

FROM THE PRESIDENT

In life's competitive field of action, it is most important that we are well prepared with basic and practical skills, techniques, and knowledge which will always insure our future, provide us with employment, enable us to rise with confidence and dignity to desirable social and economic levels, and give us solid security. Career college training provides these advantages. Gallipolis Career College's emphasis is on keeping pace with new knowledge and technologies that are being brought into our overall business and educational areas. We foresee ever-increasing importance of our course offerings. We pledge to you to remain alert to changes and new developments in the fast-changing business education world of today. The college will be among the first to adapt to such challenges because at Gallipolis Career College, "Students Come First."

STATEMENT OF ACCREDITATION

Accredited by the Accrediting Council for Independent Colleges and Schools
to award diplomas and associate degrees.

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

Ohio Board of Regents Authorization

Gallipolis Career College has received authorization from the Ohio Board of Regents to award associate degrees.

APPROVALS

The State Board of Career Colleges and Schools to grant Associate Degrees, Registration Number: 90-05-1274B.

The Ohio Association of Career Colleges Scholarship Program

The Ohio State Approving Agency for Training Veterans and Veterans' Widows and Orphans

The Ohio State Approving Agency for the Training of Students under Vocational Rehabilitation and Disabled Veterans

Ohio College Opportunity Grant

Workforce Tuition Scholarship

Ohio National Guard Scholarship

The college is an eligible institution authorized by the U.S. Department of Education to participate in Federal Student Financial Aid Programs.

The college has available for review to any current or prospective student, upon request, a copy of the documents describing the institution's licensing, accreditation, or approvals at the Business Office, from 8:30 a.m. until 5:00 p.m.

Gallipolis Career College is an Equal Opportunity Employer.

CONTENTS

From the President	I
Statement of Accreditation	I
Approvals	I
School Membership	1
Gallipolis Career College	1
Mission Statement.....	2
History.....	2
Location of Facilities	2
Administrative Faculty/Staff	3
School Calendar	4
Equipment.....	6
Associate Degree Programs	6
Diploma Programs	6
Admissions.....	6
Admission Requirements.....	6
Late Registration.....	6
Class Schedules.....	7
Academic Information	7
Unit of Credit	7
Satisfactory Academic Progress Policy	8
Maximum Time Frame and Successful Course Completion	8
Procedures for Appealing Termination of Financial Aid Eligibility	8
Transfer Students/Change of Curriculum	9
Remedial Coursework Effects on SAP	9
Dual Degree Program	9
Grading System.....	9
Make-up Policy/Incompletes	10
Withdrawals	10
Repeating a Course	10
Grievance Procedure	10
Transfer of Credits	11
Independent Study	11
Audit Policy	11
Change of Program	12
Retake Policy	12
Attendance Policy	12
Late Policy	12
Drop/Add Policy	12
Academic Conduct/Dismissal.....	13
Transcripts.....	14
Graduation Requirements	14
Refresher Policy.....	14
Dress Code/Conduct	14
Drug/Alcohol/Security Policy.....	14
Student Services.....	15
Placement.....	15
Tutoring Services	15
Textbooks.....	15
Student Lounge	15
Classroom Appearance	15

Library..... 15

Guidance 16

Housing..... 16

Financial Aid Information..... 16

Transfer Student..... 17

Federal Pell Grant 17

Academic Competitiveness Grant..... 17

Federal Supplemental Educational Opportunity Grant..... 17

Federal Direct Stafford Loan Program 17

Federal Direct Unsubsidized Stafford Loan Program..... 18

Federal Direct Plus Loan 18

The Dream Foundation 18

Other Sources of Aid 18

Statement of Financial Aid Policies..... 18

Tuition, Fees, Payments, and Refund Policy 19

Schedule of Fees 19

Cancellation Prior to Commencement of Classes by the Student..... 20

V.A. Refunds 20

Policy Changes..... 20

Refund Policy..... 20

Curriculum (Course Outlines)..... 22-31

Course Numbering System 32

Course Descriptions 32-40

Real Estate 41

Statement of Compliance (FERP)..... 42

Disclaimer 43

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SHIREY CORPORATION
1176 Jackson Pike, Suite 312
Gallipolis, Ohio 45631-2600
(740) 446-4367

Robert Shirey, President
Robert Shirey III, Vice-President
Jeanette Shirey, Secretary

SCHOOL MEMBERSHIP IN THE FOLLOWING:

Better Business Bureau	Gallipolis City Schools Business Advisory Council
Career College Association	National Association of Student Financial Aid Administrators (NASFAA)
Council for Higher Education Accreditation (CHEA)	National Federation of Independent Businesses
Gallia County Chamber of Commerce	Ohio Association of Student Financial Aid Administrators
Gallipolis Retail Merchants Association	Ohio Association of Career Colleges
Jackson County Chamber of Commerce	
Mason County Chamber of Commerce	
Meigs County Chamber of Commerce	

GALLIPOLIS CAREER COLLEGE

A PRIVATE, SPECIALIZED COLLEGE DEDICATED TO THOROUGH TRAINING FOR SUCCESSFUL CAREERS

CATALOG FOR THE 2013-2016 ACADEMIC SCHOOL YEARS

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

Gallipolis Career College is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate degrees.

The college is authorized by the State Board of Career Colleges and Schools to grant Associate of Applied Business Degrees in the following areas:

Accounting	Computer Applications Technology
Business Administration	Computer Applications Technology
Executive Office Administration	with a Major in Technical Support Specialist
Executive Office Administration with a Major in Medical Office Administration	

REGISTRATION NUMBER: 90-05-1274B

The college is a proprietary, tax-paying institution owned by the Shirey Corporation. The Shirey Corporation is chartered by the State of Ohio as a corporation for the purpose of education. Charter Number 738504.

MISSION STATEMENT

Gallipolis Career College is an independent, private, two-year career college dedicated to the mission of providing students with the knowledge, skills, and attitudes that will enable them to seek and secure careers in business, industry, and government.

To fulfill its mission, the administration of the college strives to provide an educational environment that offers students opportunities for career, personal, and social growth. This is accomplished largely through linking educational offerings with community needs and resources. Through surveys of local businesses and the input of its advisory committee, the college is able to present a specialized, career-oriented curriculum that is both relevant and forward-looking.

Programs of study are continually reviewed, and the college employs qualified faculty and staff that provide students with support services in academics, counseling, admissions, financial assistance, and placement assistance.

Objectives:

- Provide a quality career-oriented curriculum to allow students to pursue chosen career options.
- Educate students with modern, relevant, and practical equipment and supplies.
- Maintain skilled and experienced staff devoted to the personal and professional growth of each student.
- Provide opportunities for personal and social growth through college and community resources.
- Provide services to assist students in obtaining employment in their selected career field.

History

The college was founded in 1962 under the name of Gallipolis Business College. Originally located on State Street in Gallipolis, the college was moved to 36 Locust Street in 1964. In 1978, it was moved to the Spring Valley Plaza, 1176 Jackson Pike, Gallipolis. In 1984, the college changed its name to Southeastern Business College. In January 1990, the Shirey Corporation purchased Southeastern Business College. The college changed its name to Gallipolis Career College in October 1998. Robert and Jeanette Shirey locally own the Shirey Corporation.

Location of Facilities

Gallipolis Career College is located at 1176 Jackson Pike, Suite 312, Gallipolis, Ohio 45631. All offices and classrooms have central heating and air conditioning. The classrooms have been remodeled to meet the specifications and needs of the college. The interior is completely paneled and has diffused lighting, acoustical ceilings, tiled floors, and carpet. Restroom facilities and wheelchair ramps are available for students with disabilities.

ADMINISTRATIVE STAFF/FACULTY

ADMINISTRATIVE STAFF

Robert L. Shirey – President
Denny Daugherty – Director of Education
Jeanette Shirey – Chief Financial Officer
Bo Shirey – Director of Admissions
Jennifer Walker – Director of Marketing

Christina Shockey – Financial Aid Administrator
Kathy Davis – Front Desk/ Placement Director
Ellen Rainey – Night Desk Receptionist

FACULTY

Melissa Puariea*
BA, Tennessee Temple University

Dennis DesJarlais, Accounting*
BS, Management Science
Chaminade College of Honolulu

Sheree L. Pelfrey*
AAS, Practical Nursing
Hocking College

Matt Ray*
MA, English
Marshall University

William E. Plants, History*
AA, Political Science
Rio Grande Community College
BS, History
University of Rio Grande
MA, History
Marshall University

Jean Daniels*
MA, Mathematics
Ohio University

Teresa Combs*
AAB, Medical Office Administration
Gallipolis Career College

Wally Luckeydoo*
BS, Exercise Science with a minor in Marketing
Marshall University
MS, Sports Administration
Liberty University

Matt King*
BS, Public Relations
MBA
University of Rio Grande

Thomas Thacker*
AAB, Computer Applications Technology
AAB, Technical Support Specialist
Certificate: Junior Accounting
Gallipolis Career College

Melinda Strait*
BS, Education
University of Rio Grande
LPN, Buckeye Hills Career Center

Christina Shockey*
AAB, Computer Applications Technology
Gallipolis Career College

Joy Staten, Office Administration
BS, Business Education
University of Rio Grande
M.Ed., Classroom Teaching
University of Rio Grande

Denny Daugherty, Communications*
BA, Comprehensive Communication
Cedarville University
MA, Communication Studies
Marshall University

Jeff Fowler*
BA, Social Studies
University of Rio Grande
M. Ed. Ohio University

Judy Friend*
BS, Business Administration
Marion University
MBA, Healthcare Services
Trinity College & University

Jeanie Gomez
BS, Accounting
Urbana University
MS, Accounting
Kaplan University

*Denotes Part-time Instructors

SCHOOL CALENDAR 2013-2016

2013 Academic Year

Winter Quarter 2013

January 7, 2013 Class Begins
January 21, 2013 M. L. King Day (No Classes)
March 22, 2013 End of Winter Quarter

Spring Quarter 2013

April 8, 2013 Class Begins
May 27, 2013 Memorial Day (No Classes)
June 21, 2013 End of Spring Quarter

Summer Quarter 2013

July 8, 2013 Class Begins
September 2, 2013 Labor Day (No Classes)
September 20, 2013 End of Summer Quarter

Fall Quarter 2013

October 7, 2013 Class Begins
November 11, 2013 Veterans Day (No Classes)
November 28-29, 2013 Thanksgiving (No Classes)
December 20, 2013 End of Fall Quarter

2014 Academic Year

Winter Quarter 2014

January 6, 2014 Class Begins
January 20, 2014 M. L. King Day (No Classes)
March 21, 2014 End of Winter Quarter

Spring Quarter 2014

April 7, 2014 Class Begins
May 26, 2014 Memorial Day (No Classes)
June 20, 2014 End of Spring Quarter

Summer Quarter 2014

July 7, 2014 Class Begins
September 1, 2014 Labor Day (No Classes)
September 19, 2014 End of Summer Quarter

