Attention and encouragement are given to creativity and individual plate presentation. (Prerequisite: CU102 Soups, Starches and Sauces)

CU104 FISH AND SHELLFISH ARTS (15 Lecture/85 Lab Hours) 3 Credits
This course is designed to introduce the student to the processes of purchasing, receiving, and handling fish and shellfish. Attention is given to techniques and procedures for fabricating fresh fish. Fundamental cooking concepts are introduced early on. Students progress through economical and attractive plate presentations. Emphasis is placed on the total use of whole fish, shellfish, and mollusk. (Prerequisite: CU102 Soups, Starches and Sauces)

CU105 BREADS, CAKES AND PASTRY ARTS (15 Lecture/85 Lab Hours) 3 Credits
Students are introduced to the basic information, procedures, and techniques necessary for an understanding and application of the function of baking ingredients. Product differentiation and ingredients identification are developed along with the application of weights and measures. Each student produces an assortment of breads, rolls, Danish, and a variety of other bakery products. Students are exposed to advanced skills and decorating techniques required for the production of high-quality pastry products. Each student participates in producing items such as variety pies, tarts, puff pastry, and pate choux products. Assorted cookies, mousses, hot and cold soufflés, European-style tortes, marzipan, and pastillage are produced.

CU106 GARDE MANGER AND CHARCUTERIE (15 Lecture/85 Lab Hours) 3 Credits
Students are exposed to the “Garde Manger” department by applying proper techniques for cold food presentation. Attention is given to the proper care and use of tools for grinding and smoking as well as the handling of forcemeats to create a variety of sausage. Students are introduced to the organization and responsibilities of the cold kitchen. Attention to detail in the production of pates en croute, terrines, hors d’oeuvres, and classical garnishes is given. Students are exposed to using tallow for displays as well as creating centerpieces from blocks of ice.

CU111 SAFETY, SANITATION AND KITCHEN DESIGN (32 Lecture/8 Lab Hours) 2 Credits
This course enables foodservice professionals to meet the sanitation requirements and controls of a food-production operation. Students are introduced to the practices of preventing food-borne illnesses through a study of the principles of food-borne illness, sanitation, personal hygiene, health regulations, and inspections. The safe use, cleaning, and maintenance of equipment is stressed. The principles of HACCP will be studied. Students work in kitchen situations working with thermometers and inspection for safe food handling. Verification of lab experiences will be documented. Students are also introduced to the proper procedures for the design of a professional kitchen. Each student designs a foodservice facility. This course follows the guidelines of the American Culinary Federation Educational Institute.

CU112 COMPUTER APPLICATIONS FOR FOODSERVICE (10 Lecture/30 Lab Hours) 1 Credit
This course provides an introduction to computer concepts. Topics include the operating system, spreadsheets, word processing, and database management. Students are also introduced to Internet research strategies to locate resources useful in the culinary arts field.

CU113 PURCHASING AND STORE ROOM PROCEDURES (40 Lecture Hours) 2 Credits
This course provides students with an overview of the purchasing procedures for foodservice operations, which includes the theory of the flow of goods, purchasing trends and cycles, and ethical and legal considerations for purchasing and comparing product and bidding specifications. Students gain hands-on experience with inventory, proper receiving and issuing techniques, product quality, comparison testing, and various purchasing systems.

CU116 WINES, SPIRITS AND BEVERAGES (40 Lecture Hours) 2 Credits
Students receive an overview of the major wine regions of Europe and America. The how-tos of wine making, wine label reading, and champagne fermentation are thoroughly discussed. The course explains marketing and merchandising techniques helpful in today's foodservice institutions.

CU118 DINING ROOM SERVICE AND MANAGEMENT (40 Lecture Hours) 2 Credits
In this course, students will learn the basics of the front-of-the-house dining room operations. Included will be styles of service, the basics of service, an analysis of all dining room positions, customer service, human resource skills, and restaurant concepts. Additionally, the students will learn the basic skills of either front- or back-of-the-house operations.

CU119 PURCHASING AND COST CONTROL (40 Lecture/20 Lab Hours) 2 Credits
This course is an introduction to the operation of the purchasing, inventory, maintenance, storage, and disbursement of food and kitchen supplies. Students learn to control food costs and maintain accurate records. Students will focus on food commodities, computers in the foodservice industry, supplies, and services.

CU201 CLASSICAL CUISINE (15 Lecture/85 Lab Hours) 3 Credits
This course improves the student's culinary foundation through the preparation and presentation of classical French menus. Students prepare a classical French menu daily following the principles and disciplines of Auguste Escoffier. (Prerequisites: CU102 Soups, Starches and Sauces; CU103 Meat and Poultry Arts; and CU104 Fish and Shellfish Arts)

CU203 CULINARY EXTERNSHIP (360 Externship Hours) 8 Credits
This externship is scheduled during the last 12 instructional weeks of the program. Students have the opportunity to apply skills learned through theory and hands-on application in a practical/professional environment. The externship experience is supervised and evaluated by personnel at the externship site and by college faculty. (Prerequisite: Passing grade in CU101 Commercial Kitchen Skills and Procedures; CU102 Soups, Starches and Sauces; CU103 Meat and Poultry Arts; CU104 Fish and Shellfish Arts; CU105 Breads, Cakes and Pastry Arts; CU106 Garde Manger and Charcuterie; CU111 Safety, Sanitation and Kitchen Design; CU201 Classical Cuisine; and CU202 International Cuisine)

CU204 INTERNATIONAL CUISINE (30 Lecture/170 Lab Hours) 6 Credits
Students prepare a variety of global cuisines daily using fresh indigenous products and current foodservice trends. Students are introduced to world cuisines, cultures, and food presentations. (Prerequisites: CU102 Soups, Starches and Sauces; CU103 Meat and Poultry Arts; and CU104 Fish and Shellfish Arts)

CU210 FOOD AND BEVERAGE MANAGEMENT (60 Lecture Hours) 2 Credits
Students are introduced to the principles of food production and service management. Purchasing, receiving, and bar management are studied. Menu planning as well as banquet preparation are addressed. (Prerequisite: CU119 Purchasing and Cost Control)

CU212 ESSENTIALS OF EMPLOYEE MANAGEMENT (40 Lecture Hours) 2 Credits
The students are exposed to preparation for management positions in the hospitality industry. Attention is given to motivational techniques, management by objectives, and the role of the mass media.

EN100 COMPOSITION FUNDAMENTALS (40 Lecture Hours) 2 Credits
This course provides practice in the writing process and stresses effective paragraph development. Emphasis is placed on learning and applying the conventions of standard written English. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. The grade received in this course does appear on the student transcript; however, the credits earned in this course do not count toward graduation.

EN104 ORAL COMMUNICATIONS (24 Lecture/16 Lab Hours) 2 Credits
This course is a presentation of the fundamental principles of the oral communication process. The components of the process, the importance of the skill of active listening, and the importance of verbal and nonverbal communication are emphasized. Students then apply these skills as they learn proper techniques for telephone and interpersonal office communications.

EN105 COMPOSITION (48 Lecture Hours) 3 Credits
This course is designed to develop the writing, reading, and thinking skills necessary to produce effective college-level prose. Emphasis is placed on the writing process, including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce united, coherent, well-developed essays using standard written English. (Prerequisite: Passing score on English placement test or EN100 Composition Fundamentals)

EN112 WRITTEN EXPRESSION (40 Lecture Hours) 2 Credits
This course is designed to help students develop more effective written communication skills. The course focuses on the grammatical structures necessary to produce clear, correct, and effective communications. Activities focus on writing effective sentences, building effective paragraphs, and properly organizing essays, letters, and memos.

EN113 WRITTEN COMMUNICATION FOR ADMINISTRATIVE PROFESSIONALS
(24 Lecture/16 Lab Hours) 2 Credits
This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence, including request letters, claim letters, adjustment letters, and memorandums.

GD101 DRAWING (8 Lecture/32 Lab Hours) 1 Credit
This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration.

GD103 INTRODUCTION TO MACINTOSH (20 Lecture/20 Lab Hours) 2 Credits
This survey course covers the basics of Macintosh computer operations. Students are also introduced to the fundamental techniques of vector-based illustration.