Fall Quarter 2014

October 6, 2014 Class Begins
November 11, 2014 Veterans Day (No Classes)
November 27-28, 2014 Thanksgiving (No Classes)
December 19, 2014 End of Fall Quarter

2015 Academic Year

Winter Quarter 2015

January 5, 2015 Class Begins
January 19, 2015 M. L. King Day (No Classes)
March 20, 2015 End of Winter Quarter

Spring Quarter 2015

April 6, 2015 Class Begins
May 25, 2015 Memorial Day (No Classes)
June 19, 2015 End of Summer Quarter

Summer Quarter 2015

July 6, 2015..... Class Begins
September 7, 2015 Labor Day (No Classes)
September 18, 2015 End of Summer Quarter

Fall Quarter 2015

October 5, 2015..... Class Begins
November 11, 2015..... Veterans Day (No Classes)
November 26-27, 2015 Thanksgiving (No Classes)
December 18, 2015 End of Fall Quarter

2016 Academic Year

Winter Quarter 2016

January 4, 2016..... Class Begins
January 18, 2016..... M. L. King Day (No Classes)
March 18, 2016..... End of Winter Quarter

Spring Quarter 2016

April 4, 2016..... Class Begins
May 30, 2016..... Memorial Day (No Classes)
June 17, 2016..... End of Spring Quarter

Summer Quarter 2016

July 5, 2016..... Class Begins
September 5, 2016 Labor Day (No Classes)
September 16, 2016 End of Summer Quarter

Fall Quarter 2016

October 3, 2016..... Class Begins
November 11, 2016..... Veterans Day (No Classes)
November 24-25, 2016 Thanksgiving (No Classes)
December 16, 2016 End of Fall Quarter

Equipment

The college uses modern and appropriate training equipment which includes the following: IBM Compatible computers, laser printers, local area networks, electronic calculators, photocopiers, transcribers, and other equipment as needed, such as overhead projectors, video camcorders, and LCD projectors.

Associate Degree Programs

On May 30, 1975, the college was authorized to offer the Associate Degree in Business by the State Board of Career Colleges and Schools. The Associate Degree is authorized for the programs in Accounting, Business Administration, Executive Office Administration, Executive Office Administration with a major in Medical Office Administration, Computer Applications Technology, and Computer Applications Technology with a major in Technical Support Specialist.

Diploma Programs

One-year diplomas are offered in the Junior Accounting, the Administrative Assistant, and the Software Applications majors. A 15-month diploma is offered in the Medical Administrative Assistant major.

ADMISSIONS

Admissions Requirements

The college requires that applicants wishing to enroll in a degree or diploma course be either a high school graduate or have a GED. Additionally, applicants must take the Wonderlic Scholastic Level Exam and achieve a minimum score of 16. There is a registration fee of \$50.00.

Upon successful completion of the Wonderlic SLE, applicants will take the Accuplacer Math and English placement test. Applicants who do not score at or above the standard set for either Math or English will be required to complete developmental courses. For applicants who are required to take these courses, it will be necessary to increase the total credit hours of their programs by 4 hours (one developmental course) or 8 hours (two developmental courses.)

Outstanding high school students may be admitted to the college provided they obtain written permission from their parents and their principal or guidance counselor.

Since emphasis is placed on the ability to learn and to become employable, it is the policy of the college to accept for admission only those applicants who have a definite career objective.

A personal interview is conducted with all interested applicants to fully explain the programs offered and to better qualify each applicant. The college is open to all applicants without discrimination on the basis of race, religion, national origin, age, gender, or disability.

Late Registration

Students are permitted to enter classes during the first week of classes each quarter. Exceptions to this policy are at the discretion of the Director of Education.

Class Schedules

Day Classes: Monday through Friday from 9:00 a.m. to 12:40 p.m., with additional classes and/or labs as warranted.

Evening classes: Monday through Thursday from 6:00 p.m. to 9:40 p.m., with additional classes and/or labs as warranted.

Friday evening and Saturday classes are occasionally held if deemed necessary.

Lab Classes: Supervised lab hours are scheduled for students enrolled in some courses. These hours are scheduled in addition to regular course hours. Please consult your instructor for the lab schedule.

Alternating Classes: Are offered Monday through Thursday from 9:00 a.m. to 9:40 p.m. Fridays from 9:00 a.m. to 4:00 p.m. Some classes are available to students on an alternating basis. Each class meets one morning, afternoon, or evening per week. Alternating scheduling is provided only when a student requests it in writing, eight (8) weeks prior to when a quarter starts.

Scheduling Classes: Students are required to complete a class registration form for each quarter they are enrolled. Scheduling is usually held during the sixth through eighth week of the quarter. Students are reminded to schedule as soon as possible since some classes have limited enrollment and may be closed early. Any changes to the student's schedule must be made in writing. Any special class requests must be submitted to the Director of Education eight (8) weeks prior to when a quarter starts. The Business, Education, and Financial Aid offices must approve all students' schedules. Classes are held twelve (12) months of the year to accommodate those students wishing to complete their education at the fastest possible rate.

Breaks: Two (2) 10-minute breaks are given during each class session.

ACADEMIC INFORMATION

Students at the college receive grades on classroom participation, laboratory and project work, written examinations, and/or homework. All final grades are given at the end of each 11-week quarter in all subjects taken by the students.

Unit of Credit

The college operates on a quarter credit hour system with credit hours awarded on the following basis: 11 lecture hours equal one credit hour; 22 laboratory hours equal one credit hour; 33 practicum hours equal one credit hour. Each class successfully completed equals four-quarter credit hours.

Laboratory and/or practicum subjects that have a disproportionate ratio of classroom instruction to practice work (depending on the subject), vary from 55 to 77 contact hours per quarter. All students carrying 12-quarter hours or more are considered to be full-time students. Gallipolis Career College observes the following definition of a credit hour, as stated by the United States Department of Education:

“A credit hour is a unit of measure that gives value to the level of instruction, academic rigor, and time requirements for a course taken at an educational institution. At its most basic, a credit hour is a proxy measure of a quantity of student learning. The higher education community has long used the credit hour, as defined by the Carnegie unit, as part of a process to establish a standard measure of faculty workloads, costs of instruction, and rates of educational efficiencies as well as a measure of student work for transfer students.

In keeping with the original purpose of providing a consistent measure of at least a minimum quantity of a student's academic engagement, the definition of a credit hour will establish a basis for measuring eligibility for Federal funding. The standard measure will provide increased assurance that a credit hour has the necessary educational content to warrant the amounts of Federal funds that are awarded to participants in Federal funding programs, and that the students at different institutions are treated equitably in the awarding of those funds.

We recognize, however, that other measures of educational content are being developed by institutions, and we do not intend to limit the methods by which an institution may measure a

student's work in his or her educational activities. We, therefore, are explicitly providing institutions the flexibility to demonstrate alternative methods of measuring student learning, so long as they result in institutional equivalencies that reasonably approximate the definition of a credit hour for Federal purposes."

SATISFACTORY ACADEMIC PROGRESS POLICY

The following guidelines have been established to encourage students to successfully complete programs of enrollment has established the following guidelines. All students, both full- and part-time, must meet the following minimum standards while enrolled at Gallipolis Career College. The student's progress will be evaluated at the end of each quarter to determine satisfactory academic progress. The college does not allow students to remain in school who are not meeting the standards of satisfactory progress.

Maximum Time Frame and Successful Course Completion

A student must successfully complete the entire program within one and a half times (1.5) the normal program length; associate degree = 104 credit hours X 1.5 = 156 credit hours attempted; one-year diploma = 48 credit hours X 1.5 = 72 credit hours attempted; 15-month diploma = 60 credit hours X 1.5 = 90 credit hours attempted.

Students are evaluated after they have attempted four (4) quarters (including portions of a quarter). While grades, GPAs, and Completion percentages are made available at the end of a student's quarter, they are informational only except at evaluation points. Please note students may be alerted of their progress at any time and may be required to take specific action.

- A. After completion of a student's fourth quarter, the student must have CGPA of 1.25 and a completion percentage of 50%. Anything below these amounts will result in the termination of Financial Aid eligibility.
- B. After completion of the student's eighth quarter, he/she must have a CGPA of 2.0 and a completion percentage of 67%. Anything below these amounts will result in the termination of Financial Aid eligibility.
- C. Starting the ninth quarter a student is enrolled, they will be required to maintain a minimum CGPA of 2.0 and a minimum completion percentage of 67%.

Unless otherwise noted, Financial Aid eligibility termination can be appealed. Please see the Appeal Process below.

Procedures for Appealing Termination of Financial Aid Eligibility

A student who is dismissed for not maintaining Satisfactory Academic Progress must appeal in writing to the Financial Aid Administrator. The written appeal must state the circumstances that contributed to the student's inability to meet the SAP requirements. The written appeal must be supported by appropriate documentation of the circumstances discussed. The student also needs to include a statement that explains how the circumstance has been remedied or changed to benefit the student's ability to meet the SAP requirements if the appeal is approved.

The Financial Aid Administrator will meet with the Director of Education to review each student's appeal and determine within 14 business days whether the circumstances and documentation provided warrants overturning the termination of Financial Aid eligibility. The decision of the Financial Aid Administrator and Director of Education will be final.

A student who is granted an appeal is able to continue in their classes and eligible to receive financial aid; however, the student is placed on Academic/Financial Aid probation and must meet the requirement for SAP in the next quarter.

Effective July 16, 2013

Transfer Students/Change of Curriculum

A transfer student's maximum time frame will be adjusted accordingly based on the number of credit hours accepted into the relevant program at Gallipolis Career College. Students who successfully transfer a class for credit will also transfer in the letter grade and quality points assigned to that class by the previous institution, and these will count toward the CGPA and SAP completion rate.

Students may elect a change of curriculum twice during their matriculation at the college. Relevant coursework will be transferred into the new program and the maximum time frame adjusted accordingly.

Remedial Coursework Effects on SAP

Any student required to take either or both MA100 and CO100 will have their CGPA and course completion percentage effected accordingly. Both CO100 and MA100 will affect the student's CGPA and course completion percentage the same as regular courses. The courses will also be added to the student's applicable curriculum or major.

Dual Degree Program

Students may enter a dual degree program to accelerate their education or to enrich their professional portfolio by adding a new major. A dual degree program allows students to pursue two separate degrees simultaneously, completing them in less time than if pursuing them separately. Programs pursued may be in the same or different subject areas.

Those students seeking an additional diploma or degree will have their maximum time frame increased by the necessary hours needed for completion of the additional diploma or degree. All hours attempted and completed, in all diplomas and degrees sought, will be included in the student's CGPA and successful course completion percentage. Please see the Director of Education for specific maximum time frames for all additional diplomas or degrees.

Grading System

Academic standing at the college is based on the grading system below:

<u>GRADE</u>	<u>SCORE</u>	<u>STATUS</u>	<u>QUALITY POINTS</u>
A	100-90	Excellent	16
B	89-80	Good	12
C	79-70	Average	8
D	69-60	Poor	4
F	59-0	Failure	0
I		Incomplete	N/A
W		Withdrawal	N/A
TD		Terminated	N/A
T		Transfer credit	N/A

At the completion of all subject matter in each program, the student is eligible to receive a degree or diploma provided each subject has been completed with no less than a C or a 2.0 cumulative grade point average. The grade point average for the quarter is determined by dividing total quality points earned by total hours attempted, not counting W's.

Make-up Policy/Incompletes

All course requirements (written work, reports, and tests) must be made up and/or submitted by finals week. A student who fails to complete course requirements by finals week will receive, with permission of the instructor, a grade of incomplete (I) for that class. Course requirements must then be completed within seven (7) days of the end of the quarter in order for a letter grade to be substituted for the incomplete grade. Failure to correct the deficiencies resulting in an incomplete (I) could result in a substantially lower final grade being calculated in the CGPA. An incomplete (I) is not included in the calculation of CGPA, but will count as credit hours attempted for the purposes of calculating the successful course completion percentage. Make-up work for individual class sessions is at the discretion of the instructor based on the student's reasons and/or documentation for absences incurred.

Withdrawals

A student who wishes to change his/her schedule by dropping a course may do so only with the permission of the Director. Students who do withdraw from a course prior to completion will be assigned the grade of W. These grades are not calculated into the CGPA, but will be considered credits attempted if the student has incurred a financial obligation for the quarter and will affect the successful course completion percentage. A Leave of Absence may be granted upon approval through the office of the Director of Education.

Repeating a Course

A student is required to repeat any course in which he/she has received a grade of "F" or has withdrawn from prior to completion. The new grade will replace the original grade for the purposes of the calculation of the cumulative grade point average. However, both courses will be considered credit hours attempted for the purpose of determining successful course completion percentages.

Grievance Procedure

Any student who feels he/she has a grievance should attempt to resolve the matter informally with his/her instructor immediately. If the grievance cannot be resolved in the above manner, the student will submit his/her grievance to the Director, in writing, within five working days. The Director, with a committee consisting of the President and one teacher, will review all the facts presented during the meeting and will make a decision based on these facts. The committee will notify, in writing, all students involved within five working days. Staff members are to file grievances with the Director. If a student or staff member feels that his/her grievance has not been settled to his/her satisfaction, he/she may contact the following:

Executive Director
Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, Ohio 43215
Phone: (614) 466-2752
1-877-275-4219
E-mail : bpsr@scr.state.oh.us

Accrediting Council for Independent State
Colleges and Schools
750 First Street NE, Suite 980
Washington, DC 20002-4241
Phone (202) 336-6780

Transfer of Credits

Credits from an accredited post-secondary institution will be accepted on the basis of an official transcript provided by the transfer student when "C" or better grades were earned at the previous institution. The official transcript must be submitted to the Director of Education no later than the end of the student's first quarter of enrollment. Transfer credits must be similar in nature and length to courses offered by the college. Certain transfer courses, e.g. Medical Terminology, may require a proficiency test as well as a transcript in order to satisfy the college's requirements. The charge for the test is \$25. If 80% or better is achieved, the tuition fee will be waived. A maximum of 50% of program credits may transfer.

Acceptance is at the discretion of the Director.

Independent Study

1. Any course taken by independent study must be completed by the last day of the current quarter.
2. Students taking independent study must meet the objectives required of all other students. These include regular attendance at supervised independent study sessions, and completion of all established course objectives. Each student will receive a faculty member who will evaluate the student's total work for the course, including tests, projects, and assigned readings. It is required that the student meet with his/her advisor weekly to discuss progress toward completion of these objectives. A signed contract between the faculty member and student will be required.
3. Independent study classes are kept to a minimum and are only allowed to be taken when deemed necessary by the Director of Education and appropriate faculty members.

Audit Policy

1. Full tuition will be charged for any audit class.
2. There will be no attendance requirement for students auditing a class.
3. The student auditing a class will not be required to take quizzes or tests, whether oral or written.
4. No credits will be awarded for an audited course.
5. The student's permanent report card records will reflect that a course was taken on an audit basis.
6. Audit status must be declared at the time of registration and cannot be changed.
7. A student taking two (2) classes for a grade (credit hours) and an audit class will be classified as a part-time student. To be classified full time, a student must enroll in three (3) regular classes for credit, plus an audit course.

Change of Program

Students electing to change their program/major do so with the understanding that graduation may be delayed. Furthermore, program changes may result in a student not being able to enroll on a full-time basis. A student may elect a maximum of two program changes during his/her enrollment at Gallipolis Career College.

Any student desiring a change of program/major must schedule an appointment with the Director of Education to discuss the ramifications of curriculum change.

Retake Policy

Students desiring to retake a class may do so. The full tuition rate will be charged for the retake of the same class. Exceptions to this policy are at the discretion of the Director of Education. Students who are receiving financial aid must carefully monitor their satisfactory progress if they retake any class.

Attendance Policy

Each student is required to attend every class for which he or she is scheduled. If a student finds that he or she must be absent, he or she is expected to notify the school and indicate the reason for the absence. Regardless of the reason for the absence, the instructor marks it as an absence.

Absences can either be excused or unexcused. Examples of excused absences are: illness, death in the immediate family, family emergencies, or when mitigating circumstances occur as determined by the Director of Education. The student should document excused absences in an appropriate manner. Excused absences may allow the student to make up his or her work. Under no circumstances can the student make up the actual absence. Three or more absences in any one class may result in a student's grade being lowered by his or her instructor. If a student arrives in the classroom 15 minutes late, or leaves 15 minutes early, that student will be counted 1/3 absent.

The following circumstances will result in a student's dismissal from class:

- Missing the first three (3) class sessions in any one class
- Missing four (4) class sessions in any one class by the sixth week of the quarter
- Missing five (5) class sessions in any one class by finals' week

A student's attendance is dictated by whether or not he or she attends class. It is recorded by the instructor and monitored by the Director of Education on a continual basis. When deemed appropriate by the Director of Education, a student will be required to meet with the Director of Education regarding their lack of attendance.

Late Policy

Students entering class after the scheduled starting time for class or leaving before class is dismissed will be considered late. Three (3) tardies (incomplete class sessions) will be considered the same as one (1) absence.

Drop/Add Policy

Dropping a class is a serious decision and can have many consequences.

At Gallipolis Career College you have two advisors: The Director of Education and the Financial Aid Administrator. Please contact both of them to determine if you should drop a class.

What are the consequences of dropping a class now?

Your Pell Grant, OCOG grant, Scholarships, Federal Student Loans and other awards may be adjusted. Dropping a class can affect your eligibility for certain types of financial aid including loans, scholarships, benefits received under the G.I. Bill, Union Education Trust and employee tuition benefits. You may be required to pay back money you have already received. This is particularly true if you are dropping below full-time enrollment (12 credit hours or more). To determine whether dropping a class will affect your financial status, please contact the appropriate office before you take any action:

Director of Education	740-446-4367	Denny Daugherty
Financial Aid	740-446-4367	Christina Shockey
G.I. Bill Benefits	740-446-4367	Jeanette Shirey

You can drop or add a class on or before the second Friday of the quarter.

How do I officially drop a class?

To officially drop or add a class, you must fill out, sign and date an official drop/add form and it must contain the signature of the Director of Education. A \$250.00 fee will be charged for a class(es) on a student's schedule that is not officially dropped.

Your academic record may be affected:

Depending on the specific week of the quarter, you could receive a notation of a "W" (withdrawal) on your academic transcript. If you have a significant number of W's (withdrawals) on your record, it may suggest a pattern of careless enrollment which could be considered in future job applications. A student's schedule is considered final when it has been submitted to all department heads and entered into our database.

Certain classes may require prerequisites in order to proceed with the next class. Some classes are only offered once a year or at irregular times. These factors can delay your progress significantly as the opportunity to retake a class might not be available for a while. Please contact the Director of Education, Denny Daugherty, and the Financial Aid Administrator, Christina Shockey, to determine course availability and to reconsider your degree plan.

Employee tuition benefits may be retracted if you drop a class.

Depending on the time in the quarter, you may be required to pay back tuition benefits you received from your employer.

- On or before the second Friday, no record of your enrollment will be recorded on your transcript.
- After the second Friday, you will receive a "W" (withdrawal) on your transcript.

Academic Conduct/Dismissal

A student may be dismissed from the college for the following reasons: nonpayment of tuition, excessive absences, damage/destruction of school property, failure to maintain satisfactory academic progress, and conduct disruptive to classroom and/or school activities, including cheating and/or plagiarism. The Director, the Director of Education, the Director of Financial Aid, and the Fiscal Officer must approve all applicants for readmission.

Transcripts

The college maintains an individual progress record for each student. All grades are reported by the instructor and are included in the record. These records are available to the student and parents at any time upon written request. There is no charge for the first transcript; however, for any additional transcripts there is a charge of \$10.00 per copy. Transcripts will not be released to students who owe the college money, or who have defaulted on a student loan. Gallipolis Career College has the discretion to make its own policy regarding official transcript requests. Students who default on federal student loans received at Gallipolis Career College are not eligible for official transcripts.

*Students who leave the college with a balance on their account are not eligible for official transcripts.

Graduation Requirements

Associate Degrees and Diplomas are presented to students who have completed all the requirements for the programs in which they are enrolled and have achieved a minimum of a 2.0 grade point average in all course work and in his or her technical classes. Degrees and/or diplomas will not be issued to students who owe the college money.

Refresher Policy

Following graduation, a student may return to the college to retake classes previously completed as part of their original curriculum as long as the technology, software, and/or course content involved has not changed significantly. There is no charge for a refresher class. Students may be asked to purchase new textbooks for the refresher class. Additional credit hours/quality points will not be awarded for the class.

Dress Code/Conduct

The college considers dress to be each student's responsibility. Students are encouraged to dress in a professional, business-like manner. Student conduct must be in accordance with standards established by the college and local, state, and federal authorities.

Drug/Alcohol/Security Policy

The college complies with the Drug Free Schools and Communities Act of 1989, Public Law 101-226. This law requires that as a condition of receiving funds or any form of Federal Financial Assistance under any Federal program, the institution of higher learning must certify that it has adopted and implemented this law. The college, in order to be in compliance with this law, will not permit the unlawful possession, use, or distribution of illicit drugs and/or alcohol by students and/or employees. The college will post the names, addresses and telephone numbers of local drug/alcohol counseling centers and rehabilitation programs. The college will support a student's decision to seek treatment for drug or alcohol abuse.

Students are prohibited from the unlawful manufacture, distribution, possession, or use of a controlled substance while on the college's property or while engaging in a college-sponsored activity (field trip, holiday party, etc.)

The school security policy is distributed to students and staff. Additional copies may be obtained from the administrative offices upon request.

Any student admitting to or engaging in the manufacture, distribution, possession, or use of a controlled substance will meet with the President of The College and the Director of Education so that appropriate action can be taken.

The college reserves the right to dismiss a student from school. Local authorities will be brought in to remove the student from the premises if necessary. The student's reentry into school will be contingent on receiving drug counseling and treatment. Students will be asked to provide written documentation to the President of the college that treatment has been received.