- GD110 DESIGN AND COLOR** (32 Lecture/48 Lab Hours) 3 Credits
In this course students explore the basic principles and elements of two-dimensional design techniques. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems. (Prerequisite: GD103 Introduction to Macintosh)
- GD114 TYPOGRAPHY I** (24 Lecture/16 Lab Hours) 2 Credits
This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying timesteps and sizes, leading, copyfitting, readability requirements, and basic typesetting.
- GD115 TYPOGRAPHY II** (24 Lecture/16 Lab Hours) 2 Credits
In this course the students continue to develop their typographical skills. Students design letterforms, learn to use type appropriately, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. (Prerequisite: GD114 Typography I)
- GD123 COMPREHENSIVE ILLUSTRATION** (8 Lecture/32 Lab Hours) 1 Credit
This course builds and develops drawing and marker skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques. (Prerequisite: GD101 Drawing)
- GD126 HISTORY OF GRAPHIC DESIGN** (40 Lecture Hours) 2 Credits
This course includes a survey of graphic design styles, including its history since the industrial revolution and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications.
- GD130 INTRODUCTION TO PRODUCTION** (40 Lecture Hours) 2 Credits
This course explains the production of printed matter. Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece.
- GD135 WEB DEVELOPMENT WITH HTML** (20 Lecture/20 Lab Hours) 2 Credits
This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML tags to format text and to include links, tables, images, frames, and forms. (Corequisite: GD110 Design and Color)
- GD141 MULTIMEDIA AND ANIMATION** (40 Lecture/40 Lab Hours) 4 Credits
In this course, students apply design principles in utilizing a popular authoring tool to create multimedia digital files. Students will design and publish functional, professional-looking multimedia presentations that incorporate text, graphics, video, animation, and sound. (Prerequisites: GD103 Introduction to Macintosh, GD110 Design and Color, and GD135 Web Development With HTML)
- GD201 ADVERTISING ART PORTFOLIO** (40 Lecture/40 Lab Hours) 4 Credits
In this course, students prepare a professional portfolio composed of a variety of projects that demonstrate the skills mastered during the program. Students also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. (Prerequisites: OT212 Electronic Layout and Design, PD106 Professional Development for Graphic Designers, and GD141 Multimedia and Animation)

- GD205 WEB DESIGN FOR GRAPHIC DESIGNERS** (20 Lecture/20 Lab Hours) 2 Credits
This course provides instruction and experience in the use of a popular web-authoring package to create, edit, and manage well-designed Web sites. Students utilize the software package to quickly build dynamic Web sites, to employ client-side image maps and interactive forms on a site, and to set up frames. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. (Prerequisite: GD135 Web Development With HTML)
- GD210 DESIGN AND PRESENTATION DEVELOPMENT** (120 Lab Hours) 4 Credits
This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. (Prerequisites: OT212 Electronic Layout and Design, OT117 Human Relations in the Workplace, and GD141 Multimedia and Animation)
- GD211 WEB DESIGN FOR GRAPHIC DESIGNERS II** (20 Lecture/20 Lab Hours) 2 Credits
In this course, students will expand their skills in designing and developing accessible and usable Web sites. Advanced tools and techniques presented in this course include an emphasis on Cascading Style Sheets (CSS) in developing sites, integration of JavaScript programming, use of dynamic layers and behaviors, and adding database functionality. (Prerequisites: GD103 Introduction to Macintosh, GD135 Web Development With HTML, and GD205 Web Design for Graphic Designers)
- GD220 DESIGNING FOR ELECTRONIC DEVICES** (10 Lecture/30 Lab Hours) 1 Credit
This course focuses on designing materials to be viewed on various electronic devices. The student will learn different techniques to develop and repurpose designs using Adobe Acrobat and InDesign in order to create dynamic, interactive PDFs and other non-print documents. Course assignments will include development of projects for computer, web, and eBook viewing.
- GE100 BIOLOGY** (48 Lecture Hours) 3 Credits
This course focuses on the biology of the animal body. Cell structure and function, metabolism, genetic composition, and basic genetic principles will be covered. In addition, understanding of the chemical elements and how they compose our bodies will be incorporated.
- GE190 GENERAL HUMAN PHYSIOLOGY** (48 Lecture Hours) 3 Credits
This course develops core concepts related to cell physiology and the functional control mechanisms related to each body system, including nervous, musculoskeletal, cardiovascular, lymphatic, respiratory, renal, digestive, reproductive, and endocrine systems.
- GE200 PUBLIC SPEAKING** (48 Lecture Hours) 3 Credits
This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches.
- GE201 PSYCHOLOGY** (48 Lecture Hours) 3 Credits
This course provides a study of the basic topics in psychology. It also discusses their application across a broad range of everyday experiences, including but not limited to work, education, consumer concerns, community and civic programs, social and environmental interests, mental health, and human relations.

GE202 PRINCIPLES OF ETHICS (48 Lecture Hours) 3 Credits
This course is a presentation of the basic tenets and principles of ethics and their implementation. Students will learn the origin of ethics, the varied aspects of ethics, and the application of ethics in their personal lives and their careers. In group discussions, students will explore formulating a moral system and how that system affects their reactions to the practical concerns, questions, and problems that confront persons in their everyday living and the values that guide their decisions and actions.

GE210 QUANTITATIVE LITERACY (48 Lecture Hours) 3 Credits
This course is designed to develop mathematical reasoning skills through interpreting formulas, graphs, and schematics; displaying real-world situations symbolically, numerically, and verbally; and utilizing algebraic, geometric, and statistical models to solve problems. (Prerequisite: Passing score on mathematics placement test or MA100 Basic College Mathematics)

GE211 SCIENCE OF NUTRITION (48 Lecture Hours) 3 Credits
Students are introduced to basic scientific nutritional concepts by applying fundamental nutritional principles to food preparation and menu planning. The essential requirements of various age, social, and at-risk health groups are evaluated as well as scientific evidence linking nutrition with disease. Characteristics, functions, and sources of each nutrient are explored. Students also learn to manage their weight, exercise, and nutrition over the life cycle.

GS121 CLIENT INTERVIEW AND COMMUNICATION SKILLS
(20 Lecture Hours) 1 Credit
The focus of this course is on learning techniques that can be used to become an effective interviewer and communicator when dealing with clients. Students have the opportunity to practice the techniques and receive and give constructive feedback.

GS125 ETHICS (20 Lecture Hours) 1 Credit
This course provides the students with a clear understanding of the concepts and rules that govern the practice of legal ethics. Topics include the unauthorized practice of law, advocacy, the duty of confidentiality, conflicts of interest, advertising and solicitation, and competency. The four major ethical codes applicable to legal assistants are analyzed. A conscious quest for professionalism is emphasized.

HP102 EVENT PLANNING (40 Lecture Hours) 2 Credits
This course provides an overview of the competencies required of a professional event coordinator. Students examine the full event planning process from early conceptualization, sourcing, and contracting to last-minute details and follow-ups. At the end of this course students should be able to create event experiences that serve the needs of the client or host and fulfill the expectations of the guest or attendee.

HP103 FRONT AND BACK OFFICE OPERATIONS (20 Lecture/20 Lab Hours) 2 Credits
This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed.

HP107 SALES AND CUSTOMER SERVICE (20 Lecture/20 Lab Hours) 2 Credits
In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints.