STUDENT SERVICES

Placement

Information on job requests from businesses and industries will be made available to students who qualify. The school makes no guarantee of placement, but will assist in obtaining initial contact with employers. Placement statistics are made available upon request from the Admissions or Placement Offices.

Tutoring Services

The entire staff and faculty are available to the student for academic help whenever possible. Appointments should be made in advance. Tutoring services are provided free of charge.

Textbooks

Textbooks may be purchased at the school at the option of the student. Students should plan to make these purchases before or after class. Textbooks and/or workbooks containing writing or marks are non-returnable supplies for which no refund is given.

Student Lounge

The student lounge is provided for student relaxation before and after class and during class breaks. Coffee, soft drinks, and light snacks may be purchased at this time.

Classroom Appearance

Smoking, food, and beverages are prohibited in the classrooms. All students are expected to leave their areas neat and free from litter. The college is a smoke-free institution and smoking is prohibited near public entrances/exits.

Library

All students are informed that to utilize some of library resources provided by Gallipolis Career College they will need a library card. The library card can be obtained from their local library. The Gallipolis Career College library provides resources such as: books, periodicals, online tutoring, Internet access, etc... Library resources at The Gallipolis Career College library may

not be removed from the school. The students will each be shown how to use the resources during orientation at the beginning of each quarter. Instructions will be posted in the library for future reference. The library hours are 8:30 – 9:40 p.m. Monday – Thursday and 8:30 – 4:00 p.m. Friday.

Guidance

The Director of Education serves as an advisor in student counseling and scheduling. An appointment is not necessary and students may speak to the Director of Education during posted office hours.

Housing

There are no school sponsored housing facilities available.

Financial Aid Information

Prospective students and their parents are encouraged to visit with the college's Financial Aid Officer for detailed information, forms, and assistance in completing application forms for the financial aid programs.

It is a fundamental principle of financial aid that the student's first resource must be his/her own earning capacity, followed by the income and assets of his/her immediate family.

The difference between the cost of attendance and the amount of your family's contribution according to the Federal Financial Application (FAFSA) is your financial need. Family contribution is calculated on the basis of parent/student income, assets, and family size.

The actual amount of aid you may receive depends on your financial need, whether you are a full-time or half-time student, how long you will be enrolled during the academic year, the cost of your education, and the availability of funds. Students who demonstrate the highest need will be awarded aid first.

In general, to receive federal or state aid, you must:

Be enrolled in an eligible program and attending school at least half time

Be a U.S. citizen, or eligible non-citizen

Be an undergraduate student who has not yet received a Bachelor's Degree

Maintain satisfactory progress in the course of study being pursued, (see Standards of Satisfactory Progress)

Not be in default on a Federal Stafford (Guaranteed) Loan, SLS, Perkins (National Direct Student) Loan, Federal Unsubsidized Loan, or owe a refund on a Pell or Federal Supplemental Educational Opportunity Grant that has been received for attendance at any college

To apply for financial aid application a student must:

- Complete the Free Application for Federal Student Aid to apply for grants & student loans
- Submit a copy of income verification, (such as Income Tax Returns, ADC, or SSI statements)

Transfer Student

If students are planning to transfer from another school, they should be aware that the amount of aid they receive might differ from school to school.

Financial aid information and forms can be picked up at the Financial Aid Office or Admissions Office between the hours of 8:30 a.m. and 6:00 p.m. or by making an appointment.

Students who receive financial aid are responsible for reporting accurate information and documentation and meeting the deadlines for application for financial aid. Students must also report additional earnings or funds from outside sources and any changes in financial, marital, or enrollment status to the Financial Aid Office. Additional information concerning students' rights and responsibilities is included in a Student Consumer's Guide published by the Department of Education and is available from the Financial Aid Office or the Admissions Office.

The following types of aid are available at the college:

Federal Pell Grant

The federal government funds the Federal Pell Grant program, and eligibility for this award is determined by the Department of Education using the Federal Aid Application.

Academic Competitiveness Grant

- The student completed one of his or her state's designated secondary school programs of study, as noted on the website; or
- The student has taken and passed the tests for at least two Advanced Placement (AP) or International Baccalaureate (IB) courses; or
- The student has completed a high school math, including Algebra I and another higher level math course;
- Four years of high school English;
- Three years of high school math, including Algebra I and another higher level math course;
- Three years of high school science, this must include two years of biology, chemistry or physics;
- Three years of high school social studies; and
- One year of high school foreign language.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduate students with exceptional financial need, that is, a student with the lowest Expected Family Contributions (EFCs) who are also Federal Pell Grant recipients.

Federal Direct Stafford Loan Program

The Stafford loan program provides loans to undergraduate, graduate, and professional students attending Direct Lending Schools. The Secretary of Education subsidizes the interest while the borrower is in school, grace, or deferment period. These loans are referred to as Direct Subsidized Loans.

Federal Direct Unsubsidized Stafford Loan Program

Same as the above except that the borrower is responsible for the interest that accrues during any period. These loans are referred to as Direct Unsubsidized Loans.

Federal Direct Plus Loan

A loan program that provides loans to parents of dependent students attending schools that participate in the Direct Loan program.

The Dream Foundation

MISSION: The Dream Foundation is a philanthropic organization working with Gallipolis Career College and other interested parties to generate revenue for awarding institutional grants and scholarships to deserving Gallipolis Career College students.

SELECTION PROCESS: Scholarships and grants are made on an objective and non-discriminating basis and must be in keeping with the charitable purpose of The Dream Foundation. Scholarships are to be used to promote educational programs. Grants are to be used to promote strong performance by GCC students.

The application process is as follows:

- Completed application form
- Attendance Records
- Academic performance records
- Recommendations from faculty
- Financial need
- Personal Essay – Typed only statement (200 words or less)

STUDENTS ELIGIBLE FOR AWARDS -- must have at least a 3.0 cumulative grade point average and satisfactory attendance to qualify.

INSTITUTIONAL GRANTS – Must be applied for each term; based on student performance; depending on available funds.

SCHOLARSHIPS – Cannot be renewed; depending on available funds.

Other Sources of Aid

Students, who are eligible as determined by the independent agency, may apply for and receive Veteran's Benefits, Ohio National Guard Scholarships, Ohio Academic Scholarships, and other various governmental and private programs.

Statement of Financial Aid Policies

1. Financial aid is awarded for legitimate educational expenses. You are required to sign an affidavit of educational purpose before you receive aid.
2. Financial aid will not be rewarded if you:
 - a. Are not making satisfactory progress (see Satisfactory Progress Standards);
 - b. Are in default on a Perkins Loan or Federal Student Loan made by a bank or other lending institution for attendance at any college;
 - c. Owe a refund on grants previously received for attendance at any college.
3. Students who receive financial aid based on full-time enrollment are expected to carry to completion 12 credit hours per quarter. If a student drops below full-time status during the first two (2) weeks of a quarter, his/her status will change to half time for the quarter and financial aid will be reduced accordingly.
4. Financial need is evaluated and awarded each year. You must reapply for aid each year by completing the appropriate applications.
5. The college reserves the right to correct clerical or computational errors that may result in the student being over awarded or under awarded and to adjust a financial aid award accordingly.
6. All financial aid funds are credited directly to the students account each quarter in the Business Office for payment of tuition, books, and fees.
7. If the total amount of aid credited to a student's account exceeds expenses, a stipend is issued to the student before the end of the quarter.
8. The college's refund policy applies to all financial aid funds credited to your account or a stipend is issued directly to you. If you withdraw from the College prior to the end of the refund period, the amount that was paid by financial aid must be returned to that financial aid program according to The College's refund policy.

Tuition, Fees, Payments, and Refund Policy

The tuition rate is \$250.00 per credit hour per quarter for all classes listed. Half of the quarterly tuition is due prior to the quarter start, and the remaining half in 30 days. The college requires a \$50.00 application fee, which is refundable up to five (5) business days after the student signs his/her enrollment application. After five (5) business days, the application fee is non-refundable. Effective Fall Quarter 2014, classes requiring lab hours will have the following fee structure: one-hour lab = \$120.00; two-hour lab = \$125.00.

Schedule of Fees

Tuition	\$250.00
Lab Fees:	
One-hour lab	\$120.00
Two-hour lab	\$125.00
Transcript	\$10.00
Registration Fee	\$50.00
Schedule/Program	\$25.00

Cancellation Prior to Commencement of Classes by the Student

If tuition is collected in advance of entrance, and if the student does not begin classes, not more than \$50.00 will be retained by the institution. Appropriate refunds will be made within 15 days of the beginning date of the quarter, or 30 days after notification that the student will not enter, whichever is earlier.

The college requests that a refund request or notice of cancellation or withdrawal be made formally. The date of withdrawal is the last date of recorded attendance.

V.A. Refunds

In the event that the Veteran or eligible person fails to enter the course, withdraws, or is discontinued from the course of training at any time prior to completion, the amount charged to the Veteran or eligible person for tuition and fees shall not exceed the approximate pro rata portion of the total charges for tuition and fees that the length of the completed portion of the course bears to its total length.

Policy Changes

Because of the many changes, which occur, daily both in business and education, it is impossible to guarantee long-standing particulars. The college, therefore, reserves the right to modify tuition and other charges upon sufficient notice to students and the proper agencies.

Refund Policy

Every recipient of Federal Title IV funds must attend 60% of every term to earn all their financial aid.

Gallipolis Career College uses a state approved refund policy regarding the return of Ohio's College Opportunity Grant (COG). GCC uses the federal (Title IV) refund software, R2T4, regarding the return of federal financial aid. Refunds will be processed within 30 days of the student's official or unofficial withdrawal date. All students who withdraw or are withdrawn after the commencement of GCC classes are subject to the following refund policy:

First week of classes	100%	Second week of classes	100%
Third week of classes	25%	Beginning of fourth week of classes	0%

State and Federal Title IV refunds are processed in this order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Direct Federal Plus Loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Ohio College Opportunity Grant (OCOG)

An example of a refund made to a student account:

Jenny's tuition charges for the term (3 classes is full time)	\$3,000
Jenny's lab fees for the term (1)	\$120
Book costs	\$200
Total Tuition, Lab, books	\$3,320

Jenny is withdrawn from all classes during the fourth (4th) week. According to our refund policy, Jenny will be charged the full institutional costs. She can return her purchased textbooks (undamaged) to reduce costs.

Jenny's tuition charges for the term (3 classes is full time)	\$3,000
Jenny's lab fees for the term (1)	\$120
Book costs	\$0.00
Total Tuition, Lab, books	\$3,120

Title IV refunds are calculated using Title IV refund software named R2T4. The date used for the refunds is the last date of student attendance. After refunds are processed the student may or may not owe the college a balance. If the student owes a balance, it must be paid in full by the end of the current term.

Effective October 1, 2013:

Gallipolis Career College has a 14-day probation period for new and continuing students. If a new or continuing student begins a term and is unable to attend past the first 14 days no tuition or lab fees will be assessed. Students will still be liable for any purchased textbooks.

Curriculum (Course Outlines)

ASSOCIATE OF APPLIED BUSINESS IN ACCOUNTING

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
AC 101	Business Accounting I	4
AC 102	Business Accounting II	4
AC 103	Business Accounting III	4
AC 105	Tax Accounting	4
AC 106	Computerized Accounting	4
AC 200	Cost Accounting	4
AC 201	Intermediate Accounting I	4
AC 202	Intermediate Accounting II	4
AC 203	Intermediate Accounting III	4
TY 211	Advanced Word Processing	4
BA 101	Introduction to Business	4
BA 111	Economics*	4
BA 212	Investments	4
CS 153	Windows Applications	4
CO 101	Communications I*	4
CO 102	Business Communications	4
CO 103	Communications III*	4
CS 250	Spreadsheets I	4
CS 251	Spreadsheets II	4
MA 101	Business Math I	4
MA 102	Business Math II	4
PD 201	Professional Development	4
SS 121	Sociology*	4
SS 123	Political Science*	4
TY 101	Keyboarding I	4
AH 101	American History	4
Total Credit Hours		104

OBJECTIVES

Graduates of this two-year occupational associate degree program find employment opportunities as accounting clerks, junior accountants, bookkeepers, and junior assistants. With experience, the graduate may qualify for positions as auditor, senior accountant, and finance officer.

An accounting career is vital to the growth and expansion of business... affords interesting and important work...and offers numerous opportunities for advancement. An accounting career offers all of these benefits, plus the chance to build a secure future in the business world.

Accounting is essential to the successful operation of any business. This is perhaps more obvious today than ever before. Increased taxation, government regulation, and the diversity and complexity of today's industry have placed even greater responsibility on the accounting position.

***INDICATES GENERAL EDUCATION COURSE.**

COURSES IN BOLD ARE CONSIDERED UPPER-LEVEL COURSES.

**ASSOCIATE OF APPLIED BUSINESS
IN
BUSINESS ADMINISTRATION**

COURSE NUMBER		COURSE TITLE	CREDIT HOURS
BA	101	Introduction to Business	4
BA	111	Economics	4
BA	200	Business Law	4
BA	202	Business Psychology	4
BA	212	Investments	4
MG	123	Principles of Supervision	4
MG	124	Sales and Retail Management	4
MG	231	Marketing/Advertising	4
MT	221	Human Resources Management	4
MT	122	Small Business Management	4
PD	201	Professional Development	4
AC	101	Business Accounting I	4
AC	102	Business Accounting II	4
AC	103	Business Accounting III	4
CS	153	Windows Applications	4
CO	101	Communications I*	4
CO	102	Business Communications	4
CO	103	Communications III*	4
CS	250	Spreadsheets I	4
MA	101	Business Math I	4
MA	102	Business Math II	4
SS	121	Sociology*	4
SS	123	Political Science*	4
TY	101	Keyboarding I	4
TY	211	Advanced Word Processing	4
AH	101	American History	4
Total Credit Hours			104

OBJECTIVES

The Associate Degree in Business Administration is designed to provide the student with the knowledge, understanding, and skills required for entry-level management and supervisory positions. The students will have the technical background as well as the general and basic coursework to function competitively on the job. This course of study develops potential for professional growth required of today's young executives and is recommended for students who aspire to administrative levels in the business field. The opportunities for graduates in this field are unlimited and Business Administration is an excellent career. Upon completion of this program, the successful student is provided access to a career path leading to choices in banking, human resources management, retailing, and supervisory and general office work.

***INDICATES GENERAL EDUCATION COURSE.
COURSES IN BOLD ARE CONSIDERED UPPER-LEVEL COURSES.**

**ASSOCIATE OF APPLIED BUSINESS
IN
EXECUTIVE OFFICE ADMINISTRATION**

COURSE NUMBER		COURSE TITLE	CREDIT HOURS
TY	101	Keyboarding I	4
TY	102	Keyboarding II	4
TY	103	Information Processing	4
TY	104	Advanced Document Development	4
TY	211	Advanced Word Processing	4
CS	153	Windows Applications	4
CS	235	Presentation Software	4
CS	250	Spreadsheets I	4
CS	240	Database Design I	4
SE	131	Records Management	4
SE	231	Office Management	4
AC	101	Business Accounting I	4
BA	101	Introduction to Business	4
BA	111	Economics*	4
AC	106	Computerized Accounting	4
CO	101	Communications I*	4
CO	102	Business Communications	4
CO	103	Communications III*	4
MG	123	Principles of Supervision	4
MA	101	Business Math I	4
MA	102	Business Math II	4
MT	221	Human Resource Management	4
PD	201	Professional Development	4
SS	121	Sociology*	4
SS	123	Political Science*	4
AH	101	American History	4
Total Credit Hours			104

OBJECTIVES

The Executive Office Administration program offers a diversified field of study and makes available various career choices for those who aspire to be executive-level office administrators in business, government, and professional fields. The graduate achieves typing, and word processing skills, along with a comprehensive knowledge of software applications. A well-rounded education prepares the graduate for various demanding situations required by the business world today.

The office administration field is the largest professional field for women at the present time and is still one of the fastest growing. It is a position of prestige, responsibility, variety, and often leads to increased administrative responsibility.

***INDICATES GENERAL EDUCATION COURSE.**

COURSES IN BOLD ARE CONSIDERED UPPER-LEVEL COURSES.

**ASSOCIATE OF APPLIED BUSINESS
IN
EXECUTIVE OFFICE ADMINISTRATION
MAJOR IN
MEDICAL OFFICE ADMINISTRATION**

COURSE NUMBER		COURSE TITLE	CREDIT HOURS
TY	101	Keyboarding I	4
TY	102	Keyboarding II	4
TY	103	Information Processing	4
TY	104	Advanced Document Development	4
TY	211	Advanced Word Processing	4
SE	131	Records Management	4
MD	200	Comprehensive Medical Terminology I	4
MD	201	Comprehensive Medical Terminology II	4
MD	202	Comprehensive Medical Terminology III	4
MD	203	Medical Transcription	4
MD	204	Medical Insurance and Coding	4
MD	205	Computerized Medical Management	4
MD	206	Medical Office Procedures	4
MD	207	Medical Office Ethics	4
AC	101	Business Accounting I	4
CS	250	Spreadsheets I	4
BA	111	Economics*	4
CS	153	Windows Applications	4
CO	101	Communications I*	4
CO	102	Business Communications	4
CO	103	Communications III*	4
MA	101	Business Math I	4
SS	121	Sociology*	4
SS	123	Political Science*	4
PD	201	Professional Development	4
AH	101	American History	4
Total Credit Hours			104

OBJECTIVES

The Medical Office Administration program prepares graduates for entry-level positions in the diverse and expanding area of health care. Graduates of the program receive training not only in general office subjects, but also in specialized coursework such as medical terminology, medical transcription, and medical insurance coding--all of which were suggested and designed by employers in the medical field. Students are given "hands on" training through work with actual medical transcription machines and medical software--much like they would find in a professional medical environment. Graduates find employment ranging from work in a small private medical office to a department of a large medical center.

***INDICATES GENERAL EDUCATION COURSE.**

COURSES IN BOLD ARE CONSIDERED UPPER-LEVEL COURSES.

**ASSOCIATE OF APPLIED BUSINESS
IN
COMPUTER APPLICATIONS TECHNOLOGY**

COURSE NUMBER		COURSE TITLE	CREDIT HOURS
CS	133	Introduction to Computer Science	4
CS	235	Presentation Software	4
CS	153	Windows Applications	4
CS	240	Database Design I	4
CS	261	PC Maintenance/Networking	4
CS	242	Integrated Office Applications	4
CS	254	Desktop Publishing	4
CS	250	Spreadsheets I	4
CS	251	Spreadsheets II	4
CS	241	Database Design II	4
		Technical Elective**	4
AC	101	Business Accounting I	4
AC	102	Business Accounting II	4
AC	106	Computerized Accounting	4
BA	111	Economics*	4
BA	101	Introduction to Business	4
CO	101	Communications I*	4
CO	102	Business Communications	4
CO	103	Communications III*	4
MA	101	Business Math I	4
PD	201	Professional Development	4
SS	121	Sociology*	4
SS	123	Political Science*	4
TY	101	Keyboarding I	4
TY	211	Advanced Word Processing	4
TY	212	American History	4
Total Credit Hours			104

OBJECTIVES

The scope of the Computer Applications Technology program will enable students to gain a working knowledge of current software and hardware. Graduates will be proficient in setting up a local area network, and utilizing publishing software, presentation software, spreadsheets, database design, and using the Internet for research. Students are also afforded an opportunity to gain an excellent background in basic accounting and communication skills.

The program is designed to permit the graduate to function in an efficient manner as an operator of a wide variety of software. This program will give graduates the opportunity to obtain employment in a small or large computer department or office setting.

**Technical Elective requirement may be fulfilled from AC103, CS 260, CS263, or CS264

***INDICATES GENERAL EDUCATION COURSE.
COURSES IN BOLD ARE CONSIDERED UPPER-LEVEL COURSES.**

**ASSOCIATE OF APPLIED BUSINESS
IN
COMPUTER APPLICATIONS TECHNOLOGY
MAJOR IN
TECHNICAL SUPPORT SPECIALIST**

COURSE NUMBER		COURSE TITLE	CREDIT HOURS
CS	133	Introduction to Computer Science	4
CS	235	Presentation Software	4
CS	153	Windows Applications	4
CS	240	Database Design I	4
CS	261	PC Maintenance/Networking	4
CS	242	Integrated Office Applications	4
CS	250	Spreadsheets I	4
CS	251	Spreadsheets II	4
CS	241	Database Design II	4
CS	260	Troubleshooting Operating Systems	4
CS	262	Help Desk/Technical Support	4
CS	263	Systems Analysis/Design	4
CS	264	Advanced Networking	4
AC	101	Business Accounting I	4
BA	101	Introduction to Business	4
BA	111	Economics*	4
CO	101	Communications I*	4
CO	102	Business Communications	4
CO	103	Communications III*	4
MA	101	Business Math I	4
PD	201	Professional Development	4
SS	121	Sociology*	4
SS	123	Political Science*	4
TY	101	Keyboarding I	4
TY	211	Advanced Word Processing	4
AH	101	American History	4
Total Credit Hours			104

OBJECTIVES

A major in Technical Support Specialist will prepare graduates for work in offices, industrial, and home settings. Students will receive training in troubleshooting operating systems, pc maintenance and networking, helpdesk operations, systems analysis and design, and advanced networking. Graduates will possess the technical skills to serve as technicians, help desk and support staff for large or small organizations.