- HP110 GUEST RELATIONS MANAGEMENT** (24 Lecture/16 Lab Hours) 2 Credits
This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations.
- HP112 WORLDWIDE TOURISM** (40 Lecture Hours) 2 Credits
In this course students explore the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts.
- HP260 TRAVEL-HOSPITALITY EXTERNSHIP** (320 Externship Hours) 7 Credits
The externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in local hotels, travel agencies, or other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by college faculty. (Prerequisites: TR111 Computerized Reservations and HP103 Front and Back Office Operations)
- LS101 BUSINESS LAW** (40 Lecture Hours) 2 Credits
In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, and court procedures as they apply to business.
- LS200 LEGAL OFFICE PROCEDURES** (48 Lecture/32 Lab Hours) 4 Credits
This course prepares the students to handle legal secretarial procedures, to exercise judgment, to take independent action when necessary, and to cope with interruptions. Students transcribe from rough drafts; type legal documents, forms, and case reports; keep court and office calendars up to date; handle telephone situations; prepare clients' ledger cards for fees and expenses; write checks for filing and recording fees; and file and record legal documents.
- MA100 BASIC COLLEGE MATH** (40 Lecture Hours) 2 Credits
This course is designed to strengthen the students' mathematics background. Students review basic operations including decimals, fractions, ratios and proportions, percent, measurements, and introductory algebra through the completion of real-life and real-data applications. The course emphasizes mathematical reasoning and problem-solving techniques. The grade received in this course does appear on the student transcript; however, the credits earned in this course do not count toward graduation.
- MD100 ANATOMY AND PHYSIOLOGY I** (40 Lecture Hours) 2 Credits
This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. (Prerequisite: MD101 Medical Terminology)
- MD101 MEDICAL TERMINOLOGY** (40 Lecture Hours) 2 Credits
This course is designed for the medical assisting students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms.
- MD102 ANATOMY AND PHYSIOLOGY II** (40 Lecture Hours) 2 Credits
This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of human body processes are studied. (Prerequisite: MD100 Anatomy and Physiology I)

MD105 MEDICAL ADMINISTRATIVE PROCEDURES I (20 Lecture/20 Lab Hours) 2 Credits
In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics.

MD108 CLINICAL PROCEDURES II (40 Lecture/40 Lab Hours) 4 Credits
This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, diagnostic procedures, diagnostic imaging, and therapeutic treatments. The medical assisting students will also learn how to perform electrocardiograms. (Prerequisite: MD111 Clinical Procedures I)

MD109 MEDICAL LABORATORY PROCEDURES (40 Lecture/40 Lab Hours) 4 Credits
This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA 88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (Corequisite: MD102 Anatomy and Physiology II)

MD111 CLINICAL PROCEDURES I (40 Lecture/40 Lab Hours) 4 Credits
This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination.

MD114 MEDICAL OFFICE SYSTEMS (20 Lecture/20 Lab Hours) 2 Credits
This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (Prerequisites: MD117 Medical Insurance and MD120 Medical Administrative Procedures II)

MD117 MEDICAL INSURANCE (40 Lecture Hours) 2 Credits
This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. (Prerequisite: MD101 Medical Terminology)

MD120 MEDICAL ADMINISTRATIVE PROCEDURES II (20 Lecture/20 Lab Hours) 2 Credits
This course is designed to continue the development of student competency in medical assisting administrative functions. (Prerequisite: MD105 Medical Administrative Procedures I)

MD205 PHARMACOLOGY (40 Lecture Hours) 2 Credits
This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology utilizing a body systems approach.

MD208 CLINICAL PROCEDURES III (40 Lecture/40 Lab Hours) 4 Credits
In this course the medical assisting student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. (Prerequisites: MD108 Clinical Procedures II)

MD210 MEDICAL EXTERNSHIP (320 Externship Hours) 7 Credits
This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas. (Prerequisites: MD208 Clinical Procedures III, MD120 Medical Administrative Procedures II, MD109 Medical Laboratory Procedures, MD114 Medical Office Systems, and MD205 Pharmacology)

OT100 LEGAL COMPUTER APPLICATIONS (20 Lecture/20 Lab Hours) 1 Credit
This course provides the students with the essential background and knowledge they need to understand computer technology and applications. The course examines how computers are utilized in law offices, as well as hardware and software. Special attention is given to time-management software and billing software.

OT105 DATABASE MANAGEMENT (20 Lecture/20 Lab Hours) 2 Credits
In this course, students learn basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports.

OT106 ADVANCED DATABASE MANAGEMENT (20 Lecture/20 Lab Hours) 2 Credits
Using database management software, students learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. (Prerequisite: OT105 Database Management)

OT110 WORD PROCESSING–CORE (20 Lecture/20 Lab Hours) 2 Credits
This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises. (Prerequisite: TY101 Keyboarding I)

OT111 DATA ANALYSIS (20 Lecture/20 Lab Hours) 2 Credits
This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. (Prerequisites: AC106 Electronic Spreadsheets, OT105 Database Management, OT110 Word Processing–Core, and OT115 Presentation Design and Development)

OT115 PRESENTATION DESIGN AND DEVELOPMENT (20 Lecture/20 Lab Hours) 2 Credits
In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. (Prerequisite: TY101 Keyboarding I)

OT116 BUSINESS ORGANIZATION (24 Lecture/16 Lab Hours) 2 Credits
In this course the students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. Government regulation of business, labor-management relations, and business strategies are also discussed.

OT117 HUMAN RELATIONS IN THE WORKPLACE (40 Lecture Hours) 2 Credits
This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills.

- OT119 ELECTRONIC DRAWING I** (20 Lecture/60 Lab Hours) 3 Credits
This course focuses on intermediate to advanced techniques, terminology, tools, and commands for creating graphics in a vector-based drawing program. Students are also introduced to raster-based graphics. (Prerequisite: GD110 Design and Color, GD103 Introduction to Macintosh, and GD115 Typography II)
- OT121 ELECTRONIC DRAWING II** (8 Lecture/32 Lab Hours) 1 Credit
In this course students learn to use an image-editing program to generate raster-based images and to prepare photographic files for print production. (Prerequisite: OT119 Electronic Drawing I)
- OT201 WORD PROCESSING–EXPERT** (20 Lecture/20 Lab Hours) 2 Credits
In this course students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. (Prerequisite: OT110 Word Processing–Core)
- OT204 SPECIALIZED DOCUMENTATION** (48 Lecture/32 Lab Hours) 4 Credits
This course provides in-depth attention to a variety of specialized communication topics. Students complete an assortment of projects that require them to apply previously learned material and that develop the higher-order skills of analysis, synthesis, and evaluation.
- OT205 ELECTRONIC OFFICE SYSTEMS** (40 Lecture Hours) 2 Credits
This course is an overview of computer information systems. The students learn about computer hardware and software concepts, procedures, and systems. Applications in business and other segments of society are explored.
- OT206 REPORT RESEARCH** (24 Lecture/16 Lab Hours) 2 Credits
This course further develops the students' knowledge of the fundamental requirements for effective communication and addresses the role of reports in business. Students develop general research skills and produce simple and complex business reports.
- OT209 DESKTOP PUBLISHING** (40 Lecture/40 Lab Hours) 4 Credits
In this course students are introduced to desktop publishing concepts, systems, hardware, and software with specific instruction in one desktop publishing program. (Prerequisite: OT119 Electronic Drawing I)
- OT212 ELECTRONIC LAYOUT AND DESIGN** (40 Lecture/40 Lab Hours) 4 Credits
In this course, students master electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications programs to create original pieces. (Prerequisites: OT209 Desktop Publishing, OT121 Electronic Drawing II, and GD130 Introduction to Production)
- OT225 SUPERVISION** (24 Lecture/16 Lab Hours) 2 Credits
This course provides an introduction to the basic responsibilities of a supervisor including problem solving and decision making; planning, organizing, and controlling work; appraising employee performance; and training and developing employees.

PD103 PROFESSIONAL DEVELOPMENT (20 Lecture/20 Lab Hours) 1 Credit
This course is designed to prepare the students for making the transition from student to employee. Students learn how individual personality traits affect career advancement. This course also explores the appropriate techniques for making job applications and for participating in job interviews and presents suggestions for starting a new job. Students learn how to analyze their job skills and needs and how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques.

PD106 PROFESSIONAL DEVELOPMENT FOR GRAPHIC DESIGNERS
(24 Lecture/16 Lab Hours) 1 Credit
This course explores the appropriate techniques for making job applications and for participating in job interviews in the design field. Additional topics for discussion include types of jobs, agencies, hiring practices, portfolios, resumes, salaries, networking, freelancing, and ethics.

PL100 INTRODUCTION TO LAW AND THE LEGAL SYSTEM
(48 Lecture/32 Lab Hours) 4 Credits
This course provides a detailed overview of the American legal system: its structures, its substance, and its terminology. The nature and function of the legal process as well as the roles of the paralegal and legal administrative assistant are also examined. Additionally, discussion focuses on the ethics of the legal profession based largely on principles promulgated by the American Bar Association.