***INDICATES GENERAL EDUCATION COURSE.
COURSES IN BOLD ARE CONSIDERED UPPER--LEVEL COURSES.**

**DIPLOMA
IN
MEDICAL ADMINISTRATIVE ASSISTANT**

COURSE NUMBER		COURSE TITLE	CREDIT HOURS
MD	200	Comprehensive Medical Terminology I	4
MD	201	Comprehensive Medical Terminology II	4
MD	202	Comprehensive Medical Terminology III	4
MD	203	Medical Transcription	4
MD	204	Medical Insurance/Coding	4
MD	206	Medical Office Procedures	4
TY	101	Keyboarding I	4
TY	102	Keyboarding II	4
TY	103	Information Processing	4
TY	211	Advanced Word Processing	4
CO	101	Communications I*	4
CO	102	Business Communications	4
MA	101	Business Math I	4
PD	201	Professional Development	4
SE	131	Records Management	4
Total Credit Hours			60

OBJECTIVES

This program is designed to train students for entry-level medical administrative assistant positions. Graduates of this program receive not only the specialized courses relating to the medical field, but also a solid background in the basic skills necessary for any professional administrative assistant. Graduates can find employment ranging from working in a small medical office to working in a department of a large medical center.

***INDICATES GENERAL EDUCATION COURSE.**

COURSES IN BOLD ARE CONSIDERED UPPER-LEVEL COURSES.

**DIPLOMA
IN
JUNIOR ACCOUNTING**

COURSE NUMBER		COURSE TITLE	CREDIT HOURS
AC	101	Business Accounting I	4
AC	102	Business Accounting II	4
AC	103	Business Accounting III	4
AC	106	Computerized Accounting	4
CO	101	Communications I*	4
CO	102	Business Communications	4
CS	250	Spreadsheets I	4
TY	211	Advanced Word Processing	4
MA	101	Business Math I	4
MA	102	Business Math II	4
PD	201	Professional Development	4
TY	101	Keyboarding I	4
Total Credit Hours			48

OBJECTIVES

This program is designed to provide a specialized education for various positions in the field of accounting or office administration. Graduates are employed as junior accountants, accounting clerks, and bookkeepers. Graduates may elect to apply credits earned in this course to the program in Accounting or Business Administration.

***INDICATES GENERAL EDUCATION COURSE.**

COURSES IN BOLD ARE CONSIDERED UPPER-LEVEL COURSES.

**DIPLOMA
IN
SOFTWARE APPLICATIONS**

COURSE NUMBER		COURSE TITLE	CREDIT HOURS
CS	133	Introduction to Computer Science	4
CS	235	Presentation Software	4
CS	153	Windows Applications	4
CS	240	Database Design I	4
CS	254	Desktop Publishing	4
CS	250	Spreadsheets I	4
TY	101	Keyboarding I	4
TY	211	Advanced Word Processing	4
AC	101	Business Accounting I	4
AC	106	Computerized Accounting	4
CO	101	Communications I*	4
MA	101	Business Math I	4
Total Credit Hours			48

OBJECTIVES

This program educates the student in variety of basic software applications. The student will be exposed to courses in word processing, spreadsheets, database design, and presentation software. When the student becomes computer literate, the student enhances his/her ability to succeed in the highly competitive job market of the 21st century. The student will be job ready for employment as a data entry operator, word processor, or computer clerical worker.

***INDICATES GENERAL EDUCATION COURSE.
COURSES IN BOLD ARE CONSIDERED UPPER-LEVEL COURSES.**

**DIPLOMA
IN
ADMINISTRATIVE ASSISTANT**

COURSE NUMBER	COURSE TITLE	CREDIT HOURS
SE 231	Office Management I	4
SE 131	Records Management	4
TY 101	Keyboarding I	4
TY 102	Keyboarding II	4
TY 103	Information Processing	4
TY 211	Advanced Word Processing	4
CS 153	Windows Applications	4
CO 101	Communications I*	4
CO 102	Business Communications	4
CS 250	Spreadsheets I	4
MA 101	Business Math I	4
PD 201	Professional Development	4
Total Credit Hours		48

OBJECTIVES

The program in Administrative Assistant provides a thorough education for employment as a receptionist or professional administrative assistant. Graduates of the program also qualify for positions such as typist, word processor, or office clerk. Graduates may also apply credits earned to the two-year program in Executive Office Administration.

***INDICATES GENERAL EDUCATION COURSE.
COURSES IN BOLD ARE CONSIDERED UPPER-LEVEL COURSES.**

Course Numbering System

All courses are numbered in a 100 or 200 series. Normally all courses beginning in the 200 series are upper level courses. Some courses such as TY101 –TY103 are sequential in nature and TY101 must be taken before TY102. The exceptions are the CO101 – CO103 courses. They are not sequential and no prerequisites are required.

COURSE DESCRIPTIONS

Accounting

AC 101 Business Accounting I

4 Quarter Hours

This course introduces the student to the fundamental principles of accounting as they relate to single proprietorship business. The student learns the art of properly recording transactions in the elementary journals and posting to the ledger. The trial balance, working papers, financial statements, and opening and closing of books are introduced. The completion of a comprehensive accounting simulation is required. Payroll Accounting will be introduced as well. Lab required: 1 hour per week

Pre-requisite: MA101 or permission of the Director of Education.

AC 102 Business Accounting II**4 Quarter Hours**

The principles learned in Accounting I are expanded and applied to the partnership type of business. Special emphasis is placed on the classifications of accounts; controlling accounts; safeguarding cash, notes, drafts, and trade acceptances; discounts; capital investments; and drawing. Lab required: 1 hour per week

Pre-Requisite: AC101 or permission of the Director of Education.

AC 103 Business Accounting III**4 Quarter Hours**

This course deals with the opening, adjusting, and closing of corporate accounts and books. The course shows a general system of accounting with a classification and an arrangement of accounts that is elastic and adjustable to meet the requirements of many different lines of business. It presents the purpose for which special columns may be used in books of original entry to reduce labor and increase efficiency. This course outlines a system of accounts that is suited for the efficient recording of transactions of a manufacturing business. This course introduces cost accounting and corporate accounts for stock/bond transactions.

Lab required: 1 hour per week

Pre-Requisite: AC102, MA102, or permission of the Director of Education.

AC 105 Tax Accounting**4 Quarter Hours**

The course content centers on the principles of taxation on the state and federal level and the preparation of income tax returns for individuals, partnerships, and corporations. Lab required: 1 hour per week

Pre-Requisite: AC101 or permission of the Director of Education.

AC 106 Computerized Accounting**4 Quarter Hours**

The objective of this course is to provide students with hands-on experience in using a modern computerized accounting system. This experience will include setting up and working through all journals, ledgers and statements necessary in accounting. A secondary objective will be the reinforcement of generally accepted accounting procedures used during the accounting process. Lab required: 1 hour per week

Pre-requisite: AC101 or permission of the Director of Education.

AC 200 Cost Accounting**4 Quarter Hours**

This course introduces the student to the principles of cost accounting systems, including job cost procedures, cost and standard cost accounting for materials and labor, factory overhead, and other cost factors. The completion of a comprehensive cost accounting simulation is required. Lab required: 1 hour per week

Pre-Requisite: AC103 or permission of the Director of Education.

AC 201 Intermediate Accounting I**4 Quarter Hours**

This is the first of three advanced accounting classes building upon the accounting principles learned in Accounting I, II, & III. An overview of accounting and its theoretical framework is included. An advanced interpretation and study of the income statement, the balance sheet, and the statement of cash flows are accomplished. The analysis of assets is introduced using cash, temporary investments, and receivables. Lab required: 1 hour per week

Pre-Requisite: AC103 or permission of the Director of Education.

AC 202 Intermediate Accounting II**4 Quarter Hours**

This course is a continuation of AC 201. The study and analysis of assets concerning inventories, acquisitions, utilization, and retirement is introduced. Discussion of long-term investments in equity, securities, and other assets will conclude the topic of assets. Current and contingent liabilities and accounting for long-term debt securities will be included. Lab required: 1 hour per week

Pre-Requisite: AC201 or permission of the Director of Education.

AC 203 Intermediate Accounting III**4 Quarter Hours**

This course concludes the higher level accounting series. Owner's Equity concerning contributed capital and retained earnings are examined in detail. Special problems in income determination and reporting

will be covered. Financial reporting with special emphasis on financial statement analysis will be examined. Lab required: 1 hour per week

Pre-Requisite: AC202 or permission of the Director of Education.

Business Administration

BA 101 Introduction to Business

4 Quarter Hours

This is an overview of the world of business. The student is made aware of the terminology of business and the various fields within business, which are vital to the requirements to sit for the Ohio Real Estate Broker Examination.

BA 111 Economics

4 Quarter Hours

The foundations of national wealth and welfare are examined in this basic class of economics. The impact of the nation's economy on business and the methods of strengthening business relations through economics are examined.

General Education Course

BA 200 Business Law

4 Quarter Hours

This is an examination of the laws, which relate to business. Topics for study include contracts, sales, bailment, commercial papers, agencies, partnerships, corporations, and property. In addition, this course partially fulfills the requirements to sit for the Ohio Real Estate Broker Examination.

BA 202 Business Psychology (Human Relations Skills)

4 Quarter Hours

Business Psychology applies the basic principles of psychology to human relationships in a business environment. A study of the role of motivation in business, as well as the role of management relations with employees is included in this course.

BA 212 Investments

4 Quarter Hours

The content of this course involves the presentation of the principles and procedures in the art of investing. The student examines federal and state laws and taxes, which affect the investor and the comparison of the different securities markets.

Pre-Requisite: AC102 or permission of the Director of Education.

MG 123 Principles of Supervision

4 Quarter Hours

This course provides a blend of theory and practical information on developmental management skills. The student learns the basic management functions as well as tools to analyze issues, solve problems, and provide effective goal setting. Participatory management will be stressed through case studies and through the use of group dynamics.

Pre-Requisite: BA101, MT221 or permission of the Director of Education.

MG 124 Sales and Retail Management

4 Quarter Hours

This course presents the management of concepts necessary to develop/manage a retail operation in today's competitive society. External and internal environments as well as the role of competition are studied in this course. Focus is on marketing planning.

Pre-Requisite: MG131, BA101 or permission of the Director of Education.

MG 231 Marketing/Advertising

4 Quarter Hours

This course deals with the fundamentals of marketing from the origination of the product to its ultimate use by the consumer. The student learns the channels of distribution, research, advertising, and the sale of the product.

MT 122 Small Business Management

4 Quarter Hours

The basic concepts of business management and development are covered in this course. The student learns the design and implementation of a small business through the development of a written plan. Included are the concepts of objectives, decision-making, financial planning, marketing and organizational structure.

MT 221 Human Resource Management**4 Quarter Hours**

This course deals with recognizing the various elements that comprise an organization's internal and external environment and the possible impact upon the management of human resources. The course deals with all areas of recruitment, training, and supervision of personnel. In addition, this course partially fulfills the requirements to sit for the Ohio Real Estate Broker Examination.

PD 201 Professional Development**4 Quarter Hours**

The development of a student, personally and professionally, is vital to that student's entire educational process and career preparation. This course will help the student evaluate personal skills, self-esteem, abilities, and total worth in relationship to the job market. The student will be introduced to study habits and learning techniques. This course will help the student enhance employability by resume preparation, interviewing techniques, job search techniques, and personal evaluation. To be taken last two quarters of enrollment.