PL111 LITIGATION (40 Lecture Hours) 2 Credits
This course offers a basic understanding of civil litigation and the functions and operations of the state and federal court systems. Students learn the basic principles of pleadings, discovery, motions, court orders, and judgments. Drafting of the necessary litigation documents is emphasized.

PL112 BUSINESS ORGANIZATIONS (40 Lecture Hours) 2 Credits
This course provides the students with an understanding of the various forms of business ownership, such as sole proprietorships, partnerships, limited partnerships, corporations, and S corporations. Students study the laws and concepts relating to these entities and draft documents and forms utilized by the various entities.

PL115 LEGAL RESEARCH AND LEGAL WRITING I (48 Lecture/32 Lab Hours) 4 Credits
This course provides the students with a working knowledge of the major resource books available in a law library. Students are taught the practical approach to finding and interpreting administrative regulations and statutes and to researching and analyzing case law. This course lays the foundation for the intensive case analysis and research that are to follow in Legal Research and Legal Writing II.

PL120 LEGAL RESEARCH AND LEGAL WRITING II (48 Lecture/32 Lab Hours) 4 Credits
This course is designed to familiarize students with the legal system and the sources of law generated by each branch of government. The course should enable students to undertake, with the supervision of an attorney, research assignments in which they research and write memorandums, briefs, and other legal documents, while accurately citing research sources. (Prerequisite: PL115 Legal Research and Legal Writing I)

- PL125 CIVIL PROCEDURE** (40 Lecture Hours) 2 Credits
This course provides the students with detailed overviews of the major forms for the process of dispute resolution: civil procedure, administrative procedure, and criminal procedure, as well as the process of constitutional adjudication. The focus is on (1) the evolution and development of procedural rules; (2) broader jurisprudential questions concerning the nature of litigation, due process, and constitutional adjudication of public values; and (3) detailed exploration of actual cases to provide vivid litigation experience. The emphasis in this course is on the legal procedures to which substantive legal rules are applied.
- PL130 TORT LAW** (40 Lecture Hours) 2 Credits
In this course, students become familiar with all aspects of tort law and the handling of civil cases. Topics include negligence, strict liability, product liability, intentional torts, and the various forms of damages.
- PL135 CONTRACT LAW** (40 Lecture Hours) 2 Credits
This course is designed to teach students the legal concepts of contract law. Students learn the basic requirements, performance, and remedies of a contract.
- PL136 COMMERCIAL LAW** (40 Lecture Hours) 2 Credits
This course is designed to teach students the legal concepts pertaining to substantive business law. A primary objective of the course is to expand student awareness of legal rights in business transactions. Students learn the laws dealing with commercial paper, sales, agency, personal property, secured transactions, and proper usage of legal terminology as applied to business transactions. (Prerequisite: PL135 Contract Law)
- PL140 REAL ESTATE LAW** (40 Lecture Hours) 2 Credits
In this course students study the law of real property and of common types of real estate transactions and conveyances, such as deeds, leases, mortgages, and contracts of sale. Students gain a working knowledge of title searches and a thorough understanding of closing procedures.
- PL200 ESTATE PLANNING AND ADMINISTRATION** (40 Lecture Hours) 2 Credits
This course provides a general overview of the basic laws relating to probate, wills, and estates. Students analyze estate, administrative, and fiduciary accounting principles and study the organizational and jurisdictional laws of the probate courts.
- PL201 DOMESTIC RELATIONS/FAMILY LAW** (40 Lecture Hours) 2 Credits
In this course students gain an understanding of the legal aspects of marriage, divorce, annulment, custody and support, adoption, guardianship, and paternity. Students learn to handle client interviews and to draft necessary pleadings and other supporting documents.
- PL211 BANKRUPTCY LAW AND DEBTOR-CREDITOR RELATIONS**
(40 Lecture Hours) 2 Credits
This course provides the students with a solid foundation in bankruptcy law and debtor-creditor relations as well as state law alternatives to bankruptcy relief. The focus of the course is individual bankruptcy relief. The laws regarding discharge, exemptions, lien avoidance, preferences, and fraudulent transfers are examined.

PL220 CRIMINAL LAW (40 Lecture Hours) 2 Credits

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

PL230 LEGAL EXTERNSHIP (270 Externship Hours) 6 Credits

This course provides the students with an opportunity to gain practical work experience under the supervision of an attorney or experienced paralegal through 270 hours of actual work experience. The students are evaluated by their supervisor during the externship. The externship experience is supervised by college faculty. (Prerequisites: PL200 Estate Planning and Administration and PL211 Bankruptcy Law and Debtor-Creditor Relations)

PT101 MEDICAL TERMINOLOGY & DOCUMENTATION (20 Lecture Hours) 1 Credit

The student will learn basic terminology word skills and knowledge including prefixes, suffixes, word parts, general medicine and body parts, directional terms and selected abbreviations and symbols. Mastery includes skills in spelling, pronunciation, definitions of terms, and comprehensive use of select medical terms in appropriate written and oral applications. Written documentation will introduce the student to various forms of record keeping and legal and ethical requirements associated with documentation in physical therapy.

PT107 FUNCTIONAL ANATOMY FOR PTA I (40 Lecture/40 Lab Hours) 3 Credits

This course is intended to familiarize students with gross and surface anatomy as it relates to the integumentary, nervous, muscular, and skeletal systems.

PT110 INTRODUCTION TO PHYSICAL THERAPY (20 Lecture Hours) 1 Credit

This course is an overview of the physical therapy profession within the health care delivery system from a historical, philosophical, and organizational context. Students explore the physical therapy frame of reference in various practice and treatment areas. Personal and professional qualities of the health care provider, professional ethics, and the psychological aspects of treatment are discussed. An introduction to the State of Ohio Physical Therapy Practice Laws and Rules, the American Physical Therapy Association's (APTA) Guide for Conduct of the Physical Therapist Assistant, and Standards of Ethical Conduct for the Physical Therapist Assistant will be discussed.

PT115 KINESIOLOGY I LABORATORY (40 Lab Hours) 1 Credit

This course will cover the lab components that complement the areas of study from PT122 Kinesiology I Theory. Students will actively participate in activities to gain a better understanding of theory covered in PT122. Corequisite: PT122 Kinesiology I Theory

PT117 FUNCTIONAL ANATOMY FOR PTA II (30 Lecture/30 Lab Hours) 3 Credits

This course is intended to familiarize students with gross and surface anatomy as it relates to the circulatory, endocrine, gastrointestinal, reproductive, and respiratory systems. This course will look at the integration of body systems, structures, and functions. Prerequisite: PT107 Functional Anatomy for PTA I

PT120 INTRODUCTION TO PATIENT CARE (10 Lecture/30 Lab Hours) 1 Credit
Students will learn introductory information and basic skills performed by the physical therapist assistant in the field. Patient communications, measuring vital signs, managing medical emergencies, administering CPR, patient positioning, body mechanics, environmental assessment, infection control techniques, transfer training, and wheelchair management are topics covered in the course. Data collection and documentation for basic skills will also be covered.

PT122 KINESIOLOGY I THEORY (40 Lecture Hours) 2 Credits
This is the first course of a two-part series in the fundamentals of kinesiology. Students are introduced to basic concepts of motion as they apply to the human body. Concepts covered include kinetics, force, torque, leverage, balance, body mechanics, and motion analysis. Biomechanics of the upper and lower extremities will be studied in detail. This knowledge will then be applied to analyzing human motion with an emphasis on integrating structure and function. Principles of goniometry and manual muscles testing will also be covered for upper and lower extremities.

PT125 KINESIOLOGY II LABORATORY (40 Lab Hours) 1 Credit
This course will cover the lab components that complement the areas of study from PT132 Kinesiology II Theory. Students will actively participate in activities to gain a better understanding of theory covered in PT132. Corequisite: PT132 Kinesiology II Theory

PT130 INTRODUCTION TO DISEASE (40 Lecture Hours) 2 Credits
Students are instructed in the disease processes affecting the various systems of the human body. The course will address some of the skills required in screening or recognizing diseases and healing processes pertinent to physical therapy. Students will study the epidemiological factors for various pathological conditions. The principles and stages of healing are also introduced.