Computer Applications/Technical Support**CS 133 Introduction to Computer Science****4 Quarter Hours**

This course deals with the basic components of a computer, and the Internet. Discussions include elements of hardware, software, e-mail, and software applications. This is an introduction to the Windows 7 operating system. Students are given lecture and hands-on training on the latest computer trends and software applications.

CS 153 Windows Applications**4 Quarter Hours**

This course provides students with the essentials of using Microsoft Windows, including use of the mouse, keyboard, icons, pull-down menus, the Program Manager, the File Manager, desktop accessories, and a variety of applications using the Windows 7 operating environment.

Lab required: 2 hours per week.

CS 235 Presentation Software**4 Quarter Hours**

Students will learn the essentials of preparing slides, overhead transparencies, and other presentation media using a common software package such as Microsoft PowerPoint 2010. Techniques for incorporating audio and other features will be covered. The class will be project-oriented with each student preparing a project to be presented at the conclusion of the quarter. Lab Required: 2 hours per week

CS 240 Database Design I**4 Quarter Hours**

This course is designed to give the student insight to the different models of database design. Emphasis will be on relational database design using Microsoft Access 2010. Students are taught the principles of the application design, data restrictions, and relationship. The course also emphasizes the generation of databases, reports, and the multi-file handling techniques using the concept of work areas and programming techniques. Lab required: 2 hours per week

Pre-Requisite: CS250, CS153 or permission of the Director of Education.

CS 241 Database Design II**4 Quarter Hours**

This course will be designed to build upon core disciplines learned in Database Design I. In this course students will learn how to become a Database Administrator, the use of advanced reports & form techniques, Visual Basic programming and editing, and non-wizard form & report building. Lab required: 2 hours per week.

Prerequisites: TY101 and CS240

CS 242 Integrated Office Applications**4 Quarter Hours**

This course will serve as a capstone for all software applications learned in previous courses. Employing a popular suite such as MS Office 2010, students will create a series of projects requiring them to integrate and manipulate features common to word processing, spreadsheets, database, and presentation

software. The course will culminate in a portfolio to be presented at the end of the quarter. Practicum required: 66 clock hours. Time and location coordinated by instructor. Lab required; 2 hour per week.

Pre-Requisite: CS235, CS240, CS 251, CS153, TY212 or permission of the Director of Education.

CS 250 Spreadsheets I

4 Quarter Hours

This course is designed to familiarize the student with the functions of spreadsheets. The student will be able to enter formulas, replicate, delete rows and columns, print, create windows, load, save, erase, fix titles, and edit using Microsoft Excel 2010. Lab required: 2 hours per week

Pre-Requisite: MA101 or permission of the Director of Education.

CS 251 Spreadsheets II

4 Quarter Hours

This course will be an extension of CS 250. Emphasis will be placed on micro techniques and presentation graphics using the capabilities of spreadsheet software. Advanced spreadsheet financial commands will be learned. File linking with other spreadsheets, databases, and word processors will be discussed with installing, setting up, and configuring a custom spreadsheet package. Lab required: 2 hours per week

Pre-Requisite: CS 250 or permission of the Director of Education.

CS 254 Desktop Publishing

4 Quarter Hours

This course is designed to familiarize the student with layout and designing of newsletters, menus, flyers, brochures, and annual reports using desktop publishing software. The student will be able to create publications by importing text and graphics, working with frames, color palettes, graphics and drawing tools. Lab 2 hours per week

Pre-Requisite: CS153 or permission of the Director of Education.

CS 260 Troubleshooting Operating Systems

4 Quarter Hours

Students will be introduced to a variety of operating systems. They will learn in more detail how to set up and install the operating system software, configure new peripheral devices, and share resources over a network. Lab required: 2 hours per week.

Pre-Requisite: CS133, CS153 or permission of the Director of Education.

CS 261 PC Maintenance and Networking

4 Quarter Hours

Students will learn basic PC maintenance and networking procedures. A goal is to be able to diagnose and resolve problems common to many personal computer systems. Students will learn procedures for downloading and installing patches, operating virus protection software, and installing and upgrading hardware and software. The fundamentals of networking will cover installation and TCP/IP protocols. Lab required: 2 hours per week

Pre-Requisite: CS133 or permission of the Director of Education.

CS 262 Help Desk/Technical Support

4 Quarter Hours

Students will learn how to answer technical support questions for most applications whether they are hardware or software based. Customer service techniques and listening skills will be emphasized in addition to technical knowledge.

CS 263 Systems Analysis and Design

4 Quarter Hours

Students will learn the basics of analyzing an organization's computer needs. They will be able to design and implement a new system, making recommendations on pricing and purchasing both hardware and software. After development, they will be able to provide technical support for the system they have designed.

Pre-Requisite: CS261 or permission of the Director of Education.

CS 264 Advanced Networking

4 Quarter Hours

In this course, which is a continuation of CS 261, students will learn advanced techniques for establishing and operating a computer network. They will develop, set up, and maintain a network using the Windows operating system and Windows NT. Students will install software for a workstation and/or server and receive in-depth knowledge of network interface cards. Lab required: 2 hours

Pre-Requisite: CS261 or permission of the Director of Education.

Mathematics

MA 100 Developmental Math

4 Quarter Hours

This course offers a review of the basic skills and understandings of the mathematical processes needed for business mathematics and related courses. Mathematical operations covered include: whole numbers, fractions, decimals, percentages, and algebra. **THIS COURSE IS REQUIRED FOR ENTERING STUDENTS WHO DO NOT MEET THE ACCUPLACER REQUIREMENTS ON THE MATH PLACEMENT TEST DURING ENROLLMENT.**

MA 101 Business Math I

4 Quarter Hours

This course is designed to provide students with the mathematical skills and concepts that are beneficial in the study of other courses, the pursuit of a successful business career, and in the everyday activity of being a consumer. This course will provide students with a firm foundation in the mathematical skills of percent, payroll, discounts, markups, and simple interest.

Pre-Requisite: Score of 31 or better on the Mathematics Placement Test

MA 102 Business Math II

4 Quarter Hours

Business Math II is designed to provide students with a firm foundation in mathematical abilities that will enhance their success in the study of the principles of accounting. The student is introduced to business situations in which he/she must make computations of credit and installment loans, investment calculations, depreciation, inventories, and financial statements.

Pre-Requisite: MA101 or permission of the Director of Education.

Communications

CO 100 Developmental English

4 Quarter Hours

This course is designed for students who need a review of the basic fundamentals of reading and writing. Instruction is given in spelling, vocabulary, grammar, sentence structure, and reading comprehension. **THIS COURSE IS REQUIRED FOR ENTERING STUDENTS WHO DO NOT MEET THE ACCUPLACER REQUIREMENTS ON THE ENGLISH PLACEMENT TEST DURING ENROLLMENT.**

CO 101 Communications I

4 Quarter Hours

Communications I presents an overview of college-level writing. Students cover topics such as writing paragraphs and essays, critical thinking and argumentation, writing grammatical sentences, and writing effective sentences. Writing is presented as a process with an emphasis on prewriting and revision.

Pre-Requisite: Score of 51 or better on the reading and a score of 53 or better on the writing part of the English Placement Test. *General Education Course*

CO 102 Business Communications

4 Quarter Hours

Communications II is designed as an introductory study in which the student's primary position is that of the "Communicator." The student improves his/her oral and written communication skills as they pertain to business letters, short reports, and resumes.

CO 103 Communications III

4 Quarter Hours

Communications III emphasizes the correct usage of communications, both oral and written, concentrating on the step-by-step process of developing a research report from idea to final product. The course further enhances speaking skills to enable students to confidently present an oral overview of the research paper. In the total process, group participation skills will be employed.

General Education Course

Medical

MD 200 Comprehensive Medical Terminology I

4 Quarter Hours

This course is the first of three courses designed to assist the student in learning the basic language of human anatomy and physiology as a background for working in an allied health or medical office career setting. This comprehensive review covers basic structures of the major body systems and related simple physiologic processes. This course also includes the study of prefixes, suffixes, and root words used to describe the anatomical structures, histology, medical processes, and procedures related to these systems. Whole body terminology, the integumentary, skeletal, muscular and nervous systems will be considered in this first course.

Pre-Requisite: None

MD 201 Comprehensive Medical Terminology II

4 Quarter Hours

This course is the second of three courses designed to assist the student in learning the basic language of human anatomy and physiology as a background for working in an allied health or medical office career setting. This comprehensive review covers basic structures of the major body systems and related simple physiologic processes. This course also includes the study of prefixes, suffixes, and root words used to describe the anatomical structures, histology, medical processes, and procedures related to these systems. The blood and lymphatic systems the cardiovascular, respiratory, digestive, endocrine systems and the special senses will be considered in this second course.

Pre-Requisite: MD200 or permission of the Director of Education.

MD 202 Comprehensive Medical Terminology III

4 Quarter Hours

This course is the third of three courses designed to assist the student in learning the basic language of human anatomy and physiology as a background for working in an allied health or medical office career setting. This comprehensive review covers basic structures of the major body systems and related simple physiologic processes. This course also includes the study of prefixes, suffixes, and root words used to describe the anatomical structures, histology, medical processes, and procedures related to these systems. The urinary tract, male and female reproductive systems, obstetrics, child health, radiology and diagnostic imaging, oncology and pharmacology will be considered in this third course.

Pre-Requisite: MD201 or permission of the Director of Education.

MD 203 Medical Transcription

4 Quarter Hours

Medical Transcription is designed to coordinate the use of dictation equipment and advanced typewriting in the development of communication and secretarial skills. The student is introduced to the medical, financial, legal, and clerical responsibilities of a medical office. Lab required: 2 hours per week

Pre-Requisite: MD202, TY102 or permission of the Director of Education.

MD 204 Medical Insurance/Coding

4 Quarter Hours

This course introduces the student to the management of a medical practice through the usage of coding for insurance, billing, and collection. The course also examines the legal aspects of insurance claims and medical records. Students will become familiar with Current Procedural Terminology (CPT-4) and Diagnostic Coding. ICD-10-CM. Lab required: 2 hour per week

Pre-Requisite: MD202 or permission of the Director of Education.

MD 205 Computerized Medical Management

4 Quarter Hours

This course will familiarize students with the capabilities of a medical practice management software program Medisoft 17, including computer patient files, matching CRT and diagnosis codes, charges, payments, age of accounts receivables, superbills, and print reports. Lab required: 2 hours per week

Pre-Requisite: MD202, TY102, or permission of the Director of Education.

MD 206 Medical Office Procedures

4 Quarter Hours

In Medical Office Procedures the student will be working with communications and secretarial skills that apply to doctors' offices. The student will prepare medical records, schedule appointments, billing, and

be introduced to insurance forms. Emphases are placed on legal, financial, and clerical responsibilities of a private doctor's office. There are simulations that take the student through an average day in this type of office by using CD and ExpressScribe. Practicum required: 66 clock hours. Time and location coordinated by instructor. Lab required; 2 hour per week.

Pre-Requisite: MD202 through MD205, TY104 or permission of the Director of Education.