PT132 KINESIOLOGY II THEORY (40 Lecture Hours) 2 Credits
This is the second course of a two-part series in the fundamentals of kinesiology. Students continue to analyze and apply the basic concepts of motion as they apply to the human body. Concepts covered include biomechanics, motion analysis, spinal column, posture, and gait. This knowledge will then be applied to analyzing human motion with emphasis on integrating structure and function. Principles of goniometry and manual muscles testing will also be covered for the spinal column. Prerequisite: PT122 Kinesiology I Theory

PT135 THERAPEUTIC INTERVENTIONS I (10 Lecture/70 Lab Hours) 2 Credits
This course focuses on various therapeutic exercises such as range of motion exercises, aerobic conditioning, balance, coordination, strengthening, and flexibility exercises. Students will also study passive range of motion interventions, exercise program development, gait training, and assistive device fitting and training. Data collection and documentation for therapeutic interventions will also be covered.

PT140 THERAPEUTIC INTERVENTIONS II LABORATORY (40 Lab Hours) 1 Credit
This course will cover the lab components that complement the areas of study from PT145 Therapeutic Interventions II. Students will actively participate in activities to gain a better understanding of theory covered in PT145. Data collection and documentation for interventions covered in this class will also be covered. Corequisite: PT145 Therapeutic Interventions II

PT145 THERAPEUTIC INTERVENTIONS II (40 Lecture Hours) 2 Credits

This course focuses on the theory of therapeutic intervention related to neuromuscular conditions/pathologies. The study of human development across the life span is emphasized, specifically special handling techniques relative to physical therapy management. The concepts of motor control, motor learning, and recovery of function are addressed as they apply to rehabilitation of this population. The concepts of functional mobility skills and activities of daily living (ADLs) are also covered. Students are expected to complete one literature review project related to therapeutic interventions presented in this course. Prerequisite: PT135 Therapeutic Interventions I

PT150 PHYSICAL AGENTS I (10 Lecture/50 Lab Hours) 2 Credits

This course introduces the use of physical agents in physical therapy interventions. The use of superficial and deep thermal, athermal, cryotherapy, mechanical traction, and compression therapies is studied. Data collection and documentation for physical agent use will also be covered.

PT155 CLINICAL PREPARATION (10 Lecture/30 Lab Hours) 1 Credit

This course helps to ensure that all students are prepared for their clinical experiences in the PTA program. Overseen by the Academic Coordinator of Clinical Education (ACCE), this class is meant to serve as an orientation to what students can expect to encounter, what sites will expect of them, and what the students' responsibilities are in relation to tracking and documenting their off-site clinical experience. Guest lectures, field trips, and simulations will comprise some of the methods of preparing students.

PT201 CLINICAL I (150 Externship Hours) 3 Credits

This first off-site clinical affiliation introduces the PTA student to the clinical setting and allows the student to apply knowledge, concepts, and skills learned in all previous academic work. PTA students will work under the supervision of a PT or a PTA in an actual clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). Clinical locations are determined by the ACCE based on a student's appropriate level of clinical skills. Sites are not assigned based on distance of travel. Students are expected to have access to transportation on a daily basis. Students are expected to attend clinical sites on the days and times designated by the assigned clinical facility. The length of Clinical I is 4 weeks. Students will be expected to conduct an educational in-service during this clinical. Students will be expected to maintain a journal of their observations and activities during their clinical experience. Prerequisite: Successful completion of Semester II of PTA curriculum sequence

PT205 MANUAL THERAPY TECHNIQUES (10 Lecture/50 Lab Hours) 2 Credits

Principles and practical application of physical therapy massage and soft tissue mobilization techniques currently used in clinical practice are covered. Data collection and documentation for manual techniques will also be covered. Prerequisite: PT132 Kinesiology II Theory

PT210 PTA PROFESSIONAL ISSUES (10 Lecture/30 Lab Hours) 1 Credit

This course correlates professional, ethical, and legal concepts with patients' rights, privileges, team interaction, and the healthcare delivery system. Reimbursement for service, licensure, risk management, resume writing, and career development are also covered.

PT245 THERAPEUTIC INTERVENTIONS III (40 Lecture Hours) 2 Credits

This course focuses on the theory of therapeutic intervention related to musculoskeletal conditions/pathologies. Students are expected to complete one literature review project related to therapeutic interventions in this course. Prerequisite: PT145 Therapeutic Interventions II Theory

PT249 THERAPEUTIC INTERVENTIONS III LABORATORY (40 Lab Hours) 1 Credit

This course will cover the lab components that complement the areas of study from PT245 Therapeutic Interventions III. Students will actively participate in activities to gain a better understanding of theory covered in PT245. Data collection and documentation for interventions covered in this class will also be covered. Corequisite: PT245 Therapeutic Interventions III

PT250 PHYSICAL AGENTS II (10 Lecture/50 Lab Hours) 2 Credits

This course introduces the use of physical agents in physical therapy interventions. The use of hydrotherapy, biofeedback, and various forms of electrotherapeutic agents is studied. Basic wound management will also be covered. Data collection and documentation for physical agent use and wound management be covered. Prerequisite: PT150 Physical Agents I

PT255 THERAPEUTIC INTERVENTIONS IV (40 Lecture Hours) 2 Credits

Management of patients from special age-specific populations is addressed including rehabilitation of cardiopulmonary, geriatric, and pediatric patient conditions as they relate to the physical therapy field. The study of human development across the life span is emphasized, specifically in special handling techniques relative to physical therapy management. The concepts of motor learning and recovery of function are addressed as they apply to rehabilitation of these special populations. Additionally, diseases and conditions or problems considered as age-specific will be studied in depth as they relate to testing and intervention elements of patient/client management. Data collection and documentation for testing and interventions addressed in this class will also be covered. Students are expected to complete one literature review project related to therapeutic interventions. Prerequisite: PT245 Therapeutic Interventions III

PT259 THERAPEUTIC INTERVENTIONS IV LABORATORY (40 Lab Hours) 1 Credit

This course will cover the lab components that complement the areas of study from PT255 Therapeutic Interventions IV. Students will actively participate in activities to gain a better understanding of theory covered in PT255. Data collection and documentation for interventions covered in this class will also be covered. Corequisite: PT255 Therapeutic Interventions IV

PT260 PRACTICE CLINICAL SIMULATION (40 Lab Hours) 1 Credit

This course is designed to provide the PTA student with the opportunity to participate in the integrated treatment of selected patient populations through mock clinical scenarios. Focus is on correctly, safely, and efficiently implementing treatment interventions based on an established plan of care, treatment adjustment, and progressions within an established plan of care, written and verbal communications, accurate documentation, time management, fiscal management, and exhibiting all aspects of professional behavior expected of the physical therapist assistant in the clinic setting. The purpose of this course is to allow the students to build confidence in their skills and become more efficient in providing every aspect of patient treatment prior to beginning the last two clinical experiences of the curriculum and to allow the students to be comfortable performing all aspects of patient care in a clinic setting. Corequisite: PT255 Therapeutic Interventions IV

PT265 THERAPEUTIC INTERVENTIONS V (15 Lecture/25 Lab Hours) 1 Credit

This course focuses on therapeutic intervention related to management of the patient with an amputation, including fitting/use of prosthetics. The course will also address special devices such as orthotics, braces, and slings used with patients with orthopedic and neurological disorders. Data collection and documentation for interventions addressed in this class will be covered. Students will actively participate in activities to gain a better understanding of theory. Prerequisite: PT255 Therapeutic Interventions IV

PT267 SPECIAL TOPICS IN PT PRACTICE (20 Lecture Hours) 1 Credit
This lecture-based course will cover current topics and trends in the physical therapy field. Portions of this course may be presented by guest lecturers.

PT271 CLINICAL II (150 Externship Hours) 3 Credits
This off-site clinical affiliation provides an opportunity for the PTA student to apply knowledge, concepts, and skills learned in previous academic and clinical settings. PTA students will work under the supervision of a PT or a PTA in a clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). Clinical locations are determined by the ACCE based on a student's appropriate level of clinical skills. Sites are not assigned based on distance of travel. Students are expected to have access to transportation on a daily basis. Students are expected to attend clinical sites on the days and times designated by the assigned clinical facility. The length of Clinical II is 4 weeks. Students will be expected to conduct an educational in-service during this clinical. Students will be expected to maintain a journal of their observations and activities during their clinical experience. Prerequisite: PT201 Clinical I and PT260 Practice Clinical Simulation

PT275 LICENSURE EXAM PREP (10 Lecture/30 Lab Hours) 1 Credit
Students will learn test-taking strategies and will utilize various preparatory tools to help them prepare to take their state licensure exam. Students will complete a mock licensure exam to improve success on the state licensure exam.

PT301 CLINICAL III (300 Externship Hours) 6 Credits
This terminal off-site clinical affiliation provides an opportunity for the PTA student to apply knowledge, concepts, and skills learned in all previous academic and clinical settings. PTA students will work under the supervision of a PT or a PTA in a clinical facility. Clinical experiences are closely monitored by the Academic Coordinator of Clinical Education (ACCE). Clinical locations are determined by the ACCE based on a student's appropriate level of clinical skills. Sites are not assigned based on distance of travel. Students are expected to have access to transportation on a daily basis. Students are expected to attend clinical sites on the days and times designated by the assigned clinical facility. The length of Clinical III is 8 weeks. Students will be expected to conduct an educational in-service during this clinical. Students will be expected to maintain a journal of their observations and activities during their clinical experience. Prerequisite: PT271 Clinical II.

SS110 OFFICE PROCEDURES I (24 Lecture/16 Lab Hours) 2 Credits
This course is designed to include instruction in general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations.

SS211 OFFICE PROCEDURES II (48 Lecture/32 Lab Hours) 4 Credits
This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks. (Prerequisite: SS110 Office Procedures I)

TR100 INTRODUCTION TO TRAVEL (60 Lecture Hours) 2 Credits
This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the technical and personal skills needed for a career in the travel field in the twenty-first century.

TR108 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT

(32 Lecture/8 Lab Hours)

2 Credits

This course focuses on the operations of a travel agency and examines the unique needs of the corporate traveler. In addition, students are presented with an overview of the meeting planning/convention management industry.

TR110 WORLDWIDE DESTINATIONS (40 Lecture Hours)

2 Credits

This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions.

TR111 COMPUTERIZED RESERVATIONS (48 Lecture/32 Lab Hours)

4 Credits

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

TR115 DOMESTIC DESTINATIONS (60 Lecture Hours)

2 Credits

This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions.

TY101 KEYBOARDING I (8 Lecture/32 Lab Hours)

1 Credit

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

TY102 KEYBOARDING II (8 Lecture/32 Lab Hours)

1 Credit

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

TY103 DOCUMENT FORMATTING (8 Lecture/32 Lab Hours)

1 Credit

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

TY104 DOCUMENT PRODUCTION (8 Lecture/32 Lab Hours)

1 Credit

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

TY201 ADVANCED DOCUMENT PRODUCTION (8 Lecture/32 Lab Hours)

1 Credit

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

- VT101 CLINICAL MEDICAL I** (40 Lecture Hours) 2 Credits
This course introduces animal breeds and animal nutrition. Students will learn basic animal terminology, how to identify canine and feline breeds, and the behavior that is typical for the breed. Animal nutrition is also introduced.
- VT102 CLINICAL MEDICINE II** (40 Lecture Hours) 2 Credits
In this course, students will learn about the disease process. Emphasis is placed on various canine and feline communicable diseases, their causes, and their prevention. (Prerequisite: VT101 Clinical Medical I)
- VT103 CLINICAL MEDICINE III** (40 Lecture Hours) 2 Credits
This course is an in-depth study of canine and feline diseases. Specifically, students will focus on pathology of disease, necropsy, viruses, bacteria, protozoal and vector-borne diseases, zoonosis, dermatology, and the endocrine system. (Prerequisite: VT102 Clinical Medicine II)
- VT104 CLINICAL MEDICINE IV** (40 Lecture Hours) 2 Credits
This course is a continuation of Clinical Medicine III. Diseases of the reproductive system, neurological system, musculoskeletal system, and cardiorespiratory system are presented. (Prerequisite: VT103 Clinical Medicine III)
- VT110 MATHEMATICS FOR VETERINARY TECHNICIANS**
(30 Lecture/10 Lab Hours) 2 Credits
This course will focus on math concepts that are commonly used in the veterinary profession. Emphasis will be placed on developing the technique of setting up mathematical problems and conversions. Students will learn to perform calculations including drug dosages, dilutions, solution composition, and IV fluid administration rates.
- VT111 ANIMAL TECHNOLOGY I** (16 Lecture/24 Lab Hours) 1 Credit
Through theory and practical application, this course teaches the student aspects of kennel care and management. Additionally, basic grooming, restraint techniques, and the administration of oral and topical medications on dogs, cats, and laboratory species are included.
- VT112 ANIMAL TECHNOLOGY II** (16 Lecture/24 Lab Hours) 1 Credit
This course builds upon Animal Technology I and is focused on venipuncture and injections. Students will learn how to perform subcutaneous and intramuscular injections, venipuncture on at least two different veins, intravenous catheterization, and fluid therapy. (Prerequisite: VT111 Animal Technology I)
- VT113 ANIMAL TECHNOLOGY III** (16 Lecture/24 Lab Hours) 1 Credit
This course builds upon Animal Technology II with an emphasis on testing procedures. Instruction will cover laboratory sample collection, principles of blood transfusion, electrocardiogram procedures, and parasite testing and identification. (Prerequisite: VT112 Animal Technology II)
- VT114 ANIMAL TECHNOLOGY IV** (16 Lecture/24 Lab Hours) 1 Credit
This course builds upon Animal Technology III. Students will study orthopedic, cesarean section, and laparotomy surgical procedures through lecture and video presentations of the surgeries. Animal dentistry is also introduced. (Prerequisite: VT113 Animal Technology III)

VT120 ANIMAL ANATOMY AND PHYSIOLOGY I (60 Lecture Hours) 4 Credits
This course concerns the structure and function of the animal body and its parts. Instruction is geared toward the understanding of the cell system, skeletal system, muscular system, integumentary system, cardiovascular system, neurologic system, and the blood and immune system. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine.

VT125 VETERINARY TERMINOLOGY (16 Lecture/24 Lab Hours) 1 Credit
The student will be introduced to basic medical terminology. Emphasis is placed on understanding the composition of terms including the use of prefixes and suffixes.

VT126 ANIMAL ANATOMY AND PHYSIOLOGY II (40 Lecture Hours) 2 Credits
This course builds on Animal Anatomy and Physiology I. The structure and function of the respiratory, urinary, digestive, sensory, and reproductive systems will be studied. In addition, the unique anatomy of birds, amphibians, and reptiles will also be covered. Emphasis is placed on the clinical use of anatomy and physiology in veterinary medicine. (Prerequisite: VT120 Animal Anatomy and Physiology I)

VT131 CLINICAL LABORATORY I (16 Lecture/24 Lab Hours) 1 Credit
This course reviews basic laboratory equipment and glassware. The student is then introduced to basic veterinary hematology with emphasis placed on normal test values of individual animal species.