MD 207 Medical Office Ethics

This course will introduce students to the legal aspect of the medical office and provide a foundation of law to aid students in understanding legal constraints in a medical environment. This course will provide students with a basic understanding of the HIPAA rulings mandated by the federal government that directly affect the delivery of health care and the behavior of medical office personnel.

Pre-Requisite: MD202 or permission of the Director of Education.

Office Administration Skills

SE 131 Records Management

4 Quarter Hours

This course teaches the fundamentals that are essential to managing the records of a business. It covers the four basic methods of filing and deals with the job of the records manager and record control. A laboratory set is included. Lab required: 2 hours per week.

Pre-Requisite: TY101 or permission of the Director of Education.

SE 231 Office Management

4 Quarter Hours

This course familiarizes the student with the skills & responsibilities of a secretary in an executive office. The student learns the maintenance of essential records, mail processing, expediting travel arrangements, itinerary preparation, and meeting arrangements. In addition the student learns to use the photocopier, fax machine, and electronic typewriter. Employment preparation techniques will also be discussed. Eligible students will complete a 66-clock hour externship. Time and location coordinated by instructor. Lab required: 1 hour per week

Pre-Requisite: TY103 or permission of the Director of Education.

Social Studies

SS 121 Sociology

4 Quarter Hours

This course covers the role of man in relation to society. It contains an emphasis on the concepts of individuals, groups, socialization, and culture. This course also deals with the changing roles of the family, religion, and education. *General Education Course*

SS 123 Political Science

4 Quarter Hours

This course is designed to enable the student to understand fundamentals of the American political process as well as the national institutions, their function, and the relationships of state and local governments.

General Education Course

AH 101 American History

This course is designed to enable the student to understand the fundamental facts of the United States history, starting with the European settlement of the continent in the 17th Century & concluding with the events up to the midpoint of the 20th Century.

General Education Course

Keyboarding/Word Processing

TY 101 Keyboarding I

4 Quarter Hours

The student will take the important first steps toward keyboarding competence by making key reaches that are done speedily and with accurate results. The student will also learn how to use Microsoft Word software. Ample opportunity for measuring skill growth is also included. The development of the

student's keyboarding skill for use in a variety of personal and business applications will also be emphasized. Recommended speed at class completion is 30 wpm.

Lab required: 2 hours per week

TY 102 Keyboarding II

4 Quarter Hours

This course will enable the student to improve the ability to type from different kinds of copy; to work from rough draft and corrected materials; prepare business correspondence; format tables; prepare formal reports and business forms; and to further develop his/her communication skills. The student will continue to improve keyboarding skills and develop good production skills. Recommended speed at class completion is 45 wpm. Lab required: 2 hours per week

Pre-Requisite: TY101 or permission of the Director of Education.

TY 103 Information Processing

4 Quarter Hours

The student will continue to improve his/her keyboard production and communication skills using Microsoft Word software. The student will complete simulations comprised of realistic jobs, designed to give the student a feeling of accomplishment. Recommended speed at class completion is 55 wpm. Lab required: 2 hours per week

Pre-Requisite: TY102 or permission of the Director of Education.

TY 104 Advanced Document Development

The student will continue to improve his/her keyboard production and communication skills. Students will work on intensive publishing of business communication documents, as well as extensive work with desktop publishing documents. Emphasis will be placed on formatting of documents as well as student composition of documents. In addition, students will be introduced to the integration of documents from different applications into Word documents. Minimum speed required: 65 words per minute. Lab required 2 hours per week

Prerequisite: TY103 or permission of the Director of Education.

TY 211 Advanced Word processing

4 Quarter Hours

This course is designed to teach students the operation of text-editing equipment. The student will become familiar with the role that word processing systems play in information management, and provides an opportunity for students to learn about career possibilities utilizing word processor system operation skills. Students learn text editing, formatting, locating, printing, and pagination. Lab required: 2 hours per week

Pre-Requisite: TY101 or permission of the Director of Education.

Real Estate

Note: These courses are intended only for those interested in real estate sales licensure or continuing education. They are non-credit courses and may not be used as electives for our diploma or associate degree programs.

Pre-Real Estate Sales Licensure Courses

A certificate of completion is awarded for each course successfully completed.

RE 255 Real Estate Principles and Practices

40 Clock Hours

The elementary physical, legal, locational, and economic characteristics of real estate are presented and related to the analysis that should provide the basics for all real estate decisions -- whether involving home ownership or investment decisions. This course partially fulfills the requirements to sit for the Ohio Real Estate Sales Examination.

RE 256 Ohio Real Estate Law

40 Clock Hours

This course deals with the law of fixtures, estates, mortgages, and liens; closing transactions; zoning laws; and canons of business ethics and licensing laws. This course partially fulfills the requirements to sit for the Ohio Real Estate Sales Examination and to reinstate Real Estate Licenses revoked for non-compliance of Real Estate Continuing Education after 1985.

RE 257 Real Estate Appraisal

20 Clock Hours

The purpose of the appraisal course is to introduce the fundamental principles of real estate valuation, emphasizing the thought processes and methodologies for appraising residential homes and/or 4-family apartment buildings. The basic structure of the course is to teach real estate appraisal to non-professional appraisers. This course partially fulfills the requirements to sit for the Ohio Real Estate Sales Examination.

RE 258 Real Estate Finance

20 Clock Hours

This is a comprehensive course dealing with all aspects of real estate financing. This course offers a mixture of legal, institutional, analytical, and managerial approaches to Finance. This course partially fulfills the requirements to sit for the Ohio Real Estate Sales Examination.

Real Estate Continuing Education Courses: Each real estate licensee is required to take a total of 30 hours of Ohio approved Continuing Education every three years until they reach the age of 70. This 30-hour package must contain 3 hours of Civil Rights, 3 hours of Core Law, 3 hours of ethics (for all three year cycles beginning February 1992), and the balance in state-approved real estate courses.

A certificate of completion is awarded for each continuing education course successfully completed.

Civil Rights: Brokers, Buyers, and Bias	3 Clock Hours
Civil Rights: Fair Housing.....	3 Clock Hours
Core Law Update	3 Clock Hours
Real Estate Ethics.....	3 Clock Hours
Real Estate Property Management	21 Clock Hours
Professional Real Estate Salesmanship.....	21 Clock Hours
The Real Estate Investment.....	21 Clock Hours

Statement of Compliance
Family Educational Rights and Privacy Act of 1974
(Revised, April 11, 1988)

This federal law protects the privacy of a student's educational and financial assistance records. The law gives certain rights to parents regarding their children's educational records. These rights transfer to the student or former students who have reached the age of 18. Eligible parents or eligible students have the right to inspect all of the student's education records maintained by the institution. Eligible parents and eligible students have the right to request that the institution correct records believed to be inaccurate or misleading.

Generally, Gallipolis Career College must have written permission from a student or his or her parent before releasing any information from a record. However, the law allows the institution to disclose records, without the student's consent, to the following parties:

- A. School employees who have a need to know
- B. Other schools to which the student wishes to transfer
- C. Parents, if the student is over 18 and still dependent
- D. Government officials, to carry out lawful functions
- E. Appropriate parties concerned with financial aid eligibility
- F. Organizations doing certain studies for the institution
- G. Accrediting organizations
- H. Individuals who have obtained court orders or subpoenas
- I. Persons who have a need to know in cases of health and safety emergencies
- J. State and local authorities to which disclosure is required by state laws

A student has the right to examine certain files, records, or documents maintained by the institution that pertain to him or her. The institution will permit a student to examine such records within forty-five (45) days of the submission of a written request to obtain copies of such records.

A student may request that the institution amend his or her educational records on the grounds that they are inaccurate, misleading, or in violation of his or her rights of privacy. In the event the institution refuses to so amend the records, a student may follow the institution's grievance procedure as outlined in this catalog.

Educational Records are all files, records, or documents maintained by the institution that contain information about a student. Examples include the student's attendance record, record of grades, placement, and financial aid files. The education and/or business office, placement, and financial aid offices maintain such records. The only persons allowed access to these records are those who have legitimate administrative or educational need.

It is the policy of the institution to monitor records to insure that they do not contain information that is misleading, inaccurate, or otherwise inappropriate. The institution has the right to destroy records that are no longer useful or pertinent to the student's circumstances. However, academic records are held permanently.

The only information that may be unconditionally released without the consent of the student (unless the student has specifically directed, in writing that the information is not to be released) is called directory information. The institution requires that a student give such a directive within fifteen (15) days after the start of class. Directory information is defined as the student's name, address, telephone number, date of birth, course of study, last school attended, post-graduate employment, job title, and dates of attendance. However, it is the policy of the institution not to distribute lists of its students to any third party interests.

All documents are kept according to the time frames established by the State of Ohio and the U.S Federal Department of Education.

Disclaimer:

Gallipolis Career College is an authorized testing center for the Microsoft Office User Specialist (MOUS) Certification examinations. However, taking and successfully completing a computer course at Gallipolis Career College does not guarantee passing scores on the MOUS Certification examination. MOUS examinations are offered to students or the general public on a voluntary basis and are not a requirement of graduation from a particular course or program. Gallipolis Career College does not award the credential for successfully completing a MOUS examination, nor does it dictate the test content.

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Gallipolis Career College is a Certiport Authorized Test Center (CATC) and has been since 1998.

We are certified to proctor the following exams:

- Microsoft Office Specialist (MOS)
- Microsoft Technical Associate (MTA)
- Intuit QuickBooks 2012

Microsoft Office Specialist Certification consists of:

- **Access**-a database management system which can generate reports using queries,
- **Excel**-allows users to organize, format, and calculate data using spreadsheets while learning to use formulas, replicate, delete rows and columns, print, create windows, load, save, erase, fix titles, and edit cells.
- **PowerPoint**-an interface to design multimedia slides for presentations while learning to use audio and other features in the program.
- **Word**-a word processing program which will teach the individual about text editing, formatting, locating, and printing of documents.

Microsoft Technical Associate Certification consists of:

- **Software Development Fundamentals**-Core programming, object-oriented programming, general software development, web applications, and databases
- **Web Development Fundamentals**-Programming web applications, working with data and services, troubleshooting and debugging web applications.
- **Windows Development Fundamentals**-Windows programming basics, Windows forms applications, WPF applications, Windows Services applications, accessing data in a Windows Forms application, and deploying Windows applications.
- **.NET Fundamentals**- .NET Framework concepts, namespaces and classes in the .NET Framework,.NET Code compilation, I/O classes in the .NET Framework, security, .NET languages, and memory management.
- **HTML5 Application Developer Fundamentals**-platform fundamentals, manage the state of an application, debug and test, publish an application, build the UI using HTML5, Core CSS concepts, using JavaScript to update the UI, code animations, access data, and code additional HTML5 APIs.
- **Gaming Development Fundamentals**-game design, design the UI, understand components, work with XNA, game platforms, rendering engines, animate, and transform objects.
- **Mobile Development Fundamentals**-Mobile device tools, design for mobile devices, Silverlight, mobile device APIs, mobile device controls, and build U.

Intuit QuickBooks 2012 - a computerized accounting system which includes setting up and working through journals, ledgers, and statements.