VT132 CLINICAL LABORATORY II (16 Lecture/24 Lab Hours) 1 Credit
This course builds upon Clinical Laboratory I with a more in-depth study of hematology. Blood cell appearance to recognize diseases is emphasized along with cell and platelet counts. Other measurements of blood components are also covered. (Prerequisite: VT131 Clinical Laboratory I)

VT133 CLINICAL LABORATORY III (16 Lecture/24 Lab Hours) 1 Credit
This course builds upon Clinical Laboratory II and emphasizes clinical chemistries. Blood chemistries are used to teach students how to detect organ malfunctions. The study of urine to detect metabolic diseases is covered along with other blood tests for specific canine and feline diseases and coagulation testing. (Prerequisite: VT132 Clinical Laboratory II)

VT143 VETERINARY PHARMACOLOGY I (32 Lecture/8 Lab Hours) 2 Credits
This course focuses on the veterinary technologist's role in the veterinary pharmacy, the process of drug development, how drugs are active in the body, and rules and regulation governing veterinary drug use. In addition, gastrointestinal drugs and inflammatory drugs will be discussed. A review of veterinary math, focusing on dosage calculations, is also included. (Prerequisite: VT110 Mathematics for Veterinary Technician)

VT144 ANESTHESIA I (40 Lecture Hours) 2 Credits
This course concerns the anesthetic process, focusing on anesthetic agents used in veterinary medicine and their effects. The student will apply mathematical skills to practice calculations using common anesthetics and their dosages. The veterinary technician's role in relationship to the veterinarian is a key point of study. (Prerequisite: VT110 Mathematics for Veterinary Technician)

VT145 VETERINARY PHARMACOLOGY II (32 Lecture/8 Lab Hours) 2 Credits
This course builds on the principles of Veterinary Pharmacology I. Antimicrobial drugs, antiparasitic drugs, respiratory drugs, cardiovascular drugs, nervous system drugs, urinary drugs, hormonal and reproduction drugs, dermatologic drugs, and ophthalmic and otic drugs are covered. (Prerequisite: VT143 Veterinary Pharmacology I)

VT146 ANESTHESIA II (30 Lecture/10 Lab Hours) 2 Credits
This course builds on the information presented in Anesthesia I. Coursework will cover anesthetic equipment, common anesthetic emergencies and the technician's role in reacting to them, anesthetic safety, and special anesthetic techniques. In addition, anesthesia of rodents, rabbits, and large animals will be discussed. (Prerequisite: VT144 Anesthesia I)

VT201 CLINICAL MEDICINE V (60 Lecture Hours) 3 Credits
This course is a continuation of Clinical Medicine IV. Diseases of the digestive system and renal system will be discussed as well as emergency management and the veterinary technician's role in emergency situations. Emphasis is placed on the following topics: proper methods of evaluating an animal in an emergency situation, how disease processes manifest as emergencies, and the equipment and medications used during emergencies. (Prerequisite: VT104 Clinical Medicine IV)

VT211 ANIMAL TECHNOLOGY V (16 Lecture/24 Lab Hours) 1 Credit
This course builds upon Animal Technology IV. Emphasis is placed on advanced technical procedures including intravenous injections of the cephalic and jugular veins and IV catheter placement for the jugular and saphenous veins. (Prerequisite: VT114 Animal Technology IV)

VT212 ANIMAL TECHNOLOGY VI (16 Lecture/24 Lab Hours) 1 Credit
This course builds upon Animal Technology V. Instruction covers diagnostic procedures for ophthalmic disorders, gastric intubation, and clinical procedures for companion birds and laboratory and exotic animals. Principles of advanced kennel management, including USDA regulations for animal care in a research facility, are also included. (Prerequisite: VT211 Animal Technology V)

VT220 LARGE ANIMAL THEORY I (40 Lecture Hours) 2 Credits
This course will introduce the student to farm animal medicine. The student will become acquainted with anatomy, breed identification, management, restraint methods, physical exams, reproduction, nutrition, and husbandry.

VT222 LARGE ANIMAL THEORY II (40 Lecture Hours) 2 Credits
This course continues theories introduced in Large Animal Theory I to include more in-depth information on diseases for farm animal species such as horses, pigs, and cattle. Herd health maintenance measures are also discussed. (Prerequisite: VT222 Large Animal Theory I)

VT225 VETERINARY OFFICE PROCEDURES (30 Lecture/10 Lab Hours) 2 Credits
This course focuses on aspects of veterinary practice operations. Appointment scheduling, general office procedures, client relations, and proper telephone procedures are discussed.

VT230 VTNE PREPARATION (80 Lecture Hours) 4 Credits
This course is a comprehensive review of both theory and practical application. It is designed to prepare the student to sit for the Veterinary Technician National Exam. Discussions will be followed by exams that are formatted and timed using parameters similar to the actual test. (Prerequisites: VT201 Clinical Medicine V, VT212 Animal Technology VI, VT220 Large Animal Theory I, VT225 Veterinary Office Procedures, and VT242 Surgical Nursing I and Corequisite: VT232 Clinical Laboratory V)

VT231 CLINICAL LABORATORY IV (16 Lecture/24 Lab Hours) 1 Credit
This course builds upon Clinical Laboratory III. Students will learn the principles and perform basic microbiology techniques as well as collect, culture, stain, identify, and perform sensitivity testing on bacterial specimens. (Prerequisite: VT133 Clinical Laboratory III)

VT232 CLINICAL LABORATORY V (16 Lecture/24 Lab Hours) 1 Credit
This course will focus on parasitology and microbiology. Coursework will focus on identification of internal and external parasites of small and large animals as well as knowledge and identification of common microorganisms that may cause disease in small and large animals. (Prerequisite: VT231 Clinical Laboratory IV)

VT241 RADIOGRAPHY I (40 Lecture Hours) 2 Credits
This course includes the theory of radiography and the methods of exposing and developing films, animal restraint, and proper positioning during film exposure. Radiation safety; film reading; and error identification, correction, and prevention are emphasized.

VT242 SURGICAL NURSING I (40 Lecture Hours) 2 Credits
This course is designed to prepare the student to assist in all aspects of veterinary surgery. Students are introduced to aseptic surgery techniques, surgical instrumentation identification and use, patient preparation, positioning for various surgical procedures, and common veterinary suture materials and patterns. (Prerequisite: VT145 Veterinary Pharmacology II)

VT243 SURGICAL NURSING II (32 Lab Hours) 1 Credit
This course is designed to permit the students to apply all skills and knowledge acquired in Veterinary Pharmacology, Anesthesia, and Surgical Nursing I to perform actual surgical assisting roles. Students will gain experience in anesthesia administration, sterile and nonsterile assisting, patient preparation, surgical clean up, and recovery of their patient. These duties will be performed as part of a student team under the supervision of the staff veterinarian and RVT. (Prerequisite: VT146 Anesthesia II and VT242 Surgical Nursing I)

VT245 RADIOGRAPHY II (32 Lab Hours) 1 Credit
This builds upon the material covered in VT241 Radiography I with students beginning their practical hands-on repetitions to achieve competency in taking and developing radiographs. The course culminates with the production of a final radiograph project that demonstrates the student's proficiency in the technical and analytical skills of radiography. (Prerequisite: VT241 Radiography I)

VT251 LARGE ANIMAL PRACTICUM (45 Externship Hours) 1 Credit
This course is conducted at stables, farms, or other off-campus facilities. Students will perform husbandry and restraint techniques as well as various medical and radiological procedures on horses, cattle, and other available large animal species. (Prerequisite: VT222 Large Animal Theory II)

VT255 VETERINARY EXTERNSHIP (300 Externship Hours) 6 Credits
This unpaid externship is scheduled in the last 8 instructional weeks of the program. Externships are served in a veterinary clinic or hospital or other animal facility. The externship experience provides the student with the opportunity to build upon the clinical and practical skills learned in the classroom. (Prerequisites: VT212 Animal Technology VI, VT232 Clinical Laboratory V, VT241 Radiography I, and a cumulative GPA of at least 2.00 prior to the start of externship)

ACADEMIC CALENDAR 2011-2012

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

Summer Session 2011

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

Fall Semester 2011

August 29	Fall Semester Begins
September 5	No Classes: Labor Day Holiday
October 21	Term I Ends
October 24	Term II Begins
November 4	No Classes: Faculty In-Service
November 24-25	No Classes: Thanksgiving Holiday
December 16	Fall Semester Ends
December 19-December 30	No Classes: Christmas Holiday

Spring Semester 2012

January 3	Spring Semester Begins
January 16	No Classes: Martin Luther King Day (Make-up Snow Day if Necessary)
February 24	Term I Ends
February 27	Term II Begins
April 6	No Classes: Good Friday (Make-up Snow Day if Necessary)
April 20	Spring Semester Ends
April 23 – April 27	No Classes: Spring Break

Summer Semester 2012

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

Fall Semester 2012

September 3	No Classes: Labor Day Holiday
September 4	Fall Semester Begins

ADMINISTRATION, FACULTY, AND STAFF

ADMINISTRATION

Dennis Bartels, President

Barbara Ellison, Director of Education

Raeann Lee, Director of Admissions

Lisa McGaughey, Director of Placement

Daniel Reese, Director of Operations

Christina Richey, Director of Student Services

Matthew Schenk, Culinary Program Director

FACULTY

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B.A., College of Wooster
D.V.M., The Ohio State University

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A.O.S., Florida Culinary Institute, A Division of New England Institute of Technology

Lisa Boron, Office Administration
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M.Ed., Ashland University

Michael Brady, Culinary Arts
A.O.S., Culinary Institute of America

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A.O.S., Pennsylvania Culinary Institute

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M.S., The Ohio State University

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B.A., Morehead State University
M.A., Morehead State University

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A.A.B., Columbus Culinary Institute

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A.O.S., Kendall Culinary Institute
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B.A., Redding University

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M.A., Mount St. Mary's University

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A.A.B., Bradford School

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M.A., Kent State University

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A.S., Hocking College

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M.A., Miami University

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B.S., Excelsior College

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B.S., DeVry University

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Barry Young, C.E.C., Culinary Arts
A.O.S., Johnson and Wales University

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Patti Higerd, Accounts Payable

Corinne Jenya, Student Services Assistant

Larry Matlock, Maintenance

Elizabeth Stinchcomb, Student Aid Administrator

Sarah Struewing, Residence Director

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**ADDENDUM TO THE BRADFORD SCHOOL 2011-2012 CATALOG
PUBLISHED JULY 2011 IN COLUMBUS, OHIO**

EFFECTIVE JULY 1, 2011

1.1 Replace page 42 student catalog, Programs of Study with the following:

ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS PROGRAM

This program provides the high school graduate with the necessary food preparation, cookery, and presentation skills along with basic operational, cost, and business skills to become a skilled member of the foodservice industry. Application of classroom instruction is achieved through a culinary externship in which each student participates.

Course Number	Course Name	Semester Credits
General Education Courses		
EN105	Composition	3
GE200	Public Speaking	3
GE201	Psychology	3
GE202	Principles of Ethics	3
GE210	Quantitative Literacy	3
GE211	Science of Nutrition	3
Concentration Courses		
CU100	Introduction to the Hospitality Industry	2
CU101	Commercial Kitchen Skills and Procedures	3
CU102	Soups, Starches and Sauces	3
CU103	Meat and Poultry Arts	3
CU104	Fish and Shellfish Arts	3
CU105	Breads, Cakes and Pastry Arts	3
CU106	Garde Manger and Charcuterie	3
CU111	Safety, Sanitation and Kitchen Design	2
CU113	Purchasing and Storeroom Procedures	2
CU116	Wines, Spirits and Beverages	2
CU118	Dining Room Service and Management	2
CU119	Purchasing and Cost Control	2
CU120	Computer Applications for Foodservice	1
CU201	Classical Cuisine	3
CU204	International Cuisine	6
CU203	Culinary Externship	8
CU210	Food and Beverage Management	2
CU212	Essentials of Employee Management	2
Related Course		
OT117	Human Relations in the Workplace	2
PD103	Professional Development	1
	TOTAL	73

TOTAL CREDITS REQUIRED FOR GRADUATION: 73

- 1.2 Delete CU119 Computer Applications for Foodservice, and add CU120 Computer Applications for Foodservice, page 65 student catalog, Course Descriptions

CU120 COMPUTER APPLICATIONS FOR FOODSERVICE (10 Lecture/30 Lab Hours) 1 Credit

This course provides an introduction to computer concepts. Topics include the operating system, spreadsheets, word processing, and database management. Students are also introduced to Internet research strategies to locate resources useful in the culinary arts field.

EFFECTIVE OCTOBER 24, 2011

- 1.3 The following additions, deletions, and changes are between Page 88 and Page 92 in the Administration, Faculty, and Staff section of the student catalog.

Delete:

Geoffrey Burgess, Culinary Arts
Whitney Calcagno, Admissions Representative
William Forna, Paralegal/Legal Office Administration
Julie Hallas, Mathematics
James Kluesener, Culinary Arts
Adam Lang, Culinary Arts
Autumn Lemons, Admissions Representative
Kathleen Mahoney, Mathematics
Joe Stanton, Placement Counselor
Jodie Valentino, D.V.M., Veterinary Technology

Add:

Heather Ahrens, Culinary Arts
A.A.S., Columbus Culinary Institute at Bradford School
Jennifer Conley, Receptionist
Debra Dunkerley, Paralegal/Legal Office Administration
B.A., Hiram College
J.D., University of Toledo
Erin Forson, Librarian/Media Specialist
B.S., Bowling Green State University
M.L.S., Sam Houston State University

Kristie Keir, Program Manager, Physical Therapist Assistant
A.A.S., Central Ohio Technical College
B.S., The Ohio State University
M.H.A., University of Phoenix

Ramon Lianez, Culinary Arts
A.A.S., Columbus Culinary Institute at Bradford School

Hasina Thomas, Mathematics
B.S., Dowling College
M.A., Hampton University

M.A., Devry University
 Ewing Von Schmittou, Psychology
 B.S., Austin Peay State University
 B.S., Emory University
 M.S., University of Tennessee
 M.A., Middle Tennessee State University
 John Hambrick, Placement Counselor
 Anna Hollingsworth, Admissions Representative

Change:

Kathryn Bahry, Admissions Representative to Kathryn Dahlen, Admissions Representative
 Nicole Bennett, CEC, Culinary Arts to Nicole Bennett, CEC, CCE, Culinary Arts
 Lisa Boron, Office Administration to Lisa Cantelbary, Office Administration
 Michael Brady, Culinary Arts to Michael Brady, CEPC, Culinary Arts
 Jennifer McGann, Culinary Arts to Jennifer McGann, CEC, Culinary Arts
 Elizabeth Stinchcomb, Student Aid Administrator to Elizabeth Jones, Student Aid Administrator
 Michele Willoughby, Culinary Arts to Michele Willoughby, CEPC, Culinary Arts
 Barry Young, CEC., Culinary Arts, A.O.S., Johnson and Wales University to
 Barry Young, CEC, CCE, Culinary Arts, A.O.S., Johnson and Wales University, B.A., Ashland
 University

1.4 The following changes are on page 2 History section of the student catalog.

Bradford School was originally founded in Columbus in January of 1911 under the name Office Training School. The school enjoyed steady growth under the guidance of its original founders, R. E. Hoffhines and W. L. Ohmert. In 1986, the school was purchased by Bradford Schools, Inc., which owns and operates eleven other business schools in major cities throughout the United States. Bradford School offers diploma and associate degree programs in accounting, administrative support, computer specialist, computer programming, culinary arts, graphic design, legal office administration, medical assisting, network management, paralegal, physical therapist assistant, travel and hospitality, and veterinary technology.

EFFECTIVE NOVEMBER 17, 2011

1.5 The following changes are on page 8 Financial Information, Rates for students entering between January 1, 2011, and December 31, 2011 section of the student catalog.

Tuition

Per semester**.....	\$6,900
Final half-semester of Veterinary Technology Program.....	\$2,300

**The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted

proportionately. Students reenrolling midsemester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately. Students enrolled in the associate degree programs in the accounting, legal office administration, medical assisting, office administration, and travel program areas will be charged the term rate for the fourth semester of their program.

1.6 The following changes are on page 9 Financial Information, Rates for students entering between January 1, 2012, and December 31, 2012 section of the student catalog.

Tuition

Per semester**.....\$6,990

**The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling midsemester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately. Students enrolled in the associate degree programs in the accounting, legal office administration, medical assisting, office administration, and travel program areas will be charged the term rate for the fourth semester of their program.

1.7 The following changes are on page 21 Students' Grievance Procedures section of the student catalog.

New Address Effective: September 19, 2011
 State of Ohio Board of Career Colleges and Schools
 30 East Broad Street, Suite 2481
 Columbus, OH 43215